



BUDGET ADVISORY COMMITTEE MEETING

Thursday, January 27, 2022

3:00 pm, MS Teams

Committee Members:

Teri VanWell, Chair
Elsie McMurphy, Trustee
Victoria Martin, Trustee
Dave Eberwein, Superintendent of Schools
Paul McKenzie, Assistant Superintendent
Monica Braniff, Director of Instruction
Carly Hunter, Director of Instruction

Jason Reid, Secretary Treasurer
Megan Cimaglia, Director of Finance
Michael MacEwan, STA
Nola Welsh, CUPE
Pete Westhaver, SAA
Spencer Gray, SISP
Monique Hiltz, COPACS

AGENDA

1. Welcome
2. Review of Timeline & Guiding Principles
3. Review Committee Terms of Reference
4. Review 2022/23 Budget Process Consultation Plan
5. Next meeting: **Thursday, February 24, 2022, 3:00-5:00pm**

School District No. 63 (Saanich)
2022/23 PRELIMINARY OPERATING BUDGET
TIMELINES / PROCESS

January	Management develops 2022/23 enrolment projections
January 27	Budget Advisory Committee meeting, 3:00 – 5:00pm <i>Review timeline, guiding principles, committee terms of reference, and budget process consultation plan.</i>
February 8	Finance, Facilities and Technology Committee meeting <i>Report on work to date</i>
February 15	Provincial Budget 2022 released
February 16	School Board Meeting, 7:00pm
February 24	Budget Advisory Committee meeting, 3:00 – 5:00pm
March 8	Finance, Facilities and Technology Committee meeting
March 15	<i>2022/23 District funding allocations from government</i>
March 16	School Board Meeting, 7:00 pm
April 7	Budget Advisory Committee meeting, 3:00 – 5:00pm
April 12	Finance, Facilities and Technology Committee meeting
April 14	School Communities and Public Budget Meeting, location TBD, 7:00pm
April 20	School Board Meeting, 7:00pm
April 21	Management Team working session, 2:00 – 4:00pm
April 28	Budget Advisory Committee meeting, 3:00 – 5:00pm
May 4	Committee of the Whole/Special School Board Public Budget Meeting, 7:00pm
May 10	Finance, Facilities and Technology Committee meeting
May 18	School Board Meeting, 7:00pm <i>Approval of budget and submission to Ministry of Education by June 30, 2022</i>



2022/23 BUDGET GUIDING PRINCIPLES

The Saanich Board of Education will keep support for students at the forefront of its decisions. The Board will be guided in making difficult budget decisions by its values of Compassion, Honesty, Fairness, Respect and Responsibility and its beliefs that:

Public education is fundamental to society and schools must prepare young people as citizens.

Public education is the responsibility of the whole community.

Healthy relationships are the foundation of a successful public education system.

- In establishing budgets, the Board will consult with representatives of partner groups and with the broader community.
- In establishing the 2022/23 annual budget the Board will, to the greatest extent possible, maintain or enhance programs and services for the students of School District No. 63.
- The Board recognizes that budget decisions are best informed by the identification and evaluation of strategic and operational priorities.
- In reviewing programs and services as part of budget deliberations, the Board will endeavour to support these in the most effective, cost efficient and culturally appropriate manner.
- The Board is committed to administrative and operational efficiency, and appropriate management of risk including the provision of safe and healthy learning environments and sustainable environmental practices.
- The Board will consider options related to the number, locations and use of facilities and the school calendar.
- The Board recognizes that committed reserves are an important element of sound budget management and will not consider them for offsetting budget challenges.
- As a sound financial practice, the Board recognizes that a contingency reserve is prudent to address unforeseen budget pressures.
- The Board is committed to responsible long term financial planning-
- The Board will continue to review opportunities to enter into additional revenue generating activities.
- The Board is committed to continued advocacy for stable, adequate funding and a fair allocation system.

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 with representative advice on budget issues and implications of proposed changes;
3. To provide advice on new priorities and emerging opportunities;
4. To provide a forum for open communication and understanding of the budget;
5. To provide advice on and assist in the effective communication of financial issues and decisions throughout the district, and beyond.

Membership:

- Finance Facilities and Technology Committee Chair is Chair of the Budget Advisory Committee
- Other Finance Facilities and Technology Committee Trustees
- Executive Staff
- Director of Finance
- Two representatives from school administration (Saanich Administrators' Association)
- Two representatives from Saanich Teachers' Association
- Two representatives from CUPE 441
- Two representatives from COPACS
- One representative from SISP

Meetings are public and open to non-members.

Meetings:

To meet at least three times between January and May

Report to:

Finance, Facilities and Technology Committee of the Board

Indicators of Success:

- All members are aware of the contents of the operating budget and communicate positively about that understanding;
- All members understand the budget issues and work together to solve them;
- There is a good level of trust, openness and sharing on the committee among all members;
- All employees and partners in the district are receiving effective communication about the budget;
- Committee provided useful advice to the Board of Education.