

School Block Budgeting

1.0 Secondary

- 1.1 For each budget year a total sum of money will be allocated to cover the following approved functions:
 - a) Clerical Assistance (within C.U.P.E. Agreement).
 - b) Supply teachers (not provided for centrally).
 - c) All required Instructional Supplies and Services
 - d) Furniture and Equipment:
 - for replacement of existing furniture and equipment;
 - for purchase of new furniture and equipment.
- 1.2 Upon receipt of the allocation the Principal shall prepare for the Budget Department the breakdown of the proposed budget for the school.
- 1.3 Transfer of money from one account to another may be effected after reasonable notice, upon direction of Principal or designate.
- 1.4 Review:
 - a) In September of each year the Principal will review with the Superintendent of Education/ Area, the expenditures for the previous year;
 - b) Where the Principalship of a school is changed, a review will be carried out between June 1st and June 30th.
- 1.5 Students must not be required to purchase supplies that are ordinarily provided by the Board funds.
- 1.6 Supply teachers must be qualified and/or approved for supply teaching in our schools.
- 1.7 Service Contracts

The Principal shall maintain all instructional and administrative equipment in school in proper working order at all times.

 - a) All clerical assistance shall be employed through the Human Resources Department.
 - b) All changes, reductions in or additions to, the clerical staff shall be made in accordance with the terms of the collective agreement with Local #218, C.U.P.E.
 - c) Principals will not employ part-time assistance at less than 24 hours per week where the total of such part-time exceeds 24 hours per week.

- d) Part-time assistance (less than 24 hours per week) may be employed on a casual basis only, i.e., for peak-load periods.
- e) Principals shall be advised in June of each year, of the estimated cost of their clerical staff for the next fiscal year. This information shall include increments and rate adjustments.

2.0 Elementary

- 2.1 For each budget year a total sum of money will be allocated to cover the following approved functions:
 - a) Supply teachers (not provided for centrally).
 - b) All required Instructional Supplies and Services.
 - c) Furniture and Equipment:
 - for replacement of existing furniture and equipment;
 - for purchase of new furniture and equipment.
- 2.2 Upon receipt of the allocation the Principal shall prepare for the Budget Department the breakdown of the proposed budget for the school.
- 2.3 Transfer of money from one account to another may be effected after reasonable notice, upon direction of the Principal or designate.
- 2.4 Review:
 - a) In September of each year the principal will review with the Superintendent of Education/ Area, the expenditures for the previous year.
 - b) Where the Principalship of the school is changed, a review will be carried out between June 1st and June 30th.
- 2.5 Students must not be required to purchase supplies that are ordinarily provided by the Board funds.
- 2.6 Supply teachers must be qualified and/or approved for supply teaching in our schools.
- 2.7 Service Contracts

The Principal shall maintain instructional and administrative equipment in the school in proper working order at all times.

Appendix:

None

Effective Date

2014-10-27

Amended/Reviewed

2020-01-27