

## Planning, Funding and Budgeting Institute

The successful operation of a local school system is largely dependent upon effective planning and preparation of the system budget; successful administration of the budget; and understanding and optimizing the funding mechanism of education in Georgia. This institute focuses on the practical aspects of developing and administering a Georgia school system budget. This program is designed to support individual leader professional growth goals and is aligned to the Leader Keys Effectiveness System.

This institute consists of three highly-focused classes offering 34.5 content hours, held in three 1 1/2-day sessions.

Throughout the course, participants will engage in activities that will include, but not be limited to, the following:

### Track 1

#### *Funding of Public Education*

Focuses on the state funding mechanism and the impact of local taxation for schools. Topics include, but are not limited to, a review of:

- the history of educational funding in Georgia
- laws, rules, and regulations associated with funding of education in Georgia, including QBE, local five mill share, equalization grant, and equalized property digest
- case law regarding school funding

### Track 2

#### *Planning and Preparation of the Budget*

Focuses on the effective use of financial resources; operational planning at the school system level; and budget development, presentation and approval. Topics include, but are not limited to, the examination of best practices and identification of effective examples of:

- personnel allocation, including estimating enrollment, class size
- compensation and benefits
- development of a basic school system budget
- budget presentation to the board of education

### Track 3

#### *Administering the Budget*

Focuses on the successful administration of the annual school system budget. Topics include, but are not limited to, the examination of best practices and identification of effective examples of:

- annual budget reporting
- authorizing expenditures
- monthly financial reporting
- projecting revenues and expenditures
- QBE program expenditures
- annual financial report
- annual audit

“...instructors were very knowledgeable and had immense practical experience.”



Dr. Mark Scott, Mr. Stephen Thublin, and Mr. Tom Cochran will serve as instructors for this institute.

**Track 1:** *Funding of Public Education in Georgia*

**Track 2:** *Planning and Preparation of the Budget*

**Track 3:** *Administering the System Budget*

**Mark Scott, Ph.D.** On June 1, 2014, Dr. Mark Scott began his tenure as the Superintendent of Schools for Houston County. Prior to becoming Superintendent, Dr. Scott served as the Assistant Superintendent for Human Resources from 2011 to 2014 and as the Principal of Northside High School from 2008 to 2011. An educator for over thirty years, he spent ten years in the classroom before becoming an Assistant Principal at Baldwin High School in Milledgeville, Georgia. In 2000, Dr. Scott was named Principal at Oak Hill Middle School, also in Milledgeville, where he served 8 years. His knowledge of all aspects of school finance has served the Houston County School District well throughout his tenure as superintendent. Dr. Scott's leadership background at the building and district office levels has provided him a deep understanding on the perspectives of each.

**Mr. Stephen Thublin** Stephen Thublin has been the Assistant Superintendent for Finance and Business Operations for the Houston County Board of Education for the past eighteen years. His previous experience includes five years with Middle Georgia Technical College as Vice President of Administrative Services and twelve years as a Senior Auditor with the Georgia Department of Audits. He has served as both President and Treasurer of the Georgia Association of School Business Officials. He became a certified public accountant in 1985 and lives in Warner Robins. His deep understanding of the mechanisms involved in school finance and accounting has insured that Houston County Schools has demonstrated effective practices in all areas related to budget.

**Mr. Tom Cochran** is presently the Superintendent of Decatur County Schools in Bainbridge, GA. He transitioned to Decatur County in 2016 after serving as Superintendent of Atkinson County Schools for five years. He began his career as a high school economics teacher and a coach with Charlton County Schools. Mr. Cochran presently serves as the president of the Georgia School Superintendents Association. In his time as a building level administrator and as a superintendent, he has been able to maximize funding and strategically allocate resources in financially challenged districts, while maintaining a focus on continually improving student achievement.

## **Planning, Funding and Budgeting Institute Tuition: \$750**

The schedule for this institute is 1:00 – 4:30 PM on the first day, and 8:30 AM– 4:30 PM on the second day.

### **Fall 2025 Institute**

September 24-25, 2025 (W, Th)

**Track 1:** *Funding of Public Education in Georgia*

October 29-30, 2025 (W, Th)

**Track 2:** *Planning and Preparation of the Budget*

November 19-20, 2025 (W, Th)

**Track 3:** *Administering the System Budget*

### **Spring 2026 Institute**

January 21-22, 2026 (W, Th)

**Track 1:** *Funding of Public Education in Georgia*

February 25-26, 2026 (W, Th)

**Track 2:** *Planning and Preparation of the Budget*

March 18-19, 2026 (W, Th)

**Track 3:** *Administering the System Budget*

**Institute Location:** Houston County Herman Regin Center  
1100 Main Street, Perry, GA 31069  
478.988.6200

## **Who Should Attend?**

All GSSA Institutes are designed for superintendents, central office administration/staff and principals.

## **Questions?**

For more information on GSSA's Institute and Workshop Series and to register online, go to [www.gssaweb.org](http://www.gssaweb.org) or contact Keith Porter, GSSA Professional Development Director at [klporter112@gmail.com](mailto:klporter112@gmail.com) or 770.880.9212

