

## FACULTY SENATE FUNDS

A separate Faculty Senate fund must be maintained at each school with its own checking account. These funds may not be considered a part of the General Fund.

### ALLOCATION OF FACULTY SENATE FUNDS

#### General Guidelines:

Every Faculty Senate is to prepare an annual budget approved by the membership that defines how the Faculty Senate funds are to be expended. The budget is to be made a part of the official minutes.

Faculty Senate funds are to be accounted for in the same manner as all other school funds. The same accounting practices and procedures described in the accounting procedures manual for the general activity funds of the school are to be followed for Faculty Senate funds.

#### Control of Funds:

Faculty Senates are to control the funds allocated to each school from the legislative appropriations of \$200 per professional instructional personnel or funds donated to the Faculty Senate. The Board is required to distribute the Faculty Senate funds received from legislative appropriations to each Faculty Senate upon Faculty Senate enrollment being forwarded and verified by the county Finance Department office.

Of the total allocation received by each Faculty Senate, \$50 is to be allocated to each classroom teacher, counselor and librarian for expenditure during the instructional year for academic materials, supplies, or equipment that, in the judgment of the individual, will assist him/her in providing instruction. This includes expenditures for programs and materials that, in the opinion of the teacher, enhance student behavior, increase academic achievement, improve self-esteem, and address the problems of students at risk.

The remaining funds are to be expended only for academic materials, supplies or equipment in accordance with a budget approved by the Faculty Senate.

If the amount allotted to each classroom teacher, counselor, and librarian is not expended during the instructional year, it is to be returned to the Faculty Senate.

#### Individual Allotments:

The allotment to each classroom teacher, counselor, and librarian may be made in one of several ways:

- 1) A \$50 check could be issued to each classroom teacher, counselor and librarian at the beginning of the school year with the understanding that the individuals receiving the allotment are to submit receipts by the end of the school year to show how the funds were expended or refund any difference.

If this method is selected, recipients should be instructed that funds would have to be refunded if the entire amount were not expended during the school year; if the funds were expended for unauthorized purposes; or if itemized receipts were not submitted.

- 2) Require each individual to submit a request for reimbursement after the purchase is made. Individuals could be allowed to submit requests for reimbursements after each purchase or be required to wait until a certain dollar amount is reached.

If this reimbursement method is selected, an account balance would need to be maintained for each individual.

With either method, local school Faculty Senates shall develop forms for each individual to use to list the items purchased. This makes it easier to ascertain that the expenditures were for an authorized purpose. See Appendix A for a sample copy of the form to be used.

If the amount allotted to each classroom teacher, counselor and librarian is not expended during the instructional year, the unexpended amount is to be returned to the Faculty Senate. This also applies if a classroom teacher, counselor or librarian resigns or transfers to another school during the course of the school year. Funds allocated to classroom teachers, counselors or librarians are to remain with the Faculty to which the individual was originally assigned; the funds are not to be transferred among Faculty Senates (WVC §18-5A-5)

#### Open Governmental Meetings Requirements:

A June 7, 2001 opinion issued by the West Virginia Ethics Commission has declared that the Faculty Senate is a public agency and is subject to the provisions of the Open Meetings Act when it is exercising executive or legislative power in taking official public action on behalf of the school. Instances where the Faculty Senate would be exercising executive power include the following:

- 1) Creating and adopting a budget.
- 2) Allocating funds received through a grant.
- 3) Authorizing the expenditure of funds for academic supplies, materials and equipment (this would not apply to the \$50 per person which is allocated for expenditure by individual educators.

- 4) Adopting specific policies such as the plans for integrating special needs students in the regular classroom .

Each Faculty Senate must adopt a policy for giving notice to the public, which includes the date, time, place and agenda of all meetings that deal with the above issues. Such notice shall be given two days prior to the meeting and shall be made available to the public through postings at the school site.

Each Faculty Senate must also provide for the preparation of written minutes of all of its meetings, which shall be available to the public within a reasonable time after each meeting and shall include at least the following information:

- 1) The date, time, and place of the meeting.
- 2) The name of each member of the governing body present and absent.
- 3) All motions, proposals, resolutions, orders, ordinances and measures proposed, the name of the person proposing the same and their disposition.
- 4) The results of all votes.

Copies of Faculty Senate Agendas and Minutes shall be forwarded to the Superintendent or his/her designee.

SOURCE: Board of Education Minutes

DATE: April 5, 2004

