

The Board views budget planning as a year-round activity. The Board is responsible for submitting requests and recommendations for future budgetary considerations. The Superintendent and central office staff shall be receptive to recommendations of the staff, students and the public as well as to present their own plans and considerations for budget development.

The Assistant Superintendent for Administration shall receive and catalog all budgetary data received from the Board, the Superintendent and from the members of central office staff. This data is to be included in the initial budget draft and reviewed by the Superintendent and central office staff. The business official shall make all budgetary modifications required as such plan is developed at each step of the budget calendar.

The business official shall keep the Superintendent and the Board well-informed throughout the year concerning all aspects of budget planning, implementation, and administration so that the greatest number of options and time for deliberations and modifications are available.