

BOURBON COUNTY HIGH SCHOOL

SCHOOL COUNCIL POLICY

DISTRICT: BOURBON COUNTY SCHOOLS

COUNCIL POLICY TYPE (Check One)

By-Laws (Council Operations Policies)

Function (School Operations Policies)

Policy Number

13 • 00

POLICY TOPIC DESCRIPTION: Budget and Spending

POLICY STATEMENT

Projected Budget

During February/March the Council will estimate expenses (using spending categories that will make sense to most stakeholders) for the coming year needed to:

1. Implement our Plan (or draft Plan) fully, including staffing, materials, professional development, and other needs.
2. Maintain other programs at the current level of quality, including staffing, materials, professional development, and other needs.

During February, the Council will also estimate funding for the coming year from:

1. Our allocation for certified and classified staff.
2. Our allocation for instructional materials.
3. Any additional allocations that we have reason to believe are likely to continue.
4. Our allocation for professional development.
5. Fundraising activities that will be paid into our activity fund but not be designated for specific student groups raising the money, plus any money of that type that we expect to carry over.
6. All activity funds budgets from the past year.
7. Grants that seem reasonably likely from any source, including those received in the past from our parent-teacher organization and other groups.
8. State or federal categorical resources from programs based on past funding and consultation with the principal about what is being considered for next year (i.e. ESS daytime waiver, Title I budget, teacher quality/class size reduction budget, etc.).

At the March regular meeting, the council will discuss those estimates and discuss possible solutions for any anticipated needs that cannot be met by the projected budget and resources.

RAFT BUDGET

1. By March 15, the principal or his/her designee will develop a draft budget that:
 1. Communicates projected staffing levels for certified staff and classified staff.
 2. Lists projected dollar amounts for instructional funds (Section 6) and Professional Development.
 3. Describes which sources (from among those listed under 3 through 8 above) will be used to cover each expense.
 4. Identifies any further expenses that cannot be covered within currently expected funding.
 5. Designates the person or group responsible for selecting specific items to be purchased in each spending category, with the media librarian as the person or a member of the group responsible for items for the library media center.
 6. Includes a list of needs identified in estimates that are not being met by the current budget.

Between March 15 and March 25, the projected budget will be circulated to the Council and the Budget Committee, and will be made available to any interested party upon request.

BUDGET REVISION AND APPROVAL

Between March 15 and the regularly scheduled April council meeting, the council will:

1. Review the budget either in a regular or special meeting.
2. Identify areas that may need adjustment to further reflect school priorities, new spending information, stakeholder input on the impact of the spending proposed plan, or other relevant information.
3. Discuss whether the Council needs to request Section 7 funding for additional expenses, and what needs would be designated for such funding. These needs should be based on the school's Priority Needs Assessment.
4. Ask the principal to write up the Section 7 requests for formal council adoption.
5. Set a timetable for staff renewal decisions, state and federal funding decisions, and other related matters.

INITIAL BUDGET IMPLEMENTATION

In April, after the Council adopts its budget and its Section 7 requests, the principal will:

1. Send a formal e-mail or use the required form from the board office stating the Council's decision on the number of persons to be employed in each job classification to the superintendent and finance officer.
2. Send a separate e-mail or use the required form from the board office explaining the Council's Section 7 requests to the superintendent and finance officer. If the district provides a standard form for the type of request as part of the district's policies and procedures, the principal will use that.
3. Ensure that all relevant resources, including those from categorical programs, are clearly reflected in the school's Plan.
4. Notify the person or group listed as responsible for selecting specific items of the responsibilities and the dollar amounts.
5. Ensure that the process of expanding school funds occurs in a timely way and follows the school district's accounting procedures.

PROFESSIONAL DEVELOPMENT ACTIVITIES

Professional development will meet the standards in our professional development policy and will be organized to meet:

1. School-wide needs identified in the school's Plan.
2. Individual learning needs identified in professional growth plans.

The Council's annual budget will identify resources available for each type of need.

For school-wide needs identified in the Plan, the principal will make the needed arrangements for facilitators, supplies, schedule and other needs, and will complete purchase orders for any required expenditures.

For needs identified in the individual growth plans, that staff member will make the needed arrangements for facilitators, supplies, schedule and other needs, and will complete purchase orders for any required expenditures.

The principal (or designee) will check that each such order fits the funds available and the criteria listed in the Plan or individual growth plan.

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

PURCHASING

Beginning on July 1, each group and individual designated in the plan approved by the council will select items for purchase and fill out purchase orders for those items.

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

If those requirements are met, the principal (or designee) will take all steps needed to purchase the items listed in accordance with local board purchasing guidelines and policy, and no further Council approval will be needed.

RECORD-KEEPING AND MONITORING

The principal (or designee) will ensure that all spending records required by the school district are maintained.

Each month, the principal will submit a report to the Council comparing planned spending, spending so far, and the amount remaining available in each category.

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 Budget Committee, which will review the submission and make a recommendation to the principal for Council consideration at the next regular meeting. The council will consider the proposal, and identify the means for providing the funding based on needs identified in the School Improvement Plan.

ing January, the principal (or designee) will:

Notify each individual and group designated to select items for purchase of the amount they were authorized to spend, the amount spent so far, their outstanding purchase orders, and the amount remaining available in each category.

Ask each individual and group to check those figures and report anything that may need adjustment.

Ask each individual or group to report whether they will need the full remaining amount to address the needs in questions.

Allow a full school week for those parties to reply.

From the responses, identify any amounts that will not be needed as budgeted.

Make recommendations to the Council for adjustments to maximize the use of those funds.

The principal will repeat this process in April.

ND-RELATED CHANGES

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

Any change in the Council's General Fund allocations received on March 1.

Any Section 7 funds to be allocated based on Council requests and Board action.

Any allocation of Section 7 funds to the school based on ADA.

Any change in the school's professional development allocation.

Any decision regarding state and federal categorical funding for the school.

Any change in actual or expected activity fund resources.

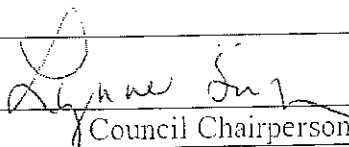
Council will consider amending the budget to respond to funding changes only after:

Receiving the input of the principal on the financial impact.

Reviewing how the change would affect the implementation of the Plan and success for the teachers and students.

Date Adopted: 8 January 2009

Signature


Council Chairperson