

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Expenditure Reduction Measures

Series: D11A

Reference:

Issued: 02.03.1989

Revised: 03.27.1990

Revision Number: 2

11.01 Basis. Forecasted substitute expenditures for March through June of 1990 are \$1,488,000.00 based on substitute expenditures for the period of March through June 1988. The substitute budget for fiscal year 1989-90 was \$2,599,930.00 as of March 15, 1990. Substitute fiscal year expenditures to date as of March 15, 1990, were \$2,564,751.00. total fiscal year 1988-89 substitute expenditures were \$2,565,997.00, which includes substitute usage restraints. Expenditure reduction measures are needed to sustain a positive net balance.

The measures set forth in this regulation are intended to result in a reduction in expenditures and prevent line item deficits in the 1989-90 budget.

11.02 Hiring Freeze. A hiring freeze will be invoked immediately for all positions funded under general budget unless initiated and/or authorized by the Superintendent as necessary for the efficient operation of the school system.

11.03 Travel.

(a) Out-of-County and Out-of-State – Travel requests funded by Restricted Program Budgets (i.e., Project FOCUS, Project READY, Step 7, Chapter 1, Chapter 2, EESA, Foundation Grants, etc.) will be authorized with approval of the Superintendent and the project manager.

Other requests not covered by Restricted Program Budgets will be approved only if initiated and/or authorized by the Superintendent as necessary for the efficient operation of the school system.

(b) In-County – In-county travel shall continue to be reimbursed pursuant to existing procedures.

11.04 Professional Leave. Effective March 27, 1990, requests for professional leave shall not be approved pursuant to Board Policy G05A, if such requests do not originate in relation to identified programs funded by Restricted Program Budgets, or if the immediate supervisor determines that it will be necessary to provide a general budget substitute. However, nothing herein shall prevent the approval of

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professional leave without pay pursuant to the terms and conditions of Board Policy G05A.

11.05 Substitute Employees.

- (a) Classroom teachers – No substitutes funded by the general budget will be employed on the first day of leave. Building principals shall be responsible for developing a workable school level plan to provide substitute coverage, exhausting all options for utilizing and reassigning school staff (including IMC teachers, librarians, counselors, physical education and music teachers, and other available staff). In the event of an emergency situation occasioned by a lack of coverage, the building principal shall contact his or her area clerk. Available to be assigned as substitutes will be a pool of certified central office staff (except itinerant special education teachers) who will be dispatched to schools on a one-day per week basis before paid substitutes are engaged. Utilization of substitutes will be monitored regularly in order to make any adjustments required.
- (b) Custodians – Substitute custodians shall not be provided without prior approval by the Assistant Superintendent for Planning and Operations.
- (c) Cooks – Substitute cooks shall not be provided without prior approval of the Assistant Superintendent for Planning and Operations.
- (d) Transportation – Terminal supervisors and mechanics with bus operator's certification shall be required to drive bus runs in connection with the absence of a regular bus operator. Substitutes may be provided in connection with absences which may not be assumed by either the terminal supervisors or mechanics.
- (e) Secretaries – Substitute secretaries shall not be provided without prior approval of the Associate Superintendent for Personnel.
- (f) Maintenance – Substitute maintenance personnel shall not be provided without the prior approval of the Assistant Superintendent for Planning and Operations.

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(g) Aides – Substitute aides shall not be provided in connection with absences of three (3) days or less, except where an aide is required to attend to the physical assistance of handicapped children. Under such circumstances a substitute aide may be provided on a day-to-day basis.

(h) Records – Any person authorized to approve the use of substitutes as provided in this section shall maintain a log reflecting nature of request, date of request and disposition.

11.06 Purchase Order Freeze. The unencumbered balances of all general budget accounts except salary, fringe benefits, utilities, and federal programs are subject to a purchase order freeze. In the event of an emergency situation, the requisitioner should contact the Superintendent or Treasurer.

11.07 Transportation/Special Trips. School buses may be used for special trips only if the total cost of such trips is paid within 30 days from general school funds. Requests for special trips shall be made on forms published by the Department of Transportation. See Appendix A.

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APPENDIX A

COST SHEET

(To be Attached to Trip Request)

*Step 1) Number of hours of trip plus 1 hour pre-trip, cleaning, etc.:

_____ Hrs. x \$15.00/hr = \$_____

Step 2) Round trip Mileage of Activity (from bus garage):

_____ Miles x \$.50/mile = \$_____

Step 3) Step 1 plus Step 2 = \$_____

Step 4) Number of Buses

Requested = _____ buses

Step 5) Step 3 Multiplied by Step 4

Equals Total Cost \$_____

- Trips taken on school days within the county after 8:30 a.m. and returning before 1:30 p.m., you may skip Step 1). Check should be made payable to the Kanawha County Schools and forwarded to the bus garage supervisors.