

## **D-2 CLASSROOM INSTRUCTIONAL SUPPORT FUNDS**

Specific state funds called classroom instructional support funds are made available to each teacher in grades K-12. This allotment shall be expended only for the purchase of instructional supplies and materials, textbooks, technology, professional development, and library enhancement.

The principal of each school shall insure direct faculty input in the budgeting of these funds. Each school shall have a budget committee consisting of four teachers and the school's principal or designee. The teachers on the committee shall be elected annually by secret ballot by a majority vote of the teachers voting at each school. The budget committee shall prepare a budget for materials and supplies, which outlines common purchases and specifies the common items, which may be purchased. The proposed budget shall also specify the amount to be allotted for each teacher. The committee shall elect a chairperson and a secretary from its membership.

The proposed budget from the budget committee shall be submitted to the teachers at an annual meeting before any part of the proposed budget is implemented. The teachers at the school, through a majority vote of those voting, shall approve the proposed budget utilizing a secret balloting process. Teachers shall have ample time to review that proposed budget before a vote is taken. A report on the budget that is approved by the teachers shall be transmitted to the Superintendent.

Any or all of the funds for materials and supplies shall be made available to each teacher before December 1. Monies allocated for materials and supplies may be spent for classroom instructional purposes only, to be used either by classroom teachers or students in each teacher's respective classes. Materials and supply monies may be spent on instructional equipment that is actually utilized with students in the teacher's classroom.

The expenditure of funds shall be in accordance with Code of Alabama 16-1-8.1. The Superintendent and principal shall certify the proper expenditures of these funds.

**ADOPTED: May 11, 2004**

**LEGAL REF: Code of Alabama 16-1-8.1; 16-6B-10; 16-36-29.1**