KANSAS STATE DEPARTMENT OF EDUCATION

New Superintendents Budget Workshop

Presented by Dr. Frank Harwood and Dale Brungardt

BUDGET 101

New (first-year) superintendents are invited to attend this entry-level basic training on the USD budget document.

This year, we are opening this workshop to include new board clerks or business managers whose job it is to assist with the budget.

* *Registration is limited* to new superintendents and first-year new board clerks or business managers who do not have experience working on the school district budget.

PRE-REGISTRATION IS REQUIRED -- no later than Wednesday, July 1st.

Date:	Tuesday, July 7
Time:	9:00 am – 3:00 pm
Location:	Salina District Office | 1511 Gypsum Avenue | Salina KS
Register:	Deborah Howard deborah.howard@usd305.com Ph: (785) 309-4727

There is **no charge to attend this workshop**, however, participants will be responsible for the **$15.00 fee** to cover the noon meal and refreshments provided by the host site. Make checks payable to USD 305; cash is also accepted.

We are requesting participants bring a paper or electronic copy of their 2025-26 budget document. We will be discussing the data from those budgets.

Reservations are needed – Please contact the site to reserve a meal, guarantee seating and workshop materials. The facility is air-conditioned and a light jacket or sweater may be helpful. If you have questions about the workshop, call Katie Albright, School Finance, at (785) 296-3872.

KANSAS STATE DEPARTMENT OF EDUCATION

Kansas leads the world in the success of each student.