

School-Based Budgets Working Group – Terms of Reference

November 27, 2023

Purpose

The School-Based Budgets Working Group is a group consisting of members of the Board of Education, Senior Leadership staff, Financial Services staff, Rightsholders, students and members of CUPE 382, CUPE 947, GVTA, VCPAC, VPVPA. The purpose of the budget working group is to examine specific areas of the School District's budget, make recommendations to the Board of Education and provide reports to the Board of Education with a focus on alignment to the District's Strategic Plan and Enhancing Student Learning Report, in consideration of the Multi-Year Financial Plan, and in compliance with contractual obligations.

Composition

The School-Based Budgets Working Group shall be comprised of:

- Representative Trustees of the Board
- Superintendent and/ or designate
- Secretary Treasurer and/or designate
- Member of CUPE 382
- Member of CUPE 947
- Member of GVTA
- Member of VCPAC
- Member of VPVPA
- Representative from each of the Songhees Nation, Esquimalt Nation, Metis Nation and Urban Peoples' House Indigenous Advisory
- Member of the Representative Advisory Council of Students
- Student voice will also be heard through the Representative Advisory Council of Students meetings, Student Symposium and Student Connection events

All working group members share a commitment to ethical conduct, decorum and professional conduct.

All working group members will promote and uphold cultural safety as set out in the Board's Values and Guiding Principles where the budget will be culturally respectful and responsive to the needs of Indigenous peoples.

Trustees will select a chair to help facilitate the dialogue and discussion at the working group meetings.

A member of the Financial Services team or Senior Leadership Team will be responsible for being the note taker at each meeting.

The working group is advisory in nature and reports to the Board through Public Board meetings.

The working group does not make decisions. The working group will strive to make recommendations by consensus; failing consensus, working group discussions encompassing all views will be communicated to the Board.

Confidential matters such as property, personnel, and litigation will not be discussed by the working group.

Duties and Responsibilities

The School-Based Budgets Working Group will make recommendations to the Board for Board consideration relative to School Budgets at Elementary, Middle and Secondary Schools no later than February 29, 2024.

Recommendations will identify and address the following:

- Service gaps
- Equity issues, e.g., between schools and/or levels as a result of District support allocations
- Opportunities to realign resources
- Other issues that surface during discussion

The School-Based Budgets Working Group will make recommendations that have clear linkages to:

1. The District's Strategic Plan goals and strategies and the annual Enhancing Student Learning Report
2. The Board's Values and Guiding Principles set out in the fiscal year's budget process
3. Sustainability

Information

Information provided to the School-Based Budgets Working Group will include:

- Formula allocation from Operating Grant, e.g. admin time, clerical, supplies
- Special Purpose Fund allocations to each school in receipt of funds, e.g., CommunityLink, Federal French
- Staffing ratios and staffing in excess of ratios for each school, e.g., counsellors
- Carryforwards, e.g., reserve amounts, special projects
- Other school-based allocations to each school in receipt of funds, e.g., literacy program
- Other information as requested by the working group

Accountability

Working group meetings will not be open to the public. The working group shall report its discussions to the Board by maintaining minutes of the meetings.