

**CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP
780 OCEAN AVENUE, BOHEMIA, NEW YORK**

BUDGET ADVISORY COMMITTEE

2017-2018

MEMBERSHIP

The committee's membership shall include community and PTA representatives as nominated by the Board of Education.

CHARGE

The goal of this year's budget, if possible, is to limit the tax levy increase to what a tax cap would provide or lower if possible.

The Budget Advisory Committee is hereby charged by the Board of Education and the Superintendent of Schools to:

1. Analyze the working draft document of the budget to ensure conformance with the goal of limiting expenditure increases.
2. Consider the ratio between providing appropriate and expected levels of service to children and the impact of property tax increases on district residents.
3. Committee members will be asked to attend all budget related Board meetings and when necessary meet as a group to review particular areas of the budget.
4. Provide the Board of Education with a written and oral report by March 28, 2017, containing the committee's considerations regarding the proposed 2017-2018 budget.

TERM

The Budget Advisory Committee's term commences January 10, 2017, and expires on April 4, 2017.

PROPOSED MEETING SCHEDULE

To be determined by the committee, Superintendent and the Board of Education

STRUCTURE

- The committee shall elect co-chairpersons and a recorder for the taking of minutes.
- The Superintendent, Assistant Superintendents and other management staff will be available for resource assistance, but will not be considered as part of the committee's membership.

OPERATIONAL PROCEDURES

1. Close liaison between the committee and the Board shall exist. Minutes of meetings shall be sent to the Superintendent who, in turn, will provide copies of such minutes to the Board. Approved minutes should be received within 7 business days from the date of the meeting when the committee approves the minutes.
2. Correspondence between the committee and Board shall be coordinated through the Superintendent to ensure that all Board members are kept informed in a timely manner.
3. Meetings of the committee shall be open to the public and shall be conducted in accordance with the spirit and intent of New York State's Open Meeting Law.

4. Collective bargaining issues related to terms and conditions of employment including, but not limited to, salaries of employees, are not within the scope of the committee's charge and function in accordance with the New York State Public Employee Relations Law. Such issues are the sole responsibility of the Board of Education and Superintendent of Schools pursuant to State Law.
5. The committee's final recommendations should be based upon agreement among the members. Until such agreement is reached, a report is usually not made without a minority report. The committee retains the right to determine the process of arriving at agreement (e.g., consensus, majority vote, etc.).
6. The committee's report and oral statements are to be made to the Board and Superintendent prior to any public release. The committee and/or committee representatives shall not release any oral or written statements and/or shall not release any majority or minority reports to the media. The release of committee reports and statements to the media is the sole responsibility of the Board of Education. Subsequent to the submission of the committee's report(s) to the School Board, the committee and/or committee members may comment to the media, if requested, regarding the committee's work and recommendations.
7. The committee will submit its report at a Budget Meeting of the Board of Education.
8. The Board may consider and vote upon the recommendations of the committee. However, the Board is not obligated to follow committee recommendations. The Board of Education, as the official governance body, has the right to accept, reject or modify all or parts of such recommendations.
9. Following receipt of the committee's final report and recommendations, the Board of Education will review the document at a budget meeting.
10. The Board of Education reserves the right to rescind the appointment of any committee member who does not comply with the official charge or who does not conform to the committee's Operational Procedures.