

To: Board of Education
Dan McMinimee, Superintendent

From: Kathleen Askelson, Chief Financial Officer *KA*

Subject: Community Engagement Plan

Community engagement is a critical component of the budget process. District budget objectives include clearly communicating the financial state of the district to the public and providing opportunities for community and staff input to support Board budget direction.

As part of the 2016/2017 budget development process, the budget department is recommending the following three processes to provide effective and efficient opportunities for engagement:

- **School Accountability Committees (SAC)**
Staff is recommending a survey hosted by an independent third party specifically for SAC that provides the vehicle for feedback on needs and priorities at individual school sites. As part of the SBB budget process, each school SAC would complete one survey.
- **Central Department Budgets**
Four to five departments are on track to be involved in the new Budgeting for Outcomes process. The remaining departments will continue as part of the previous budget process. Budgets will be reviewed for efficiencies, and requests for increases will be brought forward for consideration and prioritization.
- **Community/Stakeholders**
A district-wide survey will be developed that will be marketed to all stakeholders to solicit feedback on budget priorities. A brief overview of the current status of funding changes will be provided as reference for the survey.

For the past few years, the district has hosted budget forums to provide information and ask for feedback from the community. The results have been low turnout for an event that requires an intensive amount of time from staff. In an effort to be effective and efficient, we are not recommending budget specific forums but would be available to add budget information to other community Board forums or meetings if needed. A separate public hearing for comment on the budget will still be provided prior to the budget adoption as part of a regular board meeting.

The results of the three processes will be reviewed by the District Accountability Committee (DAC), and their advisory comments will be provided directly to the Board of Education. In addition, district leadership will review the results and also make recommendations to the Board of Education. The Board will have the results of the three processes as well as the independent recommendations from the DAC and district leadership to inform their final decision on the 2016/2017 budget.

Staff is currently working on requests for quotes for the third party to design the two surveys. Proposed questions for the surveys will be sent to the Board and will need to be finalized by early January for a late January, early February launch of the survey, with a two-week administration for responses to be collected. Based on this timeline, data from the survey would be available prior to March 1.

KA/dr