

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: GCEA</b>
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### **SUBSTITUTE PLAN**

1. The Board makes available to the staff of its schools, except Kelsey Learning Center, a fund known as a "Back Up Fund" which will approximate the monies which normally would be paid out for substitute services.
2. In return for this, the staff of these schools, will provide the substitute services in all cases of approved leaves of absence except those of extended illness. The principal of the school, will be the final authority in organizing the substitute service.
3. In all cases of approved leaves of absence, except those of extended illness, the administrators of each school 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 shall come into force and all sections of this policy, including reporting procedures and methods of expenditures, shall apply.
4. The monies allocated for the substitute services provided will be placed in each school's account with the signing officers being the principal and one other designated school staff member. At least fifty percent of the monies accumulated for any one school year must be spent on educational supplies and equipment for that school as agreed to by the Superintendent.
5. Each school must submit an accounting under the substitute plan at the end of December and at the end of June in any given year.
6. Fifty percent of the money accumulated through use of the backup fund shall be given directly to the school. The other fifty 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 principals shall then order from this category, educational materials 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.
7. The school's fifty percent portion is for the sole use of the designated school and staff. The expenditures from this portion shall be in consultation with the staff and under the jurisdiction of the school administration. The School Division purchase order system shall be used. The amount of the school's portion and the School Division's portion shall be reconciled as of December 30 and June 30 of each year.
8. In cases of previously determined and approved extended illness or leave, the administrators of the schools shall work in close cooperation with the School Division administration in selecting a suitable replacement.