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MEMO

TO: Principals
FROM: Bernadeia Johnson, Emily Puetz, Theresa Battle, Mark Bonine and Erin Glynn
RE: Academic Parameters

The purpose of this section is to provide direction for principals and school leadership teams as they develop their budgets. As schools develop their budgets, budgeting decisions should support district initiatives of focused instruction and quality teaching and learning. As coaches/specialists are allocated from the district, job responsibilities must remain tied directly to carrying out this work. Site based professional development decisions should also be aligned directly to site goals and district priorities. The school budget process needs to include all stakeholders.

Associate Superintendents will review budgets before each school's tie-out to assure that the expectations described below are fulfilled and that school budgets align to student needs and the SIP. Decisions will be made based on both school's needs and size of school.

Basic Expectations		
All schools are expected to fund:	In addition, K-5 and K-8 schools are expected to fund:	In addition, 6-8 and High Schools are expected to fund:
<ul style="list-style-type: none"> - Teacher to meet targeted class size; K-3 26 4-8 32 9-12 36 (35.8) - Northside K-3 21 - Specialists - SERTs (1/23 ratio) - *ESL Teachers - Social Worker - Secretary - Family Liaison (10 hours minimum) - *Test Coordinator - *Attendance - Copier, materials, supplies 	<ul style="list-style-type: none"> - Education Support Personnel (EA, AE) - Health Service Assistant - Schools with more than 50% free and reduced price lunch are required to provide full-day kindergarten for all sessions - Counselors for K-8 (recommended) 	<ul style="list-style-type: none"> - Counselor(s) - Nurse - Media Specialist/IT Tech Support - Front door security/greeter - Arts (vocal, band, theater)

*Test Coordinator-The Test Coordinator doesn't need to be a separate position. You will be required to identify your Test Coordinator at budget tie-out. (Example-Your Test Coordinator shouldn't be a reading teacher that is pulled from serving students for six weeks due to testing).

*ESL Teachers will need to be hired only if you have an ELL population of students. All schools need to have a system in place to monitor students who have been exited from ELL service.

*Attendance –You will be required to identify your attendance staff member at budget tie-out.