

Ockerman Elementary Site Based Policy 6.5 TO BE UPDATED Ockerman Elementary School Budget Policy

Definition: The School Budget is an itemized list of expenditures and income for the following school year.

Types of Budget: The Budgets for Ockerman Elementary will be as follows:

1. General budget to be submitted to the Superintendent, which includes funds allocated from the School Board for:
 - a. Site-Based allocations – Money from the state and local board allocated to the school for the purchase of computers and software for students and teachers. Purchase orders are handled through Central Office.
 - b. Technology allocations – Money from the state and local board allocated to the school for the purchase of computers and software for students and teachers. Our technology committee works in cooperation with our district technology coordinator to allocate funding in this area for our school. Council must approve the purchase plan developed by the technology committee. Purchase orders are handled through Central Office.
 - c. Professional development allocations – Money allocated from the school board to a school for in-service programs for faculty and staff. Our professional development committee develops a professional development plan for our school which includes recommendations on how the money should be spent. Council approves the plan developed by the committee. Purchase orders are handled through Central Office.
 - d. Instructional material allocations – Money from the state allocated by the school board to schools for the purchase of textbooks and/or instructional materials. Items purchased from this allocation must last six years as each year a different content area is designated as the area for purchases. Money can be carried over for the next year or for any of the six years of the cycle. Our instructional materials committee determines from teacher input how this money should be spent in our school. The principal and the council approve such expenditures. Purchase orders are handled through Central Office.

- e. Extended school service allocations – Money from the state, allocated by the school board to schools for after school tutoring. A director, teachers, teacher assistants, supplies, snacks, incentives, and transportation are funded from this allocation. Council approves this budget; purchase orders are handled through Central Office and the director, principal and superintendent or his/her designee must approve these purchase orders.
- f. Title I allocations – Federal funded program designed to assist children in improving reading and/or math skills. The money is kept in account at Central Office and purchase orders are handled through Central Office. Some teacher and teacher assistant salaries are funded from this money. The school board must approve expenditures in this category.
- g. Title IV – Federal; funded program designed to assist children to improve academically in any area that a student is determined to have weakness due to a handicapping condition. Purchase orders are handled through Central Office. Some teacher and teacher assistant salaries are funded from this money. The school board must approve expenditures in this category.
- h. Title VI – Money allocated from the school board to a school for science and math. This money is kept at Central Office and purchase orders are handled through Central Office. The school board must approve expenditures in the category.

2. And the schools' activity account budget

C. Development of Budget

The following people shall develop the respective budgets listed below:

- 1. The General Budget shall be developed by the Principal and Bookkeeper, and appointed designees
- 2. The school's Activities Account Budget shall be developed by the Principal or appointed designees and Bookkeeper.

D. Timelines

The Budget(s) shall be developed according to the following timelines:

- 1. The Site-Based Allocation of the General Budget shall be developed by March 15 for the following school year.
- 2. Other Budgets for allocations within the General Budget shall be developed according to timelines set by the Board of Education, the Superintendent, or the Superintendent's designees.
- 3. The School's Activities Account Budget shall be developed by June 1 for the following school year.

E. Approval and Review

The Ockerman Elementary Council shall review and approve each budget.

Principal: *Nancy Duley*

SBDM Secretary: *Colleen Belmer*

Date of Approval: 6/14/2000