



GREAT FALLS PUBLIC SCHOOLS

**BUDGET PROCESS**

MODIFIED ZERO-BASED BUDGET DEVELOPMENT

Budget Development for 2011-12 District Budget

**Decision Units**

**Decision Unit Manager**

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Elementary Education	Ruth Uecker
Secondary Education	Tom Moore
Student Services	Sharon Lindstrom
Federal Programs and Accountability	Sally Mathers
Human Resources	Tammy Lacey
Curriculum and Instruction	Chris Olzewski
Information and Instruction Technology	Jeff Patterson
Business Services, Board, and Superintendent's Offices	Ernie Jean

**Phase I**

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**ADMINISTRATION**

**Nov - Jan**

**Decision Unit Managers** develop and discuss at Cabinet ideas for implementing the strategic plan in their areas of responsibility. They provide suggestions of ways in which district dollars can be used most efficiently to accomplish necessary tasks and major initiatives. Should budget cuts become necessary, decision unit managers suggest potential cut concepts. Decision Unit Managers complete paperwork to describe each Decision Package in narrative, FTE, and dollar terms. (Business manager assists with assigning dollar amounts to concepts.)

**Superintendent and Members of Cabinet** deliver basic budget overview and development instructions to the District Leadership Team.

**Decision Unit Staff** have opportunity to share/recommend ideas for program enhancements/reductions in their decision unit with their decision unit manager.

[**Site Councils** have opportunity to share/recommend ideas for program enhancements/reductions in their decision units.]

**Cabinet** (Decision Unit Managers) prioritizes all decision packages for recommendation to the Budget Committee under the leadership of the Superintendent. If a tie breaker is required, the responsibility falls to the superintendent.

**Phase II - BUDGET COMMITTEE MEETINGS Feb - Mar**

**Budget Committee Membership.** Budget Committee is comprised of a total of fourteen representatives from the following stakeholder groups.

School Board Representatives	(1+ alt)
Teachers	(2)
Administrators	(3)
Support Staff	(1)
Trades	(1)
Business Community / taxpayer	(2-3)
Parent Advisory	(2)
Neighborhood Council / Other local govt	(2-3)

**Budget Committee** begins meetings in February. Superintendent’s Cabinet shares overview of the work of the Decision Units and concepts and detail of recommendations for future year budget. Committee members review all decision packages, trade-offs, and assumptions and trouble shoot the concepts.

**Budget Committee** makes recommendation to the Superintendent for the final prioritization of decision unit packages and relative amount of a levy request.

**(Optional) Hearings.** In event of budget reductions, the Budget Committee may hold hearings for additional stakeholder input on program reduction trade-offs. School parent councils and district staff may provide testimony on proposed reductions during the hearing process.

**Board of Trustees** take action to set levy amount and call for a levy election.

**Phase III - PUBLIC INFORMATION AND LEVY ELECTION Apr - May**

**Non-District Advocacy Committee** takes charge of promoting school funding with the local public. District administrators are available to provide facts and data about the District's finances, but may not engage in advocacy on a ballot measure.

**Phase IV - SCHOOL BOARD and GENERAL PUBLIC May - Jun**

**Superintendent and Business Manager** present budget recommendations to the School Board.

**School Board** makes final decision on the priority order of the decision packages and establishes the line representative of the dollar amount authorized for expenditure as final revenue numbers become available.

**School Board** holds official public budget hearing and makes final decision on the authorized budget year expenditures.