



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BUDGET COMMITTEE

TERMS OF REFERENCE

Purpose

1. To advise the Board of Education on the allocation of the operating budget to various programs and services to best meet our student needs within variable revenues;
2. To provide the Board of Education with representative advice on budget issues and implications of proposed changes;
3. To provide advice on new priorities and emerging opportunities, and to review past budget adjustments;
4. To provide a forum for open communication and understanding of the budget;
5. To assist in the effective and transparent communication regarding the school district's financial issues and decisions.

Membership

- Chair, appointed Trustee
- Senior Leadership Team
- Director of Finance
- Director of Operations
- Two representatives each from NOSPVPA, NOSTA, CUPE, DPAC, and FNEC
- Two student representatives

Meetings

To meet as needed between February and May with a minimum of three scheduled meetings, with other meetings held at the call of the Chair.

Indicators of Success

1. All members are aware of the contents of the operating budget and communicate positively about that understanding;
2. All members understand the budget issues and work together to solve them;
3. There is a good level of trust, openness and sharing on the committee among all members;
4. All employees and partners in the district are receiving effective communication about the budget and believe there has been adequate opportunity for input;
5. Committee provides useful advice to the Board of Education.



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2019-20 PRELIMINARY ANNUAL BUDGET TIMELINE / PROCESS

January/February	<i>Management develops 2019-20 enrolment projections and processes for identifying budget priority requests from schools and district departments.</i>
February 19 (Tuesday)	School Board Meeting - 6:00pm <i>Board approval of terms of reference, process and timeline, and adoption of 2019-20 budget guiding principles.</i>
March 7 (Thursday)	Budget Committee Meeting - 3:00-4:00pm <i>Committee reviews Terms of Reference, timeline, reviews District's Strategic Plan, proposes draft principles, and discusses information gathering processes.</i>
March 12 (Tuesday)	School Board Meeting – 6:00pm <i>Update trustees</i>
March 14 (Thursday)	“Talking Tables 2019” - 5:00-8:00pm (dinner provided) <i>Opportunity for trustees to hear directly from the field; facilitated interactive group discussion around key educational topics/issues; to ensure priorities are established prior to determining where budgets are allocated; opportunity for partner groups to present and share values and perspectives directly with trustees and The Senior Leadership Team.</i>
March 15	Preliminary Operating Grant Announcement
March 18 – March 29	Spring Break
April 9 (Tuesday)	Budget Committee Meeting - 3:00-4:00pm <i>Discuss and consider the implications of the Preliminary Operating Grant Announcement and any potential budget shortfall or enhancement.</i>
April 11 (Thursday)	Budget Committee Meeting - full day session - 8:30am – 4:00pm <i>Department budget presentations.</i>
April 16 (Tuesday)	School Board Meeting - 6:00pm <i>Update trustees</i>

- April 24 (Wed) Budget Committee Meeting – 1:00- 4:00pm
Follow up from full day budget presentations.
- May 1 (Wed) Public Budget Consultation Meeting - 6:00pm
Budget consultation meeting for both school communities and the public.
- May 9 (Thursday) Budget Committee Meeting – 1:00- 4:00pm
To consider input from Public Budget Consultation meeting, Partner Group feedback, and develop preliminary balancing options.
- Ongoing work and adjustments by management team to refine budget options and ensure that priorities connect to the district’s core business (student success)***
- May 21 (Tuesday) School Board Meeting - 6:00pm
Approve 2019-20 Annual Budget Bylaw.
- May 22 – June 30 *Staffing Adjustments and Notices*

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2019-20 BUDGET GUIDING PRINCIPLES

In its development and approval of the school district budget, the Board shall ensure that the district's Strategic Plan and the priority given to support all students shall be central in budget decisions.

Throughout the Board's collaborative budget development process, decisions will be guided by the following principles:

- Maintenance or enhancement of quality programs and services for students;
- Delivery of effective, efficient and culturally appropriate programs and services;
- Maintaining a safe and healthy learning and working environment, one which includes attention to environmentally sustainable practices;
- Maximizing the use of school district facilities and time within the school day and throughout the calendar year;
- Protecting any funds held in reserve for which there is a well-established and appropriate plan for use;
- Establishment of a contingency fund so that unforeseen budget pressures can be dealt with in a responsible and timely manner;
- Long-term financial planning including effective management of surplus funds or of potential budget deficits;
- Effective and transparent communication with partner groups and with the broader public so that budget decisions are finalized following consideration of a wide range of perspectives and suggestions;
- Consideration of, and adherence to, laws, regulations, collective agreements, etc.;
- Exploration of revenue-generation options to supplement the annual operating grant from the province; and
- District-specific advocacy for stable, predictable and adequate funding so that programs and services can be maintained and enhanced over time.