

ANCHORAGE SCHOOL DISTRICT  
FY 2007-2008 BUDGET REVIEW TEAM PROCESS  
TEAM MEETING SIGN-UP SHEET

Budget Review Team: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_  
Address: \_\_\_\_\_ Room Number: \_\_\_\_\_

1	_____	21	_____
2	_____	22	_____
3	_____	23	_____
4	_____	24	_____
5	_____	25	_____
6	_____	26	_____
7	_____	27	_____
8	_____	28	_____
9	_____	29	_____
10	_____	30	_____
11	_____	31	_____
12	_____	32	_____
13	_____	33	_____
14	_____	34	_____
15	_____	35	_____
16	_____	36	_____
17	_____	37	_____
18	_____	38	_____
19	_____	39	_____
20	_____	40	_____



ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA  
BUDGET REVIEW TEAM  
FY 2007–2008 BUDGET DEVELOPMENT PROCESS

The purpose of the Budget Review Team process is to solicit recommendations from the community, Anchorage School District staff, and students in order to prepare the budget for the FY 2007–2008 that focuses on improving student achievement in safe and barrier-free schools and reflects a balance between revenues and expenditures. Based on early estimates of revenues and expenditures, the gap is estimated to be more than \$22 million. Although the primary focus of reduction will be in the General Fund, we are requesting that the one of the Budget Review Teams review the Food Service Fund to determine if improvements/efficiencies can be made. A Construction Practices Task Force will also be taking place during the same timeframe.

The Superintendent and School Board will use these recommendations to prepare the FY 2007-2008 budget.

The Budget Review Teams will be asked to do the following:

- Look for economies.
- Find duplication of efforts or services.
- Look for program alternatives that can provide services to students in more effective ways.
- Provide appropriate recommendations; i.e., reductions cannot violate the law or terms of existing contracts.
- Provide the impact of services that will result from the recommendations made.
- Identify revenue enhancements to support programs.
- Identify and prioritize recommendations for potential reductions.
- May review those negotiated union agreements which are applicable to your area and make suggestions for changes to be considered in the next round of bargaining.

Budget Review Team Composition

Each of the Budget Review Teams will be composed of volunteers. Most volunteers will be assigned to their first choice, if possible.

Efforts were made to solicit participation to include:

- Chamber of Commerce (Anchorage and Chugiak/Eagle River)
- Anchorage PTAs and PTOs, and other parent organizations
- Minority Education Concerns Advisory Committee (MECAC)
- Federation of Community Councils
- Employee Bargaining Groups
- United Way of Anchorage
- Anchorage Journal of Commerce
- Commonwealth North

- Native Advisory Committee
- School Business Partnerships
- Anchorage Economic Development Corporation
- Anchorage Senior Center
- Older Persons Action Group
- Marlow Manor
- Curriculum Advisory Committees
- Nana Training Systems
- Special Education Advisory Committee
- Education Workforce Advisory Commission
- Individual Community Members
- Individual Employees (Classified and Certificated)
- Students

Budget Review Teams will have a minimum of two co-facilitators from District administrative staff. In order for the process to be effective, team members must be willing to actively participate for approximately seven to eight weeks. The Budget Review Teams will present their findings to the School Board on Thursday, November 30.

#### Budget Review Teams

Budget Review Teams will review District's General Fund (17 teams) and Food Service Fund (1 team):

- Elementary Schools
- Middle School and Middle School Activities
- High School and High School Activities
- Special Education/Related Services
- Curriculum/Instructional Support
- Assessment and Evaluation/District Accountability
- Training and Professional Development
- Central Administration/School Board/Communications
- Business Management/Demographics
- Human Resources/Labor Relations/Benefits/EEO
- Transportation
- Maintenance
- Operations
- Purchasing/Warehouse
- Community Services
- Security/Emergency Preparedness/Risk Management
- Technology/Audio Visual/Library Resources
- Food Services

Timeline

In order to accomplish the required task by Thursday, November 30 it is necessary to spend seven to eight weeks in the process. The Superintendent will provide an overview and the tasks to be achieved at a Kick-Off meeting on Thursday, September 28, at 7:00 p.m. at Wendler Middle School. Teams will meet seven to eight times between Thursday, September 28 and mid-November to develop their recommendations. The Budget Review Team recommendations will be presented to the School Board and public at a meeting on Thursday, November 30 (location to be determined).

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA  
BUDGET REVIEW TEAM TIMELINE  
FISCAL YEAR 2007-2008 DEVELOPMENT PROCESS

---

1. Aug. 28: ASD Memorandum #29 – FY 2007-2008 Budget Review Process presented to the Board
2. Sept. 6: Media Announcement: Budget Review Team Process
3. Sept. 6 – Sept. 22: Publicity & Application period
4. Week of Sept. 25: Team Assignments & Notification
5. Sept. 28: Kick-Off meeting involving all Budget Review Team members, (Thursday, Sept. 28, 7:00 p.m. – Wendler Middle School)
  - Overview of process by Superintendent
  - Divide into Budget Review Teams: (Co-facilitators establish future meeting location and times with team members)
6. Sept. 28 – Nov. 17: Budget Review Team Process
  - Sept. 28 – Nov. 17: Weekly meetings of BRT
  - Friday, Nov. 17, 4:00 p.m.: BRT Reports due to Chief Financial Officer's office
7. Oct. 30: School Board Budget Work Session (Monday, Oct. 30, 5:00 p.m. – Administration Building, Board Room)
8. Nov. 13: FY 2007-2008 Financial Plan - School Board sets upper limit & assumptions
9. Nov. 14 – Jan. \_\_: Preparation of the FY 2007-2008 Preliminary Financial Plan  
(date to be determined)
  - Superintendent reviews Budget Review Team recommendations
10. Nov. 30: Budget Review Teams presentation to the School Board (Thursday, Nov. 30, 7:00 p.m. – location to be determined)
  - Budget Review Teams recommendations released
  - Each Budget Review Team through their selected spokesperson will give a presentation on their recommendations to the Superintendent and the School Board

11. Jan. \_\_ & Jan. \_\_:      FY 2007-2008 Preliminary Financial Plan – Public Hearings  
*(dates to be determined)*
12. Jan. \_\_ & Jan. \_\_:      FY 2007-2008 Proposed Financial Plan – First and Second Readings  
*(dates to be determined)*
13. March 5:                      ASD FY 2007-2008 Proposed Financial Plan  
Assembly Ordinance & Memorandum due to Municipal Clerk's  
office
14. March \_\_:                      Anchorage Assembly  
*(date to be determined)*      Public Hearing & Approval of Upper Limit & Tax Appropriation for  
FY 2007-2008 Adopted Financial Plan
15. May 16:                        Last day of Legislative Session  
Governor has 90 days (not counting weekends) after receiving bill to  
act before it becomes law
16. May 23:                        Last day of school
17. July 1:                         Beginning of ASD 2007-2008 Fiscal Year  
(July 1, 2007 – June 30, 2008)



ANCHORAGE SCHOOL DISTRICT  
 ANCHORAGE, ALASKA  
 FY 2007 - 2008 BUDGET REVIEW TEAM  
 REQUEST FOR COSTING  
 (Requires Majority of Members Present)

Budget Review Team: \_\_\_\_\_ Request No. \_\_\_\_\_

Department: \_\_\_\_\_ Account Code: \_\_\_\_\_

**Brief Description** (Please provide enough information for the Budget Department to make an accurate accounting of the proposed reduction):

---

**To be completed by Budget Department.** (Brackets used for expenditure reductions or revenue enhancement.)

Cost Computation and Staffing Description	Total Staffing FTE
• Personnel Costs            \$	Teachers
• Purchased Services       \$	Aides
• Supplies                    \$	Others - Describe
• Equipment                 \$	
• Other costs                 \$	
Total:                         _____	
Revenues:                    \$	

Reduction Amount: \$ \_\_\_\_\_

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA  
FY 2007 - 2008 BUDGET REVIEW PROCESS  
TEAM REQUEST FOR INFORMATION

BUDGET REVIEW TEAM: \_\_\_\_\_

Team Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Request:**

---

---

---

---

---

---

---

---

Response Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**Response:** \_\_\_\_\_ **Time to prepare response:** \_\_\_\_\_

---

---

---

---

---

---

---

---

Unable to prepare response due to: \_\_\_\_\_

\_\_\_\_\_ Facilitator \_\_\_\_\_ Team Member

ANCHORAGE SCHOOL DISTRICT  
 ANCHORAGE, ALASKA  
 BUDGET REVIEW TEAM RECOMMENDATION  
 FY 2007 - 2008

Budget Review Team: \_\_\_\_\_ Priority No: \_\_\_\_\_

Department Name: \_\_\_\_\_ Account Code: \_\_\_\_\_

Program Description: \_\_\_\_\_

Team Recommendation: \_\_\_\_\_

- Brief Description:
  
- Criteria for Recommendation:
  
- Expected Outcomes/ Advantages
  
- Impact on Services:

---

**Use costing information provided by Budget Department on the Request for Costing form.** (Brackets used for expenditure reductions or revenue enhancement.)

Cost Computation and Staffing Description	Total Staffing FTE
• Personnel Costs           \$	Teachers
• Purchased Services       \$	Aides
• Supplies                   \$	Others - Describe
• Equipment                 \$	
• Other costs                 \$	
Total:                         _____	
Revenues:                   \$	

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA  
BUDGET REVIEW TEAM RECOMMENDATION SUMMARY  
FY 2007 - 2008**

**Budget Review Team:**

**Co-Facilitators:**

**Staff Support:**

**Team Members:**

**Total Recommendations** **\$**

**Areas of Review:**

**RECOMMENDATIONS (In priority order):**  
*Expenditures (Brackets used for expenditure reductions)*

<b><u>Priority Number</u></b>	<b><u>Program Description</u></b>	<b><u>Amount</u></b>
-----------------------------------	-----------------------------------	----------------------

**Total:**