

# **Classroom Instructional Support Funds**

Alabama Association of School Business Officials

LSFM Certification

March 2021

# Classroom Instructional Support

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

**[See Section 16-1-8.1, Code of Alabama.]**

# 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 except **student materials** allocations and textbooks.

# 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 by the local board to the SDE.
- ✓ 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 and textbooks) will specify the common items which may be purchased and the amount (if any) allotted for each teacher to spend.

# Library Enhancement

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

# 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 work days to review the proposed budgets.
- The teachers will vote on the proposed budgets by secret ballot.

# 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.



# 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.

# Approved Budgets

- ✓ A report on the approved budget, utilizing SDE 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.

# Permissible 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 actually 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

Funds for common purchases\* 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**

# Allowable Expenditures – cont.

- 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.**

# Allowable Expenditures – cont.

- 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.

# **Allowable Expenditures – cont.**

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

# Allowable Expenditures – cont.

- 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.
- A teacher may use their student materials allotment to purchase copier paper for the classroom printer or for the school copier for **that** teacher's classroom instruction.



# 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.

# 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.

# 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.

# 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.

# 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.

# Contact Information

Dennis Heard

LEA Fiscal Accountability

*dheard@alsde.edu*

(334) 694-4831