

This meeting is being recorded

Budget and Plan Revisions

Alaska Department of Education and Early Development
Brittnay Bailey, School Improvement Program Administrator
Christy Roe, School Improvement Specialist

October 17, 2023



Mission, Vision, and Purpose

Mission

An excellent education for every student every day.

Vision

All students will succeed in their education and work, shape worthwhile and satisfying lives for themselves, exemplify the best values of society, and be effective in improving the character and quality of the world about them.

- Alaska Statute 14.03.015

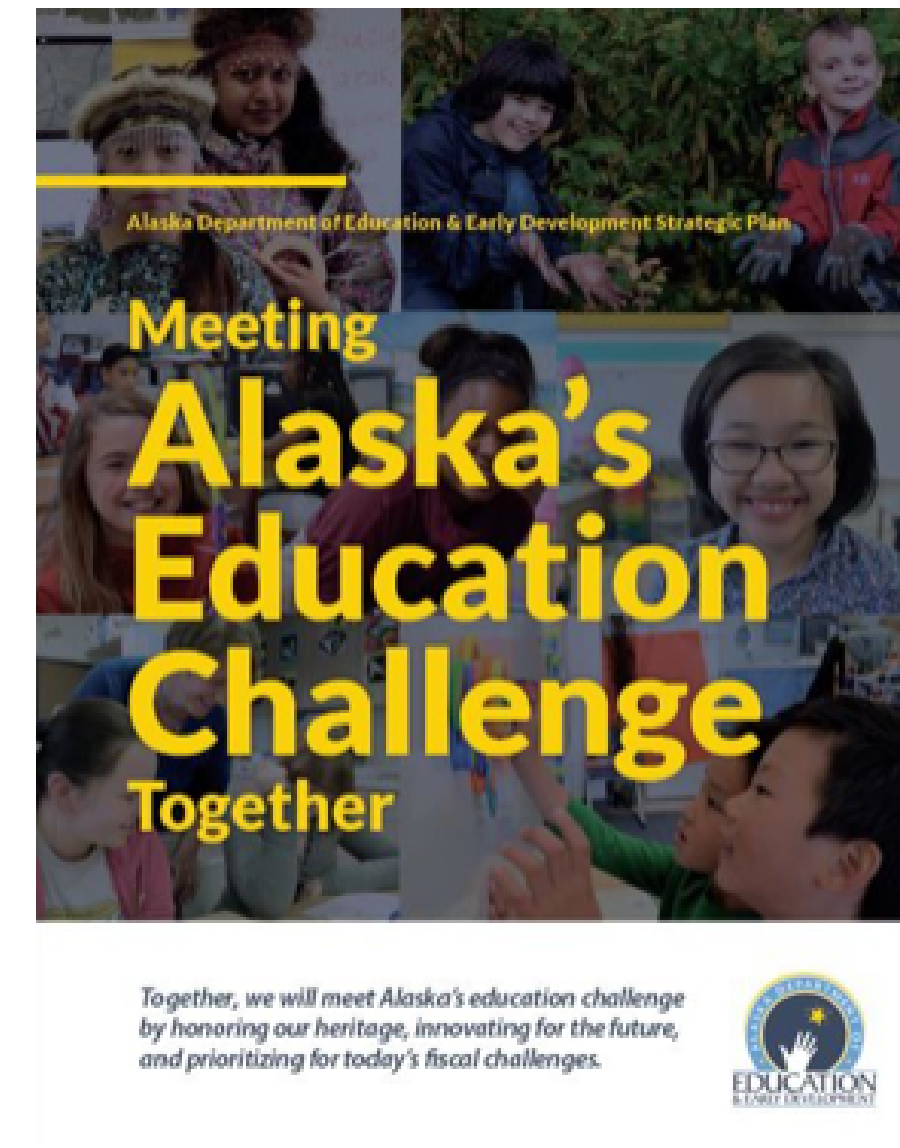
Purpose

DEED exists to provide **information, resources, and leadership** to support an excellent education for every student every day.

Strategic Priorities: Alaska's Education Challenge

Five Shared Priorities:

1. Support all students to read at grade level by the end of third grade.
2. Increase career, technical, and culturally relevant education to meet student and workforce needs.
3. Close the achievement gap by ensuring equitable educational rigor and resources.
4. Prepare, attract, and retain effective education professionals.
5. Improve the safety and well-being of students through school partnerships with families, communities, and tribes.



education.alaska.gov/akedchallenge

Agenda

Budget Revisions

- Modifying
- Revising

Plan Revisions

- Minor Revisions
- Major Revisions

Q&A



DEED GMS Budget Information

Initial Budget and Budget Revision Approvals

School Improvement Program Administrator: Brittnay Bailey

School Improvement Program Manager: Christy Roe

Reimbursement Requests/FER's

School Improvement Grants Administrator: Donna Jones

Reimbursement Deadline Extension Request

DEED Division Operations Manager: Stephanie Allison

District GMS Budget Information

District Liaison

Responsible for submitting initial and revised budgets in GMS (or coordinating these revisions with the business manager). These budgets come from the school and are approved at the district level.

Note: there should be collaboration between the school and community leadership team, the school, and the district in creating, finalizing, and revising these budgets.


Modifying a Budget

REMEMBER : If you don't see **Modify** on this screen, go back to the Sections page and check the status of the application.

Changes can only be made when the application is in Draft or Revision Started status.

REMEMBER: Work with your Business office in preparing budget revisions to ensure that the budget revision covers previous and future expenditures.

Check to see what role you have to determine if your role allows you to make changes to the application.

| Discretionary | | Action | Account Code |
|---|---|------------------------|---------------------------------|
| Accept/Waive Indirect Co | | | |
| Budget |  | Modify | 100 - Personnel/Benefits |
| Budget Overview | | Modify | 200 - Travel |
| Budget Revision Plus/Mi | | Modify | 300 - Contractual |
| Proposal and Activity Pla | | Modify | 310 - Certificated Salaries |
| Related Documents | | Modify | 320 - Non-Certificated Salaries |
| | | Modify | 360 - Employee Benefits |
| | | Modify | 390 - Transportation Allowance |
| | | Modify | 400 - Supplies |
| | | Modify | 410 - Professional & Technical |

A quick note on building your budget

| | | |
|---------------------------|----------------------------------|---|
| Account Code: | 450 - Supplies/Materials/Media | <p>5 sets of classroom decodable book kits to support our goal of Reading. \$2,500</p> <p>whiteboards, construction paper, glue, scissors, etc. to be used in the after-school tutoring to support our goal of Reading. \$1,000</p> <p>Posters, sticky notes, and light refreshments for 4 community literacy events. \$1,200</p> |
| Purpose Code: | BG - School Improvement, 1003(a) | |
| Optional Sub-Code: | | |
| Location Code: | | |
| Quantity: | 1.00 | |
| Cost: | \$3,500.00 | |
| Line Item Total: | \$3,500.00 | |

Revising the Budget Narrative

When revising the budget, update the narrative with date of change and what is being changed. Enter it at the end of the previous narrative.



Update your program details page to reflect the changes in your budget narrative.

Do not delete previous narrative.

This allows for a quicker review of your revision as it clearly shows what is being changed and what was previously approved.

Please include a **COMPLETE** description of each line item.

Purpose Code: Pick which budget these funds are associated with.

| Delete | Edit | Budget Item | Narrative Description |
|---|---|---|--|
|  |  | Account Code: 310 - Certificated Salaries Purpose Code: BG - Title VI-B Optional Sub-Code: Location Code: Juneau Borough School District (22) Quantity: <input type="text" value="1.00"/> Cost: <input type="text" value="\$413,108.00"/> Line Item Total: <input type="text" value="\$413,108.00"/> | 5 - 1.0 FTE Certified Special Education Teachers, salary estimate prior to finalized negotiations for FY23 <div style="background-color: yellow; padding: 5px;"> 4.7.14 Decrease Salaries \$100,000 due to employee resigning (Scrooge McDuck) Funds moved to 410 for staff training in May. </div> |

Example: Adding to the Budget

| Budget Item | | Narrative Description |
|---------------------------|---|--|
| Account Code: | 420 - Staff Travel | <p>\$3000 to cover travel for 3 participants to the September 2023 School Improvement Fall Convening and Health and Wellness Summit. Costs to include hotel, flights, per diem, and ground transportation.</p> <p>10/16 Revision Adding RTI/MTSS Travel \$2,000 for 2 participants to the January RTI/MTSS Conference. Costs to include hotel, flights, per diem, and ground transportation.</p> |
| Purpose Code: | BG - School Improvement, 1003(a) | |
| Optional Sub-Code: | | |
| Location Code: | | |
| Quantity: | <input type="text" value="1.00"/> | |
| Cost: | <input type="text" value="\$5,000.00"/> | |
| Line Item Total: | <input type="text" value="\$5,000.00"/> | |

Example: Removing from the Budget

| | | |
|---------------------------|----------------------------------|--|
| Account Code: | 450 - Supplies/Materials/Media | <p>5 sets of classroom decodable book kits to support our goal of Reading. \$2,500</p> <p>whiteboards, construction paper, glue, scissors, etc. to be used in the after-school tutoring to support our goal of Reading. \$1,000</p> <p>Posters, sticky notes, and light refreshments for 4 community literacy events. \$1,200</p> <p>10/16 Revision Removing the allocation of \$1,200 for Community Literacy Events, this has been funded through a different grant</p> |
| Purpose Code: | BG - School Improvement, 1003(a) | |
| Optional Sub-Code: | | |
| Location Code: | | |
| Quantity: | 1.00 | |
| Cost: | \$3,500.00 | |
| Line Item Total: | \$3,500.00 | |

Minor Plan Revisions

A Minor Revision is identified as

- changes within the actions table that still clearly align with the plan goals and strategies. This could include adding actions, editing actions, or removing actions if the changes are identified by and agreed upon by the School and Community Leadership Team.

Minor Plan Revisions

The Quarterly Progress Monitoring form includes space for revision discussion- these Quarterly Progress Monitoring Meetings are a great time to make minor revisions.

After making minor revisions- does a school need to resubmit their School Improvement Plan?

No- but the school should ensure that there is district understanding of what minor changes have been made to the plan.

Major Plan Revisions

A Major Revision is identified

- changes within the strategies and milestones. Note that these should still clearly align with the plan goals. This could include adding, editing, or removing strategies, and/or milestones. Consensus on the changes should be reached by the School and Community Leadership Team and stakeholder input should be gathered for major plan revisions.

*Note - a Major Plan revision should be RARE as the plans, when devised using the Empowerment Process, should be built off of tangible data and school and community input. If you are planning major revisions please communicate this with the School Improvement Team beforehand.

Major Plan Revisions

After making major plan revisions- does a school need to resubmit their School Improvement Plan?

Yes- In addition to uploading the new School Improvement Plan document into GMS, the school should ensure that there is school/district/stakeholder understanding of what changes have been made to the plan.

Questions?



Upcoming Dates and Events:

- October 31 10:00 am School Improvement Webinar: District Liaison
- October 31 - Quarterly Progress Reports Due
- October 31 FY 24 Quarter 1 Reimbursement Requests due
- Jan 31 OR Feb 1 - Virtual Mid-Year Check-In
- April 18 & 19, 2024 – SI Spring Convening in Anchorage at the Dena'ina Center
- April 19-21, 2024: Science of Reading Symposium in Anchorage at the Dena'ina Center

Contact Information

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Stay Connected



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Slides and Recording will be available on the [SRS webinars](#) page in the next few days