



Rationale

Sunrise School Division has an annual furniture budget which is allocated fairly and equitably for its 13 regular instruction schools, six Hutterian Colony schools and divisional departments. To make requests on an annual divisional purchase basis, as well as for emergency type purchases throughout the school year, please follow this procedure.

In addition, on an annual basis Senior Administration may choose to approve a divisional replacement spend for items not specific to student learning. Schools will be notified each year of the criteria for this specific replacement spend.

Procedure

Annual Divisional Purchase:

In spring of each year all 13 regular instruction schools and six Hutterian Colony schools receive a request for their furniture submissions for the following budget year. The submissions need to include the following information, prioritized by need of school/site, on the Divisional Furniture Request Form (DJA-E2):

1. General product
2. Specifications for the product (e.g., colour, sizes, grade configuration for sizing, etc.)
3. Pictures of current item (if the request is for furniture to be replaced)
4. Rationale

Quotes/pricing will be obtained directly by the Purchasing Manager through tendered items on contract as well as quotes. The Purchasing Manager aims to ensure the best overall quality and pricing for the division.

Submissions will be reviewed and prioritized according to the following criteria:

1. Budget guidelines
2. Enhancement of student learning
3. Number of full-time equivalent students per school
4. Allocated dollars for divisional furniture purchases for each school in previous years
5. Availability of items in the division's used furniture inventory

Once the requests and pricing have been reviewed, schools/sites will be notified of the result of their submission. If current furniture is deemed re-usable by the division, it will be removed from the school/site by the Maintenance Department prior to delivery of the replacement furniture and inventoried by the Purchasing Department for redistribution as applicable. Approved purchases will be delivered over the summer months, in consultation with the school principal and their custodial staff.

Emergency Type Purchase:

Once the annual divisional purchase has been completed, schools may still submit requests for



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emergency type purchases related to student learning throughout the school year. These requests will be reviewed on an individual basis taking into consideration budget dollars available, rationale and connection to student learning.

If the division is unable to accommodate the submission/request, schools may purchase furniture items directly. They would need to use their available school funds or operating funds and enter a requisition into SRB. Schools must still consult with the Purchasing Manager for this type of school purchase and ensure tender/contract pricing must be used whenever possible. If applicable, the current furniture will be removed from the school/site and the item(s) will be placed on the used inventory list to be redistributed within the division.

Additional Annual Dollars – Rotational Spend:

The division may choose to offer an additional annual spend for more or larger furniture items on a rotational basis. Each school may develop a purchase plan and submit it to the division for approval.

The additional budget dollars are available for each school once every three years in rotation as outlined below. Funds are shared equally between all schools in any given year. The plan and purchase can occur at any time during the school's rotation year.

Year 1:

Anola School
Ecole Dugald School
Ecole Edward Schreyer School
Hazelridge School
Grafton School
Hofer Colony School

Year 2:

Gillis School
Springfield Middle School
Lac du Bonnet Senior School
Springfield Collegiate School
Heartland Colony School
Whiteshell Colony School

Year 3:

Centennial School
Oakbank Elementary School
Ecole Beausejour Early Years School
Ecole Powerview School
Whitemouth School
Richland Colony School
Springwell Colony School

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| Cross Reference: | | |
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