



SCHOOL ENHANCEMENT PROJECTS

Context

School enhancement projects that directly promote the learning of students.

Procedures

1. If a Principal or Vice-Principal is supporting a project, these procedures must be followed:
 - Contact the Operations Department to discuss forms and documentation that would be required for your project.
 - All projects must meet Board Policy 625 – Sites, Facility and Equipment Enhancements.
 - A school enhancement project must be submitted to the Director of Operations or designate, for review.
 - Rationale of project to be submitted
 - Scope of work - site location, description
 - Project Budget
 - Complete the Enhancement Agreement and sign
 - PAC minutes supporting project if PAC funds are allocated
 - Proposed timeline
 - A jurisdiction may be required
2. Once the Enhancement Agreement has been prepared and executed by the sponsoring agency or group, it must be given to the Director of Operations, or designate, who will bring it forward to the Planning & Facilities Committee for review and recommendation to the Board of Education for approval.
3. Once the Board has reviewed, approved and executed the Enhancement Agreement, the project will be placed into the work order system.

Relevant Board Policy: 625: Sites, Facility, and Equipment Enhancements

Developed by: Director of Operations

Date Agreed: September 1, 2003

Date Amended: June 1, 2011, December 9, 2013, June 1, 2017, March 1, 2018, February 18, 2021

Related Documents: School Enhancement Agreement Template