



BOARD OF EDUCATION
School District No. 57
2100 Ferry Avenue
Prince George, B.C. V2L 4R5
(250) 561-6800

POLICY

6141.1

SUMMER PROJECT WORK

APPROVED: 1979.02

REVISED: 1985.10
2002.06.25

POLICY

The School Services Department may occasionally provide funding for summer projects for the development of resources for classroom use.

DEFINITIONS:

“**Summer projects**” are curricular projects that assist and enhance instruction in classrooms. These may take the form of teacher resource booklets, sets of lesson plans or other such materials.

Responsibility Centre: Director of School Services
References: *School Act*, Section 85

SUMMER PROJECT WORK

PREAMBLE

There is a need to define summer projects and to specify the procedures to be followed regarding reimbursement for these projects.

Approved: 2002.06.25



SUMMER PROJECT WORK**REGULATIONS:**

1. Summer project proposals should be submitted to the Director of School Services on the application form available from the Director of School Services.
2. Funds granted for summer project work shall be used only for the project as approved.
3. All programs, materials, supplies and equipment purchased or developed through the use of monies from the summer project work fund shall remain the property of School District No. 57.
4. The project supervisor must be notified in writing if the projected completion dates cannot be met.
5. Payment to personnel for supplementary services provided via summer project contracts will be according to the PGDTA agreement.
6. The authorization for payment of summer work service contracts is the responsibility of the Director of School Services.
7. Upon authorization for payment of the service contract, the Director of School Services shall forward the service contract to the payroll department.
8. Upon receipt of the authorized service contract, the payroll department shall process payment for the contract date(s) and forward the contract to the human resources department for filing.

Approved: 1979.02
Revised: 1985.10, 2002.05.25

