

*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

### **POLICY 406: SITE-BASED INSTRUCTIONAL BUDGETS**

#### **BACKGROUND**

The Instructional Block of funds allocated to school boards for instruction purposes provides funding for program expenditures and includes the investment in school administration, teachers, instructional support staff, learning resources, supplies, equipment, and furnishings used in the instructional program.

The Instructional Block allows schools collectively to allocate site-moneys for centralized services.

#### **POLICY**

The Board allocates Instructional Block resources to schools for the purpose of achieving provincial and Medicine Hat Public School Division (MHPSD) desired instructional student achievement and performance results.

Each school shall decide how to utilize the allocated resources to best meet the needs of students.

#### **GUIDELINES**

1. School councils shall be consulted in the budget process as per Alberta regulations.
2. School allocations shall be prepared through consultation with staff based committees, such as the School Administrators Committee and the Coordinating Committee.
3. All schools and sites shall present a balanced budget and are expected to manage within that budget.
4. Schools or sites will be able to re-allocate human resources subject to approval of the superintendent or designate.
5. It is recognized that sufficient personnel are required to carry out instructional MHPSD programs and MHPSD policies. The Superintendent or designate may exercise discretion in the assignment of personnel within budget allocations.

ADMINISTRATIVE PROCEDURES

[406 P 001 – Allocation of Instructional Block Resources and Respective Responsibilities](#)

[406 P 002 – Site Based Staffing Allocations](#)

[406 P 003 – Inclusive Education Allocation](#)

[406 P 004 – Site Based Budget Allocations](#)

ADMINISTRATIVE PROCEDURES – EXHIBITS

[406 E 001 – Site-Based Budgets \(i.e. Mini Budget Rates\)](#)

[406 E 002 – Instrument User Fee Rental Rates](#)

**Approved:** September 7, 2004

**Revised:** October 24, 2017

