

# Limiting Spending Throughout the End of FY26 (School Year 2025 – 2026)

---

This document provides an overview of the spending and purchasing guidance being provided to building administrators, department leads, and other budget holders for the remainder of the 2025-26 school year:

## General Spending

- Generally, the guidance below applies to expenditures up to \$5,000.
- Any spending request of \$5,000 or more must be pre-approved by the Executive Director for Elementary or Secondary and the Chief Operating Officer.
- Spending requests of \$10,000 or more must also be approved by the Deputy Superintendent.

## Athletics / Activities

- Student athletics, activities, and events will proceed as normal.
- Transportation should be limited to yellow school buses and/or district-owned vans.
- Booster Club, PTA/O, and dollars that have been fundraised can continue to be spent as planned.

## Building and Department Budgets

- Building budgets have been reduced overall by 20% from the year's beginning allocation, and there will be no carryover to next year.

## Credit Card / P-Card Use

- Credit card limits will be reduced by 50%.
- Access to certain categories of vendors will be restricted.
- Purchase orders should be the primary method for purchases.

## Curriculum and District Events

Curriculum and district events will still occur as planned, with parameters that minimize cost for transportation and substitute teacher requirements.

## Curriculum and Supplies

Curriculum Materials Review and Pilots - K-12 ELA/ELL 7-12 World Language, 6-12



#### Science, and 9-12 Math:

- Delay pilot and adoption of new ELA materials for K-5.
- Discontinue PD that requires a substitute or work outside of teacher contract time, except for required trainings to maintain compliance.

#### Curriculum Supplies:

- Minimize purchases to only essential items needed to implement the curriculum.

#### Special Education Interventions and Materials:

- Material purchases will be approved at the department level.
- Only purchases essential to student IEP services will be approved.

#### Foundation Grants and Restricted Funds

- Funds that are at the Foundation remain available and accessible.
- Grants under \$2,000 passed through to building accounts in September or July may be used for approved purposes.
- Grants over \$2,000 and funds housed at the Foundation remain readily available and accessible.

#### Hiring Limitations and Positional Savings

- A general hiring freeze is in place for the remainder of the 2025-26 school year.
- Essential teacher hires for 2026-27 will have restricted levels of experience and education.

#### Overtime

- Overtime will not be allowed without prior approval from Human Resources or the Chief Operating Officer.

#### PPEL/SAVE

- Only essential work and purchases funded by PPEL/SAVE will continue through spring 2026.
- Expenditures related to FMP 2.3 are suspended through at least July 1, 2026.
  - *This timeline will be reassessed during the summer.*

#### Professional Development (Including Teacher Quality - TQ)

- Discontinue PD that requires a substitute or work outside of teacher contract time, except for required trainings to maintain compliance.

### **Special Education**

- Any coverage required for IEP meetings, problem-solving meetings, or similar activities must be provided using building-level resources. Substitute coverage will not be approved.
- All special education purchases must follow the district-level purchasing process. Purchase requests must be necessary to implement a student's IEP and ensure the provision of a Free Appropriate Public Education (FAPE).

### **Substitutes**

- All substitute vacancies will be created by Human Resources.
- Building substitutes should not be assigned to the role of paraprofessional.

### **Temporary Staff**

- Temporary staff for technology, painting, grounds, and other related projects will be significantly reduced, with all hiring on hold until closer to the summer.

### **Title Funds**

- Title I, II, III, and IV spending will remain the same, as these programs are funded through Federal grants.

### **Transportation Methods**

- Transportation should be limited to yellow school buses and/or district-owned vans.
- Yellow bus transportation is for students and adults only.
  - Equipment must be transported in trailers or other district-provided vehicles.

### **Travel**

- Travel will be approved as needed to fulfill outstanding obligations and for student supervision.
- Administration and staff travel for professional development and conferences is suspended for the remainder of the 2025-26 school year.
- Student travel to in- and out-of-district events will follow the guidelines outlined in the Transportation Methods section.

###