ED 6372 School Finance and Human Relation for Principals

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Office Hours: Mon - Fri 9:00am – 11:00am  
2:00pm – 4:00pm

ED 6372 School Finance is a study of the problems related to public school human and fiscal resources at the campus level. It covers topics representative of the Principal Competencies: collaborative financial planning, establishing partnerships and mobilizing resources, and effective budget practices.

Class Meetings: This class utilizes Asynchronous Distance Education as the primary instructional method. All lessons and assignments are delivered through the software platform Blackboard.

Textbook: You will need Microsoft Excel and the two books listed below.


The sixth edition of the APA publication manual is available now. If you already own the fifth edition do not buy a new one; the old one will be satisfactory for the purposes of this course.

Goals: School administrators are managers of human resources, logistics, time, curricula, facilities, and money. The goal of this course is to provide students with knowledge of the guiding principles of budgeting and managing school funds with emphasis on how that process relates to the management of other school resources and to academic success.

Objectives: At the conclusion of this course, each student will be able to prepare a school budget. The student will understand a variety of approaches to budgeting and have experience with the use of Microsoft Excel as a spreadsheet tool.

TExES Competencies: This course provides the student with the basic budgeting practices, laws, regulations, and policies that guide the Principal in the domains of the competencies listed below. Additionally, the material covered in this course and class discussions will supplement the administrator’s knowledge of budgeting practices that affect all the principal’s domains.

Domain 1 - School Community Leadership Competency 002 - The principal knows how to establish partnerships with parents/caregivers, businesses, and others in the community to strengthen programs and support campus goals. The principal also
knows how to respond to pertinent political, social, and economic issues in the internal and external environment.

Domain 2 - Instructional Leadership Competency 005 - The principal knows how to analyze instructional needs and allocate resources effectively and equitably.

Domain 3 - Administrative leadership Competency 008 - The principal knows how to apply procedures for effective budget planning and management.

**Internet Web Resources:** The sources listed below are only convenient starting points for your Internet based research. You are expected to locate better resources and utilize them to gather information to better your understanding of school finances.

- TEA School Finance Website
  http://www.tea.state.tx.us/school.finance/

- Texas Education Code (*Texas Legislature On-line*)
  http://www.capitol.state.tx.us

- The Texas School Finance Project
  http://www.capitol.state.tx.us

- Campus Budgets
  http://www.tea.state.tx.us/school.finance/audit/resguide12/budget/bud-33.html

**Format Requirements for Submittals:** All submittals must comply with the APA Publication Manual. Use Times New Roman, #12 font with one-inch margins on all sides. Included charts and graphs must also follow APA format. If Internet sources are cited, care must be taken to provide currently valid references.

All submittals must be professional papers. Do not submit your assignments in a “homework” or “school assignment” format. Each submittal should be written as if it were an actual professional paper ready for publication or for transmission to the addressed recipient.

**Assignments:** Your course grade is calculated by summing scores in four categories. A grade sheet is provided on Blackboard. You receive points for each assignment as indicated on the assignment instructions and your Blackboard grade sheet. The points you receive are determined by the instructor’s evaluation of your performance. Categories of assignments and a brief explanation are given below. The specific instructions for each assignment are found in the Assignment sections of the Blackboard course.

1. **Textbook Assignment:** The student will read each of the seven chapters in the textbook and peruse the resources. Specific assignments are completed for six chapters. **36 points**

2. **Reading Assignment:** Students will read four current articles on Texas school finance and four on human resources, each one from a different source. An article review will be prepared and submitted on Blackboard. The article review should contain a brief report (one paragraph) on the source of the information, a review of
the article providing pertinent facts, and will conclude with a discussion about the article. In the discussion students must demonstrate the higher levels of Bloom’s Taxonomy. The article will be discussed in class. **24 points**

3. **Final Exam: (Budget Project)** For the final exam, students will create a budget for a fictitious school using financial information provided in the textbook. **40 points**

**Grading:** Grades are based on a point system. There are 100 points available. Scores of:

- 90 – 100 equate to an A,
- 80 – 89 equate to a B
- 70 – 79 equate to a C
- 69 or less is an F.

**Due Dates:** Assignments must be posted to Blackboard no later than the due date shown on the assignment links. Late work is accepted but with a 10% point penalty for each day late. All assignments must be posted no later than midnight December 1, 2009. **There are no I’s (incompletes) for this class.**