

MEDICINE HAT SCHOOL DISTRICT NO. 76**ADMINISTRATIVE PROCEDURES**

TITLE: Allocation of Instructional Block Resources and Respective Responsibilities	POLICY REFERENCE: 411 Site-Based Instructional Budgets
PROCEDURE CODE: 411 P 001	EXHIBITS:

PROCEDURE:**ALLOCATION OF INSTRUCTIONAL BLOCK RESOURCES AND RESPECTIVE RESPONSIBILITIES**

The Province provides funding to the District in the “Instructional Block” to provide educational services both directly to the classroom and to the support services in and around the classroom. This procedure and the subsequent procedures included under policy 411 have been established to provide guidance to the District and its staff on the allocation and management of those resources.

A. INSTRUCTIONAL BLOCK – MANAGED CENTRALLY**1) Centralized Instructional Services**

The District, in consultation with administrators, will allocate resources from the Instructional Block to provide programs and/or services that are managed centrally based on needs identified needs within the system.

Funds set aside at the District level may include, but are not limited to, such things as follows:

- i) Substitute teacher costs
- ii) District directed professional development
- iii) Credit Enrolment Unit (CEU) revenue sharing
- iv) Student Services
- v) Psychological Services
- vi) Primary Services
- vii) Programs & Instruction Services
- viii) Curriculum Development Services
- ix) ~~Learning Coaches~~ **Optimal Learning Consultants**
- x) ~~English as a Second Language support~~ **English Language Learner support**
- xi) First Nations, Metis, and Inuit Education Program
- xii) Alternative and Outreach Programs
- xiii) Outdoor Education support
- xiv) School Resource Officers
- xv) Technology Services
- xvi) Print Centre Services
- xvii) Equipment Replacements
- xvii) Band Instruments
- ~~xix) Library Automation~~

2) Envelope Funding

The District will allocate resources towards envelope funded programs, such as the Program Unit Funding (PUF) Program. The District will make every attempt to not allocate resources that exceed the total funding collected.

B. INSTRUCTION BLOCK – ~~MANAGED DECENTRALLY~~ (SITE-BASED)

1) Goals, objectives, and expected outcomes

Principals will take responsibility to utilize the resources allocated to the school to ensure the needs of students are met.

2) Types of school-level decisions

Subject to Board Policy and the collective agreements, the principal will make the following types of decisions at the school level:

- a) placement of individual students in appropriate learning circumstances/ settings,
- b) instructional duties of certificated staff members,
- c) specific duties of instructional support staff members, and
- d) allocation of financial resources designated for school use.

3) Responsibility of the principal

Principals will ensure that monies allocated to the school for textbook and basic learning resources are used for those purposes.

C. PROCEDURES FOR ALLOCATION OF RESOURCES TO SCHOOLS

1) Student numbers used for allocations

In the following procedures and exhibits of Policy 411 the Instructional site-based allocations will use the following student enrolment numbers for the respective grade levels:

- a) **Kindergarten to Grade 9** - the **March 1st profile** of student enrolment. Enrolment trends will be considered from March through to budget adoption. Based on the enrolment of the current year the profile may be adjusted **only** should there be an **significant** increase or decrease in student enrolment on an individual school basis.
- b) **Grades 10 to 12** - shall be based on each full-time equivalent (F.T.E.) high school student earning 35 CEU's (Credit Enrolment Units) per full-time eligible student for courses taken and reported to Alberta Education.

**Revised:
March 17, 2015**