

**Frequently Asked Questions about the
Scarsdale Union Free School District Budget**

Part I

2022 -2023 Budget Season

February 13, 2022

Process and Roles

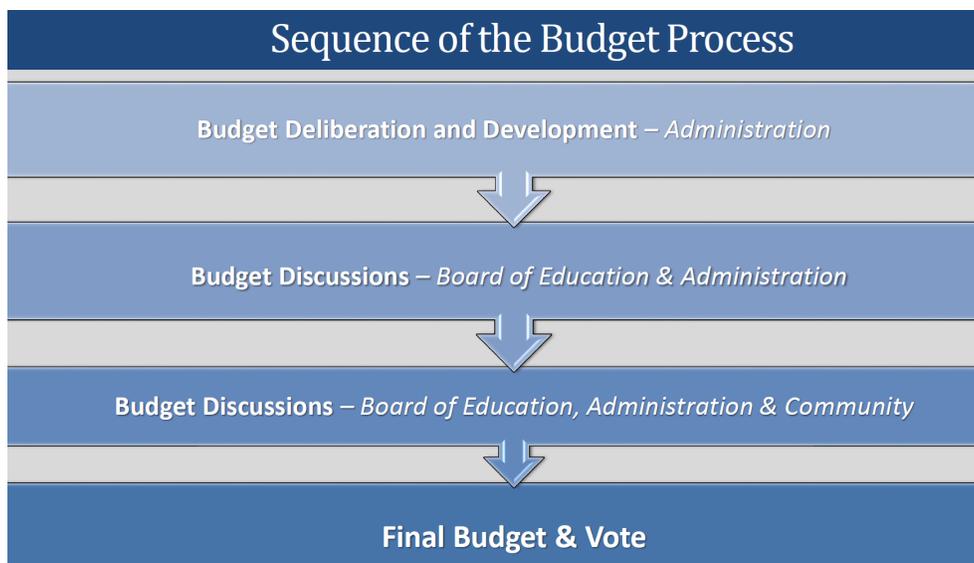
School Budget Process

1. Who is responsible for budget planning at the [Scarsdale Union Free School District](#)?

According to Scarsdale Board of Education Policy 6110, “ The [Superintendent and the administrative staff](#) shall have the overall responsibility for preparing the budget, including developing and adhering to a budget calendar. In formulating the budget, the Superintendent shall consult the Board and may seek advice and suggestions from the staff, students, and the community. The Board may use District monies to present its annual budget and related information to the voters. It shall not, however, use these funds to promote the budget or to ask for a “yes” vote.

The budget shall reflect the [Board’s educational goals](#). The budget document shall be carefully organized for each program expenditure, responding to the financial needs of anticipated program developments and the financial limitations of the District. As part of budget and long-range, planning, ongoing studies of the District’s [educational programs](#) will include estimates of the fiscal implications of all programs. The budget for the ensuing school year shall be approved by the Board before it is presented to the voters for final adoption.”

2. How does the Scarsdale School District design the school budget?

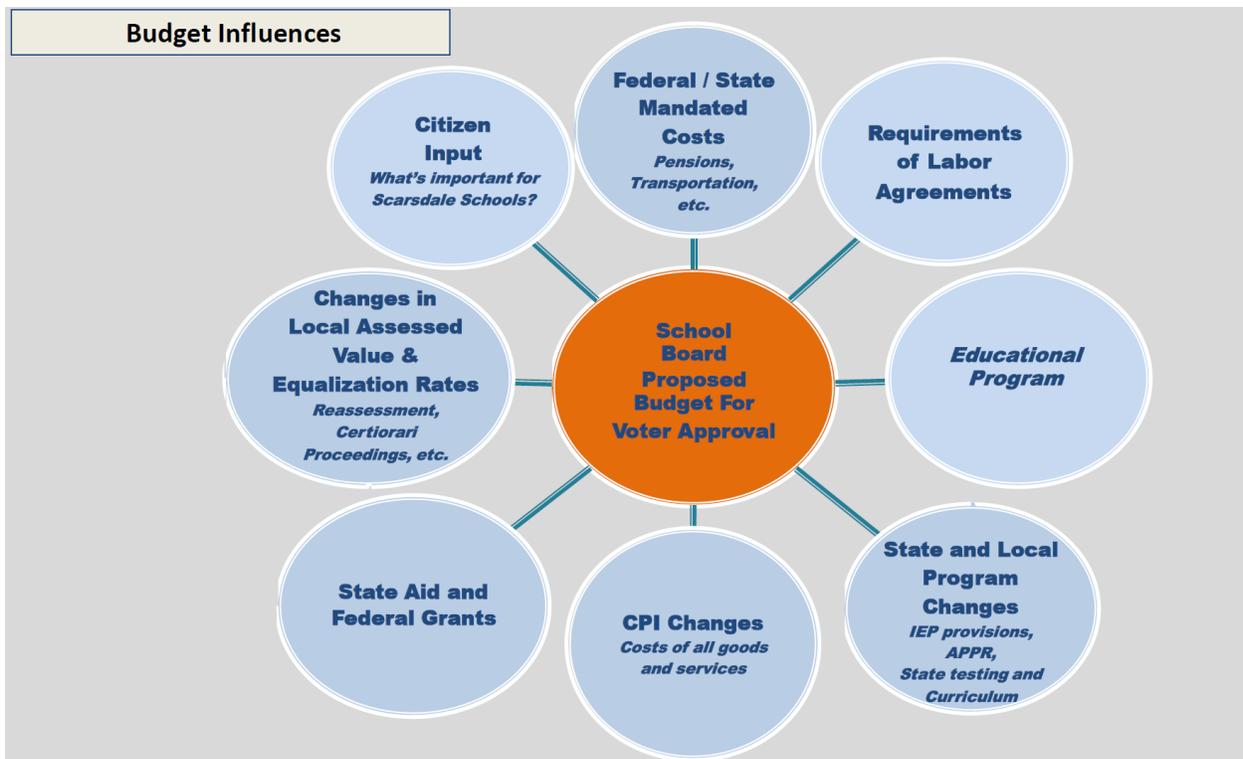


Source: Scarsdale UFSD, January 2022

Throughout the year, the Administration and Scarsdale’s [Business Office](#) are in [discussions](#) with the seven principals of the [District’s schools](#) to determine their schools’ needs. [Formal meetings](#) with elementary and secondary school principals are in October. The District also holds a Budget Priorities Forum in November to hear from the Scarsdale community.

The New York State Education Department has requirements and guidance for all school districts about how to design the budget, how to engage the community, and when to have a budget vote. These requirements and guidance may be found [here](#).

3. What are the key factors that influence the Scarsdale School Budget?



Source: Scarsdale UFSD, January 2022

Board of Education

4. What is the role and responsibility of a [Board of Education](#) during the budget process?

According to the [New York State Education Department](#), “The board of education establishes objectives and priorities for the operation of the district and sets that course by establishing policy. The chief school officer is responsible for planning, organizing, directing, coordinating,

and reporting the budgeting process. The chief school officer must be aware of both the district's financial capacity and its external environment (public) whose approval is required in order to achieve the district's objectives. Recognizing that the district must respond to a wide variety of pressures, it is appropriate that the chief school officer communicate the district's objectives and gather a coalition of inside and outside groups to participate in the budget decision process. Participation in the budget process by both inside and outside groups will give the process a broader perspective and will lead to a better communication and a wider support system once the proposed budget is completed and public support is required.

To reach a realistic assessment of the district's educational needs and the community's ability and willingness to finance the school program, it is important to have accurate information regarding:

- the community's receptiveness to tax increases;
- enrollment projection;
- capacity and limitations of facilities;
- staff expertise;
- educational program objectives.”

The [New York State School Boards Association](#) provides [guidance](#) to New York state board of education members on their role and responsibilities.

5. What Scarsdale Board of Education Policies govern fiscal management of the District?

[Policies 6000 – 6900](#) govern fiscal management goals, budget planning, budget implementation, investments, fund balance and audits.

Community Participation

6. When is the Scarsdale school budget discussed and how may I participate?

The school budget involves [a year-long process](#). Typically, in November there is a Budget Forum, where residents, the Parent Teacher Council (PTC) Budget Co-Chairs, and civic organizations including The League of Women Voters of Scarsdale state their budget priorities. Staffing recommendations are released in January and the Budget Book is released in February. For the remainder of the 2022-2023 budget season, the budget will be discussed during the following Board of Education meetings. Residents are invited to ask questions and opine on the budget during public comment periods.

Key upcoming budget process dates are:

- February 14th, 6:30 pm (Room 170-172, High School): Board Budget Study Session #1
- March 7th, 6:00pm (Room 170-172, High School): Board Budget Study Session #2
- March 21st, 6:30pm (Room 170-172, High School): Board Budget Study Session #3
- March 28th, 6:30pm (Room 170-172, High School) Board conducts Budget Forum; receives statements from community groups and hears community comments
- April 4th, 6:30pm (Room 170-172, High School): Board responds to community's written statements on budget; adopts 2022-23 budget and Tax Report Card
- May 9th, 6:30pm (Room 170-172, High School): Board conducts Statutory Budget Hearing
- May 17th, 7am to 9pm (Middle School Gyms): Budget Vote and Board of Education (BOE) Election

The entire 2022-2023 budget development calendar may be found [here](#).

7. If I cannot attend a meeting live, may I watch it remotely?

Yes. All BOE meetings are [livestreamed](#). You may comment remotely via Zoom; the link is emailed a few days before the BOE meeting. All meetings are recorded and may be found at the [BOE Video Library](#). Board meeting highlights are archived back to 2016 on the [BOE's site](#).

Parent Teacher Council

8. What is the PTC and what is its role in the budget process?

The [Scarsdale Parent Teacher Council \(PTC\)](#) is the umbrella organization that is comprised of the seven [Parent Teacher Associations \(PTAs\)](#) of the Scarsdale five elementary schools, the middle school, and the high school. The PTC informs and advises the Scarsdale PTAs as they fulfill their mission of promoting the welfare of Scarsdale students. The [PTC is a separate entity](#) with its own elected officers and committees and/or committee chairs who coordinate and facilitate communication among the chairs of the respective committees within each PTA unit.

Every year, the PTC appoints Budget Co-Chairs who work with the PTC Executive and with budget liaisons of each PTA to solicit questions and input about the budget from school principals and members of the Scarsdale community. The PTC Budget Co-Chairs analyze budget information as it is released by the Administration and pose questions to solicit data and other clarifying information about the budget. For example, for the 2021-2022, [these](#) were the questions posed. Together with the PTC Executive, the Budget Co-Chairs write a statement in

March about their views about the budget and share it with the Administration, the Board of Education and the Scarsdale community. [This](#) was the 2021-2022 statement. The PTC Executive may be reached [here](#), and [this is the email](#) of the PTC Budget Co-Chairs.

Note: All questions about this FAQ may be directed to [PTC Budget Co-Chairs](#) Mayra Kirkendall-Rodríguez and Laura Liu.

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