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<b>Department Name:</b>	General Counsel & Legal Advocacy
<b>Date Email Sent:</b>	July 27, 2020
<b>Email Subject Line:</b>	Reminders on Budget Hearing Requirements
<b>Recipient Groups:</b>	BMs, supers, super secretaries and BAs

**Email body:**

*This email is being sent to all board members, superintendents, superintendent secretaries, CSFOs and board attorneys.*

Last week, the State Department issued helpful guidance (attached) for your upcoming budgets. As you continue working on your budgets, please remember the following budget hearing requirements:

- Each board must have a minimum of 2 public hearings prior to the **September 15th budget submission date**;
- The hearings must be conducted **during a scheduled board meeting** (so make sure you have a quorum present) "in a place and at a time convenient for the general public to attend";
- Copies of the proposed budget must be provided at both hearings;
- The proposed budget presented to the public must reflect all of the following:
  - the total amount of resources available to the board from all funding sources,
  - the projected enrollment and expenditures for the board and each school,
  - the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each school;
  - a clear list of the operating costs by category or function at each school; and
  - the operating resources earned by school, including those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on ADM;
- The hearings **must give the public an opportunity to speak** on the proposed budget;
- The meeting must be publicized in the local media;

- Notice must be posted in “a conspicuous place” at Central Office, the county courthouse, the main municipal building and at each school; and
- Make sure you comply with the provisions of the OMA since the hearings have to be scheduled during a board meeting.

See Ala. Code §[16-13-140\(c\)](#).

If anyone has any questions, don't hesitate to contact us. Thanks!

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**Attachments (if any):**