



Planning and Budget Guiding Document

Purpose:

The purpose of the **Budget Committee** is to provide an advisory opportunity for input on district-level financial planning, including the District's revenue sources, general fund budgets, the long-term financial sustainability plan, and alignment of the budget to District goals. This committee will come together at least every two months, but additional meetings may be called at the discretion of the Chairperson depending on topics being addressed. The members of the Budget committee will receive informational updates and will provide advisory input and recommendations to the District regarding specific topics.

Composition

This committee will include broad representation from stakeholders including at least one principal, teacher, student, parent, community member and a business representative with relevant expertise. Budget committee members will be selected through a centralized application process posted on the District website. The composition of the committee will be evaluated annually to ensure representation from all stakeholders. The Budget Committee should be composed of approximately 75% campus-based staff, community, and San Antonio Alliance members and 25% district-based staff.

Campus-based & community members:

The committee will be composed of members from each of the 7 single-member Districts including at least 1 high school student, 1 teacher, 1 campus-based administrator, 1 campus-based paraprofessional, 1 parent or grandparent, 1 person with relevant business expertise, and 1 community member.

District-based staff:

The Budget Committee will consist of up to 6 District-based staff from different departments within the District. As much as possible, District-based members will be made up of staff from across different departments within the District and seek membership through application.

San Antonio Alliance:

The San Antonio Alliance may appoint 1-2 representatives to serve as members of the Budget Committee.

Selection Process

At the start of the school year, an application will be made available to all stakeholders. Current members of the Budget Committee will help promote and recruit new members. A sub-committee of 3-4 members will review applications utilizing a rubric to determine the candidates for membership. Applications to the Budget Committee are accepted in a window during the summer months in advance of the start the new school year.

Membership Terms

Members that apply to the Budget Committee will serve staggered terms of 2 years. Members may serve one additional term, but renewed membership is not automatic and must be made by submission of an application.

Expectations of Members

The Budget Committee will develop a set of norms to follow ensuring that all members conduct themselves with courtesy and respect to fellow members, District parents and students, District staff and trustees, and members of other District advisory councils.

Roles and Responsibilities

The Budget Committee is established by the Superintendent with an appropriate staff member serving as the Budget Committee coordinator appointed by the Superintendent. The Budget Committee serves strictly as an advisory committee and has no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Agendas shall be prepared for all regular meetings and posted on the Budget Committee website in advance of meetings. Minutes will be kept for all regular meetings and posted on the Budget Committee website.

Meeting Frequency

The Budget Committee will meet once every one to two months, as determined by the Budget Committee coordinator, from August through May of each academic year. The meeting dates will be published annually, prior to the first day of school. The regular meeting schedule will be posted on the SAISD Advisory Council webpage.

Contact

For questions about the Budget Committee, please contact The Planning and Budget Department at:

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