

# McKell Middle School

## Budget/Allocation of Resources Policy

Upon receipt of the school allocation for the upcoming school year, the school council shall determine, within parameters of total available funds, the number of persons to be employed for each job description and shall approve the allocation of funds for each school year.

The council shall determine, within available resources, the instructional resources, travel, equipment, and student support services to be provided in the school. The council shall oversee the use of funds allocated to the school for the year. The principal shall report to the council throughout the year on the status of accounts over which the council is responsible. For expenditures exceeding \$1,000 and needing to be made before the next regular meeting, the principal must consult with council members before the purchase is made. However, a special meeting is not required. The consultation can take place through email, phone conversation, text message, in person discussion, etc.

After receiving notification of the final financial allocation for the school from the Board of Education, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals. The council shall not alter the staffing of District instructional services provided to all school, including exceptional children teachers and itinerant teachers.

For existing school level vacancies, the council may choose to reassign funds from one Board approved school level job classification to another, or to use these funds for other purposes consistent with its responsibilities. Funds remaining from the school's staffing allocation at the end of the year will be carried over to the following year's initial budget.

The beginning budget for the year will be approved at the first council meeting of the school year and expenditures monitored at each meeting throughout the year. The principal will provide the most current budget to the council at each meeting.

The council can request additional funds from the Board of Education. These funds, known as Section 7 funds, can be requested by the principal through the process in place by the BOE.

Council Chair Signature: \_\_\_\_\_

Council Vice-Chair Signature: \_\_\_\_\_

Revised: 8-22-13

Previous Readings: 10-28-04, 12-2-04