

## **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.

## **Special Purpose Fund Budgets Working Group – Terms of Reference**

November 27, 2023

### **Purpose**

The Special Purpose Fund 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 Special Purpose Fund 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 Special Purpose Fund Budgets Working Group will make recommendations to the Board for Board consideration relative to Special Purpose Funds 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 Special Purpose Fund 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 Special Purpose Fund Budgets Working Group will include:

- List of all Special Purpose Funds and their Purpose
- Allocations from Special Purpose Funds to each school in receipt of funds, e.g. staffing, supplies
- Rules or restrictions on use of special purpose funds
- Carryforwards, e.g., unspent from prior year
- 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.

## **Department Budgets Working Group – Terms of Reference**

November 27, 2023

### **Purpose**

The Department 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 Department 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 Department Budgets Working Group will make recommendations to the Board for Board consideration relative to Departments, prioritizing English Language Learners, Inclusive Learning, Indigenous Education, and International Education 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 Department 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 Department Budgets Working Group will include:

- List of priority schools and what additional supports are allocated
- Allocations, including formulas, from Departments, e.g., staffing, collaboration time, supplies, etc. to each school in receipt of funds
- District-level allocations in Departments
- Rules or restrictions on use of departmental funds
- Carryforwards, e.g., unspent from prior year
- Relevant cost estimates
- 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.

**2024-2025 BUDGET DEVELOPMENT PROCESS**

Date	Day of Week	Time of Day	Event Description	Attendees	Meeting Type	Location	Agenda Deadline
November 14	Tuesday	Evening	Budget Process Feedback	Open Invite	Special Open Board	Zoom	November 8
November 20	Monday	Evening	Representative Advisory Council of Students Meeting	Student Reps (Sec), SLT	Regular Monthly	In-person	
November 27	Monday	Evening	Approval of Budget Development Process	Open Invite	Regular Open Board	Zoom	November 22
November 28	Tuesday	Daytime	District Leadership Team Meeting	SLT, Dept Heads, PVP Reps	Regular Monthly	In-person	
Before January 11		Daytime	Student Connections - Esquimalt	Board Chair, Trustee, PVP, SLT	Small Group	In-person	
Before January 11		Daytime	Student Connections - Lambrick Park	Board Chair, Trustee, PVP, SLT	Small Group	In-person	
Before January 11		Daytime	Student Connections - Mt. Doug	Board Chair, Trustee, PVP, SLT	Small Group	In-person	
Before January 11		Daytime	Student Connections - Oak Bay	Board Chair, Trustee, PVP, SLT	Small Group	In-person	
Before January 11		Daytime	Student Connections - Reynolds	Board Chair, Trustee, PVP, SLT	Small Group	In-person	
Before January 11		Daytime	Student Connections - Spectrum	Board Chair, Trustee, PVP, SLT	Small Group	In-person	
Before January 11		Daytime	Student Connections - Vic High	Board Chair, Trustee, PVP, SLT	Small Group	In-person	
ASAP		Evening?	Partner Connections - CUPE 382	Trustees, CUPE 382 Reps, SLT, F/S	Small Group	In-person	
ASAP		Evening?	Partner Connections - CUPE 947	Trustees, CUPE 947 Reps, SLT, F/S	Small Group	In-person	
ASAP		Evening?	Partner Connections - GVTA	Trustees, GVTA Reps, SLT, F/S	Small Group	In-person	
ASAP		Evening?	Partner Connections - VCPAC	Trustees, VCPAC Reps, SLT, F/S	Small Group	In-person	
ASAP		Evening?	Partner Connections - VPVPA	Trustees, VPVPA Reps, SLT, F/S	Small Group	In-person	
December 7	Thursday		Information Packages to Working Groups				
December 11	Monday		Information Sharing to/from Board		Regular Open Board	Zoom	December 6
December 12	Tuesday		Communication - Board Budget Highlights				
December 13	Wednesday	Evening	Working Group Meeting #1	Trustees, Partners, SLT, F/S	Small Group	In-person	December 11
December 23 - January 7			Winter Break				
January 11	Thursday	Daytime	Student Symposium	Students (Middle/Sec)	Large Group/Lunch	In-person	
January 18	Thursday	Evening	Working Group Meeting #2	Trustees, Partners, SLT, F/S	Small Group	In-person	January 16
January 25	Thursday	Evening	Working Group Meeting #3	Trustees, Partners, SLT, F/S	Small Group	In-person	January 23
January 29	Monday	Evening	Working Group Update to Board	Open Invite	Regular Open Board	Zoom	January 24
January 30	Tuesday		Communication - Board Budget Highlights				
February 8	Thursday	Evening	Working Group Meeting #4	Trustees, Partners, SLT, F/S	Small Group	In-person	February 6
February 15	Thursday	Evening	Working Group Meeting #5	Trustees, Partners, SLT, F/S	Small Group	In-person	February 13
February 26	Monday	Evening	Information Sharing to/from Board		Regular Open Board	Zoom	February 21
February 27	Tuesday		Communication - Board Budget Highlights				
February 29	Thursday	Evening	Working Group Recommendations to Board	Open Invite	Special Open Board	Zoom	February 27
March 7	Thursday	Evening	Talking Tables	Rightsholders, Education Partners, Trustees, SLT, Staff	Large Group/Dinner	In-person	
March 11	Monday	Evening	Information Sharing to/from Board		Regular Open Board	Zoom	March 6
March 12	Tuesday		Communication - Board Budget Highlights				
March 15	Friday		Ministry Funding Announcement				
March 18 - April 2			Spring Break / Easter				
April 4	Thursday	Evening	Public Meeting	Open Invite	Special Open Board	In-person	April 2
April 5	Friday		Communication - Board Budget Highlights				
April 9	Tuesday	Evening	1st or 1st and 2nd Bylaw Reading	Open Invite	Special Open Board	Zoom	April 7
April 11	Thursday	Evening	3rd or 2nd and 3rd Bylaw Reading/BUDGET PASSED	Open Invite	Special Open Board	Zoom	April 9
April 12	Friday		Communication - Board Budget Highlights				
April 15	Monday		Staffing Packages to Schools				
April 18	Thursday		Budget Development Process Feedback Request		Survey		
April 29	Monday	Evening	Summary of Budget Development Process Feedback	Open Invite	Regular Open Board	Zoom	April 24