



Budget Committee Member Role, Responsibilities & Voting Procedures

Legacy Prep's Title I Budget Committee serves the purpose of supporting student learning and facilitating teacher professional development. The committee collaborates with faculty and administrators to make recommendations based on student, teacher, and administrator needs, utilizing local school and district data, surveys, and parental feedback.

The committee composition includes employees as follows:

- **Instructional Leader:** The Principal leads the committee, with the option for an Assistant Principal to serve if appointed.
- **Grade Level/Department Teachers:** Representation from various grade levels or departments, ensuring fair representation across the certified staff.
- **Specialty Area Teachers:** Including teachers from special education, curriculum, fine arts, physical education, career tech, etc.

To initiate the election process:

- **Step 1:** Notify faculty/staff of the election date and time, allowing sufficient time for attendance and consideration of representative choices.
- **Step 2:** Provide a printed copy of the email sent to certified employees, including all names, and hold the budget voting by September 29th.
- **Step 3:** Create a ballot using online survey platforms, ensuring anonymity, and include all teachers' names in respective categories.
- **Step 4:** After voting, print the survey report detailing results and selected representatives, emailing it to the Compliance Monitor by October 6, 2023.
- **Step 5:** Announce the newly elected committee members to the faculty.

During Title I Budget Committee Meetings (held monthly):

- **Step 1:** Provide an agenda, sign-in sheet (using Zoom Meeting Report as evidence), and paper for minutes/notes.
- **Step 2:** Print a current Budget Analysis Report (4110 Report) and refer to the school's Alabama Continuous Plan (ACIP) and Comprehensive Needs Assessment (CNA) data to verify recommendations aligned with allowable expenditures.
- **Step 3:** Conclude discussions with a final vote for expenditures or decision-making by the Principal based on school needs and data.
- **Step 4:** Submit copies of the meeting agenda, minutes, and Sign-In Sheet/Zoom Report to Mrs. LaToya Simmons at lsimmons@legacyprep.org and the assigned Compliance Monitor by the 5th of each month.