

TOPIC: FINANCE

I. School Budget

Goal	The new director will understand the overall budget of the school.
Measurement	The school will operate within the budget approved by administration of the district.
Discussion Questions	<ul style="list-style-type: none"> • What are the sources of revenue? • What are the line items in your budget? • What are your expenses? • How often do you track your budget? • How often do you meet with your bookkeeper? • How or can you transfer line items? • How can you increase your budget? • Who has input to the budget?
Materials to Share	<ul style="list-style-type: none"> • Copy of your district's finance policy • Copy of your building budget • Copies of forms used with the budget process
<i>Impact on:</i>	
Performance-Based Administrator Evaluation	ISLLC Standard # _____
School Improvement Plan – Form B of the PBAE	
Professional Learning Plan – Form C1 of the PBAE	

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II. Individual Program Budgets

Goal	The director will have instructors submit an annual budget for the operation of their programs.
Measurement	Program budgets will be reviewed monthly by director with program instructors.
Discussion Questions	<ul style="list-style-type: none"> • What are the line items of a program budget? • Who has input to the budget? • Does the local advisory committee review the budget and have input to the process? • Who approves the budget? • Who is responsible for the program inventory?
Materials to Share	<ul style="list-style-type: none"> • Copy of individual program budget • Evidence of advisory committee input to budget • Copy of program inventory
<i>Impact on:</i>	
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III. Tuition Calculations

Goal	The director will be able to calculate the annual tuition for their school.
Measurement	Tuition calculation will be on file locally and with DESE.
Discussion Questions	<ul style="list-style-type: none"> • Do you use the state fee guide for determining the tuition of the school? • What method is used to formulate the tuition? • Who has input to the calculation of tuition? • How are the sending schools informed of tuition? • Are there incentives for schools to send students?
Materials to Share	<ul style="list-style-type: none"> • Copy of state tuition fee guide • Copy of your own tuition calculation guide • Documentation to inform sending schools of tuition • Tuition schedule for individual adult programs
<i>Impact on:</i>	
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IV. Perkins Allocation

Goal	The director will complete the Perkins budget and submit to DESE.
Measurement	The accountability measures of Perkins will be at or above the State levels or a plan will be developed to do so.
Discussion Questions	<ul style="list-style-type: none"> • Who has input to the Perkins budget? • Who is your Perkins person at DESE? • Do you understand the process of submitting, amending and final submission of the budget? • How do you determine amounts to spend in each area of the Perkins budget? • How do you use the Perkins accountability to allocate funds? • What areas of Perkins do you meet? Why are you successful in these areas? • What areas of Perkins don't you meet? Why are you not meeting the standards and what are you doing to improve?
Materials to Share	<ul style="list-style-type: none"> • Copy of current Perkins budget • Worksheets of breakdowns of expenditure categories • Copy of accountability reports and worksheets • Data used to calculate the expenditures by category
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V. Writing Enhancement Grants

Goal	The director will be familiar and have the knowledge to write an enhancement grant.
Measurement	Enhancement grant will be on file for review.
Discussion Questions	<ul style="list-style-type: none"> • How do you use the enhancement grant? • How does your local district understand the grant? • Does your staff have input to the writing of the grant? • How do you obtain matching funds from the district? • How do you use the grant to improve student achievement?
Materials to Share	<ul style="list-style-type: none"> • Copy of most recent enhancement grant proposal • Copies of input data from individual programs concerning their needs • Copies of all forms needed to successfully write the grant
<i>Impact on:</i>	
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VI. Financial Aid / Scholarships

Goal	Financial Aid/ Scholarships will be available for those who qualify.
Measurement	Documentation will be on file for review.
Discussion Questions	<ul style="list-style-type: none"> • Who coordinates financial aid? • Who is a mentor for this person? • Where can you get help with financial aid? • What scholarships are available to students? • What financial institutions are you networked with?
Materials to Share	<ul style="list-style-type: none"> • Documentation of all individuals receiving Pell grants • All forms necessary to complete financial aid application • Copy of all scholarships available for students
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VII. Other Topics for Discussion

Goal	
Measurement	
Discussion Questions	
Materials to Share	
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