

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #34

(2001-2002)

September 10, 2001

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: BUDGET REVIEW PROCESS FY 2002-2003

PERTINENT FACTS:

Last fall the Anchorage School District reinstated the Budget Review Team process to gather recommendations from the community, Anchorage School District staff and students in order to prepare a General Fund budget for the FY 2001-2002 school year that reflected a balance between revenues and expenditures. More than 200 community members, school district employees and students volunteered to help with the extensive review of the budget.

Beginning in August, each review team spent six weeks reviewing a specific area of the budget. At the end of the process, the teams presented a prioritized list of budget reductions. The process was similar to ones used in previous years and involved a two-tier approach to identify significant program/service reductions for the FY 2001-2002 school year. Tier One identified \$20 million in reductions and was based on projected revenue shortfalls for FY 2001-2002. Tier Two identified an additional \$39 million in reductions from which reductions could be made if the "Tax Cap Initiative " passed in November.

The "Tax Cap Initiative" failed, and with the passage of Senate Bill 174 by the Alaska State Legislature, the District was able to reinstate many of the reductions that were made in prior years and address critical needs.

The Budget Review Team process played a significant role in the development of the preliminary budget prepared by the administration, in the approval of the budget by the Anchorage Municipal Assembly and in our efforts to secure additional funding from the Alaska State Legislature. It was also instrumental in the defeat of the "Tax Cap Initiative."

Budget Review Process FY 2002-2003

This fall, the District will continue with its efforts to seek input from the community, employees and students in the development of its preliminary budget recommendations.

The input being sought will target the following areas:

- Economies and efficiencies in delivery of programs and services
- Additions to programs and services
- Reductions in programs and services

The budget review teams formed last year will meet once in early October to review last year's recommendations, receive a status report on these recommendations, and to provide additional input.

In October, the superintendent and the administration will conduct four town meetings to gather additional community and employee input. One meeting will be held in Eagle River, one in Girdwood and two in the Anchorage Bowl. The town meetings will be videotaped and rebroadcast on Channel 43.

The District Web site, ASD Online, will also carry a suggestion box to which community members may submit their recommendations. For those without access to the Internet, suggestion forms will be available from the District through the schools and the Public Affairs Department. In addition, input will be solicited from the Minority Education Concerns Committee (MECC), various advisory committees, and the Anchorage Council of PTAs.

The Superintendent and the School Board will use input from all these sources as they work through the budget process.

The critical timeframe for obtaining community input into the preliminary budget is October, prior to the October 29 Board work session on the Proforma FY 2002-2003 Budget. The Budget Department will release preliminary projections on next year's revenues and expenditures for use in the budget review process by the end of September.

An outline of the Budget Review Process for FY 2002-2003 is attached.

CC/law

Attachment

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Approved by: Carol Comeau, Superintendent

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

FY 2002-2003 BUDGET REVIEW PROCESS

The purpose of the budget review process is to solicit recommendations from the community and Anchorage School District staff and students in order to prepare a General Fund budget for the FY 2002-2003 school year that reflects a balance between revenues and expenditures, while focusing on our mission to educate students for success in life.

To secure this input, the Superintendent and the administration will conduct a series of four town meetings during the month of October. Members of the public will be invited to offer their recommendations on development of the FY 2002-2003 budget during these meetings.

Opportunities for input into the budget review process will also be available through the District Web site, ASD Online, which will contain a "suggestion box" to which community members may submit their recommendations online. For those without access to the Internet, suggestion forms will be available from the District through schools and the Public Affairs Department. In addition, input will be solicited from the Minority Education Concerns Committee (MECC), various advisory committees, and the Anchorage Council of PTAs.

The budget review teams formed last year will meet once in early October to review last year's recommendations, receive a status report on these recommendations, and to provide additional input.

The Superintendent and the School Board will use input from all these sources as they work through the budget process.

The School Board will review the preliminary budget at a series of public hearings to be scheduled in January 2002, prior to adopting the Proposed Financial Plan. The Anchorage Municipal Assembly will receive an independent review of the budget from its School Budget Advisory Commission and allow opportunity for additional public input before approving the District's final spending authority and the local tax contribution for the 2002-2003 school year in March.

## Budget Review Team Recommendations' Review

Last year seventeen budget review teams were established in the following areas:

Elementary Schools	Central Administration/School Board
Middle Schools	Human Resources/Labor Relations
High Schools	Public Affairs
Special Education/Related Services	Pupil Transportation
Curriculum	Maintenance/Operations
Assessment and Evaluation	Purchasing/Warehouse
Activities - Grades 7 - 12	Community Education
Business Management	Information Technology/DP/AV
Training and Professional Development	

Each of the budget review teams from last year will meet with their team facilitator once in early October (The meeting will be scheduled by the team facilitator.). The purpose of this meeting will be to review last year's recommendations, including those that were implemented, and to offer any changes or additions they deem appropriate. The recommendations will be then forwarded to the Superintendent and the School Board, along with the input from the town meetings, the MECC, various advisory groups, the Anchorage Council of PTAs, the District Web site and the suggestion forms.

## Town Meetings

The superintendent and the administration will conduct four town meetings for the purpose of obtaining community, employee and student input during the month of October:

<b>Location</b>	<b>Date</b>	<b>Time</b>
Gruening Middle School	Monday, October 1, 2001	6:30 p.m. – 8:30 p.m.
Wendler Middle School	Wednesday, October 3, 2001	6:30 p.m. – 8:30 p.m.
Mears Middle School	Wednesday, October 10, 2001	6:30 p.m. – 8:30 p.m.
Girdwood Elementary School	Thursday, October 11, 2001	6:30 p.m. – 8:30 p.m.

The superintendent will provide a brief overview of the projected budget revenues and expenditures for FY 2002-2003. Participants will then be given the opportunity to ask questions, offer comments, and make recommendations on the budget to the superintendent. Division leaders and directors will also be present to address questions specific to their area of responsibility.

### District Web Site/Suggestion Forms

An online "suggestion box" for budget recommendations will be available on the District Web site, ASD Online, starting September 28. For individuals who do not have access to the Internet, a "budget recommendation form" may be picked up at the counter of the switchboard operator at the Administration Building on 4600 Debarr Road. A copy of the form, with a prepaid return envelope, will be mailed to anyone requesting one, by calling Public Affairs at 742-4153. Forms will also be available at the schools.

### Budget Review Process Recommendations

The budget review process will be completed prior to the Proforma FY 2002-2003 Budget work session scheduled for the School Board on Monday, October 29.

The Superintendent will then use the recommendations in the development of the Preliminary FY 2002-2003 to be presented to the School Board in January 2002.

Additional opportunities for public input will occur during the budget hearings, as well as during the Anchorage Municipal Assembly meetings in March at which time the Assembly will take up the District budget for final approval.

### Budget Review Process Tasks/Timeline

The goal of the administration is to complete the budget review process prior to the October 29 School Board work session on the Proforma FY 2002-2003 Budget. To do so, and to allow for the school year to get underway before tasking the community, administration, employees and students with looking at next year's budget, the decision was made to conduct the town meetings and the Budget Review Team reviews during the month of October.

District administrators will prepare their preliminary budgets for next year in November and the School Board will set the upper limit of the budget at its November 12 Board meeting.

While it is an ambitious schedule for the District to undertake in such a short timeframe, the value of obtaining public input is central to our success as a district.

The following lists some of the major tasks and deadlines to be undertaken during the budget review process:

	<b>Task</b>	<b>Deadline</b>
1.	Presentation of the Budget Review Process to the School Board	09/10/01
2.	Training of Budget Review Team Facilitators in this year's process	09/11/01
3.	Presentation of the Budget Review Process to Principals, etc.	09/12/01
4.	Web site "budget recommendation suggestion box" online	09/28/01
5.	B.R.T. Facilitators to schedule team meetings by	09/28/01
6.	Budget recommendation forms available	09/28/01
7.	Budget Review Team Meetings	10/1-5/01
8.	Town Meetings	10/1-11/01
9.	Proforma Budget FY 2002-2003 School Board Work Session	10/29/01
10.	Upper Limit of the FY 2002-2003 Budget set by Board	11/12/01
11.	ASD Budget hearings	01/2002
12.	Anchorage Municipal Assembly Budget hearings	03/2002