

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 400 – Business Administration

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

<i>PROCEDURE CODE:</i>	<i>406 AP 001</i>
Policy Reference: 406 – Site-Based Instructional Budgets	Exhibits: 406 E 001 – Site-Based Instructional Budgets

PROCEDURE

The Province provides funding to the Division 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 406 – Site-Based Instructional Budgets have been established to provide guidance to the Division and its staff on the allocation and management of those resources.

INSTRUCTIONAL BLOCK – MANAGED CENTRALLY

1. Centralized Instructional Services:

The Division, 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 Division level may include, but are not limited to, such things as follows:

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| 1. Substitute Teacher Costs | 2. Psychological Services |
| 3. Division directed professional development | 4. Student Services |
| 5. Programs & Instruction services | 6. Primary services |
| 7. Optimal Learning Consultants | 8. Curriculum development services |
| 9. First Nations, Metis, and Inuit Education Program | 10. English Language Learner Support |
| 11. Alternative and Outreach Programs | 12. Technology Services |
| 13. School Resource Officers | 14. Equipment Replacements |
| 15. Print Centre Services | 16. Band Instruments |

2. Envelope Funding

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

INSTRUCTION BLOCK – (SITE-BASED)

1. Goals, objectives, and expected outcomes

- 1.1. 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

- 2.1. Subject to Board Policy and the collective agreements, the principal will make the following types of decisions at the school level:
 - 2.1.1. placement of individual students in appropriate learning circumstances/ settings,
 - 2.1.2. instructional duties of certificated staff members,
 - 2.1.3. specific duties of instructional support staff members, and
 - 2.1.4. allocation of financial resources designated for school use.

3. Responsibility of the principal

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

PROCEDURES FOR ALLOCATION OF RESOURCES TO SCHOOLS

1. Student Numbers Used for Allocation

- 1.1. In the following procedures and exhibits of Policy 406 – Site-Based Instructional Budgets the Instructional site-based allocations will use the following student enrolment numbers for the respective grade levels:
- 1.2. Kindergarten to Grade 12 - 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 should there be an increase or decrease in student enrolment on an individual school basis.

Approved: September 7, 2004

Revised: May 11, 2020

