

BUDGETING AND FINANCIAL INTERVIEW

1. What does the annual budgeting process look like at our school?

Since we are part of a large district there is a small amount of budgeting that we do compared to other districts. We are given so much money per pupil for supplies. This is an estimate on how many students we are projected to have the following year. We budget for teacher travel which is based on how many teachers in the school. This varies year from \$35-\$40 a year per teacher. There is Administrative Travel which allows travel for our in-state conferences. (National Conferences are at the District Level – on a three-year rotation) Finally we are able to put in items such as furniture, etc. This then goes in for approval.

We are a Title I School so there is separate budgeting for that. This we look at salaries, trainings, and supplies. It all needs to align with our School Improvement Plan.

2. What would you say is the most difficult part about budgeting?

Helping people understand that there are some things we are not able to get or must cut.

3. What are some of the main components that you budget for annually?

At our school it is mainly supplies and furniture. Now that we have our Title I budget; we also look at some additional staffing.

4. Is our school's budget set by the district or do you send in a requested budget for every school year?

Our school budget is set by the district, but we can request items.

5. Who are all the necessary individuals that are a part of planning for a school's budget?

Our Business Manager, Principal, Dean and Admin. Assistant. We also talk to our Leadership Team and teacher teams about necessary resources they need for the upcoming schoolyear.

6. If you could pass on one piece of advice to someone that was planning a school's budget, what would that be?

Compile a list throughout the year of things you think you need. It will be easier to work through that in the spring and then you can prioritize items appropriately.

7. What happens to a school's fund when they experience a budget deficit or surplus?

When there is a budget deficit schools may need to look at cutting positions, supplies or extracurriculars. When there is a surplus I honestly can't say because I have not been in a school where that has happened. Most schools would have a business manager that would be

allocating that money correctly so the surplus would not be too high that it would be a problem.

8. When is the planning for a school's budget initiated and when is the deadline? (i.e. 2019-2020)

We must have our budget in by the middle of April to the business manager. (We get this in February) It is approved at the first Board meeting in July.

9. What is an example of data-based decision making made when establishing a budget?

One of the most recent ones would be purchasing new mathematics curriculum. We saw that our students were not meeting proficiency levels in standards for our STAR math assessments. As a district, we piloted an online program and new math curriculum in specific classrooms. After seeing student achievement and growth in these classrooms, our district altered our budget to allow the appropriate finances to purchase these resources district-wide.

10. What do you think has been the most notable shift in school budgets during your time as an administrator?

The growth of our district and how difficult it is to be paid for your enrollment of last year's students.

11. What do you think is the relationship between a school's culture/climate and a school's budget?

Personally, at our school I believe it is positive. I know sometimes at different places it can be strained at times during negotiations or when there is a deficit spending.