
ALLOCATION OF RESOURCES

2021-2022

Council Adoption: CC-210428-FR-0097



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

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1.0 LEGAL FRAMEWORK

The allocation of resources of the Sir Wilfrid Laurier School Board (SWLSB) operates within the framework of various established laws, regulations and documents which pertain to the financial resources of School Boards, schools and centres, including:

- Education Act (CQLR, chapter 1-13.3)
- Provincial and local collective agreements
- SWLSB policies
- Ministère de l'Éducation du Québec (MEQ) budget parameters

The allocation of resources is also based on established principles detailed in the following sections.

2.0 PRINCIPLES & CRITERIA

2.1 Basic Criteria

The SWLSB provides a wide range of services and resources with the goal of fostering success for all students and staff, in an environment that promotes health, safety and well-being, as per its Commitment-to-Success Plan (CTSP) Appendix A. The budgetary process for the allocation of resources must take into consideration the needs and priorities of all stakeholders, while maintaining balanced revenues and expenses.

The School Board allocates its resources amongst its schools and centres in an equitable manner, within established parameters for the distribution of its resources to ensure services to students as required by the provisions of the *Education Act*.

As a general rule, unless specified differently, allocations are based on the following criteria:

1. Weighted enrolment
2. Number of buildings
3. Number of employees
4. Socio-economic index (IMSE)

The annual budgetary process supports communication with its stakeholders, accountability, rigour and transparency to best meet the needs of all its schools and centres with a solution-orientated approach.

2.2 Principle of Subsidiarity

E.A. Section 207.1

The mission of a School Board is to organize educational services for the benefit of the persons who come under its jurisdiction and ensure the quality of those services, to see to the success of students so that the population may attain a higher level of formal education and qualification, and to promote and enhance the status of public education in its territory. A further mission of the School Board is to contribute, to the extent provided for by law, to its region's social, cultural and economic development.

In fulfilling its mission, the School Board must show due regard for the principle of subsidiarity, supporting the educational institutions in the exercise of their responsibilities and seeing to the effective and efficient management of its human, physical and financial resources.

For the purposes of the second paragraph, “principle of subsidiarity” means the principle whereby powers and responsibilities must be delegated to the appropriate level of authority so that decision-making centres are adequately distributed and brought as close as possible to the students, citizens and communities concerned.

2.3 Commitment-to-Success-Plan

While allocating resources, the SWLSB supports its vision and mission as stipulated in its Commitment-to-Success Plan (Appendix A) in order to respect the orientations and objectives set forward in its plan.

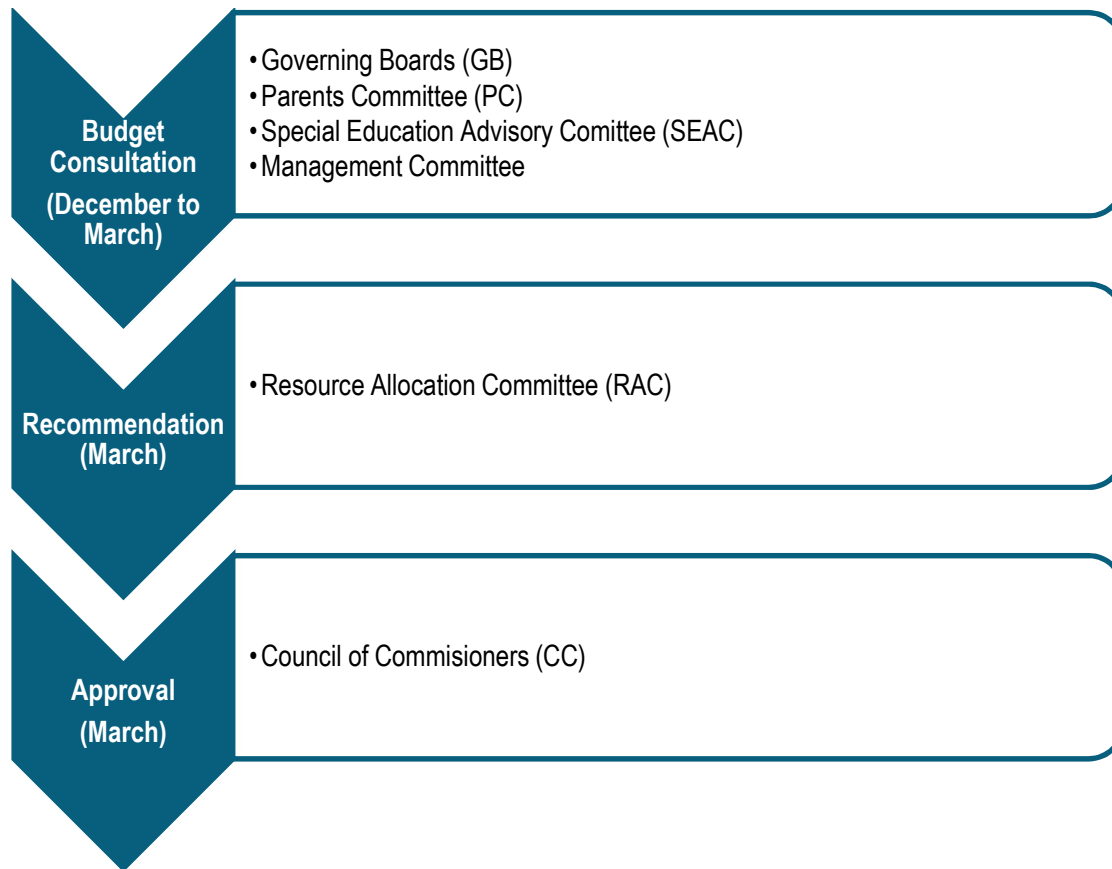
2.4 Management of Public Funds

E.A. Section 279

Except with the authorization of the Minister and subject to the terms and conditions, he determines, the budget may not provide for expenditures that exceed the revenues of the School Board.

The Sir Wilfrid Laurier School Board recognizes sound management of public funds as crucial in allocating funds and resources.

3.0 CONSULTATION PROCESS & TIMELINE



The budget consultation process for the following school year usually begins in December or at the beginning of January. It takes the form of a survey distributed to schools' and centres' Governing Boards and the Parents Committee (E.A. Section 275).

At the end of the annual budget consultation period, the Resource Allocation Committee analyzes the results of the consultations and makes recommendations to the Council of Commissioners.

Prior to making recommendations to the Council of Commissioners, the RAC establishes a consultation process to ensure objectives and principles governing the annual allocation of revenues, in accordance with section 275 and 275.1. Criteria are developed to determine the amounts allocated and how student services are to be distributed in accordance with section 261

In addition to student services, the committee may also submit distribution of other professional services to the consultation process (E.A. Section 193.3).

Following the Council of Commissioners' acceptance of said recommendations, and considering the recommendations retained by the Council of Commissioners, the budget building process is officially launched at the end of March.

4.0 BUDGET

The SWLSB annual budget contains three general sources of revenues and twelve categories of expenses as per Appendix B, section 7.1.

4.1 Minister's responsibility

As per section 459.5 of the Education Act, the Minister prepares a guide for the School Boards on good management practices, in particular with respect to decentralization, that considers such factors as the number of students and the size of territory, and ensures it is distributed.

4.2 School Board responsibility

As per section 276 of the Education Act, every School Board is responsible for approving the budget of its schools, vocational training centres and adult education centres.

The budget of an educational institution is without effect until it is approved by the School Board.

Before adopting its budget, every School Board gives a public notice of at least 15 days of the date, time and place of the sitting of the Council of Commissioners when the budget is to be studied (E.A. Section 278).

4.3 Schools and Centres responsibility

The Governing Board is responsible for adopting the school's annual budget proposed by the Principal, and shall submit the budget to the School Board for approval (E.A. Section 95).

After consulting with the school staff, the Principal shall inform the School Board, on the date and in the form determined by the School Board, of the needs of the school, in respect of each staff category and of the professional development needs of the staff (E.A. Section 96.20).

After consulting with the Governing Board, the Principal shall inform the School Board of the requirements of the school as regards goods and services, and of any required improvement, equipment, construction, conversion or repair of the premises or immovables placed at the disposal of the school (E.A. Section 96.22).

The Principal/Director shall prepare the annual budget of the school/centre, submit it to the Governing Board for adoption, administer the budget and render an account thereof to the Governing Board.

The budget must maintain a balance between expenditures and the financial resources allocated to the school/centre both by the School Board and the school's internal revenues.

The approved school/centre budget shall constitute separate appropriations within the School Board's budget, and the expenditures for that school/centre shall be charged to those appropriations.

At the end of every fiscal year, school surpluses shall be transferred to the School Board.

The School Board may, for the following fiscal year, credit all or part of the surpluses to the school or to another educational institution should the resource allocation committee, established under section 193.2, so recommend and the Council of Commissioners implements that recommendation. If the Council of Commissioners fails to implement the recommendation, they must give reasons for the decision at the meeting at which the recommendation is rejected (E.A. Section 96.24).

If a school/centre closes, the school/centre's surpluses and funds shall be transferred to the School Board.

4.4 Budget Presentation

The budget is presented a minimum of three times during the school year to the respective stakeholders that are responsible to approve it, namely the Governing Board (schools and centres) and the Council of Commissioners (School Board).

Budget presentations and updates are presented at Governing Boards and at the Council of Commissioners as per the following recommendation:

- 1. October/November:** Presentation of Prior Year Results and Revised Initial Budget (following Sept. 30 enrolment numbers)
- 2. December/January:** Mid-term update
- 3. May/June:** Initial Budget in preparation for the next school year and current year update

Each budget presentation includes an update on the protected and dedicated measures allocated directly to schools/centres.

4.5 School operations

School operations are allocated in various categories as per Appendix B (7.2).

Type of Allocation	Description	Examples
School Board Allocation	<p>Base Allocation: A standard sum is allocated to all school's based on the level of instruction. Allocation is in reference to Appendix C section 8.1</p> <p>Building Maintenance allocation: A building maintenance budget will be allocated to each school to cover minor emergency repairs and to allow for local autonomy on certain items.</p> <p>Caretaking supplies allocation: A caretaking supplies budget is allocated to each school to purchase cleaning and hygienic supplies for the schools.</p>	<p>School operation expenses may cover, for example, office equipment, travel expenses, printing, library and audiovisual equipment, mail, phone, reception fees, etc.</p> <p>Building maintenance expenses may cover, for example, purchase of new keys to change locks, or small repairs such as fixing broken windows, etc.</p> <p>Caretaking budget may cover, for example, floor wax, soap, garbage bags, toilet paper, mops and towelling etc.</p>
Lunch Supervision (Self-Financed)	Fees charged to parents who require lunch supervision.	Staff supervising lunch hours.
Workbooks (Self-Financed)	<p>Fees charged to parents for workbooks on which the students write, draw or cut out.</p> <p>Fees charged must reflect the actual cost by the school.</p>	Workbooks and materials.
Rentals (Self-Financed)	<p>The policy of the School Board governing rentals and use of facilities must be respected. The School Board promotes the use of its buildings and encourages schools to generate additional revenues to reduce fees charged to parents or to support particular school projects. The school budget will be deposited for each rental after all related expenses have been deducted.</p> <p>Taxes charged on rentals are retained by the School Board who then remits to the government. Revenues generated from rental of premises must be spent within the year.</p>	Rental of gym or classroom by external companies.

Type of Allocation	Description	Examples
Daycare	<p>A budget will be allocated based on the September 30th enrolment for school-based daycare centres for which the School Board receives an allocation from the MEQ.</p> <p>A percentage of the total revenues will be charged as administrative fees to the daycare budget to cover indirect costs.</p> <p>In addition, a 2% fee will be levied on total revenues to cover unforeseen long-term leaves. These expenses may be reimbursed to the school upon request.</p> <p>The daycare service is a self-financed activity. Any daycare surpluses left over at the end of the school year will revert to the School Board.</p>	<p>All related expenditures:</p> <ul style="list-style-type: none"> • Daycare technician • Support staff • Materials and supplies • Building maintenance

4.5.1 Self-Financed Activities

Schools may establish an activity fee for self-financing programs. Amounts collected by the schools and centres for these activities remain part of the school budget.

4.6 Other Funds

Type of Fund	Description	Examples
Measures	<p>Dedicated and protected measures are targeted funds with criteria specified by the MEQ and directly allocated to schools.</p> <p>Dedicated measures and protected measures are allocated based on recommendations by the Resource Allocation Committee.</p> <p>Before the allocation to the schools and centres is transferred, 3% of total dedicated and protected measures will be withheld centrally in order to cover unforeseen long-term leaves of personnel hired with these funds.</p> <p>When a replacement is required, the procedures should be respected and Human Resources and Financial Resources should be notified.</p>	See Appendix B 7.3 for a listing of prior year's measures.
Governing Board Fund	Funds are available for the operations of the GB to help carry the out the functions and powers conferred on it by law. Allocation is based on criteria in Appendix C 8.2	<p>Examples may include mileage from the attending members, childcare expenses, postage, photocopies, secretarial, training and other related expenses.</p> <p>Funds may not be used for donations or other expenses normally financed by the school or school board.</p>
Capital Fund	An amount per student based on the September 30th weighted enrolment will be allocated to each school to cover capital expenditures and to allow for local autonomy for the purchase of certain capital items. Appendix C 8.3 Although transferable to the next school year, this allocation cannot be transferred to another budget item.	To be used for durable items and not consumables. Examples include computer equipment and furniture. Schools may accumulate several years' allocation to purchase larger items.
School Designated Fund	<p>The Governing Board may, in the name of the School Board, solicit and receive gifts, legacies, grants and other voluntary contributions from any person, public or private organization wishing to provide funding for school or centre activities.</p> <p>These funds earn interest at the rate paid by the School Board for Bankers' Acceptances. Interest will be calculated quarterly and given to the school or centre.</p>	Examples may include expenses for outings for future years, donations, graduations, or fundraising projects for future school years.

4.7 Carry forward of balances

School surpluses or deficits resulting from the allocations below, as well as accumulated school surpluses or deficits from prior years, will be carried forward to the following year based on the current school year (ending June 30) balances as follows:

	Accumulated Surplus	Accumulated Deficit
School operations including supervision	0%	100%
Rentals	0%	100%
Daycare	0%	100%
Capital Fund	100%	100%
Self-financing activities	0%	100%
Governing Board	0%	100%
School designated Fund	100%	100%

4.8 Adult Education and Vocational Education Centre responsibility

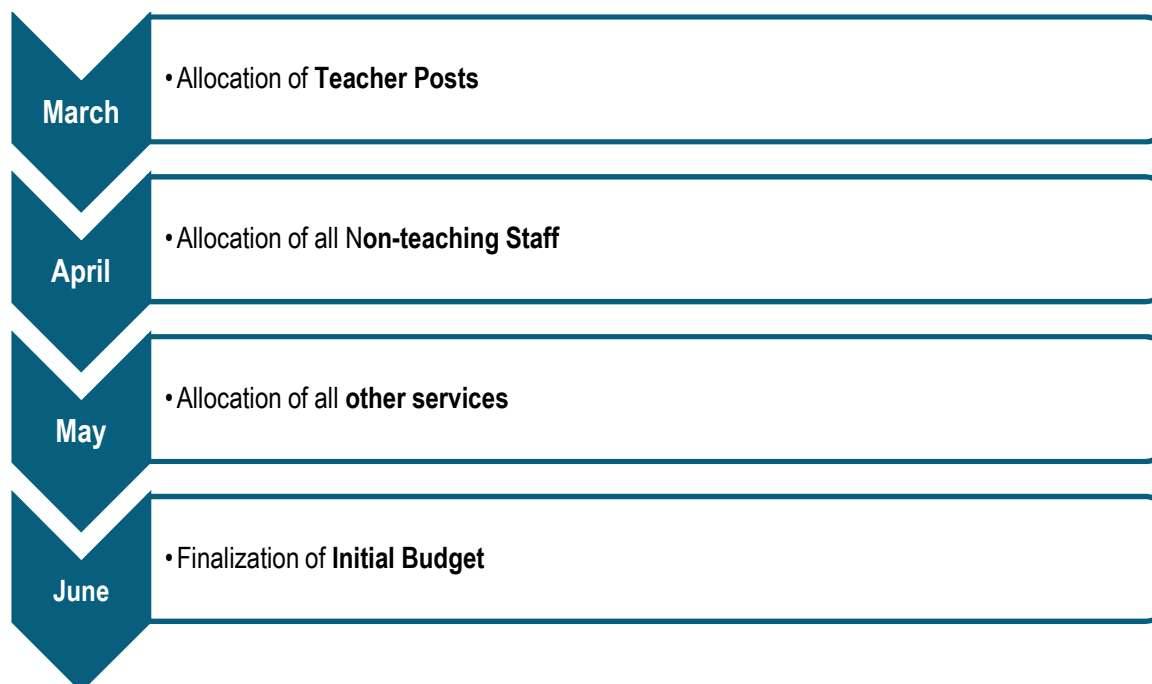
Concerning the Education Act, Section 110.4 the policy affirms that concerning Sections 80 to 82 and 93 to 95, procedures are adapted as required and apply to the Governing Board of a centre.

Concerning the Education Act, Section 110.13, the policy affirms that concerning Sections 96.20 to 96.26, procedures are adapted as required and apply to the Director of a centre.

5.0 ALLOCATION OF RESOURCES

5.1 Centralized Budget Allocations

The amounts reserved by the School Board necessary to administer the services extended to it by law include, but are not limited to:



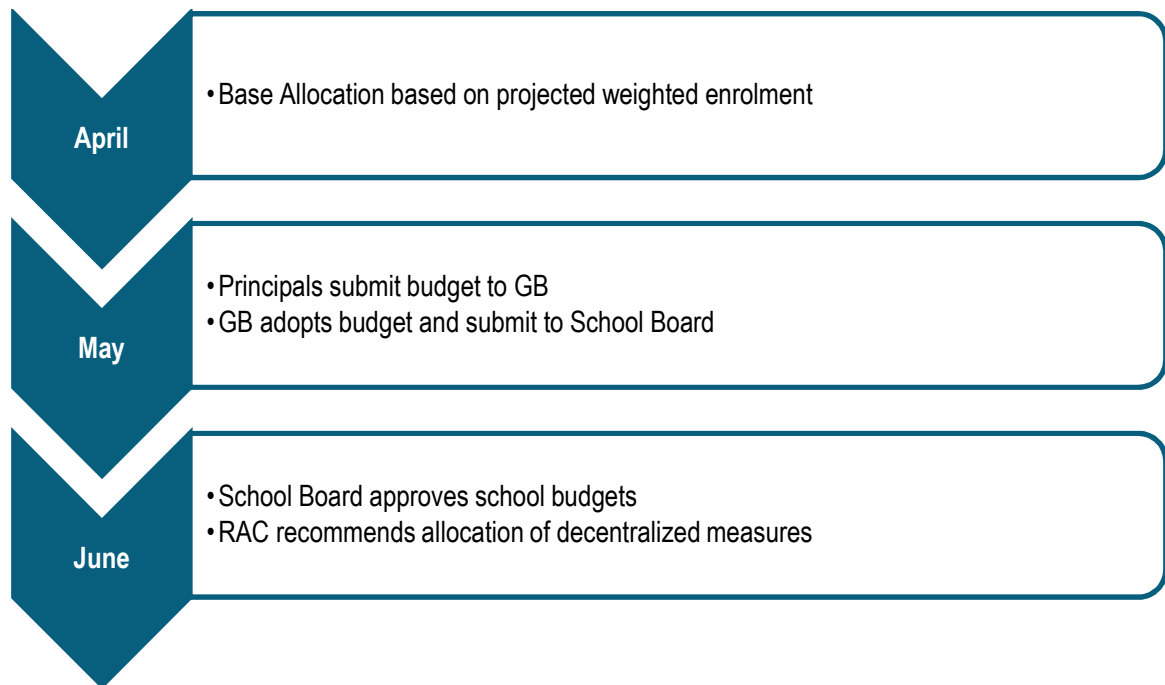
An amount may be determined by the School Board to reduce its deficit, when applicable.

In addition, debt may be assigned to the School Board by the Ministry of Finance. The School Board is responsible for a portion of long-term debt assumed from the Ministry.

The costs related to general administration of the School Board include but are not limited to:

- General Directorate, Statutory Committees, Executive Committee and the Council of Commissioners.
- Pedagogical services and support for students with special needs (psychologists, in-school professional services, and support to EHDAA students)
- Centralized Human Resources (teachers, management, support staff, maintenance staff)
- Financial Resources (accounts payable, receivables, school tax collection)
- Material Resources (purchasing, building maintenance and renovations, safety, energy)
- Transportation (school buses, bus passes)
- Information Technology (computer equipment and support, telecommunications and network)
- School Organization (services to schools and centres, registrations, International Student Program)
- Corporate Expenses (legal fees, auditing fees, employee assistance program, communications)
- School and Centre Administrators (salaries, associated fringe benefits, professional development and representation costs). Refer to Appendix D, sections 9.1 and 9.2
- In-School Support Staff (secretaries, school organizational technicians, student supervisors, document technicians) refer to Appendix D for each category.
- GST and PST rebates granted to School Boards on the sales tax paid for the purchase of goods and services.

5.2 Decentralized Budget Allocations to Youth Sector



In order to expedite the decentralization of funds by the School Board to the school budget, budget allocations will be based on prior-year student enrolment. Allocation method is detailed in Appendix B.

Budget allocations for the MEQ-MSSS facilities will be based on prior-year enrolment as recognized by the Ministry of Education and the Ministry of Health and Social Services.

In developing the final budget of a school, the Principal must take into consideration the priorities established by the Governing Board of the school or centre.

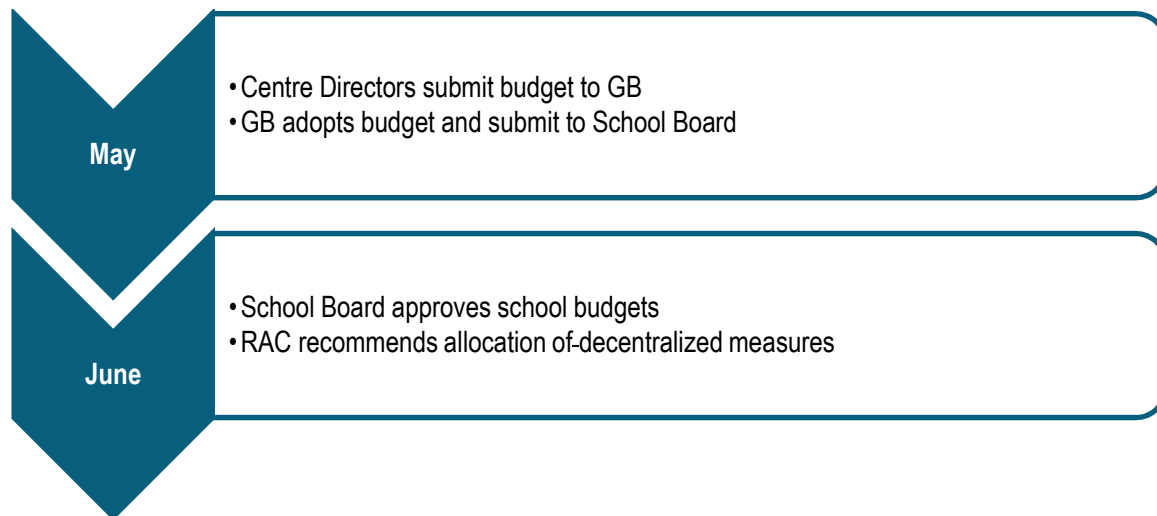
School budgets are based upon annual parameters to allow administration the required flexibility to obtain maximum use of the budget.

Some budgeted items can be transferable, where permitted. It is the responsibility of the school to inform Financial Resources of such changes.

Should a school be in a budget deficit at the end of a school year, a recovery plan will be required and submitted to the Director General for approval.

The final budget of the School Board is determined by the Budget Rules for School Boards adopted by the MEQ. In approving the parameters for the school year, the School Board reserves the right to adjust school budgets, should it fail to obtain the required revenues from all sources, and will consider any budget cuts or adjustments imposed by the MEQ.

5.3 Decentralized Budget Allocations to Adult and Vocational Centres



Allocations for Adult and Vocational sectors are based on the parameters provided by the MEQ. The budget of the adult and vocational sectors is decentralized and include salaries as well as costs of building operation, energy and maintenance.

Allocation of Directors for Adult and Vocational Education is based on group hours on an annual basis.

Support staff are employed by the centres based on the needs required to provide the services to students.

Operating and capital subsidies include specific MEQ grants, the adult and vocational share of local needs financing, and recurring adjustments from diminished expenses and salaries imposed by the MEQ.

The budget submitted by the Centres' Governing Boards or Centres' Directors must include all sources of revenues to which the Centre has access, including centre fees, resale materials, activities financed by the MEQ and other sources.

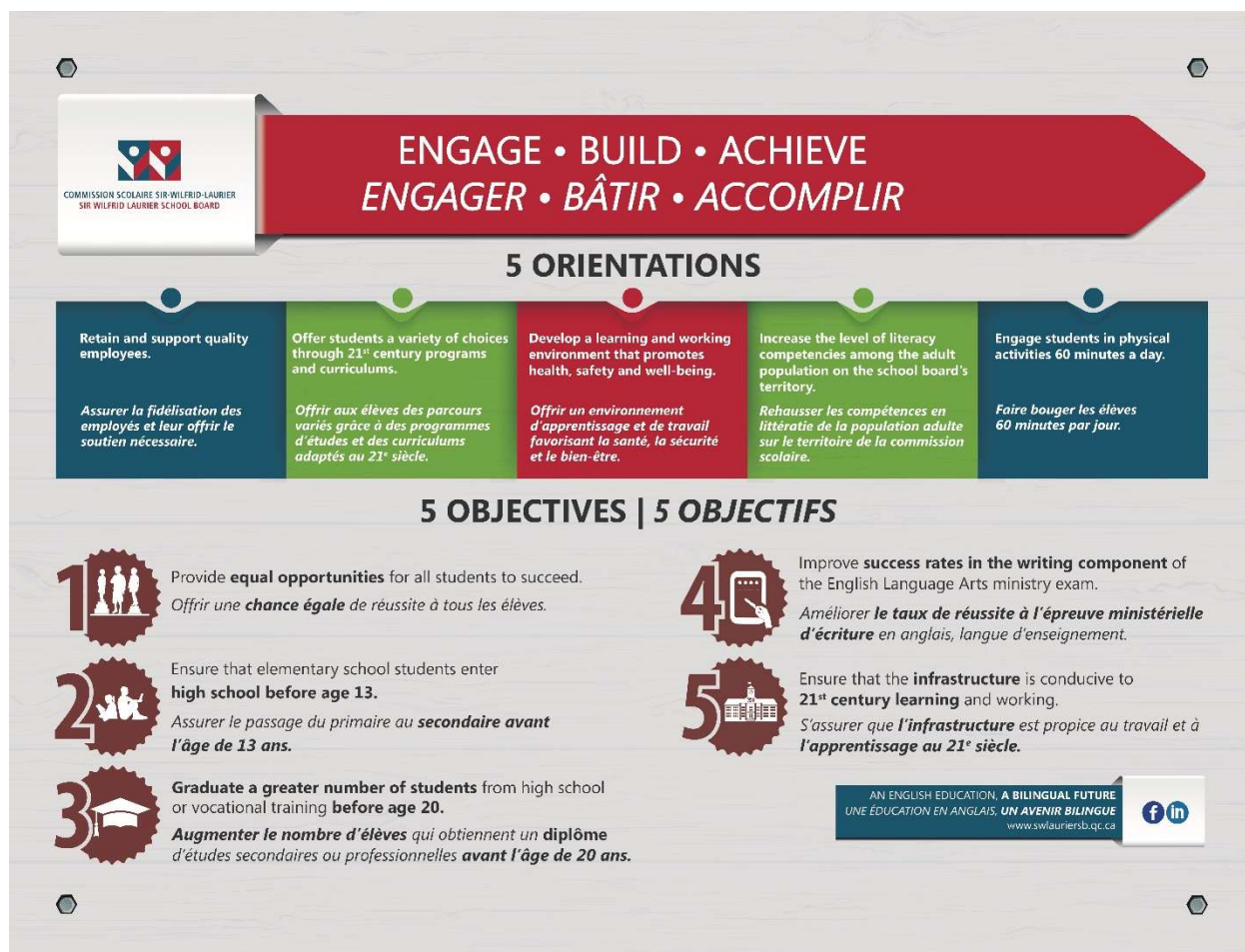
Balances surpluses or deficits will be carried forward to the following year based on June 30 balances as follows:

	Accumulated Surplus	Accumulated Deficit
Centre Operations	0%	100%
Rentals	0%	100%
Capital Fund	100%	100%
Self-financing activities	0%	100%
Governing Board	0%	100%
Centres designated Fund	100%	100%

APPENDICES

6.0 APPENDIX A

Commitment-to-Success Plan

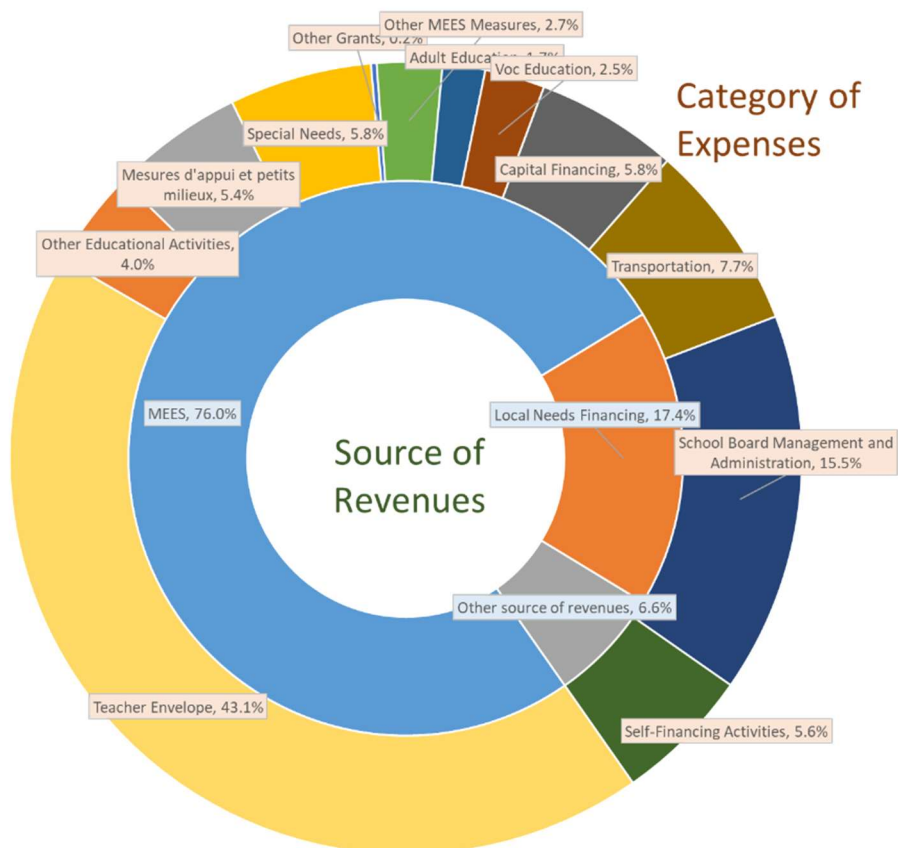


7.0 APPENDIX B

7.1 School Board Budget – Revenues and Expenses

The present appendix is an example of how the School Board establishes its budget of revenues and expenses. (Percentages are examples and may differ from one school year to another.)

Revenues		Expenses	
MEQ	76.0%	Teacher Envelope	43.1%
		Special Needs	5.8%
		Capital Financing	5.8%
		Mesures d'appui et petit milieux	5.4%
		Transportation	4.1%
		Other Educational Activities	4.0%
		Other MEQ Measures	2.7%
		Vocational Education	2.5%
		Adult Education	1.7%
		Other Grants	0.2%
Local Needs Financing (School Tax)	17.4%	School Board Management and Administration	15.5%
		Transportation	3.6%
Other Source of Revenues	6.6%	Self-Financing Activities	5.6%
Total	100.0%	Total	100%



7.2 Schools and Centres Budget

Below is a template of what the Principal/Centre Director may present to Governing Board, a minimum of 3 times per year. Budget items may differ from one school or centre to another. (The amounts in this table are an example and do not represent real figures.)

SCHOOL

GOVERNING BOARD REPORT, AS OF 11/30/2021
SCHOOL YEAR 2020-2021

SCHOOL OPERATIONS

	BUDGET CODES	BUDGET	ACTUALS	BALANCE
REVENUES				(Actuals - Budget)
Uncollected Fees	191-3-13010-885 (886)	0.00	0.00	0.00
Workbooks	191-3-13010-981 (21200, 15320)	1,500.00	0.00	(1,500.00)
Consumables	191-3-13010-989 (21200, 15320)	9,225.00	0.00	(9,225.00)
Self Financed	191-3-79100-9xx	0.00	0.00	0.00
Other Revenue (Not Budgeted)	191-3-xxxxxx-905 (952,975,995,989) *	0.00	0.00	0.00
		10,725.00	0.00	(10,725.00)
EXPENSES			(commitments included)	(Budget - Actuals)
High school Education	191-3-13010-xxx (1324x, 15xxx)	10,700.00	4,074.00	6,626.00
Administration and printing	191-3-21120-xxx (21200)	9,300.00	5,620.33	3,679.67
Telephone/Postage/Messenger	191-3-21400-xxx	975.00	936.02	38.98
Education Media/Library/Computers/AV	191-3-22xxx-xxx	5,490.00	5,529.33	(39.33)
Student Services (First Aid)	191-3-23310-xxx	0.00	0.00	0.00
Building Services	191-3-61xxx-xxx (62xxx, 63xxx)	0.00	0.00	0.00
Self financed	191-3-79100-xxx	0.00	0.00	0.00
		26,465.00	16,159.68	10,305.32
SCHOOL OPERATIONS SUBTOTAL				(419.68)

OTHER ALLOCATIONS (MEASURES)

	BUDGET (Budget - not revenue)	ACTUALS	BALANCE
**see Appendix A for details	84,162.00	15,761.31	68,400.69
	84,162.00	15,761.31	68,400.69
OTHER ALLOCATIONS (MEASURES) SUBTOTAL			68,400.69

CAPITAL

	BUDGET CODES	BUDGET	ACTUALS	BALANCE
Capital- Per student carry fwd	191-7-68800-410	511.00	0.00	511.00
Capital- Current year allocation	191-7-68800-xxx (exclude 410)	455.00	0.00	455.00
Capital - Digital Resources	191-7-22223-xxx	293.00	0.00	293.00
		1,259.00	0.00	1,259.00
CAPITAL SUBTOTAL		Note - The balance is transferable to the next school year.		1,259.00

SCHOOL DESIGNATED FUNDS

	BUDGET CODES	BUDGET	ACTUALS	BALANCE
REVENUES				(Actuals - Budget)
School designated funds current year	191-2-79000-9xx	0.00	0.00	0.00
		0.00	0.00	0.00
EXPENSES			(commitments included)	(Budget - Actuals)
School designated funds carry forward	191-2-79000-410	1,165.57	0.00	1,165.57
School designated funds expenses	191-2-79000-xxx	0.00	0.00	0.00
		1,165.57	0.00	1,165.57
SCHOOL DESIGNATED FUNDS SUBTOTAL		Note - The balance is transferable to the next school year.		1,165.57

2020-2021 BALANCE

70,405.58

APPENDIX A - MEASURES DETAILS				
	EXTERNAL REVENUE	BUDGET	ACTUALS	BALANCE
MESURE D'ACCUEIL	0.00	2,000.00	0.00	2,000.00
SOCIAL SOLIDARITY	0.00	0.00	216.80	(216.80)
LIBRARY READ IN SCHOOL (30270)	0.00	845.00	2,264.49	(1,419.49)
STUDENT SUPPORT 30059	0.00	1,000.00	0.00	1,000.00
WORK ORIENTED PATH	0.00	1,371.00	2,333.34	(962.34)
ANTI BULLYING SUPPORT	0.00	197.00	0.00	197.00
MEASURE 15312 INTEGRATION EHDAA	0.00	410.00	0.00	410.00
DIGITAL RESOURCES	0.00	419.00	0.00	419.00
MEAS 15230 INSPIRING SCHOOL	0.00	6,391.00	100.00	6,291.00
MEAS 15186 CULTURAL OUTINGS	0.00	1,214.00	0.00	1,214.00
M 15220 SEXUALITY EDUCATION- TRAINING	0.00	1,072.00	0.00	1,072.00
M 15028 EXTRA CURRICULAR ACTIVITIES	0.00	64,932.00	10,243.06	54,688.94
M 15084 TECH TRAINING	0.00	3,146.00	603.62	2,542.38
ED TECH LEADERSHIP	0.00	1,165.00	0.00	1,165.00
TOTAL		84,162.00	15,761.31	68,400.69

SCHOOL OPERATIONS		BUDGET CODES	BUDGET	ACTUALS	BALANCE
REVENUES					<i>(Revenue Budget)</i>
Uncollected Fees	-3-12010-885 (886)		0.00	(13,963.84)	(13,963.84)
Lunch-time supervision	-3-23230-984		128,340.00	105,560.00	(22,880.00)
Allocation from School Board	-3-12010-915		35,255.75	35,255.75	0.00
Workbooks	-3-12010-981 (21200,11200,15220)		10,050.00	16,777.01	6,727.01
Resale	-3-12010-982 (11200)		0.00	0.00	0.00
Student activities	-3-12010-983		0.00	0.00	0.00
Consumables	-3-12010-989 (21200,11200)		15,712.00	12,378.92	(3,333.08)
Agendas	-3-23220-982		3,427.00	0.00	(3,427.00)
Daycares	-3-36000-9xx		0.00	34,658.00	34,658.00
Rentals	-3-63100-9xx (63200)		0.00	0.00	0.00
Self financed	-3-79100-9xx		0.00	0.00	0.00
Other Revenue (Not Budgeted)	-3-00000-905 (951,975,995,989) *		0.00	0.00	0.00
			192,684.75	190,665.84	(2,018.91)
EXPENSES					<i>(Expenditures Budget)</i>
Lunch-time supervision	-3-23230-000		127,340.00	31,403.77	95,936.23
Kindergarten Education	-3-11200-000		0.00	3,722.42	(3,722.42)
Elementary Education	-3-12010-000 (12100,15220)		10,279.00	14,466.40	(4,187.40)
Administration and printing	-3-21110-000 (21200)		25,597.00	8,525.09	17,071.91
Telephone/Postage/Messenger	-3-21400-000		7,600.00	3,387.66	4,212.34
Education Media/Library/Computers/AV	-3-22000-000		7,707.00	4,482.99	3,224.01
Agendas	-3-23220-000		3,427.00	318.37	3,108.63
Student Services (First Aid)	-3-23510-000		0.00	81.52	(81.52)
Student Attendant	-3-23400-000		0.00	0.00	0.00
Building Services	-3-61000-000 (62000,63000)		8,469.00	5,558.87	2,910.13
Daycare	-3-36000-000		0.00	118,268.67	(118,268.67)
Rentals	-3-63100-000 (63200)		0.00	0.00	0.00
Self financed	-3-79100-000		0.00	0.00	0.00
Governing board	-3-51130-000		704.75	119.97	584.78
			188,373.75	190,335.73	(1,961.98)
SCHOOL OPERATIONS SUBTOTAL					(3,980.89)
OTHER ALLOCATIONS (MEASURES)					
**see Appendix A for details			394,368.00	81,525.48	312,842.52
			394,368.00	81,525.48	312,842.52
OTHER ALLOCATIONS (MEASURES) SUBTOTAL					312,842.52
CAPITAL					
Capital- Per student carry fwd (1)	-7-68800-410		5,273.92	0.00	5,273.92
Capital- Current year allocation	-7-68800-000 (exclude 410)		3,311.00	33.61	3,277.39
Capital- Digital Resources	-7-22223-000		1,530.00	1,325.66	204.34
			10,114.92	1,379.27	8,735.65
CAPITAL SUBTOTAL					8,735.65
SCHOOL DESIGNATED FUNDS					
REVENUES					<i>(Revenue Budget)</i>
School designated funds current year	-2-79000-9xx		0.00	68.00	68.00
			0.00	68.00	68.00
EXPENSES					<i>(Expenditures Budget)</i>
School designated funds carry forward	-2-79000-410		23,816.31	0.00	23,816.31
School designated funds expenses	-2-79000-000		0.00	7,988.13	(7,988.13)
			23,816.31	7,988.13	15,828.18
SCHOOL DESIGNATED FUNDS SUBTOTAL					15,828.18
2020-2021 BALANCE					333,493.66

* Other Revenue (Not Budgeted) - includes non-3-51130-000, non-3-63100-000, non-3-79100-000, non-3-63200-000, non-3-21400-000, non-3-21400-000, non-3-13000-000 and non-3-13000-000

APPENDIX A - MEASURES DETAILS	EXTERNAL REVENUE	BUDGET	ACTUALS	BALANCE
MEASURE D'ACCUEIL	0.00	4,000.00	0.00	4,000.00
KINDERGARTEN SUPERVISION	0.00	10,770.00	2,449.88	8,320.12
PELO PROGRAM	0.00	10,500.00	0.00	10,500.00
SOCIAL SOLIDARITY	0.00	7,051.00	266.15	6,784.85
LIBRARY READ IN SCHOOL (30270)	0.00	9,848.00	3,121.16	6,726.84
STUDENT SUPPORT 30059	0.00	3,700.00	0.00	3,700.00
M 11023 PRE-K SALARIES - M 11022 PARENTS	0.00	47,720.00	7,219.89	40,500.11
M 11024 PRE-K MATERIALS	0.00	4,500.00	15,349.58	(10,849.58)
MULTI LEVEL CLASSES	0.00	350.00	0.00	350.00
ANTI BULLYING SUPPORT	0.00	2,444.00	0.00	2,444.00
MEASURE 15025 MINIMUM SERVICE TO SCHOOLS	0.00	19,517.00	46,409.17	(26,892.17)
MEASURE 15312 INTEGRATION EMDAA	0.00	5,092.00	377.18	4,714.82
MEAS 15024 PARENTS ACTIVITIES	0.00	2,344.00	0.00	2,344.00
MEAS 15023 ON THE MOVE	0.00	9,352.00	5,104.61	4,247.39
DIGITAL RESOURCES	0.00	1,232.00	0.00	1,232.00
BOOKS PRE-K TO CYCLE 1	0.00	378.00	0.00	378.00
MEAS 15230 INSPIRING SCHOOL	0.00	19,517.00	229.95	19,287.05
MEAS 15186 CULTURAL OUTINGS	0.00	13,815.00	0.00	13,815.00
M 15220 SEXUALITY EDUCATION- TRAINING	0.00	1,871.00	0.00	1,871.00
M 15084 TECH TRAINING	0.00	5,960.00	747.34	5,212.66
ED TECH LEADERSHIP	0.00	1,165.00	250.57	914.43
MEASURE 15029 LIVE ANIMATED AND SAFE SCH	0.00	8,701.00	0.00	8,701.00
M 15021 ADD TEACHING COVID	0.00	6,010.00	0.00	6,010.00
TOTAL		394,368.00	81,525.48	312,842.52

7.3 Dedicated and Protected Measures

Family: It is a grouping of measures with the same theme (as per MEQ).

Dedicated: Measures that are dedicated for schools and/or centres, where the funds should be spent according to the rules specified within the directives of the measure. Funds can be **transferable** within the same family, unless specified otherwise.

Protected: Measures that are allocated to schools and/or centres, where the funds should be spent according to the rules specified within the directives of the measure. **Funds are not transferable.**

YOUTH I Current Measures				
Family	Measure	Description	How measure is allocated	Dedicated (D) or Protected (P)
	11024 EDUCATIONAL MATERIAL FOR PRE-KINDERGARTEN	Purchase of educational resources for pre-kindergarten authorized by the Minister.	Base + per capita	P
	15001 MINIMUM SERVICE TO STUDENTS	Volet 3 is distributed to Small Schools Volet 1, 2, 4 and 5: to be managed centrally to establish a base services to schools	DOC C*	-
MILIEU DÉFAVORISÉ	15011 AGIR AUTREMENT	To reduce the gap between students in *milieu défavorisé vs milieu favorisé*. Support of local initiatives and implement intervention strategies in elementary and high schools (IMSE 7, 8, 9, 10) Allocation à priori	DOC C	D
MILIEU DÉFAVORISÉ	15012 SOCIAL SOLIDARITY	Purchase of food and beverages respecting the orientations of the politique-cadre Pour un virage santé à l'école ; breakfast, lunch, and snacks. Allocation à priori (IMSE 7,8,9,10)	DOC C	P
MILIEU DÉFAVORISÉ	15014 SECONDARY AIDE	Support of Math, Science, Technology, and ELA for students at risk at High Schools (milieu défavorisé: IMSE 7,8,9,10). Allocation à priori	DOC C	D
MILIEU DÉFAVORISÉ	15015 READING AND WRITING	To reduce the gap between students in *milieu défavorisé vs milieu favorisé* with resources for learning strategies for literacy and numeracy at the elementary level (K-1-2) IMSE 7,8,9,10). Allocation à priori	DOC C	D
SOUTIEN A LA PERSÉVERANCE	15021 ADDITIONAL SUPPORT FOR TEACHING AND LEARNING ACTIVITIES (COVID)	To ensure a deployment of services by allowing or increasing services towards support in teaching and learning services	Per capita	D
SOUTIEN A LA PERSÉVERANCE	15022 WELLBEING AT SCHOOL	To improve the wellbeing of the personnel and students	Fixed amount as per MEQ	P

YOUTH Current Measures				
Family	Measure	Description	How measure is allocated	Dedicated (D) or Protected (P)
SOUTIEN A LA PERSÉVERANCE	15023 ON THE MOVE	Promotion of physical activities for minimally 60 minutes/day. Schools must adhere to the Programme Force 4 du Grand Défi Pierre Lavoie. Part of the allocation can be used to release the phys ed teacher/staff responsible	Upon request	P
SOUTIEN A LA PERSÉVERANCE	15024 PARENTS ACTIVITIES	Support for parents, promotion of school life and challenges. For organization of speakers, conferences on the topic of cognitive development or academics (Math, ELA). Allocation à priori	DOC C	D
SOUTIEN A LA PERSÉVERANCE	15025 MINIMUM SERVICE TO SCHOOLS	To provide a base of complementary services by the schools in order to meet the needs of students in learning, to provide support and follow-ups.	DOC C	D
SOUTIEN A LA PERSÉVERANCE	15026 ADDITIONAL PRE-K AND K SPECIAL SUBJECT TEACHING	To allow a 30min per week teaching time in special subjects, physical education, wellness and arts.	Managed by head office, to be requested by schools	P
SOUTIEN A LA PERSÉVERANCE	15028 EXTRA CURRICULAR ACTIVITIES	To provide high schools with free programming encouraging physical activities, sports, artistic, cultural, scientific, socio-educational activities as well as community involvements.	Upon request + per capita	D
SOUTIEN A LA PERSÉVERANCE	15029 LIVE ANIMATED AND SAFE SCHOOL	To cover operating expenses related to planning, organization, animation, supervision, development, inspection and maintenance of the school yard	DOC C	P
SOUTIEN AUX ACTIONS VISANT À PREVENIR ET À COMBATTRE L'INTIMIDATION ET LA VIOLENCE À L'ÉCOLE	15031 ANTI-BULLYING	To promote the ABAV plan and to foster a safe learning environment. Allocation à priori	Weighted enrolment	P
SOUTIEN À LA BIBLIOTHÈQUE	15103 READ IN SCHOOL	To purchase books, resources, reading materials (numerical or printed) for students	Per capita	P
SOUTIEN À LA BIBLIOTHÈQUE	15104 ACQUISITION OF BOOKS (YOUTH)	To purchase of books for pre-school and elementary, cycle 1 and promote the pleasure of reading, writing and the development of reading competencies.	DOC C	P
ACTIVITÉS CULTURELLES	15182 CULTURAL WORKSHOP IN SCHOOL	To support various programs for culture in schools	PSD - Request	D
ACTIVITÉS CULTURELLES	15186 SCHOOL OUTINGS IN A CULTURAL MILIEU	To relaunch school trips in cultural milieu.	DOC C	D

YOUTH I Current Measures				
Family	Measure	Description	How measure is allocated	Dedicated (D) or Protected (P)
	15200 CPR TRAINING SECONDARY III STUDENTS	For CPR training for secondary 3 students in regular or specialized classes. Allocation à priori	Per capita in sec. 3	P
	15220 MANDATORY COURSE CONTENT	To provide, support and release teacher for training in sexual education in the youth sector	PSD	-
	15230 ACCESSIBLE AND INSPIRING SCHOOL	To expose students to various activities, field trips and projects to stimulate their talents and abilities. To expose students to culture, science, physical and entrepreneurial activities or specific projects.	DOC C	D
INTÉGRATION DES ÉLÈVES	15312 INTEGRATION EHDA	Support for students integrating into regular settings, to promote a safe learning environment, enhance social development, and other initiatives promoting learning. May also be used to coordinate ABAV. Allocation à priori.	Weighted enrolment	D
INTÉGRATION DES ÉLÈVES	15313 SUPPORT SPECIAL CLASS	To add special classes for EDHAA student with important difficulties	PSD – Support Diversified Pathway groups	P
LIBÉRATION DES ENSEIGNANTS	15320 TEACHER RELEASE	To release teachers to follow up on intervention plans for students in special needs	Base + Weighted enrolment	-
MAINTIEN DE L'ÉCOLE DE VILLAGE	15540 VILLAGE SCHOOLS	To improve the quality of teaching, support classrooms and promote the socialisation of students for schools with less than 100 students in municipalities of less than 25 000 inhabitants.	DOC C	-
VITALITÉ DES PETITES COMMUNAUTÉS	15560 SMALL COMMUNITIES	To ensure the vitality of small communities for small schools with less than 60 students.	DOC C	D

ADULT EDUCATION AND VOCATIONAL TRAINING Current Measures				
Family	Measure	Description	How measure is allocated	Dedicated (D) or Protected (P)
PROJETS PÉDAGOGIQUES PARTICULIERS ET PARCOURS DE FORMATION AXÉE SUR L'EMPLOI	15043 SUCCEED IN VOCATIONAL EDUCATION	To increase the attendance and success in the vocational education.	DOC C	-
PROJETS PÉDAGOGIQUES PARTICULIERS ET PARCOURS DE FORMATION AXÉE SUR L'EMPLOI	15044 SUCCEED IN ADULT ED.	To increase the attendance and success in the adult education.	DOC C	-
ACTIVITÉ ÉDUCATIVES INNOVANTES	15166 ADULT ED. SUPPORT	To provide professional resources to support Adult Ed students with special needs.	DOC C	D
ACTIVITÉ ÉDUCATIVES INNOVANTES	15167 ADULT ED. NUMERIC	To allow teacher release time to develop pedagogical numerical leadership	DOC C	-
ACTIVITÉS CULTURELLES	15186 SCHOOL OUTINGS	To relaunch school trips in cultural milieu	DOC C	P
ACTIVITÉS ÉDUCATIVES INNOVANTES EN FORMATION PROFESSIONNELLE	15191 SUPPORT OF RECOGNITION OF ACQUIRED COMPETENCIES	To support Voc Ed services with academic competencies	DOC C	D
ACTIVITÉS ÉDUCATIVES INNOVANTES EN FORMATION PROFESSIONNELLE	15197 VOCATIONAL ED. SUPPORT	Funding for new or current professional resources to support Vocational Education students with special needs.	DOC C	D

*DOC C refers to the Document C from the Budget Parameters annually provided by the MEQ with its budgetary rules. All funds allocated in that document are determined by the MEQ.

8.0 APPENDIX C

Method of Allocation Youth Sector;

The allocations referred to in Para 4.3.2 are as follows:

8.1 School Board Allocation

8.1.1 Regular Operations

	Base Amount	IMSE index \$/Student (weighted)	IMSE index \$/Student (weighted)
		1 to 5	6 to 9
Elementary	\$10,000	\$27	\$38
		1 to 7	8 to 9
Secondary	\$15,000 to \$20,000	\$46	\$57
MEES - MSSS	\$2,250 to \$12,750	\$46	\$57

8.1.2 Subject Animator

	Subject Animator
Elementary	n.a.
Secondary	\$1,100 per animator (maximum 6 animators)

8.1.3 Building Maintenance and Caretaking Supplies

Elementary and Secondary	Allocation based on the total surface area of the school
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8.2 Governing Boards

	Base	Per Student
Elementary (Laval & Lower Laurentians)	\$350	\$0.75
Secondary (Laval & Lower Laurentians)	\$350	\$0.75
Elementary (Laurentians and Lanaudière)	\$750	\$0.75
Secondary (Laurentians and Lanaudière)	\$1,000	\$0.75
This allocation cannot be transferred.		

Ste-Agathe Academy is considered part of Secondary (Laurentians and Lanaudière)

8.2.1 Allocations for Adult and Vocational Education

Based on MEQ Parameters

8.3 Capital Fund

Capital allocation as follows:

Elementary Schools: Base \$500 + \$9.50 as per weighted enrolment

High schools: Base \$1,000 + \$9.50 as per weighted enrolment

9.0 APPENDIX D

9.1 Schools Staffing Plan

The projected enrolment or weighted enrolment (depending on the staffing category of employment) used for staffing plan will be based on data used by Financial Resources, Human Resources and School Organisation for the completion of teacher allocations.

Where the projected enrolment or weighted enrolment places a school in a different allocation group, and the difference from the prior year September 30th enrolment or weighted enrolment is not more than 10%, the current staffing plan will be maintained. The year when the projected enrolment (or weighted enrolment) used for staffing plan will place the school in a different allocation bracket, will then become the “year of reference”. The year of reference becomes the baseline to determine the variance for the following years. Should the school attain +/- 10% cumulatively from the year of reference, the modification (increase or decrease) will then be applicable.

9.2 Principals

One Principal is assigned to each elementary school and high school. For schools with fewer than 150 students, the Principal assumes 20% of teaching tasks.

9.3 Vice-Principals

The criteria to determine the Vice-Principals' assignment is based on the following factors, in respective order and weighting importance:

1. Weighted enrolment **(45%)**
2. Number of buildings per school **(30%)**
3. Number of staff [teaching (35%) and non-teaching (65%)] **(20%)**
4. Socio-economic index (IMSE) **(5%)**

ELEMENTARY SCHOOLS	2019-2020		2020-2021		2021-2022	
	Principals	Vice-Principals	Principals	Vice-Principals	Principals	Vice-Principals
Arundel	0.7		0.8		0.8	
Crestview	1	1 Special project	1	1	1	1**
Franklin Hill	1		1		1	
Genesis	1		1		1	
Grenville	0.7		0.8		0.8	
Hillcrest Academy	1	1	1	1	1	1
John F. Kennedy	1		1		1	
Joliette	1		1		1	
Jules Verne	1		1		1	
Laurentia	1		1		1	
Laurentian	1		1		1	
McCaig	1	1	1	1	1	1
Morin Heights	1		1		1	
Mountainview	1		1		1	
Our Lady of Peace	1		1		1	
Pierre Elliott Trudeau	1		1		1	1
Pinewood	1		1	1	1	1
Rawdon	1		1		1	
Souvenir	1	1	1	1	1	1
Saint-Jude	1		1		1	
Saint-Paul	1		1	1	1	1
Saint-Vincent	1		1		1	
Sainte-Adèle	0.7		0.8		0.8	
Sainte-Agathe Academy	0.5 *		0.5 *		0.5 *	
Terry Fox	1		1		1	
Twin Oaks	1	1	1	1	1	1
HIGH SCHOOLS	Principals	Vice-Principals	Principals	Vice-Principals	Principals	Vice-Principals
Joliette	1		1		1	
Lake of Two Mountains	1		1		1	
Laurentian Regional	1	1	1	1	1	1
Laval Senior Academy	1	3	1	3	1	3
Laval Junior Academy	1	2	1	2	1	2
Phoenix Alternative	1		1		1	
Rosemère	1	2	1	2	1	2
Sainte-Agathe Academy	0.5 *		0.5 *		0.5 *	
Mountainview Portage	1		1		1	
CENTRES	Centre Directors	Assistant Centre Directors	Centre Directors	Assistant Centre Directors	Centre Directors	Assistant Centre Directors
CDC Pont-Viau	1		1		1	
CDC Vimont/Lachute	1		1		1	
Total / category	35.10	13	35.4	15	35.4	16
Total	48.1		50.4		51.4	

* Combined elementary/secondary school

** The VP allocation will remain for one transitional year

9.4 In-School Secretaries and Secretaries (Youth Sector)

Every school has one in-school Secretary. (For staffing, Ste-Agathe Academy is considered a secondary school).

Allocation for secretaries will be based on the weighted enrolment and building factor. Schools with two buildings are allocated one full-time school secretary and one full-time secretary.

Weighted Enrolment Elementary			
From	To	School Secretary ETP	Secretary ETP
0	200	1.00	-
201	350	1.00	0.29
351	500	1.00	0.50
501	650	1.00	0.71
651	+	1.00	1.00
Schools with two buildings		1.00	1.00
Weighted Enrolment Secondary			
From	To	School Secretary ETP	Secretary ETP
0	200	1.00	-
201	400	1.00	0.50
401	600	1.00	1.00
601	800	1.00	1.50
801	1000	1.00	2.00
1001	1200	1.00	2.50
1201	1400	1.00	3.00
1401	1600	1.00	3.50
1601	1800	1.00	4.00
1801	2000	1.00	4.50

9.5 School Organization Technician

Enrolment		
From	To	School Organization Technician ETP
0	149	Shared
150	299	Shared
300	499	Shared
500	599	1.00
600	799	1.00
800	999	1.00
1,000	1,199	1.00
	1,200 +	1.00
Mountainview High		0.50

9.6 Student Supervisors

Weighted Enrolment		
From	To	Student Supervisors ETP
0	149	0.29
150	299	0.57
300	499	1.00
500	599	1.29
600	799	1.57
800	999	2.00
1,000	1,199	2.29
1,200	1,399	2.57
1,400	1,599	3.00
1,600	1,799	3.29

IMSE		
From	To	Student Supervisors ETP
1	3	0.29
4	7	0.29
8	10	0.43

Building Size (m ²)		
From	To	Student Supervisors ETP
0	9,999	-
10,000	19,000	0.43
20,000	29,999	1.00

9.7 Documentation Technician (High Schools)

Weighted Enrolment		
From	To	Documentation Technician ETP
0	149	0.14
150	225	0.29
226	650	0.43
651	1,299	1.00
	1,300 +	1.29

9.8 Office Agent (Class II) (Elementary Schools)

Weighted Enrolment		
From	To	Office Agent (Class II) ETP
0	149	-
150	225	0.14
226	450	0.43
451	550	0.57
551	650	0.71

Building	
From	Office Agent (Class II) ETP
1	-
2	0.14

9.9 Laboratory Technician (High Schools with science classes)

Weighted Enrolment		
From	To	Laboratory Technician ETP
0	149	1.00
150	299	1.00
300	499	1.00
500	599	1.00
600	799	1.00
800	999	1.50
1,000	1,200	1.75
1,201	1,699	2.00

Number of Senior Science Groups (Secondary 4 and 5)		
From	To	Laboratory Technician ETP
0	14	0.00
15	19	0.25
20	24	0.50
25	30	0.75
	31+	1.00



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

EXTRACT OF DELIBERATIONS OF THE COUNCIL OF COMMISSIONERS OF THE SIR WILFRID LAURIER SCHOOL BOARD

SUBJECT: ALLOCATION OF RESOURCES 2021-2022

REFERENCE: CC-210428-FR-0097

WHEREAS the Sir Wilfrid Laurier School Board shall establish objectives and principles governing the allocation of its revenues in accordance with section 275 of the *Education Act*;

WHEREAS the annual budget consultation took place from December 10, 2020 to February 11, 2021, in accordance with section 193.3 of the *Education Act*;

WHEREAS the Governing Boards, Parents Committee, Association québécoise des cadres scolaires – SWL Section (AQCS) and Sir Wilfrid Laurier Administrators Association were consulted and their respective feedback received;

WHEREAS the Resource Allocation Committee must annually make a recommendation to the Council of Commissioners regarding the establishment of objectives and principles governing the allocation of its resources, in accordance with section 193.3 of the *Education Act* and the criteria determining the allocation of personnel, in accordance with section 261 of the *Education Act*;

WHEREAS the Resource Allocation Committee completed its review of the annual budget consultation survey in order to establish the objectives and principles, and criteria of allocation of resources, recommended in the Allocation of Resources 2021-2022 document;

WHEREAS the Council of Commissioners wishes to receive further recommendations with regard to the needs in human resources for Crestview Elementary School following the transitional year indicated in the Allocation of Resources 2021-2022 document;

Parent Commissioner Adam Gordon MOVED THAT, on the recommendation of the Audit Committee, the Council of Commissioners accept the recommendations of the Resource Allocation Committee for the 2021-2022 school year, as contained in document no. SWLSB-2021/04/28-FR-001.

Carried unanimously

CERTIFIED TRUE COPY of a resolution adopted at the Regular meeting of the Council of Commissioners of the Sir Wilfrid Laurier School Board held on April 28, 2021, via videoconference. The approval of the minutes of said meeting will take place at the Regular meeting of the Council of Commissioners on May 26, 2021.

Me Anna Sollazzo, Secretary General