

SUPPLEMENTARY FUNDING POLICY

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1.0 GENERAL PRINCIPLES

- 1.1 The Board acknowledges the responsibility of the Department of Education to provide educational funding for students from Grade Primary through Grade 12.
- 1.2 Allocations from the supplementary fund (the Fund) will be made for the purpose of augmenting and enhancing programs and services and for providing students with improved opportunities for learning.
- 1.3 The Board is committed to equity for all students across the region and for equitable access to the resources provided through the existence of supplementary funds.
- 1.4 Allocations will be made acknowledging that equitable access may not necessarily result in absolute equal distribution of available supplementary funds to every student within the Board.
- 1.5 It will be assumed, unless otherwise determined, that the policy of the Board will apply separately to the areas of the former cities of Halifax, Dartmouth and Halifax County-Bedford as required under the terms of the Municipal Government Act.
- 1.6 It is acknowledged that the goal of equity is limited due to restrictions of access set out in Section 530 of the Municipal Government Act.

- 1.7 It is acknowledged that some anomalies exist with current funding arrangements by virtue of historical precedents and/or the amalgamation of Boards. To the extent possible and practical outstanding anomalies will be identified and resolved to comply with the Supplementary Funding Policy.

2.0 MUNICIPAL GOVERNMENT ACT

- 2.1 Section 530 of the Municipal Government Act provides that,

(1) The council of the Halifax Regional Municipality shall provide to the Halifax Regional School Board at least the amount of additional funding that was provided to the Halifax District School Board in the fiscal year beginning April 1, 1995, to be used solely for the benefit of the area that was formerly the City of Halifax.

(2) The guaranteed amount payable pursuant to subsection (1) shall be recovered by area rate levied on the assessed value of the taxable property and business occupancy assessments in the area that was formerly the City of Halifax.

- 2.2 Subsections (3) and (4) provides the same guarantee to the area that was formerly the City of Dartmouth.

- 2.3 Subsection (5) and (6) of the Municipal Government Act provides that,

(5) Subject to subsection (6), the amounts guaranteed pursuant to subsections (1) and (3) may not be decreased by more than ten per cent of the amounts specified in subsections (1) and (3), respectively, in any year, beginning in the fiscal year commencing April 1, 1996.

(6) The council of the Halifax Regional Municipality and the Halifax Regional School Board may agree to reduce the amount of the guarantees at a faster rate than is permitted pursuant to subsection (5).

(7) Funding provided pursuant to this Section is in addition to funding provided pursuant to the Education Act.

3.0 FUNDING PRINCIPLES

- 3.1 The Halifax Regional School Board is committed to the retention of supplementary funding at a level equal to or greater than the present allocation from the Halifax Regional Municipality.

- 3.2 In the absence of taxing authority to raise supplementary funding equal to or greater than the current level for supplementary funding, the Halifax Regional School Board acknowledges the responsibility of the Halifax Regional Municipality to allocate funds to the Board for the purposes of augmenting and enhancing educational opportunities for students.

4.0 EQUITY

- 4.1 While acknowledging the restrictions currently in force under the Municipal Government Act, the Halifax Regional School Board is committed to equity of opportunity for all students within the jurisdiction of the Board and will endeavour to ensure that resources are allocated to areas, families of schools, schools and students on an equitable basis as legislation allows.

5.0 TRANSITION

- 5.1 The goal of the transition will be to achieve equity across the Halifax Regional Municipality while preserving important programs within the former regions that have garnered broad public support and are highly valued by students.
- 5.2 It is acknowledged that any transition from the present provision of supplementary funding to the former cities of Halifax and Dartmouth may require a reasonable period of time for implementation.

6.0 BUDGET

- 6.1 The supplementary fund budget will be approved by the Board on an annual basis, separate and distinct from the regular budget of the Board.
- 6.2 Individual supplementary fund budgets will be prepared to reflect the different levels of funding within the jurisdiction of the HRM where such differences exist.
- 6.3 Unless otherwise permitted through changes to existing legislation, funds raised within the regions of former Halifax, Dartmouth and Halifax County-Bedford will be fully expended for the benefit of those regions.
- 6.4 The Board will approve the enhanced programs and services provided through supplementary funding and the budget allocations to be provided.
- 6.5 The Board will approve a per pupil allocation from a portion of the supplementary funds for programs and services for administration by the Principals of the Family of Schools in consultation with the School Advisory

Councils from the Family of Schools.

- 6.6 An annual report to the public will be prepared outlining the programs, services and enhancements that have been provided to students.

7.0 ACCOUNTABILITY

- 7.1 Regular financial reports on the expenditures from the supplementary fund will be provided to the Board through the Audit & Finance Committee or Committee of the Whole Board.
- 7.2 In addition to an annual audited financial statement, an annual general report to HRM Council and the public will be prepared and distributed.
- 7.3 A portion of the supplementary fund, not to exceed 2%, will be used to support the costs of accurate record keeping, completion of an annual audit and appropriate supervision and management of the allocated dollars.

8.0 ENHANCED AND AUGMENTED PROGRAMS

- 8.1 Expenditures will not be made from the supplementary fund budgets for support of operational requirements related to building, custodial or maintenance costs.
- 8.2 Expenditures may provide additional staffing, materials and supplies as determined by the principals in consultation with their respective School Advisory Councils and for implementation of the school improvement plan. (Refer to Section 1.2)
- 8.3 Expenditures may provide for support of the Student Success Initiative, as developed and revised from time to time.

9.0 LIMITED ALLOCATIONS

- 9.1 An appropriate budget may be approved annually for substitute teacher and support staff replacement costs where the replacement is for a program that is provided through supplementary funding.

10.0 EXEMPLARY PRACTICE SUPPORT FUND

- 10.1 A maximum of 2% of the supplementary fund will be provided to the Exemplary Practice Support Fund (the Exemplary Fund).

- 10.2 The Exemplary Fund exists to encourage and promote excellence in the system by providing resources to support the implementation of innovations throughout the Board.
- 10.3 Allocations from the Exemplary Fund will be determined by a Family of Schools Committee composed of at least the Board Member, principals and School Advisory Councils (SACs) within the Board Members' district or Family of Schools, on application, for the following purposes:
- 10.3.1 To support SAC projects such as, but not limited to, grounds improvement, information technology and/or equipment and materials.
- 10.3.2 To provide funds to teachers and support staff to enhance and develop extraordinary and/or exemplary practices, services and programs within the school.

11.0 FAMILY OF SCHOOLS DISCRETIONARY FUND

- 11.1 A maximum of 1% of the supplementary fund will be provided for the Family of Schools Discretionary Fund (the Discretionary Fund).
- 11.2 The purpose of the Discretionary Fund will be to provide funds to the Families of Schools, for administration by the Principals, to support worthy projects within the Family. (Refer to Section 1.2)
- 11.3 This funding may be used to pay for additional staffing, programs and services for the benefit of all schools within the Family unit.

12.0 AUTHORIZATION

- 12.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

SUPPLEMENTARY FUNDING PROCEDURES

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1.0 GENERAL PRINCIPLES

- 1.1 Prior to the commencement of the budget process a list will be prepared by the Coordinator, School Administration and the Financial Services Department of all system-based and site-based programs with the previous years allocation for each.
- 1.2 Prior to the tabling of the supplementary fund draft expenditure budget, the Board will be asked to establish an approved list of system-based and site-based programs.

2.0 BUDGET PREPARATION

- 2.1 Prior to the submission of the draft supplementary fund budget to the Board, input and advice will be sought from the school principals.
- 2.2 Subsequent to the opportunity for input by principals, the draft supplementary fund budget will be reviewed by School Advisory Councils (SAC).
- 2.3 Consistent with the budget review process approved by the Board on an annual basis, Board Members will be requested to provide input and suggestions for the preparation of the draft supplementary fund budget based on community consultation and SAC discussions.

3.0 EXEMPLARY PRACTICE SUPPORT FUND

- 3.1 Unless otherwise directed by the Board, a maximum of 2% of the total available supplementary fund will be used for the purposes of supporting the Exemplary Practice Support Fund.
- 3.2 The total available Exemplary Practice Support Fund will be allocated to the Families of Schools on a per pupil basis with notice given to the principal for each school in the Family and the Board Member(s) for the Family of Schools.
- 3.3 The principals will facilitate the establishment of an Exemplary Practice Support Fund Committee composed of the local Board Member(s), the principals of the schools and the Chairs of the School Advisory Councils within the Family. The local HRM Councilor will be invited to participate.
- 3.4 Each year the Exemplary Practice Support Fund Committee will call for proposals from the schools within the Family of Schools. The call for proposals will outline the purpose of the fund, the priorities for approval in a given year and the range of the awards that will be considered.
- 3.5 School Administration will provide appropriate advice, forms and materials to the Exemplary Practice Support Fund Committees to facilitate the work of the committees.
- 3.6 The purpose of the fund will be to support SAC projects such as, but not limited to, grounds improvement, information technology and/or equipment and materials, and to provide funds to teachers and support staff to enhance and develop extraordinary and/or exemplary practices, services and programs within the school.
- 3.7 Notwithstanding the requirement to comply with the conditions as set out in the Supplementary Fund Policy, implementation of the Exemplary Practice Support Fund will consider reference to any policy or policies on Exemplary and Innovative Practice that may be approved by the Board from time to time.
- 3.8 Accounting supervision of all Exemplary Funds will be provided by the Financial Services Department of the Board.

4.0 FAMILY OF SCHOOLS DISCRETIONARY FUND

- 4.1 Unless otherwise directed by the Board, 1% of the total available supplementary fund will be used for the purposes of supporting the Family of Schools Discretionary Fund.

- 4.2 The total available Family of Schools Discretionary Fund will be allocated to the Families of Schools on a per capita basis with notice given to the principals in each school within the Family.
- 4.3 The principals will facilitate the allocation of the Family of Schools Discretionary Fund to schools within the Family.
- 4.4 Accounting supervision of all Discretionary Funds will be provided by the Financial Services Department of the Board.

5.0 STUDENT SUCCESS INITIATIVE

- 5.1 To the extent possible and practical, the Board will be encouraged, on an annual basis, to allocate up to 10% of the supplementary fund for support of the Student Success Initiative.
- 5.2 On annual basis, the staff coordinating the delivery of the Student Success Initiative will report through Senior Staff to the Board on the program aspects of the initiative and the impact on students.
- 5.3 The goal of the Student Success Initiative is to provide program enhancements that will support the achievement of student success at all levels; primary, elementary, junior high and high school.

6.0 PER PUPIL FUNDING FOR SCHOOLS

- 6.1 Following determination of the allocation to Families of Schools from the supplementary fund for the purposes of supplies and materials and school projects, individual schools will receive an additional allocation based on an equal, per student amount.
- 6.2 Annually, in March, each principal will provide a detailed report to Financial Services outlining expenditures for supplies and materials and expenditures for school projects including items used to support the implementation of the school improvement plan.

7.0 ACCOUNTABILITY

- 7.1 Unless otherwise directed by the Board, a maximum of 2% of the total available supplementary fund will be used for the purposes of ensuring accurate record keeping, completion of an annual audit, preparation of an

annual report to the public and for appropriate supervision and management of supplementary funds.

- 7.2 Provisions set out in Section 530 of the Municipal Government Act will prevail for all allocations from supplementary funds.

8.0 ANNUAL REPORT

- 8.1 An annual report to the Board, HRM Council and the public will provide a detailed outline of expenditures, school by school, and a listing of all site-based and system-based programs.
- 8.2 The annual report will provide details on the staffing provided, with an indication of the impact on student learning and success.

UNDER REVIEW