EDAD 5367/6367
Public School Finance
Syllabus
Summer Session I

CLASS:

Tuesday and Thursday  6:00 – 9:45 pm

I.  Course Description: This course is a study of the financial operations of public schools of Texas. The superintendent is held accountable for the management of a significant amount of resources provided by the public. This course seeks to prepare the principal with the knowledge and skills necessary to understand and apply the budgeting, accounting, planning, purchasing and auditing functions of a campus.

II.  Rationale: This course is designed to prepare a successful school superintendent to provide leadership and management for the fiscal issues of today’s modern educational organization. Theories, principles, and practice will be presented, particularly as they relate to the business administration functions of a modern school campus.

III.  State Adopted Proficiency Domains:

- Leadership of the Educational Community
- Instructional Leadership
- Administrative Leadership

IV.  TExES Competencies covered in this course:

1. Competency 001 – The superintendent knows how to act with integrity, fairness, and in an ethical manner in order to promote the success of all students.
2. Competency 002 – The superintendent knows how to shape district culture by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the education community.
3. Competency 004 – The superintendent knows how to respond to and influence the larger political, social, economic, legal and cultural context, including working with the board of trustees, to achieve the district’s educational vision.
4. Competency 008 – The superintendent knows how to apply principles of effective leadership and management in relation to district budgeting, personnel, resource utilization, financial management, and technology use.

V.  Course Objectives and Outcomes:
This course is designed to enable students to:

1. Understand the history and theory of school finance.
2. Understand the financial duties and responsibilities of the superintendent.
3. Understand the responsibility and the relationship between the campus principal, business manager, and superintendent in finance, budget development and management.
4. Demonstrate a working knowledge of the shared decision making approach to the district budget development process.
5. Develop a campus budget.
6. Demonstrate a working knowledge of the district accounting process.
7. Demonstrate a working knowledge of the district auditing process.

VI. Course Topics:
The major topics to be considered are:
- The Ethics of Financial Management
- Maintaining Accounts Payable
- Revenue
- Property Tax System
- Budgeting
- Payroll and Employee Benefits
- Risk Management
- Accounting
- Auditing

VII. Instructional Methods and Activities
A. Lecture and Discussion
B. Research
C. Guest Speakers
D. Student Presentations

VIII. Evaluation and Grade Assignment:

1. **Research Paper:** Each student will prepare a research paper on any of the topics discussed in class or explored in the research. The student will include the findings of the latest research and writing in the field on the ethical considerations of budget development and leadership. The paper should be typed and double-spaced. It should follow the bibliography format as required by APA. A minimum of six works should be cited in the bibliography.

**Grading Matrix:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
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<tbody>
<tr>
<td>Typed 7 to 10 pages</td>
<td>20</td>
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<tr>
<td>Work presented in a scholarly manner</td>
<td>50</td>
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<tr>
<td>At least 6 works cited in Bibliography</td>
<td>20</td>
</tr>
<tr>
<td>Proper bibliographical format</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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40% of Grade

**Presentation of Research Paper:** The student will present the findings of the research paper in the format of answering questions through a power point presentation. The power point will be presented to the class.

20% of Grade

2. **District Budget Development Study:** The student will review the budget process for his/her own district and write a reflection of the findings. The reflection should not exceed 4 pages double spaced. Each experience in this regard will be individual and will include a description of additional information needed if any.
20% of Grade

3. **Class Attendance and Participation:** While it is understood that many students have personal and professional responsibilities to fulfill during the term of this class, regular and punctual class attendance is expected.

20% of Grade

IX. **Course Schedule and Policies:**

Below you will find the proposed course schedule. Availability of outside speakers and opportunities will impact the topics. The professor reserves the right and discretion to change the schedule in order to take advantage of opportunities that may arise during the semester.

**Meeting 1**  
Introduction and Discussion of the Syllabus  
Ethics of Financial Management

**Meeting 2**  
Independent Research and Writing

**Meeting 3**  
Maintaining Accounts Payable  
Revenue

**Meeting 4**  
Property Tax System

**Meeting 5**  
Budgeting

**Meeting 6**  
Accounting  
Auditing

**Meeting 7**  
Payroll and Employee Benefits

**Meeting 8**  
Risk Management  
Research Papers Due

**Meeting 9**  
Student Presentations

**Meeting 10**  
Student Presentations

**Policies**

1. Students are expected to complete all assignment on time.
2. Late work will receive a grade penalty of 5 points per class period.
3. Students are expected to read all assigned textbook chapters prior to class discussion.
4. Attendance and class participation are part of the grade.
X. Textbook: The Bottom Line: A mission to help the business of school business Optional
XI. **Bibliography**


