

KEEPING UP WITH THE BUDGET: INSTALLMENT #1

The first installment of *Keeping up with the Budget* will be required administrative positions. It is important to know which positions are contained in the budget and which are not. Keep in mind is that regular administrative positions are the duty of the school district to provide, and **are not allowed to be funded by any federal or state grants**. The second installment of this feature will describe the additional administrative positions that are funded through grants. It will describe the positions and how they become allowable under federal grant rules. The sole administrative positions that are included in the general fund (the portion funded by state and local tax revenues) are:

1. One half-time Superintendent

By law, every district is required to have a Superintendent to serve as the chief executive officer of the district. The essential purpose of this position is assuring compliance with all federal and state laws, overseeing all curricular programs, and maintaining the standards of the district. Because we are a single school district, it has been the decision of the Board dating back to 2003, to fund this as a half-time position. After several years experience with this model, it was decided that having someone in the district full-time was necessary. This was accomplished by creating the dual position of Superintendent/Director of Curriculum, Instruction, and Assessment. The curriculum portion of the position is fundable through the federal grants program. Therefore, the general budget only contains the 50% portion of that position.

2. Two full-time Principals

Every school of our size and grade span has at least two full-time building level administrators, some have three. Sometimes they are called Co-Principals; some are Principal and Assistant Principal. We have chosen the model of Principal and Associate Principal, dividing the duties from PreK-8 in this way:

Principal: The instructional leader of the school overseeing all academic programs and faculty, ensuring compliance with Commissioner's Required Actions, and supervising and evaluating programs of instructional professional development.

Associate Principal: The leader of the school overseeing all programs and structures designed to create positive climate and behavior management, and supervising and evaluating all personnel and programs supporting positive behavior.

3. **Director of Student Support Services**

Required in every district is an administrator to oversee all programs of special services, including Special Education. Supervision of special services faculty, assuring compliance with all state and federal laws and regulations, and developing the district service plan to be submitted to the state annually are only some of the key responsibilities of this position.

This job is critical because of the range of services covered and because the district receives significant funding reimbursement for these services.

4. Business Manager

This administrator oversees all the financial activities of the district and supervises and evaluates all business office personnel. Preparing budgets, the many required quarterly and yearly reports, maintaining the district financial statements for the Board and for auditors, and ensuring compliance with all state and federal laws and regulations are just a sample of the jobs performed by this administrator.

Each of these administrators would be happy to respond to your questions and concerns and are easily available by email or phone. Simply click on the appropriate name on the web page or call the school for our extensions. We look forward to hearing from you!

Superintendent:

Director of Student Support Services:

Principal:

Associate Principal:

Business Manager:

Nicole Saginor

Deborah Sanders-Dame

Marion Anastasia

Bernice Burroughs

Kathryn Ducharme