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Process for School-Based Sustainable Development or General Projects/Grants

There may be times when a school is interested in pursuing a project/initiative or a grant application that will enhance the school or school grounds. In order for the school to move forward with such a project, the school-based administrator must follow a process, one that ensures the project is aligned with the Division's strategic plan and clearly outlines the responsibilities of those involved. Following this process will help the Division determine the viability of such a project.

Responsibilities

When undertaking ESD projects, grants, other initiatives, the following will be considered:

1. The Division will comply with applicable legislative requirements, including federal/provincial statutes, regulations, guidelines, The Division's Strategic Plan and other applicable standards.
2. The Superintendent or designate is responsible for ensuring the implementation and communication of such initiatives follows board policy.
3. All projects/grants being considered at the school/division level must be reviewed and approved by senior administration prior to any implementation.
4. Once approved at the Division level, the principal of the school will monitor the project to ensure it meets the aforementioned requirements.

Process

1. All projects/grants being considered at the school level MUST receive initial approval of the Principal/Administrator of the school. This initial approval would apply to all staff, parent council or community members.
2. The school-based administrator would be responsible for determining scope, sequence, costs and partner involvement in any such initiative. If the school-based administrator determines there is merit to the project, his or her role would be to ask for a formal submission from the individual or group.

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3. The school-based administrator, to ensure that the project is in compliance with all legislative, Division policies and requirements, would then vet any formal proposal. This would involve checking policy and consulting with the Manager of Facilities and Maintenance and the Workplace, Safety and Health Officer to determine the viability of the project. It is important to note that parent councils are not to fund purely maintenance projects.
4. The school-based administrator would then submit the proposal to senior administration for review. It would be determined at this level as to whether the project could be submitted and implemented for the current school year or considered for future budget consideration.
5. Where there is a significant change to the building or school grounds, which would impact the local community, communication with the community would be critical prior to any such project to move forward.
6. Once the above steps have been addressed to the standards of the Division, the project can move forward at the school level.
7. Frequent monitoring of the project or initiative by the school-based administrator is expected to ensure that the integrity of the initial plan is maintained. Should the project experience a significant change to the approved version of the project the school-based administrator would be responsible for ensuring the Division is informed in a timely manner. This might mean a halt in the process.
8. The school-based administrator, once the project is completed, will inform the Division and, if appropriate, provide communication about the completed project to the Board and community.

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