

BUSINESS - SCHOOL OPERATIONS

School Openings and School Amalgamations

1.0 Introduction

- 1.1 This procedure clarifies responsibilities for moving instructional material and paying for opening ceremonies for new/rebuild schools, consolidated schools, schools moving to a new location and schools receiving additions and/or renovations.
- 1.2 The Family of Schools Superintendent and Superintendent of Operations will meet with the Principal of the new school or amalgamated school(s) to develop an action plan to discuss planning, release time, hiring, purchasing, appropriate and relevant regulations, policies and procedures.

The Superintendent of Operations will provide the Principal with a copy of the School Opening Guideline binder.

2.0 The Move to a New Location

- 2.1 Schools are responsible for packing instructional materials that need to be moved to the new location. Computers will be packed/unpacked through the IT Department.
- 2.2 Instructional opportunities for students shall be provided throughout the moving process. The appropriate Superintendent of Education/Area and the Principal may jointly fund supply teacher coverage to provide time for packing/unpacking.
- 2.3 At the request of the Principal, the Manager of Purchasing shall hire movers to transport the packed materials to the new school location. The arrangements with the movers shall include the provision of boxes for packing.
- 2.4 The Manager of Purchasing shall pay the cost of the movers.
- 2.5 Schools are responsible for unpacking the instructional materials for the classrooms.

3.0 Opening Ceremonies

- 3.1 New/Rebuild schools shall pay all costs associated with the opening ceremony from their new school capital budget allocation for furniture and equipment. The new school capital budget allocation for furniture and equipment is determined by the Superintendent of Education/Facilities Services and the Superintendent of Education/Business.
- 3.2 Consolidated schools and schools moving to a new location shall pay all costs associated with the opening ceremony from the school annual block budget.
- 3.3 Schools receiving additions and/or renovations may hold an opening ceremony. The school shall pay all costs associated with the opening ceremony from the school annual block budget.

Appendix:

None

Effective Date

2000-01-31

Amended/Reviewed

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