

**Squires Elementary School
Lexington, Kentucky**

**Policy Number: 11.4
Policy Area: March 1 Budget and Staffing Allocations
Budget Allocations and Procedures
Assignment of Staff Times**

1. The principal shall receive SBDM allocations for staffing and budgeting from Central Office on or before March 1 of the year.
2. The staff and SBDM Council will be convened as soon as possible to discuss and ask questions concerning the projections for next school year and to begin the needs assessment process/analysis. Specific personnel assignments, including in-house transfers, are within the legal authority of the school principal. In cases where vacancies are created and hiring of new personnel becomes necessary, the principal is bound by law to consult with the Council prior to making his/her recommendations to the superintendent for hiring. (See Staffing & Consultation Policy.) SBDM will determine which, if any, positions will be assigned differently than originally allocated by the FCPS staffing policy. Budget allocations will also be dispersed into specific instructional codes with Council determination of what monies, if any, will be used to buy additional staffing to promote student achievement.
3. The staff will review current year status and current year practices, Comprehensive School Improvement Plan priorities that apply to staffing and budget issues and increasing student achievement, and a beginning proposal from the principal to be used as a discussion starter. This proposal should include multiple scenarios for assignment of staff and budget to promote the achievement of Comprehensive School Improvement Plan goals, to continue to close the achievement gap in subgroup populations, and to promote student achievement in all areas. The scenarios should be both legally and fiscally sound.
4. After receiving input from all stakeholders, the staff will make a proposal to the SBDM Council which the Council can (1) approve and submit to Central Office, (2) amend and approve with changes, (3) send back to staff for more discussion or input, or (4) reject and reconstruct completely before submitting to Central Office. State and District timelines are legal. They shall be adhered to and will drive the timelines and discussions of this process.
5. The principal or bookkeeper shall prepare a monthly financial report and shall submit the report to the Council. The Council shall review the monthly financial report.

SPENDING RELATED CHANGES

Individuals and groups who identify spending needs that are not addressed in the current Budget will submit a written explanation of the need and the amount to the Council. The Council will consider amending the Budget to provide the funding only after reviewing how the change would affect the success of the Comprehensive School Improvement Plan.

FUNDING RELATED CHANGES

The principal (or principal's designee) will inform the Council of:

1. Any change in the Council's General Fund allocations received on March 1
2. Any Section 7 funds to be allocated based on Council requests and Board action.
3. Any allocation of Section 7 funds to the school based on ADA.
4. Any change in the school's professional development allocation.
5. Any decision regarding categorical funding for the school.
6. Any change in actual or expected activity fund resources.

The Council will consider amending the Budget to respond to funding changes only after reviewing how the change would affect the success of our Comprehensive School Improvement Plan.

SELECTION OF ITEMS FOR PURCHASE

Beginning on July 1, teachers may select items for purchase based on the annual Council designation of classroom budgets.

The principal (or principal's designee) will check that each such order fits the funds available, any other criteria established by the Council, and any requirements of existing bid lists.

If those requirements are met, the principal (or principal's designee) will take all steps needed to purchase the items listed, and no further Council approval will be needed.

RECORD KEEPING AND MONITORING

Each month, the principal (or principal's designee) will ensure that all spending records required by the state and districts are maintained. The principal with Council approval may transfer funds among various SCIF accounts during the fiscal year. However, the budget must balance at all times. The principal shall notify the SBDM Council of any such transfer no later than the next regularly scheduled SBDM Council meeting. This notification shall identify the SCIF accounts affected by the transfer, the amount and the reason for the transfer. Each month, the principal shall provide a monthly budget report for the Council, which shall include, but not be

limited to: expenditures, as much as possible future/expected expenditures, current balance, and any budgetary changes for their review/approval.

PROFESSIONAL DEVELOPMENT ACTIVITIES

The SBDM Council shall adopt a Comprehensive School Improvement Plan (CSIP) for each two-year planning cycle based on the full range of assessment data, school data, and stakeholder participation required by the Kentucky CSIP process. The components of that plan shall include: professional development activities for a minimum of 18 hours. Where needed to achieve the plan's goals, the components may also propose use of the flexible PD option to replace some or all of those hours.

Any PD funds not needed to implement the CSIP shall be used with advance approval by the principal or the Council. The principal may approve flexible professional development needed to implement any staff member's individual growth plan, and the principal or the Council may approve other professional development if it supports the CSIP. In the event of conflicting approvals, we have decided to give priority to individual growth plan needs approved by the principal. In order for state funds to be used, all approvals must be obtained before the professional development activities take place according to timelines established by the Board of Education.

For needs identified in the CSIP, the Professional Development Chair will make the required arrangements for facilitators, supplies, schedule, and other needs and will complete purchase orders for any required expenditures.

For needs identified in individual professional growth plans that staff member will make the needed arrangements in accordance with Board of Education procedures and timelines.

If those requirements are met, the principal (or principal's designee) will take all steps needed to complete the process and no further Council approval will be needed.

SELECTION OF TEXTBOOKS FOR PURCHASE

Each year the Council will appoint a Textbook Committee for the subjects under adoption that year. Any place this section mentions textbooks, the Committee may also consider other instructional materials that can be purchased under the rules for using state textbook money.

The Textbook Committee will include representation of teachers responsible for that subject and other interested parties including parents and classified staff.

The Textbook Committee will:

1. Review our CSIP and curriculum.
2. Review the state's Core Content for Instruction.
3. Develop criteria for textbooks and related items that will help the school move all students to proficiency.
4. Include in those criteria a requirement that the textbooks appropriately reflect the cultural traditions and achievements of groups represented in our student body.
5. Include in those criteria a requirement that the textbooks appropriately reflect the cultural traditions our students may encounter in our community and later in life.
6. Obtain samples of the textbooks and related materials available for that subject.
7. Review each textbook and related materials for ability to meet the criteria.
8. Identify the textbooks and related materials that will best meet the criteria.
9. Determine quantities of each item to be ordered within the school's textbook budget.
10. Fill out the paperwork needed to order those quantities.

The principal (or principal's designee) will check that each order fits the funds available, any other criteria established by the Council and any requirements of existing bid lists. If those requirements are met, the principal (or principal's designee) will take all steps needed to purchase the items listed, and no further Council approval will be needed. The Textbook Committee will report to the Council on its choices.

Adopted 4/6/04