



FLOYD COUNTY BOARD OF EDUCATION
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Keith Smallwood, Member - District 4
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Date: June 15, 2022

Consent Agenda Item (Action Item): Consider/approve authorizing the superintendent to replace the Parent Involvement Liaison position with Budget Coordinator.

Applicable State or Regulations: BOE Policy 0.11 Powers and Duties of the Local Board of Education.

Fiscal/Budgetary Impact: Salary paid from Title I.

History/Background: As the Kentucky Department of Education has moved to the GMAP program for federal grant budgeting and reporting, a significant amount of time and effort is dedicated to ensuring accuracy and alignment. This coordinator will work with Title I and Finance Directors to manage the federal program and grant spending at the district level as well as work with the school administrators. Under the Title/Consolidated grant this position will work with parent involvement funds for the schools. Additionally, will work with the two private schools in Floyd County to meet federal requirements.

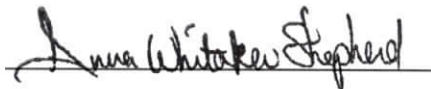
Recommended Action: Approve replacing the current position of Parent Involvement Liaison to Budget Coordinator (Title/Federal Programs and other grants) and approve job description/salary schedule.

Contact Person(s): Denise Isaac

Denise Isaac, Chief Information Officer (Federal Programs)



Director



Superintendent

FLOYD COUNTY SCHOOLS Classified Job Description

TITLE: Budget Coordinator

QUALIFICATIONS: Any combination equivalent to a BA degree in business, or accounting. Successful experience in a school business setting is preferred.

REPORTS TO: Federal Program/Grant directors and Finance Director

JOB GOAL: Performs quantitative analysis necessary to prepare various reports for management, planning, control, and decision-making purposes. Collaborates with principals, bookkeepers and serves as a liaison to Federal programs/Grant directors, and Finance Director regarding funding, budgeting, and spending.

TERMS OF EMPLOYMENT: Salary and terms of employment according to approved salary schedules.

EVALUATION: Performance will be evaluated in accordance with provisions of the district evaluation plan

PERFORMANCE RESPONSIBILITIES:

- Verifies, balances, adjust, and ensures the accuracy of assigned accounts and monitors budgets for all program purchases and other accounts.
- Processes Parent Involvement and private school allowances from Title.
- Prepares and generates a variety of reports, lists, and summaries; enters, compiles, and tabulates data for inclusion in departmental reports; prepares, maintains, and files lists, records, reports, budgets, and, other documents related to Title and other programs.
- Maintains the financial records for assigned programs and activities, making and preparing appropriate journal and ledger entries and preparing appropriate accounting reports and financial statements for long and short term strategic planning.
- Interacts with district personnel to research discrepancies, correct errors, resolve problems, and assist with the preparation and maintenance of records and reports in regards to Title funding and all other programs.
- Provides information regarding accounting policies, procedures, and practices to district employees, vendors, and others; interprets, applies, budgets, and explains district Title procedures and regulations as needed.
- Inputs financial and statistical information into GMAP and MUNIS.
- Assists with all processes related to Title and other programs.
- Performs other duties as assigned.