Financial Procedures for Local Schools CIS – Classroom Instructional Support

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Classroom Instructional Support

- Student Materials
- Technology
- Library Enhancement
- Professional Development
- Common Purchases (not currently funded)
- Textbooks

Classroom Instructional Support

All rates are “per unit” with the exception of “Textbooks” which is calculated on a per ADM rate. Rates are determined by the legislature on an annual basis as provided in the ETF appropriations bill.

Classroom Instructional Support Calculation Example

School System ADM = 2400 School System Units Earned = 150

- STUDENT MATERIALS = $900.00 x 150 = $135,000.00
- TECHNOLOGY = $500.00 x 150 = $75,000.00
- LIBRARY ENHANCEMENT = $157.72 x 150 = $23,658.00
- PROFESSIONAL DEV = $100.00 x 150 = $15,000.00
- COMMON PURCHASE = $0 x 150 = $0
- TEXTBOOKS (ADM based) = $75.00 x 2400 = $180,000.00

- Instructional Support funds must be budgeted and spent in accordance with the rules and regulations specified in Act #2005-198, which defines the responsibility of the local school budget committee.

Classroom Instructional Support Budget Committee

- Library enhancement
- Professional development
- Technology
- Common purchases (not currently funded)

CIS Budget Committee

- Each school will have a budget committee
- Four teachers and the principal (or designee)
- Teachers elected annually by secret ballot vote of the teachers at the school
- The budget committee will propose a budget for the classroom support categories **<u>except</u>** student materials allocations and textbooks.

CIS Budget Committee -continued

- Committee will elect a member as the chair and a member as a secretary to keep minutes

- The committee may form advisory committees

Proposed Budget for Technology, Professional Development, and Library Enhancement

- The professional development and technology budgets must be consistent with the latest plans submitted to the ALSDE.
- Library enhancement budgets will be developed in consultation with the school's media specialists.*
- The proposed budget for each category of classroom instructional support (**excluding** student materials allocations) will specify the common items which may be purchased, and the amount allotted for each teacher to spend.

CIS Budget
Library Enhancement

- The teachers vote on how library enhancement allotments are to be spent.
- The librarian can only offer advice to the budget committee or subcommittee.
- NOTE: Two state laws state that these funds are for the library media center, not the classroom.

CIS Budget
Approval by Teachers

- The proposed budgets will be submitted to teachers at an annual meeting.
- The annual meeting may be at the beginning or the end of a school year, or both.
- The teachers will have at least two workdays to review the proposed budgets.
- The teachers will vote on the proposed budgets by secret ballot.

CIS Budget
Approval of Proposed Budget

- A majority vote of the teachers voting at the school is required before any part of the proposed budget is implemented.

- A proposed budget that is not approved is returned to the budget committee for reformulation, taking into consideration the teachers' recommendations at the annual meeting.

CIS Budget
Approval of Proposed Budget

- The revised budget proposed by the budget committee will be submitted to a secret ballot vote of the teachers.

- If the revised proposed budget is not approved by a majority vote of the teachers, the process will continue until a budget is approved.

CIS Budget
Approved Budgets

- A report on the approved budget, utilizing ALSDE forms will be submitted to the local superintendent.

- Maintain all budget committee minutes, proposed budgets, revised proposed budgets, and the secret ballots for budget committee members, each proposed budget, and each revised proposed budget.

Allowable Expenditures

Classroom instructional purposes only:

- to be used only by classroom teachers or students in the teacher's classes for instructional materials, supplies, equipment or electrical equipment which is utilized with students in the teacher's classroom except funds for common items in the school budget for technology, professional development, and library enhancement.

Allowable Expenditures

- TVs and media devices used in the classroom (and counselor's office) for instructional purposes, and the stands, carts, and cabinets used to hold and store them.
- Computers and peripherals used in the classroom (or counselor's office) for instructional purposes, if consistent with the technology plan.

Student Materials Allowable Expenditures

- File cabinet, plastic storage containers, and shelves used to store tests and instructional items in the classroom.
- Black-out shades for classroom.
- Rug for kindergarten classroom.
- Refrigerator to store biology and chemistry supplies.
- Surge protector/power strip for instructional equipment.

Student Materials Allowable Expenditures

- Classroom bulletin board materials
- Classroom banners and posters
- Canned air spray for keyboards
- Batteries for instructional media
- Ink cartridges for classroom printers
- Educational apps
- Academic incentive items
- Flash drives

Student Materials Allowable Expenditures

Teachers could decide to pool their student materials allotments to purchase a TV that will be used for each classroom’s students to watch virtual field trips.

Student Materials Questionable Expenditures

- Orthopedic teacher's chair
- Student desk
- Fax machine
- Candy
- Gold Cross pen and pencil set for teacher
- Sink in classroom
- Tissues and hand sanitizer

Student Materials Unallowable Expenditures

- Field trip costs, such as bus rental, food for chaperones, admission charges, etc.
- Membership dues to any organization or association.
- Extra-curricular activity expenses.
- Registration fees and other conference expenses.**
  - **May be o.k. for Professional Development.

Common Purchases Allowable Expenditures

The Common Purchases* allocation can include:

- Copiers, copier supplies, copy paper, copier maintenance contracts, staplers, paper cutters, hole punchers, etc.
- Tables and cabinets for using and storing the copiers and supplies.
- Fee for purchasing consortium contract if the fee will be offset by savings.

***NOT CURRENTLY FUNDED**

Classroom Instructional Support Timelines

- At least some of the individual teacher allotment must be made available for expenditure by December 1.
- The Legislative intent is that all of the allotment be made available for expenditure as soon in the school year as possible.
- Although reasonable deadlines to expend all of the allotment may be established, a teacher has until the end of the fiscal year to order items.

Classroom Instructional Support Timelines

- State law allows the expenditure of these funds to begin at the beginning of the school year even though the state funds will not be provided until the fiscal year.
- A reasonable deadline for expenditures, such as August 31, can be established.
- Unspent student materials allotments may be used to buy classroom materials for new teachers or those with additional needs.

Classroom Instructional Support Other Provisions

- Classroom instructional support funds are not transportable with the teacher if the teacher is transferred to another school.

- The State Examiners of Public Accounts may audit all expenditures for classroom instructional support and related documents by county and city school boards.

QUESTIONS

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