

EDG 6344 School District Resource Management

January 14 – March 8, 2013

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Course Description: EDG 6344 will provide an overview of the processes associated with allocating the fiscal resources of a school district. Reading, and reflecting upon those readings, is a primary activity in this course. Students are responsible for synthesizing newly acquired information and demonstrating that synthesis through reflective journaling. Specifically, we will focus on budgeting philosophies as well as the process of planning & developing a budget. We will examine the implementation of a school district budget cycle and the rationale associated with the budget cycle. Candidates will be made aware of laws, rules, and issues specifically associated with Texas school funding which are relevant to aspiring superintendents. This course is presented in and online format. Blackboard is the delivery platform for this online course. Blackboard may be reached from the ASU homepage and ready access to the Internet is required for this course.

Course Objectives: Through the activities of this course, students will gain an overview of Texas school finance issues. Candidates will become acquainted with, and develop, a working understanding of the following topics as they relate to school finance:

- Acquire a working vocabulary associated with school finance
- Develop an understanding of the various budgeting approaches and the strengths and weaknesses of each model
- Identify the roles & responsibilities and legal requirements associated with school district budgeting processes
- Determine the process of estimating district revenues
- Articulation of the budgeting process in the role of superintendent

TEXES Competencies: This course provides the student with an understanding of basic and school finance principles that guide the aspiring superintendent in the development of a district budget. Additionally, the material covered in this course and class discussions will supplement the administrator's knowledge of school finance and touch multiple superintendent leadership domains.

Specifically, the course will address -

DOMAIN III—ADMINISTRATIVE LEADERSHIP Competency 008

The superintendent knows how to apply principles of effective leadership and management in relation to district budgeting, personnel, resource utilization,

financial management, and technology use.

The superintendent knows how to:

- apply procedures for effective budget planning and management.
- work collaboratively with stakeholders to develop district budgets.
- facilitate effective account auditing and monitoring.
- establish district procedures for accurate and effective purchasing and financial record keeping and reporting.
- acquire, allocate, and manage resources according to district vision and priorities, including obtaining and using funding from various sources.
- apply pertinent legal concepts, regulations, and codes.

Required Tools: The student will need Microsoft Word, Adobe Acrobat and access to the internet.

TEXTBOOK: Download, save, and/or print *2. Budgeting (Update 14) A Module of the Texas Education Agency Financial Accountability Resource Guide January 2010*, which can be found at the following url: <http://www.tea.state.tx.us/index4.aspx?id=1222>

We will use it as our main reference guide this semester.

Assignments: Your course grade is calculated by summing your scores. 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 quantity of points you receive are determined by the instructor's evaluation of the quality your performance. Assignments and a brief explanation are given below. The specific instructions for each assignment are found in the Assignment sections of the Blackboard course. No assignment is optional and there is additional material available for grade enhancement which can be found in the course documents portion of Blackboard.

Assignment #1 – Semester Reading Journal (50 Points): Each student will complete five assigned reading assignments. Write a short, reflective summary of your learning and/or any observations you take from the information. Knowing the budgeting process is critical for every superintendent, so the need to internalize our learning is a necessity. The reflective journal should play a key role and provide you with ready notes to review when you prepare for that first interview. My suggestion is that you save your journal entries in a Word document (then cut and paste into the blackboard journal) so you can have a ready access your notes after the course has been completed.

Assignment #2 – Blackboard Discussion (30 points): Each student will participate in three Blackboard discussion forums. A specific question or situation will be posed to the group and students will respond with comments, observations, or solutions that reflect an

understanding or new learning regarding the topic.

Assignment #3 – Final Project – Interview Question (20 points): You are interviewing in March of 2013 for the position of Superintendent. Respond to the following question posed by the board: “What is your philosophy of budgeting? Also, describe the process you recommend for developing a district budget?”

Grading:

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

90 – 100 equates to an A, 80 – 89 equates to a B 70 – 79 equates to a C 69 or less receive an F.

Late Assignments:

Assignments must be posted to Blackboard no later than the due date. Late work is accepted but with a penalty. Late assignments will receive an automatic deduction of 50% of the total points available for the assignment.

Graduate Student Learning Goals

Graduate institutional learning goals reflect the mission of the university through a focus on specific areas of student learning. Individual departments, programs and services will provide opportunities and support, where appropriate, for students to attain the skills and dispositions identified by the university as essential to education.

Master Knowledge and Skills

Students will:

- Demonstrate advanced knowledge, skills and values appropriate to their chosen discipline.
- Demonstrate the ability to work as individual researchers/scholars and in collaboration with others.
- Demonstrate the ability to be creative critical thinkers and to apply new technologies appropriate to their chosen discipline.

Master Communication and Dissemination

Students will:

- Be required to demonstrate advanced oral and written communication skills appropriate to their chosen discipline.
- Demonstrate global perspectives appropriate to their chosen discipline.

Master Leadership and Social Responsibility

Students will:

- Comprehend and practice the ethical principles appropriate to their chosen discipline.

Understand and value individual differences, and have the skills to work effectively in a diverse, changing world.

Special Considerations

“Persons with disabilities which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.”

Academic Integrity

“Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the *Student Handbook*.”