

Budget Guidelines **2023-2024**

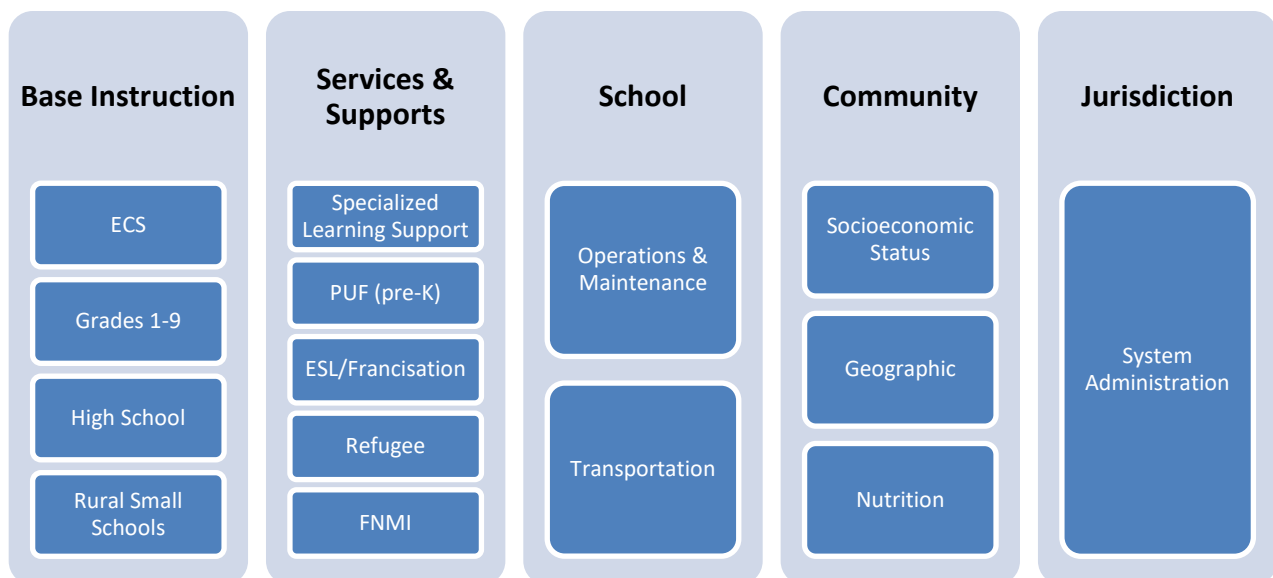
Philosophy of Budgeting Process for BTPS

BTPS is a school system not a system of schools. Therefore, allocation of available dollars will be made for the betterment of all students. No school is seen to be advantaging other schools in the jurisdiction. The purpose of this process is to be predictable, open, and transparent with regard to the dollars received and dollars allocated. The system needs to be able to secure funds to conduct day-to-day operations and to meet our financial obligations both on a day to day and long term basis.

Revenue Allocation Model

Buffalo Trail Public Schools receives almost all of their revenue from Alberta Education. The funding model introduced for the beginning of the 2020-2021 school year was significantly different from the previous model. There are far fewer designated allocations and the number of different grants are far fewer. This provides flexibility in terms of the allocation model used to distribute funds. The new funding model will simplify the allocation process and allow schools and departments to distribute lost revenue using a weighted moving average. Funds for the upcoming school year will be determined at the time of budget allocation and adjustments after the September 30th count will impact the WMA for the upcoming school year. This concept has been used as a basis for the allocation of instructional dollars.

Grants Received for Budgeting Purposes:



Allocations of Instructional Dollars:

Funding Allocations are based on projected operational funding, the new funding framework, as of February 2020.

Weighted Moving Average (WMA) allocations for schools are based on 3 years;

20% Prior Year
30% Current Year
50% Projected Next Year

WMA's are then in place after the government announces the budget for the upcoming school year.

For 2022-2023, each school is moved towards the group rates within the categories for school funding.

Funding provided by Alberta Education equals 96.5% of actual costs expended by schools.

Schools with similar per student costs are grouped into a cost per student grid.

WMA Allocation Model



Other Allocations:

1. Outreach Schools

- 1.1. As per Alberta Education regulations, Outreach Schools will be allocated any enveloped funds identified specifically for Outreach Programs.
- 1.2 Where the school is exclusively operated by BTPS, funding will be reviewed annually (in April) to determine viability and supplement revenue as required.
- 1.3 Funding includes all students who are enrolled in Vermilion Outreach School as their priority school.

- 1.4 Schools may give permission for their students to access programming through the Outreach School when it is determined by the school that it is in the best interests of the student.
- 1.5 If a student wishes to access programming through the Outreach School without the permission of their priority school principal, parents/guardians or independent students will be responsible to pay a fee of \$50 per credit.

2. Student Fees

- 2.1 Consistent with BTPS Policy 201, the Education Act and Regulations requiring a fee structure will be approved by the Board on an annual basis.
- 2.2 Buffalo Trail Public Schools will collect student fees for all students as per [201.5AP Student Fees](#).

3. Distributive Learning

- 3.1 Distributive Learning is an integral part of the BTPS model for education responsibility of the schools to provide resources for their students in these courses. (Residual course material from SOL may be made available)
- 3.2 To accommodate the assignment of teaching staff to deliver distributive learning courses, an allocation up to 2.0 fte teaching staff will be provided.
- 3.3 Schools who deliver distributive learning content will be provided with funding equal to .0625 fte for each 5 credit course. The student's priority school will retain the enrollment for that student.

4. Students Online Funding:

- 4.1 Funding for the delivery of Students Online course is provided through a budget allocation. Students enrolled at the BTPS Students Online School as their priority school will be considered a part of their WMA allocation. Funding includes all students who are enrolled in Students Online as their priority school.
- 4.2 Schools may give permission for their students to access programming through the Students Online School when it is determined by the school that it is in the best interests of the student.
- 4.3 If a student wishes to access programming through the Students Online School without the permission of their priority school principal, parents/guardians/independent students will be responsible to pay a fee of \$50 per credit.

5. Superintendent's Initiative Fund

Funding will be provided for professional learning and other learning initiatives.

6. All Schools Funding Pool

In a school jurisdiction, there is a need to establish common funding pools to offset unforeseen school-based expenditures and to support costs for jurisdictional wide growth.

6.1 Unforeseen School Based Expenditures might include staff absence due to leaves in excess of 5 days. (sick leave, maternity leave, etc.) The funds held in this account will be equal to 5.6 teacher salaries. The purpose of this fund will be to hold the money of schools collectively and account for these unforeseen expenditures.

6.2 Jurisdictional Initiatives that speak to progress in the programs offered to benefit student learning across the district. Priorities are established through a collaborative model. These initiatives will support learning for all students in all schools.

6.3 A contingency will be put in place for the hiring of Educational Assistants to support unforeseen circumstances that may arise throughout the school year.

6.4 Approval of expenditures for the All Schools Funding Pool will be approved by the Assistant Superintendent.

7. Specific Funding Allocations

Identified in the Services & Supports, and Community categories that are included in the WMA Allocation Model.

8. System Administration

Funding is provided in a separate allocation to school jurisdictions for expenses related to board governance and administration of the jurisdiction. This includes administration buildings, Board governance, general services management, insurance, superintendent, and senior executive team. As per Alberta Education directive, no additional funds can be allocated into this category. Once expenditures are determined, any excess funds will be held in a contingency fund to accommodate unforeseen expenditures in any other areas of the budget.

9. Technology Funding

9.1 Technology is in place to support student learning. In order to ensure that we have funds available each year for this purpose, technology funding to support instruction will be allocated funding from the instructional grant.

9.2 Funds in this category will be directed to support technology infrastructure, evergreening and provide technical support to the schools and Central Services.

9.3 Decisions regarding the expenditures in this fund will be made by the Director of Technology in conjunction with the Assistant Superintendent.

10. Learning Services

- 10.1 Learning services provide support in instruction, learning and curriculum across the school division.
- 10.2 Funds in this category include support for Leadership Meetings, Innovation Coaches, Off-campus programs, Optimal Learning Coaches, division learning days and professional development.
- 10.3 Discussions regarding the fund will be made with the learning services team, senior team in conjunction with the Assistant Superintendent.

11. Inclusive Learning

- 11.1 Inclusive learning provides systemic support across the school division. The majority of Student Learning Support dollars are allocated in the WMA allocation. Some services are better delivered from a pooled resource.
- 11.2 Centralized services include inclusive learning staff, inclusive learning service team, pre-K PUF, Children's Rehab Support, and Crisis Response.
- 11.3 Discussions regarding the fund will be made with the Director of Inclusive Learning, and in conjunction with the Assistant Superintendent.

12. Professional Learning Allocation

- 12.1 These funds are included in the WMA Allocation Model.
- 12.2 Schools must develop a professional learning plan and submit by September 30th and January 30th to the Superintendent.
- 12.3 There are funds included with the Inclusion and Learning Services budgets for system-wide professional learning.

13. Assistant Principal Designated Criteria

The allocation for instructional leadership time includes an allocation for schools over 200 students that recognizes the addition of time for the purposes of shared leadership. An average of 200 students (based on a 3-year average of September 30th student count) will serve as the indicator that an assistant principal may be put in place or continue in the school. Funding is provided through the WMA Allocation Model. This is reviewed during spring staffing by the Assistant Superintendent.

14. Instructional Leadership Time

- 14.1 The role of the school based leader is essential to maximizing student learning to support effective teaching. It is vital to the successful operation of a school that an appropriate amount of instructional leadership time is allocated.

14.2 All too often, instructional leadership is an added responsibility and is left to chance. Assigned instructional leadership time requires school based leaders to include time in their daily work to address the duties of the instructional leader.

14.3 Within these parameters, there is also a necessity for administrators to be directly connected to teaching and learning in their schools. All school based leaders will have a minimum of .125 of their FTE as face to face teaching where they are involved in actively delivering course content.

14.4 Time away from instruction for school based leaders will be prorated to a portion of their time involved in face to face instruction.

14.5 Funding is provided through the WMA Allocation Model.

September 30 th Enrolment	Required Instructional Leadership Time	Minimum Face to Face Instruction
1 to 99	0.5 fte	.125 fte
100 to 199	0.75 fte	.125 fte
200 to 249	1.0 fte	.125 fte
250 to 399	1.25 fte	.125 fte
400 to 549	1.5 fte	.125 fte
550 to 700	1.75 fte	.125 fte

15. Staffing Expenditure

Staffing costs are a major component of overall expense. Dollars must be available to support school and department operations.

15.1 The maximum staffing expenditure for all schools and departments cannot exceed 94%.

15.2 The suggested school level allocation of funds for staffing is:

15.2.1 Teaching staff – 80%

15.2.2 Support staff – 14%

16. School Donations

All donations made to specific schools through BTPS will be provided an appropriate receipt for tax purposes and all funds will be allocated to that school.