

Budget Basics for School Site Councils



Boston Public Schools

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Agenda

- ✓ Budget Basics
 - ✓ How much money do we have?
 - ✓ Where does the money come from?
 - ✓ How do we spend our money?)
- ✓ BPS School Budgets
- ✓ School Site Council
- ✓ Budget Sign-off
- ✓ Other Opportunities to Influence the budget
- ✓ Title I – The 1% Requirement

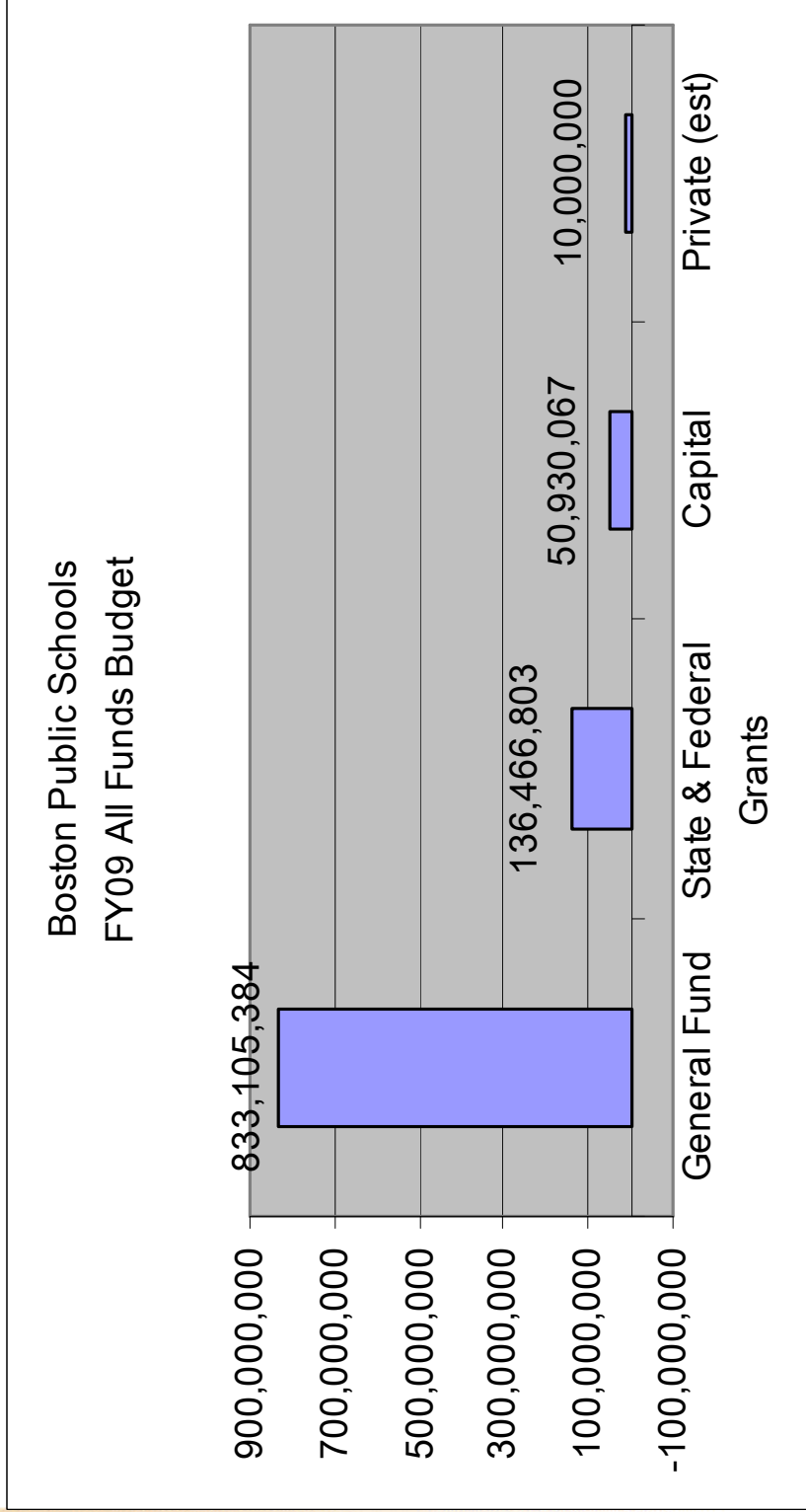


The Basics

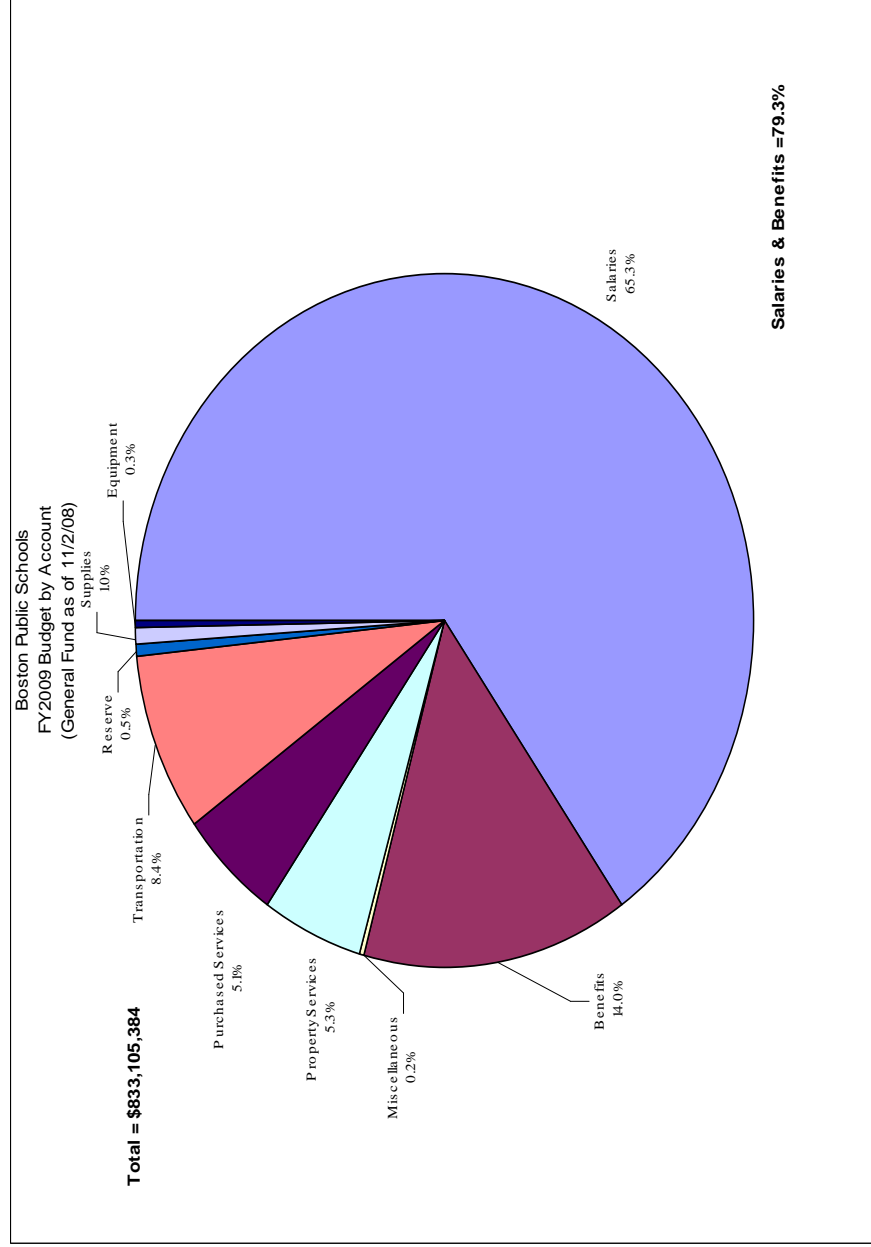
- ✓ The Boston Public Schools' Budget is organized into approximately 200 responsibility centers (schools & central departments).
- ✓ Each RC must carry out its organizational and educational responsibilities within its budget.
- ✓ The BPS operates on a fiscal year beginning July 1 & ending June 30th.
- ✓ Expenditures against a budget are generally made either through the Requisition / Purchase Order process (Business Office) or through payroll related payments (HR / Payroll).



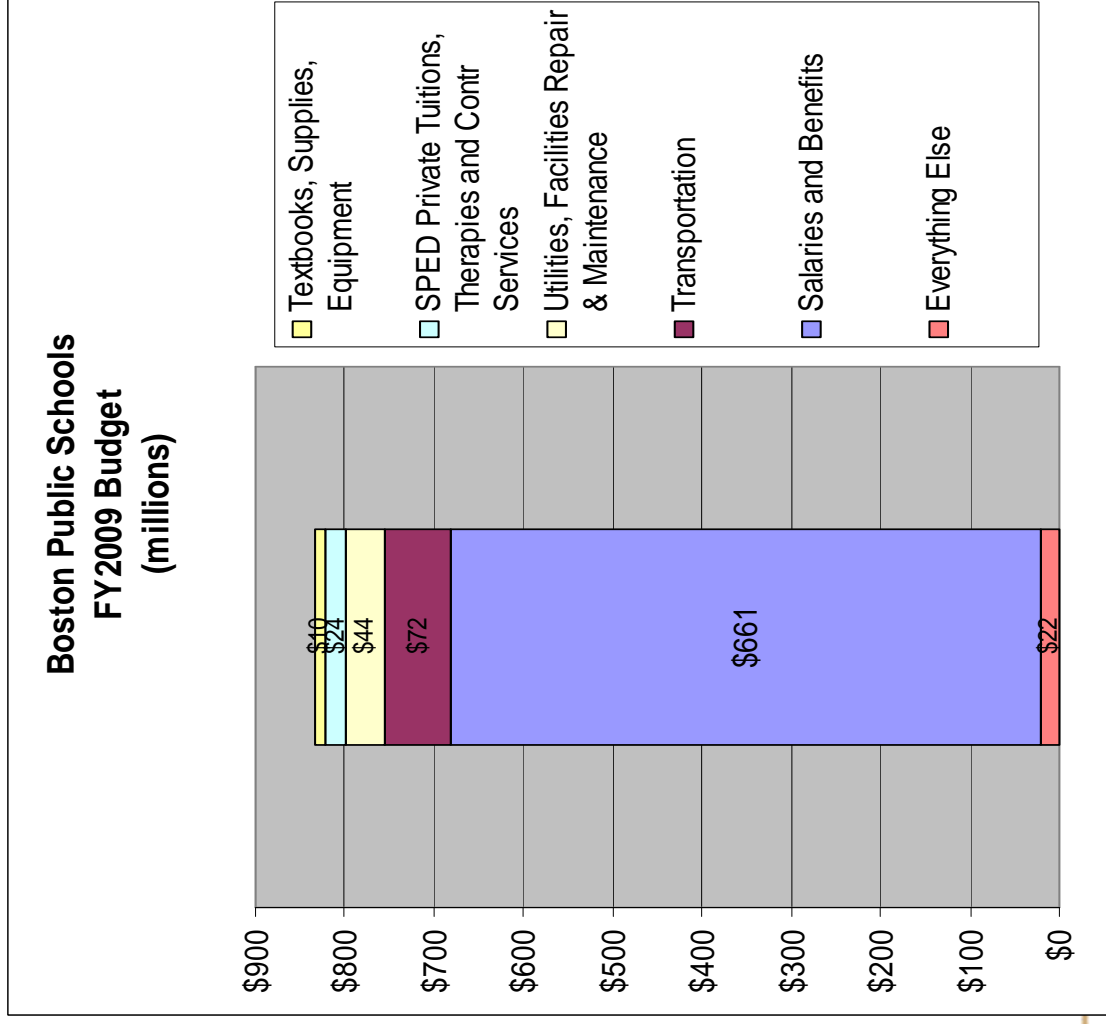
How much money do we have, and where does it come from?



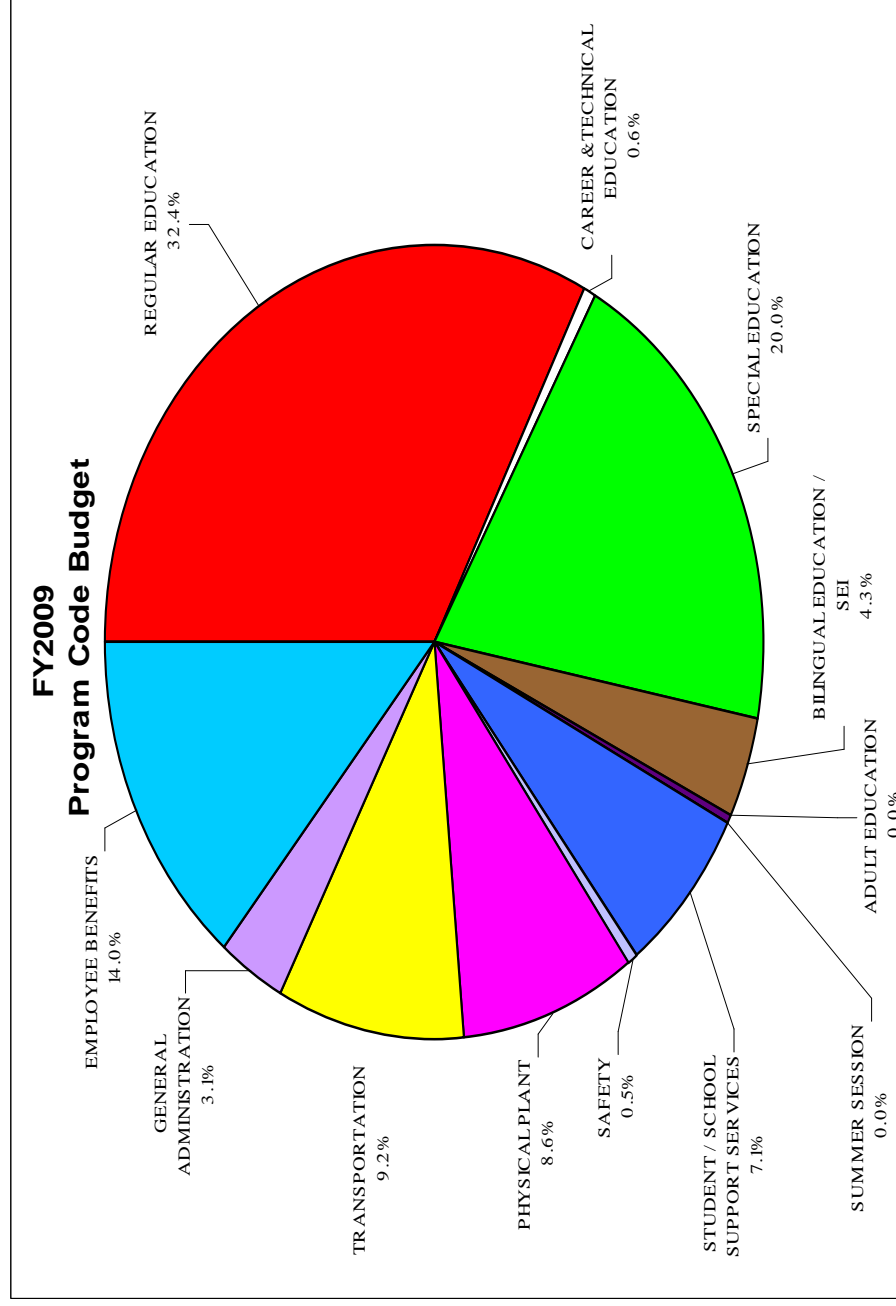
BPS Budget by Account: What do we buy with our money?



What do we buy with our money? (Another View)



Budget by Program: What services do we provide with our money?



BPS School Budgets

- ✓ **Enrollment determines both staffing allocations and funding for textbooks and supplies.**
- ✓ Boston Public Schools has formalized and standardized its school resource allocation methodology.
- ✓ It has sought to make the allocation of dollars to schools an open, transparent and equitable process.
- ✓ **Equity:** using a standard allocation methodology means two schools with precisely the same enrollment (by grade and program) would receive exactly the same budget allocation.



School Budget Methodology

- ✓ The number of Full-Time Equivalent (FTE) staff positions allocated is a function of applying these standard criteria to the projected enrollment in a particular school, program and grade.
- ✓ An average salary is applied to the allocated FTEs to determine the budget allocation.
- ✓ Example: 22 students in Grade 1 = 1.0 FTE Teacher Position = \$76,751 (also = 0.2 FTE P&D position, instructional supplies, etc.)
- ✓ **So...enrollment determines staffing and staffing largely drives the budget.**



School Allocation Criteria

- ✓ Virtually all BPS schools are allocated resources based on a standardized allocation methodology, with the following exceptions:
 - ✓ **EECs & ELCs (Specific programmatic model)**
 - ✓ **Alternative Programs (Programmatic models)**
 - ✓ **Pilot Schools (Separate “per pupil” dollar methodology)**
 - ✓ **Special Schools (Carter Center, Horace Mann, McKinley, etc.)**
- ✓ Allocation criteria are standardized by level, which means an elementary school may not get the same level of resources that a high school with a similar enrollment might be allocated.
- ✓ Exceptions to the Standard Allocation Criteria are reviewed annually by the Superintendent’s Leadership Team and made public.
- ✓ Since FY2004, it has been financially necessary to ask schools to submit a budget at slightly less than the standard allocation.



School Budget Development

- ✓ In November, each school is sent a preliminary budget allocation figure and is asked to budget its allotted resources consistent with:
 - Federal, state and local statutes and regulations
 - applicable court orders
 - collective bargaining agreements
 - School Committee policy
 - the goals of the Boston Public Schools, and
 - the particular priorities of the school.
- ✓ Completed budgets are due back the first day after the winter recess.



School Site Council - Roles

- Contract Agreement
 - ✓ review and approve WSIP
 - ✓ **approve the budget for discretionary school materials, supplies, textbooks and equipment...**
- ✓ develop and approve plans for parental involvement
- ✓ approve waivers
- ✓ review and approve recommendations of the IIT and other committees
- ✓ receive information on outside programs



School Site Council - Information

“All available information concerning the school budget and/or any other matter over which the School Site Council has authority must be shared with members of the School Site Council at least five school days before they are expected to vote on these issues.”



Expectations for School Site Councils

- ✓ Budget information is shared with the Council
- ✓ The school's budget is consistent with the WSIP
- ✓ The school's budget is balanced
- ✓ Sign-off by Principal/Headmaster, Parent Member and Teacher Member of the SSC
- ✓ It is recommended that the Chairs of the Site Council sign off



Budget Sign Off: Principal's Role

Due diligence statement (BD-6 Form) –
Principal

Provides assurance that every effort has
been made to comply with:

- ✓ BPS policy and program requirements
- ✓ Federal, State and Local laws and regulations
- ✓ Court Orders
- ✓ Collective Bargaining Agreements
- ✓ School Committee Policies
- ✓ Goals and Objectives of the BPS
- ✓ Textbook and Material Assurance
- ✓ Ensure Review by School Site Council



Budget Sign-Off: SSC Role

Attest to participation in the budget process:

- ✓ “Seen and reviewed” the budget submitted
- ✓ Attach written comments



Budget Sign-Off

Can I refuse to sign-off on the budget?

Yes, but the intent is to reach consensus on the best use of available funds to meet the priorities of the school. If this does not occur, please provide written comments.

What will happen if I do not sign-off?

Your principal will be instructed to submit the budget without your signature, and the budget will be recognized as the formal school request.



Other Opportunities to Influence the Budget

- ✓ Provide detailed written comments with budget submission. We do look at them.
- ✓ Public Hearings: School Committee – January - March (interpreters are available).
- ✓ Public Hearings: City Council – April – June
- ✓ State Budget



Title I – The 1% Requirement

District Requirement:

1% of total Title I budget must be spent to support parental involvement

School requirement:

1% of school's allocation must be spent to support parental involvement

This does not have to come from Title I funds



Q&A

