EAD827 School Finance  
Educational Leadership Department  
Eastern Kentucky University, College of Education  
(Master Syllabus Template)

A. DEPARTMENT & CREDITS: Educational Leadership: Three (3) Credits

   ➢ Professor’s Information:
     o Name: 
     o Email: 
     o Office Phone: 
     o Web: 

B. COURSE DESCRIPTION: This course is designed to introduce and explore concepts in school finance and school business management. Specifically, the course content will cover school finance and school business practices as it pertains to the national, state, and local practices.

C. TEXT:
   • Kentucky Department of Education, Division of Finance, Financial Management Manual I & II, Frankfort, KY
   • A uniform program of accounting for school activity funds in KY schools.
   • Journal of Education Finance, the official publication of the American Education Finance Association (AEFA).
   • Journal of School Business Management, the official publication of the Illinois Association of School Business Officials (JASBO).
   • School Business Affairs, the official publication of the Association of School Business Officials (ASBO).

D. COURSE OBJECTIVES & REQUIRED ACTIVITIES/TOPICS:

   ➢ Course Objectives:
     1. Cite the historical background of public school funding in this country and state.
     2. Know and apply the basic concepts of taxation, assessment, and tax collection.
     3. Cite the sources of revenue for local, state, and federal government.
     4. Use the concepts of effort and ability in analyzing the fiscal status of Kentucky school districts.
     5. Understand the concepts of equity and adequacy in school finance.
     6. Devise salary schedules using current Kentucky data.
     7. Compute SEEK allotments for Kentucky school districts.
     8. Complete a simulated weighted pupil calculation.
     9. Apply the principles of fiscal planning and budgeting.
    10. Describe the budget management system and the banking, bookkeeping, and accounting procedures required in Kentucky.
11. Cite the major provisions of the Model Procurement Act.
12. Cite the Kentucky requirements for auditing all school accounts.
13. Know the proper procedures and requirements for auditing all school accounts.
14. Know the procedures for financing school facilities including the use of bond levies, selling school revenue bonds, and the management of construction funds.
15. Apply budgetary processes to SBDM schools.
16. Devise a plan for support services for a school.

- **Required Activities/Topics:** The following activities/topics are required to be addressed by all faculty teaching this course.
  1. Complete a SBDM budget. (Required ePortfolio entry)
  2. Complete simulated activities from the Red Book. (Required ePortfolio entry)
  3. Collect and review school staffing policies.
  4. Review and analyze SEEK formula.
  5. Read and understand a MUNIS monthly report.
  6. Collect and analyze tax rate levy forms, district budget, school district audit, BG 1 forms, and other various budget forms from local central office.
  7. Look for sources of external funding.
  8. Complete a review of the finance portion of the KY Principal’s Exam.
  9. Complete a course reflection. (Required ePortfolio entry)

**E. PROFESSIONAL EDUCATION PROGRAM MODEL:**

<table>
<thead>
<tr>
<th>EKU Professional Education Model: Effective Educators as Effective People</th>
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<tbody>
<tr>
<td>EKU Professional Education Slogan: To teach, to learn, to help others teach and learn.</td>
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**F. COURSE REQUIREMENTS & GRADING SCALE:**

- **Requirements:**
- **Grading Scale:**
  - 90% - 100% = A
  - 80% - 89.9% = B
  - 70% - 79.9% = C
  - 60% - 69.9% = D
  - < 60% = F

**G. ADDITIONAL REQUIREMENTS:**

**H. COURSE OUTLINE:**
I. EVALUATION METHOD:

J. STUDENT PROGRESS:

K. ATTENDANCE POLICY:

L. DISABILITIES STATEMENT: If there is any student in this class who is in need of academic accommodations and who is registered with the Office of Services for Students with Disabilities, please make and individual appointment with the course instructor to discuss accommodations. Upon individual request, this syllabus can be made available in alternative forms. If any student who is not registered with the Office of Services for Students with Disabilities has need of academic accommodations, please contact the Office directly either in person on the first floor of Turley House or by telephone at 622-1500.

M. LAST DAY TO DROP: See course catalogue.

N. PROFESSIONAL STRANDS IN THE COLLEGE OF EDUCATION:

- Common Elements of All Professional Education Course Syllabi:
  - FIELD EXPERIENCES: When appropriate: Observation in public schools.
  - METACOGNITION SKILLS: Students will review and analyze research and summarize the thoughts of other researchers as well as analyze their research findings.
  - COMMUNICATION SKILLS: Communication skills will be displayed through speaking, writing, and class experience.
  - RESEARCH SKILLS/ INDEPENDENT LEARNING: Students will be required to demonstrate research and independent learning skills specified by the instructor.
  - PLANNING SKILLS: Time management skills are needed in order to participate effectively in Educational Research.
  - TECHNOLOGY: All products/reports must be word processed and all presentation will be on-line. All tests will also be on-line. Students will be introduced to the Kentucky New Teacher Standards for using technology and relevant criteria including blackboard experiences.
  - PROFESSIONAL/SOCIAL SKILLS: Students will interact with college instructors, peers, cooperating teachers, and schools.
  - TEAMING/COLLABORATION: Teaming and collaboration will be encouraged. In the case of Educational Research this requirement will be met through e-Learning teams.
  - CONTINUOUS AUTHENTIC ASSESSMENT: Students are provided continuous feedback on each requirement. They also have opportunities for self-assessment.
  - DIVERSITY: Awareness of the diverse characteristics of students and the types of school climates will be an integral component of course and field experiences.
  - INCLUSION/EXCEPTIONALITIES: Awareness of EXCEPTIONALITIES and inclusive classrooms will be a part of course.