

<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 5 – FINANCIAL MANAGEMENT File: 5-19 Faculty Senate Funds</p>	<p>Last Reviewed: 6-28-10 Next Review: 7-01-12</p>
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The Faculty Senate Fund shall be maintained as a sub-category in each school’s General Fund; however, care must be taken that these funds are expended in the manner prescribed by law and the Preston County Board of Education procedures defined in this policy.

R 5-19-1 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 and Professional Support 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 during the month of September each year.

All Professional Instructional Personnel and Professional Support Personnel are eligible to receive faculty senate funds for the purchase of academic materials, supplies and equipment. Of the total allocation received by each faculty senate, \$50 is to be allocated to each eligible professional instructional employee 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.

- ❖ Payment will be made directly to the teacher, counselor, or librarian.
- ❖ Receipts must be provided by each recipient to the Faculty Senate.
- ❖ 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.

The remainder of funds (\$150) shall be expended only for academic materials, supplies and equipment in accordance with a budget approved by the faculty senate. Accounts shall be maintained of the allocations and expenditures of such funds for the purpose of financial audit. Expenditures will be made via purchase orders.

Funds not expended in one school year shall be available for expenditure in the next school year.

Funds allocated to classroom teachers, counselors or librarians are to remain with the faculty senate to which the individual was originally assigned; the funds are not to be transferred among faculty senates.

A Faculty Senate may also solicit, accept, and expend any grants, gifts, bequests, donations, and any other funds made available to the Faculty Senate.
(WVC §18-5A-5; §18-9A-9)

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R 5-19-2 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:

- ❖ Creating and adopting a budget;
- ❖ Allocating funds received through a grant;
- ❖ 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; and
- ❖ 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 the news media and 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:

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

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Adopted: June 19, 1984
Amended/Reviewed: June 28, 2010