

ROLES IN BUDGET DEVELOPMENT

Staff	Role
Superintendent	<ul style="list-style-type: none"> › Ensure that first draft of budget is present to Board no later than the second regular Board meeting in May › Ensures fidelity to process › Ensures adequate staff support for the work of the Budget & Finance Committee
Chief Business Officer (CBO)	<ul style="list-style-type: none"> › Leads budget development process under direction of Superintendent › Works with SLT and department heads to identify proposed reductions and investments › Serves as point person for Board member questions › Submits adopted budget to ACOE and serve as communication link between District/Board and ACOE regarding budget matters
Senior Leadership Team (SLT)	<ul style="list-style-type: none"> › Works with CBO to identify proposed reductions and investments › Reviews and provides feedback on proposed budget
School Site Staff	<ul style="list-style-type: none"> › Submit school site plans › Review proposed allocation to site and determine how best to allocate funding to site

Board & Committees	Role
Board of Education	<ul style="list-style-type: none"> › Adopts a sound budget each fiscal year which is aligned with and reflects the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans › Annually establishes budget priorities based on identified District needs and goals and on realistic projections of available funds › Holds public hearing on proposed budget as required by law › Ensures short- and long-term fiscal sustainability of District › Develop plan to recover fund balance if the assigned and unassigned fund balance falls below level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls › Adopts budget-related policies › Advocates with elected officials for adequate resources, at the federal, state and local levels. › Monitors staff progress toward resolving longstanding financial challenges of the district

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Budget & Finance Committee	<ul style="list-style-type: none"> › Studies and vets changes to district budget and finance policies › Reviews and refines proposed budget prior to action by full Board › Reviews and/or proposes District's budget and proposes modifications to District's budget thereto › Regularly reviews site and departmental level budgets › Studies and monitors staff progress toward resolving longstanding financial challenges of the district, and reports to the full board
Parent and Student Advisory Committee (PSAC)	<ul style="list-style-type: none"> › Reviews and provides comment on proposed LCAP and connection to proposed budget

Partners	Role
Alameda County Office of Education (ACOE)	<ul style="list-style-type: none"> › Reviews and approves interim and annual budgets › Supervises County Trustee
Bargaining Units	<ul style="list-style-type: none"> › Communicate interested of represented employees › Provides input on possible budget reductions and investments and provides feedback on proposed budget reductions and investments › Negotiate with District, as appropriate, on budget-related issues
Community and Community Organizations	<ul style="list-style-type: none"> › Provides input on possible budget reductions and investments and provides feedback on proposed budget reductions and investments