
Purpose/Background

To clearly outline budget responsibilities for school-based administrators.

Procedures

School based administrators are responsible to budget the following expenditures:

1. Teaching Staff

- 1.1. High School Classroom Teachers
- 1.2. Counsellors
- 1.3. School Based Administrators
- 1.4. Learning Support Teachers
- 1.5. K-8/9 schools may apply additional resources to Classroom Teachers.
- 1.6. Schools may apply additional resources over and above the central allocation to learning support teachers.
- 1.7. Schools may apply additional resources over and above the central allocation for learning specialists/coaches.

2. Support Staff

- 2.1. School Secretaries, School Assistants, Library Personnel, Child Development Advisors, School Business Managers, Career Centre Advisors, Receptionists, School Technologist and all other support staff assigned to the school, with the exception of School Assistant PUF, and Caretaking Staff.

3. Supplies and Materials

- 3.1. School initiated learning resources including digital licensing, field trips, postage, and other materials.

4. Security Call Out

- 4.1. Schools are required to adhere to procedure AP5316 Facility Keys and Security. In the event school staff set the alarm off, it becomes a school budget cost.

5. Curriculum Implementation

- 5.1. Instructional resources, materials and professional learning costs for ongoing curriculum implementation and improvement including:
 - 5.1.1. CTS/CTF spaces (hand tools specifically)
 - 5.1.2. Makerspaces
 - 5.1.3. Climbing Walls repair and replacement
 - 5.1.4. Fitness Room Equipment repair and replacement
 - 5.1.5. Playground Equipment repair and replacement

6. Professional Learning

- 6.1. Professional learning of school staff assigned to the school, except Caretaking staff, in relation to the school's School Education Plan (SEP).
- 6.2. Each school should have plans in place to provide for staff professional learning and training for both support staff and certificated teaching staff.

7. Replacement and Repairs of Furniture & Equipment

- 7.1. Replacement and repair of all furniture and equipment unless outlined in Appendix A, attached to and forming part of this document.

8. School Communications and Public Relations

- 8.1. Training workshops, communication outsourcing, and editorial and photographic design.

9. Supervision of Students

- 9.1. Supervision of students as per Board and Alberta Education policies and regulations.

10. School-Initiated Requests

- 10.1. Costs associated with approved school-initiated request as assessed according to AP5405 Alterations to School Buildings, School Grounds or Other Division Facilities. Alterations to school buildings, school grounds or other divisional facilities and will remain a school budget responsibility unless otherwise determined.

Resources:

AP 5201 – Purchasing Limits of Authority

APPENDIX A - Essential Furniture and Equipment Guidelines - Central Budget Responsibility

The following list of furniture and equipment is intended to provide guidance to school and divisional staff around standard furniture and equipment requirements. Any requests of central office to support the purchase of this equipment is to be made through the Associate Superintendent of Schools. All requests are assessed with the intent to utilize divisional dollars in a prudent, fiscally responsible manner. Each request will be assessed on its individual merit. Schools are not prohibited from purchasing the items listed, but must follow proper purchasing procedures.

1. Student Chairs
2. Student Desks
3. Student Work Tables
4. CTF and CTS Major equipment
5. Major Appliances (Fridges, Stoves, Dishwashers)
6. Kilns
7. Band Instruments provided by Rocky View Schools (i.e. no rentals, student, teacher owned instruments)
8. Staff Chairs
9. Staff Desks
10. Repair of Score Clocks
11. Classroom Projectors
12. Flammable and Hazardous Materials Storage Cabinets
13. Science Lab Fume Hoods
14. Window Coverings
15. PA Systems
16. Telephone Equipment and Systems
17. Network Equipment
18. Stage Drapery
19. Specialized Furniture & Equipment for accommodating students with special needs (in consultation with Learning Supports)
20. Caretaking Equipment
21. Maintenance Equipment
22. Dust Collection Equipment
23. Hazardous Materials Pickup
24. Inspections:
 - 24.1. Climbing Walls
 - 24.2. Fitness Room Equipment
 - 24.3. Playground Equipment
 - 24.4. Commercial Foods Equipment & CTS Shop Equipment