

SCHOOL DISTRICT AND SCHOOL-BASED MANAGEMENT

IN ORDER TO INSURE THAT THE BUDGET ADOPTED BY THE SCHOOL BOARD REFLECTS THE DISTRICT'S PLAN FOR EDUCATION, THAT THERE IS EQUALITY OF EDUCATIONAL OPPORTUNITY THROUGHOUT THE DISTRICT, AND THAT THE DISTRICT MEETS ITS LEGAL OBLIGATIONS TO EMPLOYEES AND THE PUBLIC, THE RESPONSIBILITY FOR DECISIONS REGARDING MANAGEMENT AND BUDGET SHALL BE AS SET FORTH IN THE RULES OF THIS POLICY.

AUTHORITY: F. S. 230.22 (1) (2)
Policy Adopted: 3/2/78; 6/15/93

AMENDED RULES APPROVED: 6/3/97

RULES1. **APPROPRIATIONS**

The School Board shall allocate funds to schools on a support and instructional allocation basis according to the number of weighted FTEs. The total amount will enable the principal to comply with Board policy, employee contracts, as well as State and Federal laws, rules and regulations.

2. **BUDGET**

- a. Each principal, after consultation with the school advisory committee, and the school improvement team, shall recommend a detailed budget to the area superintendent. Each department/division head shall recommend a detailed budget to the responsible area superintendent/associate superintendent.
- b. The area superintendent/associate superintendent shall review the budget with the principal/department head/division head and, where necessary, recommend changes. The reviewed budget shall then be submitted to the Superintendent.
- c. The Superintendent, after incorporating such changes as he/she deems appropriate, shall develop a district budget. Such budget shall be submitted to the Board at a Board meeting according to the Board-adopted schedule.
- d. After the opening of the school year, personnel shall be transferred between schools where actual student enrollments have varied from the projected enrollments. Budget amendments shall be made as needed to reflect additions and deletions of positions and changes to amounts budgeted for materials and supplies.

The Superintendent shall summarize and submit to the School Board on a monthly basis information regarding any changes in the district's adopted budgets.

- e. Expenditures may exceed the amount budgeted in individual functions and objects until such time as the monthly budget amendment is submitted to the School Board for approval. The monthly budget amendment shall be submitted within 60 calendar days of the end of each respective month.

3. **CURRICULUM**

- a. All schools shall meet the standards of service prescribed by the Board. The principal has an affirmative duty to notify the area superintendent of any problems in implementing the standards of service. Should the area superintendent agree that such problems cannot be resolved, the Board shall be requested by the Superintendent to make an appropriate adjustment.
- b. Schools shall follow the curriculum prescribed by the district. New courses shall be recommended by the Superintendent for Board action.

4. **PERSONNEL**

The principal shall recommend only personnel from those individuals approved by the Division of District Administration as eligible for employment and, acting in accord with prescribed procedures, shall recommend to the Superintendent the individual deemed suitable for employment.

AUTHORITY: F. S. 230.22 (1) (2)
Rules Adopted: 3/2/78; 4/1/82; 6/15/93

Rules Amended: 6/3/97