MEMORANDUM

TO: County and City Superintendents

FROM: Warren Craig Pouncey
       Chief of Staff

RE: State Appropriations for Classroom Materials and Supplies

We have received inquiries about the state forms needed for school budget committees to prepare classroom instructional support budgets for the approval of teachers at the school.

State law requires a school budget committee for each school to develop a proposed budget for all elements of classroom instructional support provided in the Foundation Program, excluding student materials and textbooks. The elements of classroom instructional support that are subject to budget approval by the teachers at a school are library enhancement, technology, professional development, and common purchases.

The Foundation Program funding for the 2013-2014 fiscal year provided by the Annual Appropriations Act No. 2013-264, contains funding ($300 per teaching unit) for classroom instructional support for textbooks and student materials and does not provide funding for classroom instructional support elements that may be approved by school budget committees. The Foundation Program allocations for student materials may not be utilized for common purchases. State law, as amended by Act No. 2005-198, requires that the funds allocated for student materials be expended for materials, supplies, and equipment used in the classroom by the teacher or students in the teacher’s classes.

A school budget committee is not needed for the current school year because the Foundation Program funding for the 2013-2014 fiscal year does not include any funds subject to approval of a budget by vote of the teachers at a school.

Your cooperation in this matter will be appreciated.

WCP/DWH

cc: Chief School Financial Officers

FY13-3051