

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30PIP-6 Budget Advisory Council

1 **Purpose**

2 The Budget Advisory Council (BAC) advises Arlington Public Schools on fiscal integrity, public
3 confidence, and wise stewardship of taxpayer resources. The BAC makes recommendations on
4 policies and practices related to the presentation and preparation of the operating budget and the
5 financial management of the school system; makes recommendations to the Arlington School
6 Board on budget priorities; advises on the degree to which the 6 X S H U L Q W P O C G B U D G W T V
7 supports best fiscal practices and the School % R D priorities; assists in educating the community
8 about the budgeting process; and provides, upon the % R D request, study and recommendations
9 on special topics or issues.

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11 **Membership**

- 12 1. BAC should be composed of no more than 15 members with a broad representation
13 including parents/guardians and other interested individuals.
- 14 2. Members shall be appointed by the School Board based upon the recommendation of the
15 Superintendent.
- 16 3. O H P E H e r m s shall be for two fiscal years and are renewable for two additional terms.
17 Members may not serve on BAC for more than six cumulative years.
- 18 4. If a member is appointed at any point during a fiscal year, it shall be considered the first
19 year of their two-year appointment.

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21 **Committee Officers**

- 22 1. The committee officers shall consist of the chair, vice-chair, and secretary.
- 23 2. The term for the chair and vice-chair shall be one fiscal year.
- 24 3. The term for the secretary is limited by their committee eligibility.
- 25 4. The committee shall select a vice-chair and sec28.51 47.4m-7(rms)] TJ ET Q q 0.00000912 0 61

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- 49 of information exchange between the committee and Arlington Public Schools. Duties
50 include:
- 51 a. Obtaining meeting locations;
 - 52 b.

- 97 4. Voting shall occur synchronously and the votes must be publicly recorded. A quorum is

- 145 and at the discretion of the staff liaison and School Board liaison.
146 4. If a committee feels that Arlington Public Schools should conduct original research, the
147 committee should make a recommendation through the F R P P L W W H H T V communication
148 process.
149 5. Any requests related to committee work from committee members should be
150 communicated through the chair. Chairs should communicate with Arlington Public
151 Schools staff members through the staff liaison.
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153 External Communications

- 154 1. All official notices and announcements to the public from committees using Arlington
155 Public Schools communications systems shall be routed through the staff liaison. Routine
156 communications such as required meeting notices, copies of committee
157 recommendations, and meeting minutes will be published by designated staff members.
158 Non-routine communications such as requests for a message to be distributed using
159 SchoolTalk will be sent to the Director of School and Community Relations for decision
160 and possible dissemination.
161 2. Any requests for information from committees using Arlington Public Schools
162 communications systems, including but not limited to polls and questionnaires, shall be
163 routed through the staff liaison and approved in advance by the Superintendent.
164 3. Arlington Public Schools' communications channels have a broad reach and are a trusted
165 source of information for our families and community. If committees use non-Arlington
166 Public Schools communications systems for purposes such as notices, announcements, or
167 requests for information the communication should clearly state that it is coming from the
168 committee and not Arlington Public Schools.
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170 Freedom of Information Act

171 All e-mail, notes, written communications, or other documents concerning advisory committee
172 business are subject to FOIA. The committee chair should collaborate with the F R P P L W W H H T V
173 liaison to ensure all committee members understand how FOIA applies to them.
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175 Evaluation

176 BAC will forward all recommendations to the School Board for information and action on an
177 annual basis.
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179 Exceptions

180 The School Board may make exceptions to these procedures, as it deems appropriate.
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182 References

183 Code of Virginia §22.1-275.1
184 School Board Policy B-3.6.30, School Board Advisory Committees
185 School Board Policy B-3.6.37 Electronic Participation in School Board Advisory Committee
186 Meetings
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188 Policy Adoption and Revision History

189 Adopted September 8, 2022. Effective September 8, 2022