

# **Tates Creek Elementary School**

## **Budget and Spending Policy**

1. The principal shall receive SBDM allocations for staffing and SCIF budget from Central Office on or before March 1.
2. The staff and SBDM Council will convene to discuss the projections for next school year and to begin the needs assessment process/analysis. The council will determine how many positions or certain grade level or subject area will employ as teachers, how many support personnel will be assigned. They will determine which, if any, positions will be assigned differently than originally allocated by the FCPS staffing policy. SCIF budget allocations will also be dispersed into specific instructional codes with 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 practices, School Improvement Plan priorities that will apply to staffing and budget issues and increasing student achievement, and a beginning proposal from the principal. This proposal may include multiple scenarios for assignment of staff and budget to promote the achievement of School Improvement Plan goals, to continue to close the achievement gap in subgroup populations, and to promote student achievement in all areas.
4. After receiving input from all stakeholders, the staff will make a proposal to the SBDM Council which the council can (1) accept and submit to the district, (2) amend and accept with changes, (3) send back to staff for more discussion or input, or (4) reject and reconstruct completely before submitting to the district according to the district and state time lines.
5. The principal shall prepare a monthly financial report and shall submit the report to the council for review.

### **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 School Improvement Plan.

## **Funding Related Changes**

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

1. Any change in the Council's 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 School Improvement Plan.

## **Selection of Items/Instructional Materials For Purchase**

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

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 including transfer of funds to the appropriate categorical code(s), and no further Council approval will be needed.

## **Recording 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 may transfer funds among SCIF accounts during a fiscal year. However, the budget must balance at all times. Each month, the principal shall provide monthly budget report for the Council, which shall include, but not be limited to: expenditures, future/expected expenditures, current balance, and any budgetary changes for their review/approval.

## **Professional Development Activities**

The SBDM Council shall adopt a School Improvement Plan (SIP) for each two-year planning cycle based on the full range of assessment data, school data, and stakeholder participation required by the Kentucky SIP process. The components of that plan shall include: professional development plan for the upcoming school year and budget.

Any PD funds not needed to implement the SIP shall be used with approval by the principal or the Council, as recommended by the PD committee. In order for the 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.

