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| **16. POLICY FORMAT** |

**School District: Leslie County School: Leslie County High**

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|  |  | **Operational Procedure** |  |
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|  |  | **Function** |  |
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| **Topics** | **Statement** |
|  | **Policy for Setting the School’s Budget**  **After March of each school year, the Principal, along with the Administrative Team, shall prepare a preliminary budget for the school’s instructional budget and the general fund budget. This draft will be based on items in the School Improvement Grant and on the activities in the 30-60-90 Day Improvement Plan. The goals and action steps in both plans are congruent and aligned so that the SIG money and the school budget will easily compliment one another to seamlessly support student growth and achievement.**  **The draft budget will be shared with the Administrative Team and the Professional Learning Community Leaders to provide input for a final draft. The school council will then approve the final draft recommendation by majority vote or consensus.**  **The effectiveness of the budget will be monitored monthly by the school council as they analyze the color-coding of the current 30 days of the plan and provide input into the next 30 days of activities. The Administrative Team will provide walk-through data to validate the impact of the budget on student learning.** |
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**Adopted: May 19, 2011 Signature**

**Chairperson**

**Amended**