

Administrative Procedure 112

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. Do not give GIFT Cards for staff.
 - 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. See Administrative Procedure 544.

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

May 11, 2020