

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: GCEA
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SUBSTITUTE PLAN

The Board wishes to make available to the staff of Margaret Barbour Collegiate, Scott Bateman Middle School, and Opasquia Middle School a fund known as a "Back Up Fund" which will approximate the monies which would be normally paid out for substitute services.

In return for this, the staff of MBCI, SBMS, and OPMS would provide the substitute services in all cases of approved leave of absence except those of extended illness. The principal of Margaret Barbour Collegiate, or Scott Bateman Middle School, or Opasquia Middle School will be the final authority in organizing the above staff.

These monies will be placed in a separate school account with the signing officer being the principal and one other designated staff member. At least fifty percent of the monies accumulated for any one school year must be spent on educational supplies and equipment agreed to by the Superintendent.

The amounts of monies that are periodically transferred to the fund will be determined by the Business Administrator and the principal of the school.

Margaret Barbour Collegiate, Scott Bateman Middle School, and Opasquia Middle School must submit an accounting under the substitute plan at the end of December and at the end of June in any given year.

Twenty-five percent of the money accumulated through use of the backup fund shall be given directly to the school. The other seventy-five percent, which has been designated for educational materials, shall be placed into a category as designated by the Secretary Treasurer. Each school shall have a separate category and account.

The assistant principal shall then order educational materials from this category that they and the committee deem necessary.

The regular ordering system shall be followed. Any monies not spent shall be carried over to the next calendar year.

The remaining twenty-five percent is for the sole use of the designated school and staff. The expenditures for this money shall be in consultation with the staff and under the jurisdiction of the administration. The amount of the school's portion and Division's portion shall be reconciled as of December 30 and June 30 of each year.

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Elementary Substitute Plan

In all cases of approved leave of absence, except those of extended illness, the administrators shall make all reasonable efforts to obtain a substitute from the approved list of available substitutes. If this procedure fails and an emergency situation exists, the substitute plan described for Margaret Barbour Collegiate, Scott Bateman Middle School, and Opasquia Middle School, under this Current Code GCEA, shall come into force and all sections of this code, including reporting procedures and methods of expenditures, shall apply.

In cases of previously determined and approved extended illness or leave, the administrators of the schools shall work in close cooperation with the Division office staff in selecting a suitable replacement.

