

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

LEGISLATIVE BUILDING BLOCKS DEVELOPMENT GUIDELINES

1 PHILOSOPHY

Financial planning is a necessary part of services provided to students by the Utah Schools for the Deaf and the Blind (USDB). The state of Utah, as a part of the budget and finance process, requires each agency needing new programs and increases in budgets to submit their requests as "building blocks." The Superintendent has direct responsibility for identifying, giving priority to, and submitting building blocks. To assist in this difficult task it is important to establish procedures which identify new or increased program needs, incorporate needs into planning, and meet state budgeting guidelines and time schedules. The following procedures will be used in order to assist in submitting building blocks to the Legislature.

2 DEFINITIONS

- 2.1 **Administrative Staff:** Staff who are directly supervised by the Superintendent.
- 2.2 **Building Block:** A request for budget increase in excess of the previous fiscal year's appropriated budget.
- 2.3 **Employees:** All persons employed by professional contract or through the state merit employee system.
- 2.4 **State Fiscal Year:** July 1 through June 30.

3 PROCEDURES

- 3.1 Identification of Building Block by Employees: Each employee of USDB may be in a position to identify needs which will require additional funding. When such a need is identified, it should be clearly stated in writing and presented to the employee's immediate supervisor. The following process will then take place:
 - 3.1.1 The supervisor will determine if the need can be met within the current fiscal year budget.
 - 3.1.2 When needs cannot be met within the current budget year, the supervisor will determine if the need can be met in future fiscal

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years without increasing the budget and identify how a delay may affect children, staff, and/or the agency.

3.1.3 When the supervisor determines that the need cannot be met in future years without detriment, the supervisor will decide whether the item warrants a building block request from his/her division.

3.1.4 Those needs which warrant a building block request will be submitted in writing to the Superintendent on the "Building Block Request" form (USDB # 148.1).

3.2 Identification of Building Blocks by Sources Other Than Employee: Changes in law, economic conditions, political circumstances, and other factors may cause needs for additional funding. When such factors come to the attention of the Superintendent, a building block will be developed under his direction to meet the need if deemed appropriate.

3.2.1 When circumstances related to changes in the law, etc., which require additional funding, come to the attention of the Superintendent, a building block will be developed under his direction to meet the need if deemed appropriate.

3.2.2 Parents, organizations of adult persons who are hearing impaired and/or visually impaired, and legislative action organizations, will be offered an opportunity to submit building block requests for consideration.

3.3 Setting Priorities for Building Block Requests: As a part of the annual budget development process, building block requests will be discussed by the administrative staff in the following order:

3.3.1 Reviewing previous building blocks: Building blocks which were submitted to the previous Legislature, but which did not receive funding, will be reviewed to see if they still represent program and agency needs and should be included for consideration in the current year.

3.3.2 Reviewing new building blocks submissions: Building blocks which have been submitted from the various divisions will be presented to the /administrative staff and placed in priority ranking. Questions which will be considered in establishing the rank order will include:

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- 3.3.2.1 Is this required to achieve health and safety of children and staff?
- 3.3.2.2 Was this submitted as a building block earlier, and is it still a need or will it make a significant contribution to the mission and goals of the agency; i.e., does it provide high quality education services to children with hearing and/or visual impairments?
- 3.3.2.3 Is this increase necessary to maintain services at current levels?
- 3.3.2.4 Can this improve education services to children with hearing and/or visual impairments?
- 3.3.2.5 Will this permit development of new services which are within the mission of USDB for which there is a documented need?
- 3.3.3 After receiving input through review and discussion with the administrative staff, the Superintendent will recommend a list of building blocks to the USDB Institutional Council and seek the Council's advice and support.
- 3.4 Submitting Building Block Requests: The time for submitting building block requests is generally set by the State Board of Education, the Legislative Analyst, and the Governor's Office of Budget and Planning. From past experience, it will be helpful if USDB will prepare for formal submission of building block requests to these offices according to the following schedule:
 - 3.4.1 Divisions submit building block requests to the Superintendent by March 15.
 - 3.4.2 Complete review of building block requests by the administrative staff by June 1.
 - 3.4.3 Superintendent to present building block list in recommended priority order to USDB Institutional Council by June 15.
 - 3.4.4 Superintendent to submit building blocks to State Board of Education in priority order: August-September.

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- 3.4.5 Superintendent to submit building blocks to Legislative Analyst and the Governor's Office as requested: September.
- 3.4.6 Disseminate to constituents and support groups as appropriate: October-February.

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