

Island Village Elementary

School Advisory Council *Funds Request and Use Policy*

INTRODUCTION

One of the primary functions of the School Advisory Council (SAC) is to support the quality instruction being provided to the students at our school. One form of support is through the allocation of funds. Annually, the Department of Education may allocate funds to the school SAC. The SAC has the responsibility of allocating the funds for implementing the School Improvement Plan (SIP). To distribute SAC funds fairly and equitably in addressing the needs of Island Village Elementary, the following **Funds Request Guidelines** were implemented by the School Advisory Council in September of 2024.

ALLOWABLE USE

The use of school improvement funds requires a vote by active members of SAC. School Improvement funds can be requested by any school personnel (teachers, paraprofessionals, support staff, leadership, club sponsors, coaches), as well as parents or community members who actively participate in SAC, for the purpose of helping Island Village Elementary reach its SIP goals. SAC funds can be used to aid the school in a broad number of areas, but there are some restrictions. For example:

- All funds must also be approved by the SAC
- Funds must: "be used for implementing the school improvement plan" (F.S.S. 1001.452).
- These moneys may not be used for capital improvements or for any project or program that has duration of more than 1 year; however, a school advisory council or parent advisory committee may independently determine that a program or project formerly funded under this paragraph should receive funds in a subsequent year. (F.S.S. 24.121(5)(c))
- SAC expenditures should follow similar guidelines to operating expenditures. Basically, if the expense would not be allowed with operating funds, then it wouldn't be allowed out of SAC funds. According to the Florida Dept. of Financial Services, questionable expenditures include: **"candy, alcohol, banquets, decorations, greeting cards, gift cards, lobbying , personal cellular telephones, fund raising, promotional items, entertainment, meals (not in accordance with F.S.S. 12.061), flowers, refreshments, office parties, microwave ovens, refrigerators, coffee pots, portable heaters, and fans."** In addition, the district does not allow use of internal accounts to purchase items for personal use. The

only food that can be purchased with SAC money is for students which consist of snacks or water on State Assessment days.

As a general rule, if the expense would not be allowed with regular school or district operating funds, then it would not be allowed with SAC funds. Expenditures also need to comply with *Osceola School Board Rule 7.70*, requiring written quotes from at least three vendors for all purchases **\$3,000** or higher. SAC membership reserves the right to approve full or partial funding, or to deny requests that do not meet stated goals.

ESTABLISHING THE SAC BUDGET

A financial report will be presented by the SAC Treasurer at the first official meeting of the school year. Once the budget is established, a vote will take place dividing the total amount as follows:

- One half of the SAC budget will be made available to address needs for first semester.
- The second half of the SAC budget will be made available for those school improvement activities occurring in the second semester.
- Any additional disbursements received within the school year will be equitably divided according to the procedure described above OR may be rolled over to the upcoming year. This procedure ensures that school improvement funds are not depleted before addressing key needs that may occur later in the school year.

FUNDS REQUEST TIMELINE

The Funds Requests window will begin at the second official meeting of the school year, once the Principal has presented the School Improvement Plan goals to the membership. Requests for second semester funding can be presented beginning with the December SAC meeting. The request window will close in the spring in accordance with the school district cutoff date for purchase orders. (Requests can be made for end-of-year school improvement needs, provided that the request is approved by the membership and the purchase order is submitted to the school bookkeeper before the district deadline.)

All Funds Requests must be submitted at least seven (7) days prior to the SAC meeting. This gives the SAC board adequate time to review the request and give proper notice to the membership.

Funds Requests must be emailed to both:

- SAC Chairperson Islandvillage.SAC@gmail.com
- Principal Audie.Confesor@osceolaschools.net

Requestors will receive an email acknowledgement with either a request for more information, or an invitation to present the request on a specific meeting night. Any request that is received less

than one week prior to the SAC meeting will be reviewed for consideration for the next month's meeting agenda.

FUNDS REQUEST

Forms must be filled out completely and accurately in order to be placed on the meeting agenda for a vote. Funds Request forms must include the required supporting documentation attached (*web or catalog page, price quotes from approved School District of Osceola County vendors, item quantity, photos, shipping costs, registration fees, etc.*) for the School Bookkeeper at the time of submission.

The amount requested should be reasonable, based on the identified SIP goal, the long-term impact, and the number of stakeholders that will benefit from the use of funds. The committee has established the following tiers in order to support as many students' needs as possible.

Club, Classroom or Group	Grade Level or Department	Entire Student Population
\$500	\$1,000	\$1,500

Requestors are expected to appear in person to answer questions about the need and purpose for the funds and the relationship to the School Improvement Plan. Providing as much detailed information as possible helps SAC members understand how their vote impacts school improvement. Questions by the SAC committee might include:

- How will this improve student achievement (state or district assessments, curriculum standards, goals)?
- How many students are benefiting from this expenditure?
- Which specific subgroup of students does this impact?
- How does this fit in with the current SIP (i.e. which specific SIP goal is being addressed)?
- Have other sources of funding been explored? SAC may not be able to approve funding for the full amount of the request. Therefore, requestors are encouraged to explore a variety of funding sources and vendors to determine the lowest price.

FREQUENCY AND TYPES OF REQUESTS

Requests should be timely enough to give members adequate time to review, detailed enough to minimize questions, and impactful enough to improve the learning environment and outcomes for as many students as possible. SAC will not entertain duplicate or consecutive requests for the same group or activity. If monies are allocated in the first year, the requestor (individual, or group) must obtain outside funding prior to submitting a new Funds Request. Options can include fundraisers, outside donors, grants and more. SAC funds must be used during the school year and for the purpose they were requested and approved.

RESULTS OF THE FUNDS REQUEST

After the presentation and discussion, a vote will take place resulting in one of the following outcomes.

APPROVED	APPROVED If the SAC committee approves the Funds Request, an email will be sent to the School Bookkeeper authorizing the release of funds. The SAC committee requests that promotional flyers, social media posts, or web content references the source of funding (ex. This event was made possible using SAC funds.). Following the approved activity, the requestor or a representative is expected to return to SAC to provide a recap on how the funds were used and whether the purpose assisted in meeting the school's improvement plan goals. If the approved funds have not been used for the intended purpose by the end of the school year in which they were requested, monies will be retained in the SAC budget and made available for future requestors.
TABLED	If a Funds Request is tabled due to incomplete details (vendor, pricing, etc.), it can be placed on the agenda for the next meeting to resolve the issue. If information is not provided at that time, the request will be denied.
DENIED	If a Funds Request is denied, all decisions by the SAC committee are final.

