**Policy No. 16.000**

**Date Adopted: August 23, 2005**

**Revised: February 22, 2011**

Determining Instructional Materials for the School (add timelines as needed)

Each year after the budget has been approved by the board, the principal shall prepare a draft budget recommendation based on the needs in the district’s improvement plan and teacher input about classroom needs for the coming year. The principal’s recommendation will include information on all funds that are subject to council authority, including general funds and instructional funds. The council will review the recommended budget to ensure that the needs in the district improvement plan have been addressed. The school council will approve the recommendation by consensus.