Log Sequence Name of Intern: Eric Knight

**LOG OF ACTIVITIES**

Date: Spring 2011 Total Hours: 6

Name of Activity: Budget Planning

Location of Activity: Chester Area Elementary School

Task Area Involved: #3; Budget Planning

Description of Activity and Its Value:

Every year the Chester Area school has a budget and planning meeting to plan the next year’s budget as it pertains the moneys coming in and things needed by the different areas of the school. In this meeting the school board, business manager, and administrators are all involved in doing the planning for next year. The business manager comes to the meeting prepared with numbers of students and the funding that will be received and based on need what things are possible for another year and where some cuts or planning might have to take place. The principals come to the meeting prepared with budgetary items that are needed and places that will be cut from the previous year. They also distinguish the differences in areas for current budget needs and capital outlay items. In the elementary’s end most things stayed the same, except for taking out capital outlay items from the previous year and the decision of not getting a new math series with the pending new common core standards. Some cuts were made in areas of individual teacher requisitions with the reduction in aid. The principals also need to be prepared for possible future needs as those are discussed and planned for. One thing that was new to me was the fore sight planning, as once the budget is agreed upon by the school board it has to be amended to make changes, so the principals need to be informed in what teachers are needing and could possibly need in the year to come.

This activity has a great value in that school are like a business in the areas of money and need to prepare in such manner. Knowing what each administrator is in charge of is important so that proper planning can take place. This is also a new aspect that as a teacher you don’t really worry about but as an administrator it is vital for the business aspect of your building and getting the needs of teacher and students taken care of.