

Budget and Finance Committee Bylaws

Fayette County Public Schools

I. Purpose

The Budget and Finance Committee, hereinafter referred to as Committee, supports oversight of the District's budgeting process, serving as the first step in the Board of Education's annual budgeting process. The Committee reviews and provides input on the district's budget during the development process and related financial matters. Providing a conduit for stakeholder input, the Budget and Finance committee is dedicated to a student centric focus in shaping the Board's budget planning process.

II. Authority

The Fayette County Board of Education has bestowed upon the Budget and Finance Committee the charge of reviewing budget and personnel requests to make recommendations that inform District budget cycles. Requests for the Tentative Budget cycle are eligible for submission in January and may be selected to move forward for review and consideration at the Board Budget Review Session held late March or early April of each fiscal year. Tentative Budget cycle requests reviewed at the Board Budget Retreat are submitted for consideration by the Fayette County Board of Education at the May Tentative Budget Regular Meeting as funds are available. Working Budget cycle requests can be submitted June through early August and reviewed by the Budget and Finance Committee for consideration by the Fayette County Board of Education at the September Working Budget Regular Meeting as funds are available.

III. Membership and Roles

The Budget and Finance Committee is comprised of the following members and their roles:

Fayette County Board of Education Representative
Superintendent or Designee
Deputy Superintendent - Vice-Chair
Assistant Superintendent of Academic Services
Assistant Superintendent of School Leadership
Chief of Staff
Chief of Human Resources
Chief of Operations
Executive Director of Budget and Financial Planning
Associate Director of Budget and Financial Planning – Secretary
Executive Director of Financial Accounting and Benefit Services
High School Principal (HS)
Middle School Principals (2)
Elementary School Principals (2)
Representative of Fayette County Equity Council
Representative of Fayette County Educators Association
Representative of Classified Council
Representative of Fayette County's Parent Teacher Association - Chair
Representative of the Superintendent's Student Advisory Council

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IV. Duties and Responsibilities

Chair: Inform Committee and others of decisions made, lead the appointments to the Committee, and direct the work of the Committee.

Vice-Chair: Provide reports and other information to the Committee upon request, assist Chair, and fulfill the duties of the Chair in their absence.

Secretary: Collect Budget and Personnel Requests, record minutes, prepare meeting agendas, and serve in the absence of the Vice-Chair.

V. Attendance

Committee members are expected to attend all regular meetings and must notify the Secretary in advance if they are unable to be present. Any member wishing to vacate their seat must notify the Chair, in writing, who will coordinate their replacement.

VI. Committee Procedures

Committee meetings are conducted under informal procedure defined by “Robert’s Rules” for parliamentary procedure. The role of the Committee is to evaluate Budget and Personnel Proposals made for the upcoming fiscal year based on projected revenues known at that time. Groups interested in funding reviews will be required to submit the Budget and Personnel Request Form at least seventy-two (72) business hours prior to the commencement of the meeting. The Chair will notify Committee members that a proposal has been submitted and it is the Committee members’ responsibility to review the proposal prior to the meeting. Questions regarding any of the proposals will be documented by and relayed to submitters by the Vice-Chair post Committee discussion. Proposal and funding approval will be required by the Fayette County Board of Education to become part of the upcoming school year budget. Committee members may create proposals during the meeting on behalf of the group in which they represent; however, they are required to submit a Budget and Personnel Request form for evaluation at a subsequent meeting.

Agendas are to be prepared by the Secretary, reviewed by the Vice-Chair, and distributed by the Chair to committee members at least 24 business hours prior to the Committee meeting. Minutes of any meeting are required to be kept, reviewed by the Vice-Chair, and sent out to the committee for approval within one week of the Committee meeting.

VII. Meetings

Meetings will be held in the afternoon for approximately two hours on a single day in the months of January, February, April, August, and December. The Board Budget retreat will be held in March to prepare for the Tentative Budget. An annual schedule will be made available to Committee members prior to the first meeting of the fiscal year subject to change based upon the schedules of the attendees at the discretion of the Superintendent and Chair.