

ADMINISTRATIVE REGULATIONS

TITLE: DECENTRALIZED DECISION MAKING
CATEGORY: FINANCE
NUMBER: 5010

I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) realizes that the needs of students are diverse and, because of that, school operating decisions generally should be made at the school level rather than at the district level. This also allows for greater input into operating decisions by staff, students, parents and members of the public who are actively involved in the school community and are aware of a community's needs and can be called upon to assist in the local decisions.

II. Procedures:

A. Funding at the school level will include provisions for:

1. administrative costs
2. all school-based teaching staff
3. all school-based support staff, excluding school custodians
4. short-term staff absences
5. all instructional supplies
6. equipment replacement
7. office operating costs
8. learning resources

B. Based on estimated enrolments, a school will be expected to develop an operating budget, including staffing needs, prior to April 15th of each year. To facilitate this, funding allocations will be made available to schools as soon as practicable after ministry funding announcements -- generally around March 31st. As part of this process, principals should consult with school staff and parents regarding budget priorities for the subsequent year.

C. In developing the budgets, schools are expected to consult and get advice from staff, students, parents and members of the public. Preliminary budgets will be reviewed by district staff to ensure sufficient funds have been allocated to comply with collective agreements, ministry directives and targets and the school's operating needs. Budgets will be recalculated based on September 30th enrolments and finalized prior to October 31st of each year. Once completed, and prior to the end of November, principals should share and discuss with school staff and parents the budget showing final staffing and supply/operating budgets.

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D. A school having a surplus at the end of a school year will be able to carry this forward into the subsequent school year. A school may not incur a deficit without the approval of the Secretary Treasurer, and any deficits so approved will be applied to the next school year's operations with the intent that they be fully retired during that year.

E. Senior Management will consult with principals and stakeholders regularly regarding the internal allocation system and recommend changes to the Board as part of its budget cycle.

F. Schools will be able to expend funds within their budgets subject to the district's internal controls and policies.

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References: