

TOPIC: FINANCE

I. School Budget

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| 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

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| 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 |
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III. Tuition Calculations

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| 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 |
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IV. Perkins Allocation

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| Goal | The director will complete the Perkins budget and submit to DESE via ePeGs. |
| 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? • 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 Perkins core indicators you meeting? Why are you successful in these areas? • What Perkins indicators aren't you meeting? Why are you not meeting the indicators and what are your plans for improvement? |
| 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 Vocational-Technical Enhancement Grants

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| Goal | The director will be familiar and have the knowledge to write a Vocational-Technical 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 in 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 |
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VI. Financial Aid / Scholarships

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| 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

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| Goal | |
| Measurement | |
| Discussion Questions | |
| Materials to Share | |
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