

## SCHOOL-BASED DECISION MAKING

**School Name:** Stopher Elementary

**Subject of the Policy:** Budget

### *Policy Statement*

The school budget shall consist of funds appropriated to the school for a period beginning **July 1 and ending June 30** of the next year. The initial budget of the new year must be approved by the SBDM Council no later than **March 4** of the preceding year. Any adjustments based on allocation changes after the opening of school must be approved by the SBDM Council no later than **August 30** of the new year.

A committee shall develop a budget for the school. In the development of the budget, a full needs analysis shall be completed by the committee. The needs analysis shall include a reassessment of the school's components of their School Improvement Plan (SIP), the school's Racial Equity Plan, and the Equity Scorecard. The needs analysis shall include a thorough assessment of the level of success of that strategic plan (SIP), Racial Equity Plan, and Equity Scorecard, especially the impact of programs on student achievement, closing the achievement gap, and addressing racial inequities. The needs analysis shall also include the obtainment of feedback from all faculty and staff regarding their own assessment of needs and the areas where each team member believes that investment is needed. The SBDM Council is not obligated to establish a budget based on this schoolwide feedback but will review this input prior to making final decisions on the new year's budget.

This committee will use the budget instructions and recommendations as provided by the Budget Department. Timelines will adhere to those required by the Budget Department. The committee shall develop a draft budget and shall conduct a meeting on the budget before it is recommended to the SBDM Council. Following the meeting, the committee shall recommend a budget to the SBDM Council. The SBDM Council has the responsibility of reviewing, accepting, amending, or rejecting this budget as necessary. The SBDM Council must approve the budget for the school. The approved budget will be published to all faculty and staff at the school.

The SBDM Council shall be responsible for monitoring the budget. The principal shall be responsible for reporting the status of the budget to the SBDM Council during the regularly scheduled meetings, which shall include a report of General Fund Flex and the activity funds that the Council has purview over. The principal may shift funds along line items during the fiscal year, but this level of flexibility is limited to any budget need of \$ 5,000 or less. For any budget need exceeding this amount, the principal must convene the SBDM Council in order to submit the proposed usage and obtain SBDM Council approval. The budget must balance at all times. All changes for staffing levels must be approved by the SBDM Council prior to implementation. The Council will restrict itself to discussion on positions and will not discuss staff member names, except in the case of a principal vacancy. After the onset of the fiscal year

(July 1–June 30), the SBDM Council will restrict itself to discussion on positions that are either vacant or imminently vacant due to official upcoming retirements.

A copy of the audit report shall be shared with the SBDM Council at the meeting after it is received.

To be included in high school policies: The Athletic Department requests that \_\_percent of all Athletic Gate Revenue be transferred into Fund 22 to use toward future athletic expenditures. The remaining \_\_ percent will be kept in the school activity fund for the purpose of supporting \_\_\_\_\_.

**Date of First Reading:** 9/17/21

**Date of Second Reading:** 10/15/21

**Date Adopted:** 10/15/21

**Date Reviewed:**

**Signature:**   
(SBDM Council Chairperson)