



Arlington Public Schools  
**Budget Advisory Task Force Charter**  
Revised October 2023

**Charter/Purpose**

The Budget Advisory Task Force is a district-led advisory group designed to solicit citizen participation in the district's budget process. Members of this task force will increase their understanding of school district finances, public school funding and education learning needs. This task force will provide feedback regarding budget priorities and make recommendations to the superintendent.

**Task Force Participants**

25 members representing various stakeholders throughout the district and community, with additional resource support members. Confirmation of members will take place in the fall of each school year. Interested citizens can complete an online application.

**Duration**

This Task Force will meet throughout the 2023-2024 school year at the district office from 6:00-7:30 pm. Proposed meeting dates include:

- October 3, 2023
- January 23, 2024
- February 22, 2024
- March 19, 2024
- April 18, 2024

**Leadership**

The Task Force will be facilitated by the Executive Director of Financial Services and supported by the Superintendent.

**Scope of the Work and Responsibilities**

- Gain a clear understanding of the district's financial landscape and budgeting process
- Provide feedback and help identify priorities that will support the district's decision making in the budgeting process.

**Level of Authority**

Advisory to the Superintendent

**District Norms and Working Agreements**

Members will follow the District Norms and working agreements below:

District Norms

- 1.) Assume positive intent
- 2.) Be professional in all interactions
- 3.) Be kinder than necessary
- 4.) Be fully present and engaged
- 5.) Be prepared

BATF Working Agreements

- 1.) Share differing point of view and engage in debate with care and respect
- 2.) Respect everyone's time by starting and ending on schedule
- 3.) What else?

**Expectations**

- Attend all meetings, if possible
- Contact the superintendent's office if you need to miss a meeting