
MEMORANDUM

TO: All School Principals
From: Michael Perrone, Executive Director, Budget Services
Subject: 2011-2012 Elementary Budget Guidelines
Date: April 25, 2011
Cc: Cluster Chiefs, Budget Services Staff, Human Resources Staff

Attached please find the 2011-2012 Budget Guidelines. Information to complete your spring budget will be on the Budget Prep System (BPS) <http://budprep> for **Year: 2012, Survey: 6**, beginning Tuesday, April 26th. The following is a list of key changes in the Budget Guidelines.

Allocations:

1. Elementary school BSA is \$3,005. The FTE Summary screen under the Allocation tab shows a summary of revenue sources for your school. To access additional information regarding these allocations, click on the underlined section headings or at the left of your screen, for any of the allocation detail screens.

Appropriations:

1. Constitutional Amendment 9 (Class Size Reduction) states that schools must be in compliance class by class by 2010. The legislature has provided methodology for implementation of this amendment and has been phasing in compliance each year since 2003. It is recognized that this will put a major strain on budgets, but schools must be in compliance class by class. There is an attempt in the current Legislative session to minimize the penalty for schools that are not in compliance. This will not be determined until May 6th. The Budget office will keep you informed on this issue.
2. Each school will budget substitutes based on the average three-year expenditure for each individual school.
3. Employee benefits are 39% for full time employees, 20.2% for part time employees and 3.5% for temporary employees.
4. Position code A520 is for Exceptional Student paraprofessionals in self-contained classrooms. Position code A521 is for Exceptional Student paraprofessionals serving in ESE resource classrooms. A522 is for Exceptional Student paraprofessionals serving students one-on-one. A523 is for Autistic Classroom paraprofessionals requiring a substitute. A524 is for Physically Impaired paraprofessionals requiring a substitute.
5. The Budget Total screen under the Annual Budget Screens tab must be equal to \$0 in the difference column for each and every fund. Your budget is not balanced until this is accomplished.

6. If there are questions regarding allocations or personnel, please contact the appropriate department. For your convenience, the below directory is provided. Any corrections to allocations must be made prior to your budget appointment.

Human Resources	Aron Muse	390-2347
	Charlotte Douglas	390-2061
	Arthur Perry	390-2417
	Lynn Earnest	390-2618
	Dawn Gaughan	390-2408
Civil Service	Walter Carr	390-2459
	Danny Foye	390-2064
	Susan Thorburn	390-2019
IDEA	Lynn Grant (North)	924-3456
	Ann Duncan (West)	693-7942
	Regina Godfrey (HS)	858-6270
	Bonnie Josey (East)	858-6150
	Karen Pavelka (South)	348-7861
Title 1	Lynette Weber	390-2123
	Lydia McLean	390-2629
	Linda Correll	390-2123
ESE	Meredith Fredeking	390-2452
SAI	Ron Fagan	390-2097
Title II	Susan Legutko	390-2646
Student Information	Candy Derbecker	348-5730
Carl Perkins	Louis Simmons	924-3470
ESOL	Brenda Trimble	390-2202

7. Custodial service will be budgeted for your school by the district.
8. All schools should send the names of any surplus teachers/paraprofessionals/civil service employees to their respective staffing supervisor prior to their scheduled Spring budget meeting. This will ensure seniority and surplus contract language is followed.
9. Please submit a proposed roster of all employees and assigned positions in your school for 2011-2012. BudPrep should be reflective of this roster.
10. For an employee on leave, a vacant position should have been imported into BudPrep for that employee. Please place a note indicating the employee's name in the note field.

11. For alternative education/dropout prevention positions, please indicate the subject being taught in the note field.
12. Employees cannot be split between two or more different job codes.
13. All positions must be budgeted on the personnel screens. Positions not budgeted on these screens will not be maintained in a school's organizational unit for the 2011-2012 fiscal year.
14. Ensure maintenance contracts, leases, and any other requirements are budgeted in the appropriate account.
15. Travel should be budgeted to the appropriate commitment item. Travel funds identified as **in-county (CI 331)** will not be able to be moved to out-of-county (CI 332), out-of-state travel (CI 333), or registration (CI 334) without Cabinet/Board approval. Travel will be monitored and approved at the Cluster Chief level in accordance with district guidelines. Only mandatory travel can be entered (i.e., License renewal).
16. Accounts will be reviewed to ensure appropriate amounts are budgeted in all areas.
17. Each elementary school has been provided funding for .5 Media and .5 Guidance.