

Procedure Title	Purchasing – School Enhancement Projects		
Date of Issue	March 20, 2019	Related Policy	BP 3501-D
Revision Dates		Related Forms	AF 3520
Review Date		Originator	Administrative Council
References			
AP 4657-D “School Generated Funds – Sources and Uses”; AP 3820-D “Playspaces and Equipment”; AP 3501-D “Purchasing – Procurement Guidelines”			

1.0 RATIONALE

- 1.1 Bluewater District School Board recognizes the need to be transparent and accountable when dealing with school enhancement projects.
- 1.2 School enhancement requests pertain to school buildings, school yard, and sports facilities improvement projects. Examples of such projects are, but not limited to, school signage, enhancement projects for shade structures and gardens, purchase and installation of playground equipment, painting, and gymnasium upgrades.

2.0 SYSTEM EXPECTATIONS

- 2.1 School enhancement projects shall not result in a significant increase in school operating, board operating or capital costs, and future/ongoing maintenance and repairs, without obtaining appropriate approvals.
- 2.2 The Plant Services Department must be consulted with regarding all building signage projects, to ensure a consistency of board image and identity.
- 2.2 School enhancement project requests involving playground equipment must also consider the requirements of this procedure along with the requirements of AP 3820-D “Playspaces and Equipment”.
- 2.3 School enhancements projects that will utilize school-generated funds will coordinate this procedure with the guidelines found in AP 4657-D “School Generated Funds – Sources and Uses”.
- 2.4 School budget will not be used to support school enhancement projects.
- 2.5 School enhancement projects must follow the board’s purchasing processes, as detailed in BP 3501-D “Purchasing”, AP 3501-D “Purchasing – Procurement Guidelines”, and other related procedures.

3.0 PROCEDURE

- 3.1 Administrators will consult with Financial Services, Purchasing, Plant Services, Health and Safety and/or ICT Services, where applicable, regarding each school enhancement project to ensure that all purchasing, health and safety, insurance and technology-related implications are identified. These consultations must be completed prior to making the enhancement request, and must be documented using administrative form AF 3520 “School Enhancement Project Request”.

- 3.2 Once the necessary department(s) have been consulted with, and no issues/implications have been identified that would negate the feasibility of the project, administrators will then submit their request for a school enhancement(s) to their area superintendent using AF 3520 "School Enhancement Project Request".

This request must be received by their area superintendent of education a minimum of one month in advance of proposed project commencement.
- 3.3 The area superintendent of education will review the request and will notify the administrator whether or not the proposal has been approved and any modifications that may be required before proceeding.
- 3.4 If the school enhancement project request has been approved, the area superintendent of education will forward the completed and signed AF 3520 to Plant Services. Plant Services will review the documentation, will contact the school where required with any additional questions, initial AF 3520, and forward the form to Purchasing.
- 3.5 Purchasing will review the proposal and contact the school with further administrative instructions, aligned with the board's purchasing procedures. Original documentation will be retained for a period of seven years, as per AP 3501-D. If the procurement threshold is under \$25,000, then the requesting administrator will be responsible for ensuring the quotes and backup approvals, including AF 3520 "School Enhancement Project Request", are electronically attached to the request in the current finance system.
- 3.6 School enhancement projects will generally be supervised by Plant Services department staff, based on staff availability.