

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 523 – Special School Projects</b>	
Related LCSDF AP's	AP 111 – School Community Councils AP 520 – Financial Accountability for School Generated Funds AP 522 – Charitable Donations to Schools AP 525 – Sponsorships	
Form(s)		
References:	The Education Act, 1995 sections 85, 87, 140.5, 175	
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## Background

The School Division recognizes that parents and communities may choose to support their schools with special school projects to enhance the learning environment.

## Procedures

1. The Chief Financial Officer will approve all “special school project” concept plans before final approval of the project.
  - 1.1. The concept plan shall include:
    - 1.1.1. An overview of the purpose, need, impact, utility for the special school project;
    - 1.1.2. Cost projections, financing plan, timelines, school division resources; and,
    - 1.1.3. Identified future responsibilities for the school requiring personnel or financial commitments (e.g. maintenance, upkeep)
  - 1.2. Following approval of the concept plan, the School Community Councils will prepare a project plan including:
    - 1.2.1. All formalized supporting documentation (eg. Construction drawings, price quotes, detailed finance plan).
    - 1.2.2. Complete description of all school division financial and personnel resources.
  - 1.3. The Chief Financial Officer shall provide final approval of the plan identified in 1.2.
2. The special school project provides an opportunity for the School Community Councils to enhance the school and learning environment that compliment school division capital and government funding. These projects are exemplified by:
  - 2.1. School yard improvement projects such as playground equipment, shade structures, gardens, outdoor classroom, skating rink
  - 2.2. School grounds aesthetics such as flower beds, hard surface patios, pergolas, sitting benches/furniture.
  - 2.3. Upgrades to sporting facilities such as running tracks, installation of artificial turf, scoreboards, and field equipment.

3. Financial Management and Reporting:
  - 3.1. All special project funding will be reported in a separate, school-based account from project initiation to completion.
  - 3.2. The special school project plan may accommodate a multiyear timeline.
  - 3.3. All financial alterations and adjustments to the special project plan require Chief Financial Officer approval.
  - 3.4. In the event a special project is terminated before any expenditures; any money raised for the special project need to consider:
    - 3.4.1. The donor of a restricted donation for the identified donation needs to be consulted with consideration for returning the donation.
    - 3.4.2. Money raised for a terminated special project is required to remain in the special project account until a new project is identified.
  - 3.5. All procedures for fundraising, donations and sponsorship monies raised within the School Community Councils for the purposes of special school projects shall adhere to all school division financial Administrative Procedures.