

# **BUSINESS ADMINISTRATION 500**

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## Administrative Procedure 500

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### DEVELOPMENT OF THE ANNUAL OPERATING BUDGET

#### Background

The budget reflects the annual goals and objectives set for the District by the Board of Trustees and the Ministry of Education in the Province of Alberta.

#### Procedures

1. The Superintendent, with the assistance of the Associate Superintendent of Business Operations, has the responsibility to an entire District budget that comprised four (4) funding envelopes (instructional, administrative, operations and maintenance and transportation). Funds may be moved between the four envelopes provided this follows Alberta Education's guidelines.
2. The budget will be closely aligned with the goals, priorities and desired outcomes in the District's Three-Year Education Plan. Targeted funds must be expended in accordance to rules in the Funding Manual for School Authorities.
3. The Superintendent will form and chair, a Budget Committee who will make recommendations that are educationally sound, fiscally responsible and in keeping with Board policies. Administrative procedures and goals of the District. It is understood that people who serve on the budget committee have an important task to do, and that this task involves a commitment to the entire process. If a member of the committee cannot attend a budget meeting, they cannot send a replacement member.
4. The Committee will develop a budget using the following steps:
  - a. The Superintendent will receive an accurate student enrollment projection from Principals on an ongoing basis up to and including August of the upcoming school year.
  - b. A tentative revenue projection will be established based on information received from Alberta Education's Funding Framework.
  - c. The following program areas will be asked to submit a budget (program lines and funding by May 1)
    - i. Religious Education, Student Services (Early Literacy, English as a Second Language (ESL), Program Unit Funding (PUF) Mild/Moderate/Severe) Alberta Initiative for School Improvement, Technology, Excellence Programming, Focus Schools, Operations and Maintenance, Transportation, within provincial revenue allocations/budget increases.
  - d. Each program area will be asked to identify their top three increases and (if needed) top three areas to reduce program funding.

- e. Programs and Services will be reviewed by the committee and a recommendation will be made to the Superintendent who will determine if the recommendations are educationally sound, fiscally responsible and in keeping with Board policies, Administrative procedures and goals of the district.
  - f. The Committee's role is not to determine adequacy of funding but rather to recommend the allocation of existing funds (equity committee).
5. The draft budget will be presented to the Board of Trustees at a Committee of the Whole meeting for review and by June to the Board of Trustees at a regularly scheduled Board meeting.
  6. The budget will, to the extent reasonable, provide for the decentralization of funds, spending authority and accountability to schools and departments in accordance with the procedures outlined in Administrative Procedure 105 – School-Based Decision Making, Collective Agreements and Provincial Mandates.
  7. In consultation with staff members and the school council, each school Principal shall develop and submit a preliminary school budget to the Superintendent by March 1st, prior to the budget year.
  8. A preliminary District budget shall be submitted to the Budget and Finance Committee of the Board no later than April 1st, prior to the budget year.
  9. The Budget and Finance Committee will submit a preliminary budget to the Board no later than April 15th, prior to the budget year.
  7. Following adoption by the Board, the budget will be submitted to Alberta Learning in a form prescribed by the Minister of Learning.

Reference: Section 60, 78, 147, School Act

Cross-Reference: Board Policy 2 – Role of the Board  
 Board Policy 4 – Role of the Superintendent  
 Board Policy 10 – Board Committees  
 Administrative Procedure 100 – District Planning and Reporting  
 Administrative Procedure 105 – School-Based Decision Making  
 Administrative Procedure 106 – Monitoring School-Based Decision Making

## Administrative Procedure 501

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### BUDGET IMPLEMENTATION

#### Background

The implementation of the District and school budgets is an administrative responsibility as outlined in the following procedures.

#### Procedures

1. The District budget shall be implemented in accordance with District administrative procedures.
2. District-level and school-level Supervisors and Principals are responsible to the Superintendent for the implementation of their approved decentralized mini-budgets.
3. The Associate Superintendent of Business Operations shall maintain a financial monitoring system and generate required financial reports to keep the Board and District administrators informed about the status of the District and decentralized mini-budgets.
4. The Superintendent will provide monthly reports to the Board concerning the status of the District's revenues and expenditures.
5. The Associate Superintendent of Business Operations shall ensure acceptable accounting and auditing procedures are utilized for both District and school-based accounts.
6. The Superintendent will review and make recommended adjustments to the budget according to the actual September 30 enrolment.
7. Decentralized mini-budgets for the subsequent year will be either increased or decreased by the amount of the surplus or deficit at the end of the budget year.

Reference: Section 60, 78, 147, School Act

Cross-Reference: Board Policy 2 – Role of the Board  
Board Policy 4 – Role of the Superintendent  
Board Policy 10 – Board Committees  
Administrative Procedure 100 – District Planning and Reporting  
Administrative Procedure 105 – School-Based Decision Making  
Administrative Procedure 106 – Monitoring School-Based Decision Making

## Administrative Procedure 503

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### SCHOOL FEES

#### Background

While recognizing that basic education should, for the most part be free and available to all, the School Act permits school jurisdictions to establish fees with respect to instructional supplies, materials and services that are not considered basic.

All fees charged to students/parents for instructional support must be properly accounted for using appropriate accounting procedures as determined by the Associate Superintendent of Business Operations or designate. Mandatory and voluntary school fees will be set according to the following procedures.

#### Procedures

##### 1. District-Established Fees: Base Instructional Fee

- 1.1 The Board annually reviews and approves fees with regard to instructional supplies, materials and services. Current fees (06/07) are as follows:
- ◆ \$30 for Junior Kindergarten;
  - ◆ \$30 for ECS;
  - ◆ \$38 for grades 1 to 6;
  - ◆ \$45 for junior high students; and
  - ◆ \$60 for senior high students.

##### 2. School-Established Fees

Principals in consultation with their staff and School Council may set school-established fees. School Principals must be able to justify the cost of the additional fees. In addition, the Superintendent will annually approve the school's proposed fees. School fees may be charged for:

- 2.1 Supplies for courses that have a high consumable material content, such as Computers, Home Economics, Industrial Arts, Career & Technology Studies, Fine Arts
- 2.2 Sacramental Preparation
- |                         |      |
|-------------------------|------|
| 2.2.1.1 Confirmation    | \$15 |
| 2.2.1.2 Reconciliation  | \$ 5 |
| 2.2.1.3 First Communion | \$ 5 |
- 2.3 School Agendas maximum \$ 8
- 2.4 Locker rental maximum \$ 7
- 2.5 Extra-curricular activities such as athletic activities and field trips

- 2.6 Yearbooks (can be mandated)
  - 2.6 Workbooks beyond the cost of photocopying
  - 2.7 Athletic participation fees
  - 2.8 Graduation fees
  - 2.9 Class oriented field trips
  - 2.10 Use of community facilities (e.g. swimming, skating, golf)
  - 2.11 Instrument rental
  - 2.12 Students' Union or similar fees
  - 2.13 Visiting performers, exhibitions, etc.
  - 2.14 School photos
  - 2.15 Other as determined at the school level.
3. Schools shall not require all parents to contribute to an Endowment fund. If such a fund is established, each year the school shall identify the purpose of the Endowment. Schools are required to maintain accurate records of all money received and disbursed within the School Generated Account and reported annually to the District and/or auditor and/or School Council, according to procedures established by the Associate Superintendent of Business Operations.
  4. Recommendations for changes to the District-established fees will be made to the Board by the Superintendent after a consultation process involving District Principals.
  6. Students will be advised in writing about any fees that may apply to programs prior to registration in the program.
  7. No student shall be denied any school instructional materials, supplies, programs or other school needs because of financial limitations.
  8. Students who transfer to another school jurisdiction, and who have returned their textbooks in good condition, shall be refunded a pro-rated amount of their paid fees.
  9. When textbooks are returned, their condition will be assessed and charges applied if necessary.

Reference: Section 60, School Act  
Revised: June, 2006

## Administrative Procedure 510

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### DISTRICT ACCOUNTING PROCEDURES

#### Background

All funds received and expended by the District, including school-generated funds will be accounted for in a manner consistent with generally acceptable accounting practices of Alberta Learning and the Districts' external auditors.

#### Guidelines

1. The Associate Superintendent of Business Operations shall establish procedures for appropriate handling of money in the District.
2. Principals shall ensure that the established procedures are implemented at the school.
3. Internal audits shall be performed on a regular basis on all District funds to ensure compliance with regularly accepted practices and District administrative procedures.

#### Procedures

1. Cash Receipts and Bank Deposits
  - 1.1 Receipt books shall be maintained and dated.
  - 1.2 All cash received by the District or schools shall be receipted prior to being deposited in the bank account.
  - 1.3 All receipts issued must be balanced to the specific deposit as recorded in the deposit book on a regular (monthly) basis.
  - 1.4 Any receipts canceled must be noted on the receipt and retained in the receipt book.
  - 1.5 Cash receipts shall be posted to the appropriate account on a regular (monthly) basis.
  - 1.6 Cash receipts must provide the following details:
    - 1.6.1 Total amount received and from which person or group.
    - 1.6.2 Purpose for which the cash was received.
    - 1.6.3 Numbered, dated and signed by the School Secretary, Principal or designate.
    - 1.6.4 Cash must be deposited to the bank account as soon as possible (usually the same day, but must be bi-weekly at least and kept in lock-box or safe).
2. School Fees

School fees must be accounted for as follows:

- 2.1 Charged to students in accordance with District administrative procedures.
- 2.2 Fees charged must balance with total number of students in each program for which fees are charged.
- 2.3 Fees must only be waived by approval of the Principal (verified hardship cases, program withdrawal, etc.).
- 2.4 A recording of fees paid and by whom, refunds issued and to whom, and fees outstanding must be kept and updated monthly.
- 2.5 Vending machines must be emptied at least weekly and cash counted immediately and inventory taken. Discrepancies, if any, between items sold and cash collected must be noted with specific reasons given (i.e. breakage, spoilage, etc.).

### 3. Disbursements

All cheques issued must be accounted for as follows:

- 3.1 An authorized supplier's invoice or receipt attached.
- 3.2 Appropriately classified as to which account(s) are to be charged.
- 3.3 G.S.T. properly accounted for (refund determined, if any).
- 3.4 Two signatures (Principal or Vice-Principal and School Secretary).
- 3.5 Cheques numbered and cross-referenced to invoice.
- 3.6 Voided cheques must be noted and kept for review.
- 3.7 Cheques reconciled monthly as per bank reconciliation procedure.

### 4. Bank Reconciliation

All bank accounts must be reconciled monthly as follows:

- 4.1 Follow-up on outstanding fees must be completed on a timely basis and appropriate records kept on file (i.e. invoices, letters, etc.).
- 4.2 Document Bank Policies—list of signing authorities, bank charges, interest earnings and investment terms.
- 4.3 School Secretary must pick-up the bank statement monthly.
- 4.4 Canceled cheques sorted by number and checked with bank statement to ensure all cheques have been recorded by the bank.
- 4.5 Outstanding cheques (those issued but not cashed) shall be determined and listed.
- 4.6 Adjustments to the bank balance must be recorded on the bank reconciliation form and balanced to the general ledger.
- 4.7 Principal must sign-off the bank reconciliation.
- 4.8 Stale dated cheques shall be removed in the month the cheque becomes stale dated.

## 5. School Canteen/Store/Cafeteria

All schools shall appoint one person to be responsible for school canteen, store or cafeteria business operations. This person shall ensure that the following procedures are followed:

- 5.1 All cash sales to be recorded as to item sold and amount of sale.
- 5.2 Cash to be secured in a locked cash box or cash register.
- 5.3 Cash counts to be completed at least daily and duly recorded and deposited as required.
- 5.4 Sales record sheets must be reconciled with inventory sold at least daily.
- 5.5 Cash to be turned over to the School Secretary and receipted accordingly for deposit.
- 5.6 Cash must be counted in a relatively secure area and under adequate supervision.
- 5.7 Overages and shortages must be recorded daily.
- 5.8 Credit sales must be avoided.
- 5.9 Mark-ups on products sold must be approved by the Principal.
- 5.10 A monthly financial statement shall be made available to the Principal for his/her signature.
- 5.11 Product donations to the school or given to students in lieu of wages must be recorded.
- 5.12 Supervision of students working must be provided at all times.
- 5.13 Merchandise must be stored in secure areas when unattended.
- 5.14 Inventory count sheets must be kept on file for review.
- 5.15 Any wages paid to students must be done through a cheque issued from the school with appropriate documentation and approvals.

Reference: Section 145, 149, School Act

## Administrative Procedure 511

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# SCHOOL-GENERATED FUNDS

## Background

The Principal is charged with the management of school accounts. To ensure that appropriate controls and reporting are in place for the maintenance of School-Generated Funds, the following definitions and procedures have been developed.

## Definitions

School-Generated Funds are funds collected by the school and fall into two main categories:

### 1. Remitted Funds

Remitted funds are collected at the school and forwarded to the Catholic Education Centre to cover expenditures which are charged against the school budget and accounted for centrally (textbook rentals, registrations, etc.).

### 2. Retained Funds

Retained funds are collected for specific purposes or activities. They are retained at the school and expenditures for these activities that are paid by the school and charged against the revenues in the school's accounts. These funds include:

- 2.1 Funds collected as voluntary fees where the costs are paid out of funds collected and retained at school.
  - 2.1.1 For example, student union and club activity fees, yearbook sales, lock sales, T-shirt sales, graduation fees, field trip fees, kindergarten fees (if any), and other similar items.
- 2.2 Funds, including gifts and donations, generated by means of an activity or appeal to the public for a specified education purpose.
- 2.3 Funds held in trust and administered by the school for a school parent and/or community group.
- 2.4 Funds generated from investments, commissions and vending machines.
  - 2.4.1 For example, term deposit interest earned, bank current account interest, commissions received.
- 2.5 Funds generated in the school by the sale of goods and services when costs are paid by the school out of retained funds.
  - 2.5.1 For example, book sales, canteen or other customer services.

## Procedures

1. School generated funds shall not be used for the benefit of the school staff.
2. Prior to the collection of funds by means of a voluntary per-student fee, Principals shall ensure that students and/or their parents are informed of the optional nature of such fees.
3. All retained funds raised, held in trust for a school parent and community group or donated for a specific purpose, shall be used only for that purpose unless mutually agreed by the Principal and the fund-raising group or donor.

Any surplus funds may be spent on other student-related activities provided this intent is communicated prior to the collection of money.

4. The charitable collection of funds from individual students and staff on school premises is at the discretion of the Principal.

While not prohibited, games of chance and door-to-door canvassing by children should only be undertaken in conjunction with School Council input.

5. Principal's Responsibilities:

- 5.1 Approving any school, staff, and/or student involvement in fund-raising activities conducted by the school.
- 5.2 Consulting with any individual or group raising funds for the school, regarding proposed use of the funds, publicity methods to be used, and the timeliness of the activity or appeal.
- 5.3 Approving the proposed use of all school generated funds, including funds donated by school parent and community groups, and communicating this to the community and/or donor group prior to the collection of any funds.

Approval of the proposed use of donations will be in writing. For donations eligible for tax credit status, a charitable receipt shall be provided and accounted for separately with funds forwarded to the C.E.C. for reporting purposes.

- 5.4 Identifying the party responsible for a fund raising activity and communicating this to the community prior to the activity. It is important to distinguish between activities conducted by the school in which parents may participate or volunteer and, activities conducted by school council or community groups in which the school participates or assists in promoting.

6. Funds Raised by School Council and Community Groups:

A school council or community group raising funds to donate to the school shall retain all responsibility for financial accounting and reporting, and any attendant liability for its activities until the funds are accepted by the school. Acceptance of funds by the school shall be by way of a receipt issued by the School Secretary.

6.1 Group Administration of Funds

- 6.1.1 Groups choosing to administer their funds independently are encouraged to register under the Societies Act of Alberta which has prescribed reporting requirements. If a school, parent or community

group intends to raise funds for the school through games of chance regulated by the Alberta Gaming Commission (bingos, raffles, casinos, etc.), the group, or subcommittee thereof, is required to be incorporated under the Societies Act of Alberta for licensing purposes.

6.1.2 The Principal and staff shall not have signing authority or financial responsibility for the group's account(s). (Including school councils.)

## 6.2 School Administration of Funds Held in Trust:

6.2.1 The Principal may authorize groups, so requesting, to have their funds administered by the school.

6.2.2 The funds shall be entered into the school's records and be accounted for separately.

6.2.3 The Principal shall provide the group with monthly financial reports of the funds and a group representative may pre-authorize the disbursement of funds.

## 6.3 School Administration of Donated Funds

6.3.1 When a group donates funds to the school, at that time the funds shall be entered into the school's records and be accounted for separately.

6.3.2 If the funds are donated for a specified purpose, the Principal shall provide the group with monthly financial reports of the funds.

## 7. Administration of School-Generated Funds

7.1 The Principal shall be responsible for the administration of all school-collected funds.

7.2 All transactions shall be controlled and recorded in the school's accounting system and bank account and be subject to audit by the District's internal and external auditors.

7.3 School-collected funds shall be accounted for in a manner consistent with the District's accounting procedures.

7.4 A bank account shall be used for the administration of school-collected funds. Two authorized signatures are required for the disbursement of funds; the Principal and at least one other staff member shall have signing authority. In the case of funds raised by school councils or parent groups, a group representative may pre-authorize the disbursement of funds.

7.5 Temporary cash surpluses arising during the year will be invested for short periods in savings accounts with a chartered bank or the Alberta Treasury Branch. Interest earned shall be classified as school generated funds.

7.6 A school shall not borrow money or make purchases on time payment plans without prior approval of the Superintendent or designate.

7.7 Assistance in establishing proper school accounting procedures and records is available from the Catholic Education Centre.

7.8 A financial statement providing opening balance, receipts and disbursements, and closing balance shall be submitted during the operational year to the Catholic Education Centre according to the following schedule:

September and October	-by November 15
November and December	-by January 15
January and February	-by March 15
March and April	-by May 15
May and June	-by July 15
July and August	-by September 15
Annual Statement (Sept 1 - Aug 31)	-by September 30 of the following year

- 7.9 School accounting records and procedures shall be reviewed by Internal Audit. Principals may request an audit of school accounts at any time.
- 7.10 Funds collected as Goods and Services Tax (GST), if any, shall be remitted monthly during the operational year to the Catholic Education Centre prior to the 15th of the month following.
- 7.11 Remitted funds shall be transferred to the Catholic Education Centre no later than the 15th of the month following the receipt of funds. (Student fees follow a separate schedule.)
- 7.12 All losses of school money or items with monetary value such as equipment, stamps or bus passes shall be reported to the Catholic Education Centre as soon as possible for follow-up and possible insurance coverage.

Reference: Section 60, 147, School Act  
Section 3, 5, Trustee Act

## Administrative Procedure 512

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### STUDENT FUND-RAISING ACTIVITIES

#### Background

Schools benefit from carrying out extra-curricular activities and projects that often require additional financial support. Similarly, there is educational value when students become involved in fund-raising activities in support of worthwhile charities. Individual schools are therefore permitted to engage in fund-raising for the aforementioned purposes, subject to the following procedures.

#### Procedures

1. School Councils shall be consulted about major fund raising activities.
2. The Principal is responsible for:
  - 2.1 All fund-raising activities initiated by the school; and
  - 2.2 Official school participation in the fund-raising activities of a charitable organization .
3. Student involvement shall not place the student in any unsafe situations nor create financial hardship for the student's family.
4. Student participation shall be voluntary.
5. The funds raised shall be accounted for, recorded properly, and subject to audit. The school trust account shall be the mechanism for accounting and recording all funds raised.
6. Fund-raising activities shall not detract from the curricular program.
7. The purpose of major fund-raising activities and the intended use of the funds shall be made known to students and parents.

Reference: Section 60, 78, School Act

Cross-Reference: Administrative Procedure 513 – Casino Fund-Raising

## Administrative Procedure 513

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### PETTY CASH

#### Background

It is recognized that schools and other service centres incur minor miscellaneous expenses from time to time and processing of these expenses by the District is neither practical nor efficient. Therefore, the establishment of a petty cash fund for schools and service centres will be approved subject to the following procedures:

#### Procedures

1. The Superintendent delegates the authority to the Associate Superintendent of Business Operations to establish appropriate petty cash funds at schools and other locations as required.
2. Petty cash funds are not intended to be used to pay regularly recurring bills. Such payments will be made through normal purchasing and payment procedures.
3. Reimbursement of staff expenses shall not normally be made from petty cash. Except for minor amounts (e.g. under \$10), staff members shall arrange for reimbursement of expenses by filing an approved expense claim.
4. A monthly Accounts Payable Voucher of petty cash transactions shall be submitted by the Principal to the District Office. The Accounts Payable Voucher shall be supported by properly dated and coded receipts or approved petty cash vouchers, copies of which shall also be retained at the school for all expenditures.
5. Petty cash funds shall be kept secure at all times in an appropriate locked cash box (and/or in a bank account if applicable).
6. The total of all receipts/vouchers and remaining cash/bank balances must always equal the total authorized Petty Cash fund.
7. Temporary increases in petty cash limits may be authorized by the Associate Superintendent of Business Operations on an exceptional basis.
8. Reimbursement to the petty cash fund will be made after submission to the District Office.

Reference: Section 60, School Act

## Administrative Procedure 515

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### CASH IN SCHOOL BUILDINGS

#### Background

Principals are charged with the responsibility of ensuring that all school funds are handled with appropriate business procedures. All money collected shall be receipted, recorded, accounted for, and directed as soon as possible to the proper location of deposit. The following procedures are established for the safekeeping of money on school property, and the deposit of such funds.

#### Procedures

1. The Principal shall provide for making bank deposits as frequently as possible, in order to avoid leaving money in school overnight
2. During school hours
  - 2.1 Cash shall be kept in a cash register, lockable drawer, or lockable cash-box and access must be restricted to individuals designated by the Principal.
  - 2.2 Cash-boxes shall be kept out of sight in a secure place when not in visual custody of the person responsible for the money.
3. After normal school hours
  - 3.1 Cash remaining in the school shall be locked in the vault or in as secure a location as possible within the school.
  - 3.2 Cash shall not be taken home by staff members, nor carried on staff members' persons for safekeeping.
4. All money collected for school purposes shall be counted, recorded, and turned over to the school office so that a formal record of all funds received can be prepared. In this way, any differences between the teachers' and office's totals can be resolved immediately.
5. All money collected by schools, while in the school or in transit to the bank for deposit, is insured against theft subject to a deductible of \$500. This means the school would absorb the first \$500 of any loss of cash. Losses beyond the deductible, due to theft, shall be reimbursed upon application to the District, and proper documentation of the circumstances of the theft. This normally requires a police report.
6. All employees will keep personal money, purses, and other property in a safe place during working hours.
7. Under no circumstances will money be left in employee's desks.
8. No refunds will be made for losses as a result of failing to adhere to this policy.

## Administrative Procedure 516

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# PURCHASING

### Background

District personnel will purchase competitively and seek maximum educational value for every dollar expended, consistent with good purchasing practices. All items purchased in the name of a school or the District shall become the property of the District.

### Procedures

1. As a public institution the District encourages all interested suppliers to quote on the requirements of the District. Trade, Investment and Labour Mobility Agreement (TILMA), agreeing to special provisions that will extend the agreement to municipalities, academic institutions, school boards and the health sector (MASH). Effective April 1, 2009, the MASH sector will open up procurement opportunities, beginning at \$75,000.00 for goods and services tenders and \$200,000.00 for construction projects. This represents a further opening of tendering contracts from current rules governed through the pan-Canadian Agreement on International Trade (AIT).
2. The District will attempt to obtain the maximum value for each dollar expended consistent with good educational and purchasing practices. Consideration should be given to the supplier's reputation and experience, the ability to deliver or perform within the time specified, and the ability to provide after-sales maintenance and service. Past experience on previous orders will also be considered.
3. All other factors being equal, the District's practice is to purchase from local, provincial and Canadian suppliers in that order of preference.
4. To the extent that it is reasonable and efficient, the District supports the concept of centralized purchasing to serve the needs of various schools.
5. Purchases of items for the personal use of employees or trustees shall not be made in the name of the District.
6. All items purchased through the Associate Superintendent of Business Operations, or directly by individuals in the name of the school or the District, will become the property of the District.
7. The Associate Superintendent of Business Operations shall be responsible for maintaining adequate insurance coverage as directed by the District.
8. Required legal or professional services will be obtained as directed by the Superintendent.
9. The Associate Superintendent of Business Operations is responsible for establishing and maintaining purchasing procedures subject to the following:

- 9.1 School-based Purchase Orders must be approved by the Principal(s) and submitted to the District Office for code checking;
- 9.2 Once approved, the purchase order serves as the authority to supply;
- 9.3 Specifications for tender purposes will be set by the supervisor making the request;
- 9.4 Trade names and model numbers may be used with competitors being protected by the consideration of equal alternates;
- 9.5 Evaluation of alternate products will be made subsequent to the closing of quotations or bids; and
- 9.6 In the event of an emergency which does not permit established procedure to be followed, the matter shall be decided by the Associate Superintendent of Business Operations.

#### 10. General Considerations: Tenders and Quotes

- 10.1 The lowest bid consistent with the specifications will normally be accepted. However, a tender other than the lowest may be accepted, if the reasons in support of such action are deemed by the Associate Superintendent of Business Operations to be in the best interests of the District.
- 10.2 A record of the tenders or quotations on each article or service for which prices are called shall be retained;
- 10.3 The name of the successful bidder, and his price, on each tender call shall be made available on request; and
- 10.4 For construction and maintenance work, upon receipt of a requisition and supporting tender information, a purchase order authorizing the work shall be issued.
- 10.5 For immediate emergency repairs necessitated through fire, water, sewage, vandalism, wind, or electrical damage, the Associate Superintendent of Business Operations shall take whatever action is necessary to restore operations. The District Office shall be advised of any emergency action taken resulting in an expenditure exceeding \$2,000.

11. No financial commitment or expenditures shall be made on behalf of the District, except on the forms provided and over the signature of the Principal or Associate Superintendent of Business Operations.

12. Orders for all supplies, materials, repairs, servicing of equipment, texts, etc., under \$5,000 must be made through the school Principal on a purchase order signed by the Principal.

13. Detailed information must be supplied for each item being ordered. All orders shall be processed via a purchase order. Two copies are to be forwarded to the Catholic Education Centre. School offices will retain one copy of the purchase order. The original copy (white) of the approved purchase order shall be forwarded to the supplier for authority to provide goods and/or services.

14. Purchases charged against the codes other than school mini budgets must have approval before the order is placed.
15. When forwarding purchase orders with invoice attached, the original invoice shall be attached to the purchase order. For partial orders the packing slip must clearly indicate which items have not been received. School secretaries will be requested to forward this information to the Catholic Education Centre prior to authorization for payment.
16. "Confirmation Only" for faxed or telephone orders shall be noted on the white copy and when required, kept on file at the school or forwarded to the supplier.
17. Upon receipt of the purchase order by C.E.C., the purchase order copy will be kept on file for matching to the invoice prior to payment. Packing slips must be checked, stamped noting goods have been received and forwarded to the Catholic Education Centre to be included in the payable voucher.
18. Principals shall insure that the supplier name and address, quantity and total amounts, and the account codes are placed on the purchase order.

Reference: Section 60, School Act

Cross-Reference: Administrative Procedure 517 – Purchase Orders

## Administrative Procedure 517

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# PURCHASE ORDERS

### Background

No financial commitment or expenditures are to be made on behalf of the Grande Prairie and District Catholic Schools, except on the forms provided and over the signature of the Principal or Associate Superintendent of Business Operations.

### Procedures

1. Orders for all supplies, materials, repairs, servicing of equipment, texts, etc., under \$5,000 must be made through the Principal on a purchase order signed by the Principal.
2. Detailed information must be supplied for each item being ordered. All orders shall be processed via a purchase order on the TSC System. A fax copy is to be forwarded to the supplier for authority to provide goods and/or services.
3. Purchases charged against the codes other than school mini-budgets must have approval before the order is placed.
4. When forwarding purchase orders with invoice attached, the original invoice must indicate the purchase order number. For partial orders the packing slip must clearly indicate which items have not been received. School secretaries will be requested to forward this information to the Catholic Education Centre prior to authorization for payment.
5. Upon receipt of the purchase order by C.E.C., the purchase order on the TSC System will be kept on file until an invoice is sent in indicating the PO Number. The school secretaries must now Log on the PO Summary Sheet which PO Number has been issued and Why with the Principals Signature. This is to be filed away with all other Year End Documents for Audit. Packing slips must be checked; stamped noting goods have been received and forwarded to the Catholic Education Centre for release of payment once invoice is received.
6. All schools are to keep a copy of all documents sent to CEC office for audit purposes. All invoices, packing slips etc must be filed in PO Number order, to match up with the PO Summary Form.
7. Principals shall insure that the vendor name, employee name, invoice and total amounts, and the account codes are placed on the purchase order summary form.

Reference: Section 60, School Act

Cross-Reference: Administrative Procedure 516 – Purchasing

## Administrative Procedure 518

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### **COMPUTER PURCHASE PLAN Repayment Plan**

#### **The Plan**

- Up to \$2500.00 can be borrowed for the purchase of computer equipment, including the administration/interest fee (\$2,480.00 + \$20.00)
- Repayment plans for up to 12 months
- \$20.00 administration/interest fee
- Available to all employees in the District
- Microsoft Office Software is available at cost to the Staff (\$15.00)

#### **The Process**

- Option 1: Using District approved Vendor, and Purchase Order pre approved by the Associate Superintendent of Business Operations. Present the signed invoice or packing slip to the Associate Superintendent of Business Operations for direct payment to Vendor. In the event the total purchase price is greater than the allowable amount of \$2480.00; or includes items not permissible under this procedure, the amount in question will be deducted from your next pay along with the first loan payment.
- Option 2: Purchase the computer directly and present the receipt to the Associate Superintendent of Business Operations for reimbursement. In the event the purchase is greater than the allowable amount of \$2480.00; or includes items not permissible under this procedure, the reimbursement will be adjusted to reflect corrections.
- Sign the loan agreement outlining the terms of the repayment.
- Your loan payment will be deducted from each pay cheque until the loan is paid in full as stated in the loan agreement.
- Repayment within one year of date of purchase.

#### **Repayment Conditions**

- If you cease to be employed by the District for any reason whatsoever, the outstanding balance is payable immediately.
- Any amount unpaid subsequent to termination will accrue at a rate of 10% per annum
- The amount outstanding may be deducted from any monies owed to you, including but not limited to salary, holiday pay, pension, benefits or other amounts.
- You must supply post-dated cheques for any type of leave.

#### **Purchase Recommendations**

- Purchasing PC equipment (vs. Macintosh) will enable you to take advantage of purchasing MS office through the District at a greatly reduced cost under our license agreement.
- Computer equipment may be purchased at any business. Computer equipment includes the computer, monitor & printer/scanner.

## Administrative Procedure 520

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### EDUCATION FOUNDATION

#### Background

An Education Foundation known as the Grande Prairie and District Catholic Schools Education Foundation operates in accordance with the following guidelines and procedures.

#### Guidelines

1. The purpose of the Education Foundation is to:
  - 1.1 Promote the advancement of education for the students in Grande Prairie and District Catholic Schools.
  - 1.2 Identify potential sources of additional revenue; and
  - 1.3 Secure additional financial resources to be placed in an educational trust,
  - 1.4 Allocate funding to scholarships, bursaries, special projects and programs that have a specific focus.
  
2. The goals of the Education Foundation are to:
  - 2.1 Establish and maintain a Committee of Directors who shall be responsible for the successful operation of the Education Foundation;
  - 2.2 Solicit and obtain funds from local community individuals, groups, agencies and corporations;
  - 2.3 Solicit and obtain funds from other foundations, provincial, national, and multi-national corporations, and other agencies;
  - 2.4 Recommend to the Board of Trustees specific projects which the Committee of Directors is prepared to support in principle and financially; and
  - 2.5 Promote the use and support of the Education Foundation as a desirable element of Grande Prairie and District Catholic Schools.

#### Procedures

1. The Education Foundation shall be an autonomous incorporated unit ultimately reporting to the Board of Trustees.
  - a. The Board of Trustees shall appoint Directors to the Education Foundation and the appointment shall be for a three (3) year term.
  
2. The Education Foundation will rely upon a Committee of Directors for its leadership, expertise, and effort.

- 2.1 The membership of the Committee of Directors shall be such that the requirement of "arm's length" relationship for registration as a charity and designation as a public foundation is satisfied.
  - 2.2 To the extent possible the Committee's representation shall reflect a cross section of the District.
  - 2.3 The members of the Committee shall elect a chairperson from within the Committee's membership.
  - 2.4 The Committee of Directors shall meet at least once every four (4) months to conduct the formal business of the Education Foundation.
  - 2.5 The Directors shall develop their own set of operational procedures that will be submitted to the Board for approval.
  - 2.6 The authority of the Committee shall be that of an independent unit with the exception of the direct expenditure of funds. In this area, the Directors shall serve as a Committee whose function is to make recommendations.
3. While the Education Foundation may enhance the existing school-based fund raising, by concentrating upon major sources of support, it shall not compete directly with existing school-based initiatives.
  4. The Foundation shall operate in a manner to maintain its charitable status.

Reference: Section 60, School Act  
Societies Act

## Administrative Procedure 530

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### DISPOSAL OF PROPERTY

#### Background

An orderly process will be used in the District to dispose of surplus or obsolete equipment, furniture and materials.

#### Procedures

1. Principals and facility managers shall periodically review the inventory of equipment, furniture and materials in their facility to determine whether items are obsolete or surplus to the school needs.
2. A list of equipment, furniture and materials no longer required by the school/facility shall be submitted to the Associate Superintendent of Business Operations for review.
3. The Associate Superintendent of Business Operations shall determine whether any of the surplus items could be used in other schools/facilities and facilitate their transfer to the new locations as appropriate.
4. Upon approval by the Associate Superintendent of Business Operations, items no longer required by the system shall be sold at fair market value, donated, discarded or destroyed. Environmentally-friendly procedures shall be used for disposal.
5. Revenues derived from the sale of surplus goods shall be placed in general revenue, or redirected by the Associate Superintendent of Business Operations.

Reference: Sections 200 and 201, School Act  
Alberta Regulation 3/2001, Disposition of Property

## Administrative Procedure 540

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### FEEES FOR RENTAL OF FACILITIES

#### Background

The educational and recreational needs of a community are not limited to regular school hours. Although students ordinarily have priority of use, District facilities will be made available to the adult community subject to the following procedures, the implementation of which shall be the responsibility of the Associate Superintendent of Business Operations.

#### Fee Schedule

(All rates include use of tables and chairs and 5% G.S.T.)

Effective September 1, 2008.

#### 1. Commercial Activity

This category includes profit-motivated activities involving groups or organizations that charge an admission fee, excluding weddings, or other private functions.

	<u>Gymnasium</u>	<u>Classroom</u>
Ecole St. Gerard	\$198.00 per hour	\$93.50 per hour
Holy Cross School	\$198.00 per hour	\$93.50 per hour
Kateri Mission School	\$198.00 per hour	\$93.50 per hour
St. Clement School	\$165.00 per hour	\$93.50 per hour
St. Joseph High School	\$198.00 per hour	\$93.50 per hour
St. Mary's - Beaverlodge	\$165.00 per hour	\$93.50 per hour
St. Mary's - Sexsmith	\$165.00 per hour	\$93.50 per hour
St. Patrick School	\$165.00 per hour	\$93.50 per hour
St. Thomas More School	\$165.00 per hour	\$93.50 per hour
Ste. Marie – Sexsmith	\$165.00 per hour	\$93.50 per hour
<b>CEC Conference Rooms</b>	<b>\$150.00 per day</b>	<b>\$80.00 per ½ day</b>

#### 2. Adult Programming/Recreation

This category includes all adult activities or recreational use.

	<u>Gymnasium</u>	<u>Classroom</u>
Ecole St. Gerard	\$40.00 per hour	\$8.00 per hour
Holy Cross School	\$40.00 per hour	\$8.00 per hour
Kateri Mission School	\$40.00 per hour	\$8.00 per hour
St. Clement School	\$20.00 per hour	\$8.00 per hour
St. Joseph High School	\$40.00 per hour	\$8.00 per hour
St. Mary's – Beaverlodge	\$20.00 per hour	\$8.00 per hour
St. Mary's – Sexsmith	\$20.00 per hour	\$8.00 per hour
St. Patrick School	\$20.00 per hour	\$8.00 per hour

Ste. Marie – Spirit River	\$20.00 per hour	\$8.00 per hour
St. Thomas More – Fairview	\$20.00 per hour	\$8.00 per hour

### 3. Youth Programming Recreation

This category includes Scouts, Guides, etc. and Catholic Parish groups.

	<u>Gymnasium</u>	<u>Classroom</u>
Ecole St. Gerard	\$20.00 per hour	\$5.00 per hour
Holy Cross School	\$20.00 per hour	\$5.00 per hour
Kateri Mission School	\$ 20.00 per hour	\$5.00 per hour
St. Clement School	\$16,50 per hour	\$5.00 per hour
St. Joseph High School	\$20.00 per hour	\$5.00 per hour
St. Mary's – Beaverlodge	\$16.50 per hour	\$5.00 per hour
St. Mary's – Sexsmith	\$16.50 per hour	\$5.00 per hour
St. Patrick School	\$16.50 per hour	\$5.00 per hour

### 4. Use of Specific Areas

All Kitchens and Cafeterias	\$82.50 per hour
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Note: To be rented in conjunction with other facilities only.

### 5. Additional Rates

Minimum charge is two (2) hours.

- 5.1 Facility supervisor (includes clean-up)
 

\$19.00 per hour (weekdays)
\$22.50 per hour (weekends)
  - 5.2 Groups requiring a facility supervisor will be charged the above fee. Should groups not require a facility supervisor, an adult member of the group must be appointed to be responsible for supervision, clean-up, damage etc. (these groups shall be required to pay the minimum 2 hour charge). District personnel must, however, open and close for security reasons. For Saturday evenings after 6:00 p.m. and all day Sunday a minimum of 2 hours supervision charge shall apply for security reasons.
  - 5.3
 

Portable stage (in school only)	\$50.00
Damage deposit	\$20.00 per classroom
Damage deposit (gymnasium)	\$300.00
PA system	\$30.00
  - 5.4 Use of school equipment is discretionary by school administration and shall also be covered by the above damage deposit.
  - 5.5 Pianos are not to be moved except by District authorization. A fee of \$70.00 will be charged when a piano is moved.
6. Actual preparation time, regular function and actual clean-up time following function will be charged to the user.

7. Out of School Care Programs (space available) will be charged \$10.00 per day when school is in session and \$20.00 per day during school breaks (summer, Easter, Christmas and school holidays).
8. Effective September 1, 2005 the following is a Rental of Facilities Fee Schedule for St. Thomas More School in Fairview:
- 8.1 Commercial Activity (Includes profit-motivated activities involving groups or organizations charging admission fee, not including weddings, or other private functions).
- |                        | <u>Gymnasium</u>  | <u>Classroom</u> |
|------------------------|-------------------|------------------|
| St. Thomas More School | \$165.00 per hour | \$65.00 per hour |
- 8.2 Adult Programming/Recreation (Includes all adult activities or recreational use).
- |                        | <u>Gymnasium</u> | <u>Classroom</u> |
|------------------------|------------------|------------------|
| St. Thomas More School | \$21.00 per hour | \$8.00 per hour  |
- 8.3 Youth Programming/Recreation (Includes Scouts, Guides, etc. and Catholic Parish groups).
- |                        | <u>Gymnasium</u>  | <u>Classroom</u> |
|------------------------|-------------------|------------------|
| St. Thomas More School | \$ 10.10 per hour | \$5.00 per hour  |

Reference: Section 60, School Act  
 Cross-Reference: Board Policy 2 – Role of the Board

## Administrative Procedure 541

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### BUILDINGS AND GROUNDS MAINTENANCE

#### Background

The District has a responsibility to protect the community's capital investment in school facilities by ensuring school buildings and grounds are adequately maintained; therefore, it is expected that all buildings and grounds will be well-maintained, kept in good repair, and look pleasing. The development of in-school policies and procedures to achieve this objective is encouraged.

#### Definitions

1. For the purpose of this section and associated appendices, the term "Head Caretaker" shall apply to all caretakers employed in a supervisory role to supervise other caretakers.
2. For the purpose of this section and associated appendices, the term "Caretaker" shall apply to all persons employed in a caretaking function for the District regardless of the terms of such employment or contract.

#### Procedures

1. School buildings and grounds will be maintained at a level consistent with provincial guidelines, code requirements and the District standards outlined in this Administrative Procedure.
2. District staff shall regularly evaluate the physical condition of its facilities and grounds and identify both deficiencies and desired enhancements.
3. Each year, as part of the operational planning and budgeting process, the District will prioritize facility and grounds maintenance projects and reflect these priorities in the recommended allocation of resources for budgeting purposes.
4. The Principal is responsible for ensuring that building deficiencies and desired enhancements are identified and communicated to the Associate Superintendent of Business Operations.
5. The Associate Superintendent of Business Operations, in consultation with the Principals and the Superintendent, is responsible for developing and implementing the District's buildings and grounds maintenance programs.
6. The school building and grounds maintenance program shall include.
  - 6.1 Minor maintenance and repairs that are conducted on an ongoing basis by maintenance and/or caretaker staff.
  - 6.2 Scheduled maintenance including such items as servicing air handling systems and furnaces, and playground lawn cutting.

- 6.3 Major scheduled maintenance activities such as painting, playground development, and renovations.
- 6.4 Building modernization projects funded under I.M.R such as roof replacements and responses to building code requirements.
- 7. The Head Caretaker (or Caretaker when there is only one in the school) shall be directly responsible to the Principal or designate, and shall:
  - 7.1 Supervise the work of any school caretaker staff.
  - 7.2 Ensure that the exterior grounds maintenance is completed on a regular basis.
  - 7.3 Ensure the security of buildings at all times.
  - 7.4 Assume responsibility for overseeing community use of the school by
    - 7.4.1 Ensuring sufficient caretaker staff are assigned during periods of community use;
    - 7.4.2 Completing of all necessary forms for community use.
  - 7.5 Check and ensure that all electrical, heating, plumbing, ventilation, fire alarms and security systems are in operating condition at all times;
  - 7.6 Complete and submit monthly maintenance check list to the CEC. A copy of this list must also be kept on file for inspection by fire inspectors and other authorized personnel;
  - 7.7 Arrange for temporary replacement of caretaker staff in accordance with District guidelines ensuring the necessary forms are completed

Reference: Section 60, School Act

## Administrative Procedure 542

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### CUSTODIAL/MAINTENANCE

#### Background

The property of the District should, at all times, present the appearance of being well cared for. The exterior of buildings should be maintained in good repair. Grounds should be well kept. The interior of buildings should be clear, orderly, attractively decorated, and free from obstructions and untidy accumulations.

It is expected that all school-based employees will contribute actively to a positive Catholic school atmosphere. It is also expected that a spirit of co-operation and mutual assistance will govern the relationship between the custodian and all other members of the school community. The development of in-school policies and procedures is encouraged which will foster this sense of community through frequent and open communication.

#### Definitions

1. For the purpose of this section and associated appendices, the term “Head Custodian” shall apply to all persons employed as a “supervising custodian” to oversee and supervise the work of custodial staff.
2. For the purpose of this section and associated administrative procedures, the term 'custodian' shall apply to all persons employed in a caretaking, custodial or janitorial function in the schools of the District irrespective of the terms of such employment or contract.

#### Procedures

##### Head Custodian

1. The Head Custodian shall be directly responsible to the School Principal and shall perform all the duties as outlined in the attached appendix. In addition, the Head Custodian shall have the following responsibilities.

Supervising the work of the school custodial staff

Ensuring the security of the school plant at all times

Assuming responsibility for overseeing the community use of the school by:

- Ensuring that sufficient custodial staff are assigned during periods of community use for supervisory purposes.
- Completing all necessary forms for community use.
  - Checking and ensuring that all electrical, heating, plumbing, ventilation and fire alarm
  - systems are in operating conditions at all times.

- Completing and submitting a monthly maintenance check list. A copy of this list must
- also be kept on file for inspection by fire inspectors and other authorized personnel.
- Arranging for temporary replacement of custodial staff in accordance with District
- guidelines ensuring the necessary forms as completed.
- Ensuring the exterior grounds maintenance is completed on a regular basis.

### Custodian

1. The Custodian is directly responsible to the Principal through the Head Custodian. In the normal course of his duties the custodian shall accept all directions and carry out all reasonable requests of the Principal. Such requests may include minor repairs not inconsistent with caretaking duties.

#### General Instructions

- 1.1 The Custodian shall present himself for duty in a manner appropriate to the presence of children.
- 1.2 Policies with respect to access to any portion of the school building shall be established under the direction of the Principal.
- 1.3 The Custodian shall not interfere in any way with the daily routine of instruction.
- 1.4 Custodians shall provide to the school office and to the Catholic Education Centre, a telephone number at which he can be contacted in case of emergency.
- 1.5 The Custodian shall endeavour to use materials and practices which will contribute to the conservation of energy in the building.

#### 2. Time

- 2.1 The Custodian shall have the school ready for occupancy at least one-half hour before commencement of classes on any day during which the school is in operation.
- 2.2 Custodial work shall not interfere with classroom instruction. All work during regular class hours shall be outside of classroom areas.
- 2.3 Morning door opening time shall be determined by school policy.

#### 3. Daily Routine

- 3.1 All floors in regular use, including the gym and/or auditorium shall be swept/vacuumed daily.
- 3.2 Washroom floors and fixtures shall be cleaned at least daily, more often if necessary. It is essential that washrooms be kept in a sanitary condition at all times.
- 3.3 All whiteboard brushes and chalk-rails should be cleaned daily.
- 3.4 All garbage should be collected, placed in plastic bags and disposed of on a daily basis.

- 3.5 A security check of the entire school shall be carried out immediately prior to departure at night. This check should also be carried out on a daily basis during weekend and holiday period.
- 3.6 All dispensing machines and containers holding toilet supplies (paper, soap and towels), shall be replenished daily.

#### 4. Periodic Routine

- 4.1 All floors shall be wet-mopped weekly and more often, as necessary. All tile floors shall be stripped and waxed as required to maintain a high-shine finish and prevent wear to the floor.
- 4.2 Entries and mudrooms shall be washed and cleaned often enough to keep them free of mud, snow and other debris (at least once daily).
- 4.3 It is expected that all parts of the interior of the school will be kept in a clean and sanitary condition. This is interpreted to include walls, doors, frames, shelves, interior glass, etc.
- 4.4 Desks shall be washed as required and thoroughly cleaned annually.
- 4.5 Computer stations and monitors shall be wiped on a weekly basis while shut down.
- 4.6 Light fixtures shall be dusted regularly and lenses shall be washed annually or more often if necessary.
- 4.7 Windows shall be washed twice annually, or more often, if necessary inside and outside. Interior glass shall be cleaned daily.
- 4.8 Home Economics rooms, Industrial Arts shops should and should be cleaned weekly, or more often, if necessary.
- 4.9 Storage and furnace rooms shall be kept free of litter and obstruction. Storage of items of any kind in furnace room is absolutely prohibited.

#### 5. Public Use of the School

- 5.1 In matters concerning public use of the school, the Custodian shall act under the direction of the Principal through the Head Custodian.
- 5.2 The Custodian is responsible for the supervision and security of the building and its contents during any or all periods of use by outside agencies. This responsibility extends to the provision of access to the required portions of the building and whatever cleanup is required after use. The custodian may be required for cleanup duties necessitated by extra curricular activities involving school personnel.
- 5.3 Cleanup time shall not exceed two hours.
- 5.4 Forms for actual supervision of all functions, including cleanup records shall be completed, signed by the Principal and forwarded to the Associate Superintendent of Business Operations. Supervision of regular users should be reported monthly. Occasional or onetime functions should be reported immediately following the function.

- 5.5 Rates for supervision and cleanup will be those established by agreement or contract. No additional allowance will be paid for setting up and/or removing chairs, tables, etc.

## 6. Maintenance and Repair

- 6.1 Items of minor maintenance and repair of a preventive and regular nature are the responsibility of the custodian. For a list of these items refer to Section 3 "Other".

## 7. Exterior Maintenance

The District expects that school grounds be maintained in a pleasing and attractive manner at all times.

- 7.1 Grass should be mowed and watered weekly. Shrubs, trees, and flower beds shall be maintained as required. Such maintenance to include:
- ◆ Regular watering
  - ◆ Weeding of flower beds
  - ◆ Inspecting and reporting of damage or infestations.
- 7.2 Walks and sidewalks should be kept free of ice and snow. The immediate school and playground areas shall be maintained in a clean and tidy condition and free of accumulated litter.
- 7.3 Playground equipment and fences shall be checked regularly and kept in a safe and secure condition.

## Other

### 1. Replace:

- ◆ Burned out light bulbs
- ◆ Coat hooks
- ◆ Furnace filters
- ◆ Chair/desk glides
- ◆ Handles, hooks and fasteners to school furniture and equipment
- ◆ Ceiling tiles

### 2. Repair

- ◆ Playground equipment
- ◆ Doors, locks, hinges
- ◆ Minor locker repair
- ◆ Securing loose fixtures and fittings
- ◆ Maintain custodial equipment; i.e., replace hose, bags, and parts as required
- ◆ Boot racks

- ♦ Securing loose trim
3. Miscellaneous
- ♦ Unplug toilets

Note: This list is not exclusive. Other similar work may be required by the Principal in consultation with the Associate Superintendent of Business Operations.

Reference: Section 60, School Act

**Administrative Procedure 543**

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**SCHOOL KEYS****Background**

School security is needed to prevent vandalism and theft. For that reason, the following procedures shall apply with regard to school keys:

**Procedures**

1. The Principal is responsible for the distribution and collection of all keys within the school.
2. Entrance keys shall not be marked in any way that may identify the school.
3. Master keys will be available only to the Principal, Vice-Principal, School Secretary, Caretaker, and maintenance personnel. One copy of master keys for each school will be kept at the Catholic Education Centre.
4. Entrance Keys may be given to such other persons, as authorized by the Superintendent, after the Principal has been notified.
5. The Supervisor of Maintenance is responsible for developing a standard Key Schedule for all schools in the district.

Reference: Section 60, School Act

## Administrative Procedure 544

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### LOSS OF SCHOOL PROPERTY OR VANDALISM

#### Background

The use of preventative measures to avoid loss of school property or vandalism is encouraged; however, restitution will be sought for any reported cases of damage to school property or others' property while at school.

For the purposes of this administrative procedure, vandalism is defined as “the wilful destruction of school property and others' property while at school”.

#### Procedures

1. Students, who damage or lose school property whether wilfully or through neglect, will be required to make restitution.
2. In the event of loss of school property or vandalism, the Principal shall deal with the case. Restitution shall be sought from students or their parents, or guardians.
3. Settlement shall be based on the cost of repair or replacement without deduction for depreciation. Liability shall not exceed the actual expenditure for repairs or replacement.

Reference: Section 12, 45, School Act

## Administrative Procedure 550

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# WHMIS (WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS)

## Background

Workplace Hazardous Materials Information System (WHMIS) is national legislation mandating that employers inform employees about hazardous substances in the workplace. Grande Prairie RCSSD No. 28, as an employer, is responsible for safety and notice as soon as a controlled substance enters its facilities. The District must ensure that staff and students who work with, or close to, a controlled product are immediately warned about the possible harmful effects, where they might access more comprehensive safety information such as Material Safety Data Sheets (MSDS's), and are trained in the safe handling procedures that apply to that product.

## Guidelines

1. Workplace Hazardous Materials Information System (WHMIS) legislation requires:
  - 1.1 Identification of hazardous products;
  - 1.2 Availability of pertinent information using Material Safety Data Sheets (MSDS) to record the information; and
  - 1.3 Provision of training to staff in the use, handling and transportation of hazardous materials.

## Procedures

1. Principals, Supervisors, and Custodians shall:
  - 1.1 Be familiar with WHMIS;
  - 1.2 Ensure that the school's (or department's) copy of the yellow WHMIS binder is kept current, in accordance with the WHMIS policy;
    - 1.2.1 Review WHMIS requirements with their staff each September.
    - 1.2.2 Insure that yearly inventories of chemicals are conducted.
    - 1.2.3 Insure that MSDS (Material Safety Data Sheets) are current.
2. Principals and/or Supervisors with questions regarding WHMIS shall contact the Supervisor of Maintenance. Other District staff with questions regarding WHMIS shall contact their Principal or supervisor.
3. It will be the responsibility of the Associate Superintendent of Business Operations to:
  - 3.1 Develop a program of Worker Education for District staff regarding WHMIS.
  - 3.2 Arrange for implementation of WHMIS programs.

- 3.3 Keep all Principals and Supervisors updated with materials to keep WHMIS current.
4. When required, a committee shall be established for Transportation and Handling of Dangerous Goods (T.A.H.D.G.)
  - 4.1 Membership
    - 4.1.1 Associate Superintendent of Business Operations
    - 4.1.2 School-Based Administrator
    - 4.1.3 Supervisor of Maintenance
  - 4.2 This committee will be responsible for all aspects pertaining to the handling and transportation of dangerous goods, including:
    - 4.2.1 Recommending plans and procedures.
    - 4.2.2 Keeping Principals and Supervisors updated with current information.
    - 4.2.3 Setting up a system to train, evaluate, and certify employees as necessary.
    - 4.2.4 Setting up a system for monitoring.
    - 4.2.5 Developing, maintaining and circulating a list of dangerous goods.
    - 4.2.6 Coordinating all aspects of the program.
    - 4.2.7 Assigning personnel to administer the program.
    - 4.2.8 WHMIS.
5. Training and Certifying:
 

Certification in the Handling and Transportation of Dangerous Goods shall be a condition of employment for:

  - 5.1 Supervisor of Maintenance.
  - 5.2 A senior administrator designated by the Superintendent.
  - 5.3 Others as designated by the T.A.H.D.G. Committee.
6. Only certified personnel will handle or transport goods identified as dangerous goods, under specific procedures developed by the T.A.H.D.G. Committee.
7. Dangerous goods not properly labelled or documented will not be handled or transported.

Reference: Section 45, 60, School Act  
 Chemical Hazards Regulations (1988)  
 Controlled Products Regulations (1988)  
 Hazardous Materials Review Regulations (1988)  
 Hazardous Products Act (1988)  
 WHMIS  
 Occupational Health and Safety Act (Amended 1988)

## Administrative Procedure 560

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# INJURY INSURANCE

### Background

The District shall keep in force a policy of insurance for the purpose of indemnifying the District and its employees in respect of claims for damages for death or personal injury.

### Guidelines

#### 1. Liability Insurance

Coverage is extended to include additional insurers, while acting within the scope of their duties such as:

- 1.1 Any member or officer of the Board of Trustees;
- 1.2 All employees of the District;
- 1.3 All contract bus drivers; and
- 1.4 Parents or volunteers transporting students on school-sponsored activities provided they are not receiving compensation for such service, and provided the accident is not caused by the gross negligence or wilful and wanton misconduct of the owner or operator of the vehicle.

#### 2. Injury Insurance

Coverage is provided for incidents involving students regardless of negligence on the part of the District or staff. Insurance is in effect for any injury sustained while:

- 2.1 In or on school buildings or premises at which the insured is required to be therein or thereon by reason of attendance at such school on any regular school day;
- 2.2 In attendance at or participating in a regularly scheduled school-sponsored activity supervised by the proper authority of such school; and/or
- 2.3 Travelling directly to or participating in a regularly scheduled school-sponsored activity supervised by the proper authority of such school;
- 2.4 Travelling directly to or from the insured's residence and such school for the purpose of attending or participating in any school-sponsored activity.

### Procedures

#### 1. Claims Procedure

- 1.1 Claim forms are available from the Principal upon request.
- 1.2 Treatment or services of a medical practitioner, dentist, ambulance or hospital, etc., must be obtained within 30 days of the date of the injury.

1.3 Claim forms must be filed by the parent or guardian with the Company within 90 days of the date of the injury.

2. Reporting of Accidents

Teachers are required to report all injury to the Principal. The teacher(s) involved shall complete two copies of the Injury Report Form, one copy to be filed with the Associate Superintendent of Business Operations and one copy to be retained by the Principal.

3. Insurance Register

The Associate Superintendent of Business Operations shall maintain an Insurance Register, including a copy of each policy in force.

Reference: Section 60, School Act