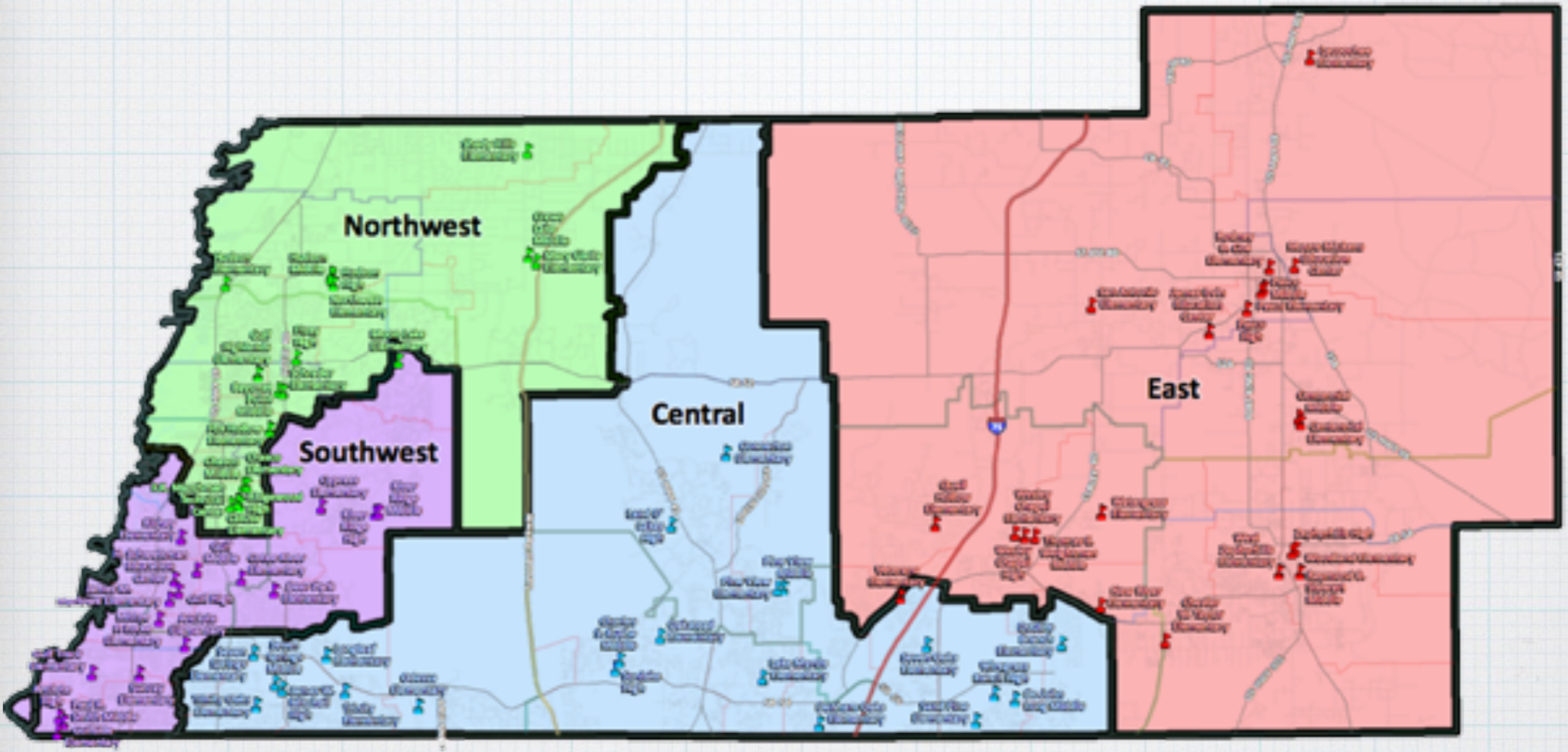


Fiscal Bootcamp

FASFEPA Fall 2016

Brian Schultz
Title I Program Coordinator
Pasco County Schools





Pasco County Schools by the Numbers

72,000 Students

59% Free and Reduced Lunch

10,000 Employees

Schools

79 Schools

- **13 High Schools**
- **15 Middle Schools**
- **48 Elementary Schools**

Title I Schools

39 Schools

- **5 High Schools**
- **7 Middle Schools**
- **27 Elementary Schools**

\$15,542,000

Managing Fiscal Responsibilities in Title I





Monthly

- * **Monthly Finance Meetings**
- * **Email to Principals and bookkeepers with Burn Rates**
(recommended burn rates for salary, non salary- FSA testing)
- * **Updated Free and Reduced Numbers** (No CEP)
- * **Grants Coordinator Meeting**

September

- * **Title I Principal Meeting (Face-to-Face)**
- * **Generate “Starting Point Budget” for following year (10% decrease, essentials only)**

October

- * **Quarterly Newsletter (with Homework)**
- * **On -Site Visits**
- * **Email to Principals w/ Burn Rates (Include Area Superintendents)**

November

* **On -Site Visits**

* **Grants Collaboration Check - in**

December

- * **On -Site Visits**
- * **First Run of PSES (projected)**
- * **Look for Trends**
- * **Meet with Planning Department**

January

- * **Quarterly Newsletter (with Homework)**
 - * **Technical Assistance based on Site Visits**
- * **Email to Principals w/ Burn Rates (Include Area Superintendents)**
- * **Second Run of Projected PSES (shared with Area Superintendents and Senior Leadership)**
- * **Mid Year SIP and Data Review (Step 1 of CNA and Self Assessment) What is our Current reality**
- * **Roll Forward Amendment (two part)**
- * **Allocations Meetings**

February

- * **Survey 3 “Final” PSES run**
- * **Begin planning supports and programs for following school year (based on CNA)**
- * **Begin Detailed Budget and School Allocations**
- * **Grant Collaboration Meeting (planning forward)**
- * **SIP Site Visits**

March

- * **Quarterly Newsletter**
- * **Title Principals Meeting (face-to-face)**
- * **Identify all New Programs initiative for following school year.**
- * **Identify Served Schools for next year**
- * **Part 2 of CNA (Identify needs and barriers)**
- * **Share school allocations**
- * **SIP Site Visits**

April

- * **“Finalize” District Budget**
- * **One-on-One Technical Assistance for new schools**
- * **On-site technical assistance days for all schools (optional attendance w/ a virtual option)**
- * **Title I Planning Days** (toolkit)
 - * **School Submit School Wide Plans and Budgets**
(Final CNA Step - Identify strategies, goals and a monitoring plan)
 - * **Schools Submit updated plans for spending down current year funds**

May

- * **Submit District Budget to Finance**
- * **Finance combine all budgets into one master budget.**
- * **Quarterly Newsletter**
- * **Budget amendment restrictions for schools**
- * **Budget amendment submit to the state (based on schools plans)**
- * **Generate Large Contracts and POs**

June

- * **Grant Writing**
- * **Grant Writing**
- * **Grant Writing**
- * **Grant Writing**
- * **Grant Writing**
- * **Program Evaluation**

July

- * Program Evaluation
- * Personnel Moves
- * Site Visits with New Principals

August

- * **Quarterly Newsletter**
- * **Beginning of the Year Compliance Podcast**
- * **Begin Roll Forward Amendment**