

## Administrative Procedure 112

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### SCHOOL COMMUNITY COUNCILS – FINANCES

#### Background

The Board of Education helps to offset expenses of School Community Councils (SCCs) through the provision of an annual grant.

#### Procedures

1. Allocation of Operational Grant Funds
  - 1.1. The Board of Education annually establishes a grant, which provides operational funds for School Community Councils.
  - 1.2. The yearly grant is one thousand dollars (\$1,000.00) for each School Community Council to a maximum accumulated grant of two thousand dollars (\$2,000.00).
  - 1.3. Funds are allocated for Council operations only, not for school projects or to enhance the school's decentralized budget.
  - 1.4. The School Community Council is to establish an annual local budget based on the funds allocated. Information about current grant funds available may be accessed through the principal.
  - 1.5. For the purpose of invoices and expenditures, the SCC Chair approves expenses and the principal authorizes release of the funds.
  - 1.6. Purpose of Operational Grant Funds
    - 1.6.1. Member expense related to events and meetings including mileage for out-of-town members and child care. Per diem is not included.
    - 1.6.2. Staff appreciation and student recognition.
    - 1.6.3. Communication and public relations.
    - 1.6.4. SCC events and activities.
    - 1.6.5. SCC Learning Improvement Plan Initiatives.
    - 1.6.6. SCC resources.
    - 1.6.7. Memberships in local or provincial organizations.
    - 1.6.8. Meeting supplies.
2. Allocation of Professional Development Funds
  - 2.1. The Board of Education provides a funding pool to support professional development and networking for School Community Councils.
  - 2.2. Purpose of Professional Development Funds
    - 2.2.1. Member and other expenses related to division planned professional development activities.
    - 2.2.2. Member expenses related to approved SCC initiated professional development activities – see Appendix A.

### 3. Allocation of School Development Fund

- 3.1. School groups and School Community Councils who are contemplating a special initiative at the school that requires funding assistance are to work in conjunction with their principal, Superintendent and central office staff. School development funding requests are those items which, due to their amount and non-routine nature, cannot reasonably be expected to be funded from decentralized budget allocations. Criteria:
  - 3.1.1 Projects that qualify are one-time projects and may include: facility improvements, specialized equipment, partnerships, community engagement;
  - 3.1.2 Projects that do not qualify include: projects that require ongoing funding, projects that require additional staffing.
- 3.2. A detailed development plan including a budget showing revenue sources and projected expenditures is to be prepared and submitted to the Superintendent of Business and Operations.
- 3.3. Safety, accessibility, code requirements and equipment standards must be adhered to in all aspects.
- 3.4. If approved by the Superintendent of Business and Operations, the following funding assistance may be provided upon approval by the Board:
  - 3.4.1 Projects submitted may be eligible for funding of up to \$125,000.
  - 3.4.2 Board funding may be made available up to a 50/50 basis with fundraising done by school communities, for example if a school raises \$10,000 then the Board may match up to \$10,000. The maximum that the Board will match for any proposal is \$125,000.
  - 3.4.3 Schools may also use decentralized budgets for their portion of the project or a combination of fundraising and decentralized budgets. However, the Board will not match decentralized funds used.
  - 3.4.4 An annual amount of up to \$150,000 may be allocated in the budget for the school community development fund.
- 3.5. For budgeting purposes, [applications for school community development funding](#) shall be submitted to the Superintendent of Business and Operations by February 1, to be considered in the next budget year which runs from September 1 to August 31. Fundraising must be complete prior to proceeding with the project or making any purchases. Schools will be notified subsequent to the adoption of the Division budget on the approval or non-approval of their submission. Schools can apply once every four years for a grant.
- 3.6. For projects that qualify, charitable receipts shall be made available to individuals and businesses donating to the school community development fund projects provided funding is sent directly to the Prairie South School Division. These funds will form part of the fundraising portion done by the school.
- 3.7. Purchasing and expenses for school community development fund projects shall be administered by the school division in accordance with division policies.

### 4. Annual Statement

- 4.1. The fiscal year for the School Community Council shall be September 1 to August 31.

Reference: Sections 140 of The Education Act, 1995  
Part V of The Education Regulations

June 12, 2017

