

LL 501220

DBC

School Budget Committees

1. Application of Terms of Reference

The Terms of Reference apply to all operating schools.

2. Goals of School Budget Committee

- a) to develop the school budget including Capital D and school funds
- b) to set the school budget priorities/allocations
- c) to develop the school budget and the priorities based on the goals and objectives of the school
- d) to address the priorities and the needs of the students, staff, administration and the school
- e) to develop short term and long term plans in regard to replacement and acquisition of capital equipment, furniture, computers and building alterations. Computer, furniture and equipment acquisitions greater than \$500 each shall be itemized, revised and approved by the Committee on an item cost basis
- f) To present the budget and the long range plans to the staff for their information
- g) To submit the school budget to the Board Office by the deadline established by the Secretary-Treasurer/CFO's department.

3. Membership of School Budget Committee

- One of the administrative team, selected by the Principal
- One support staff member, selected by the support staff
- One department head, PIA or teacher designate, selected by the Principal
- One certified staff member, not in one of the preceding categories, selected by the staff
- One parent representative from the Parent Council Executive Committee

The representation of the members of the committee may be increased prior to the commencement of budget deliberations at the discretion of the Principal. The increased membership should reflect the same proportionate representation as stated above where possible.

ADOPTED	REVIEWED	REVISED	PAGE
January 1993		17/Dec/24	1 of 2

4. Decision-Making of the School Budget Committee

- a) The chair of the committee is the appointed School Administrator.
- b) The committee is to select its own secretary on an annual basis.
- c) The committee is to use a consensus approach to decision making.
If a consensus cannot be achieved then a vote will be necessary.
- d) The committee shall meet a minimum of one time a year.
- e) The committee should receive staff input either written and/or by staff delegation.
- f) The committee shall receive student input through a process devised by the Principal.
- g) The minutes of the meeting are to be maintained and made available to the staff. The minutes shall include the method of collecting student input and a summary report.

5. The responsibility of the Administration/Veto Power

- a) The principal has the right and obligation to veto any decision of the committee that is counter to Division policy.
- b) If the administration cannot accept, or has difficulty accepting, the decision of the committee, the administrator has the right to ask for reconsideration of the specific decision. If the outcome of reconsideration is still not acceptable to the principal, the decision of the committee prevails.
- c) It is the responsibility of the school administration to train all committee members and to provide all necessary information required by the committee to do its work.

ADOPTED	REVIEWED	REVISED	PAGE
January 1993		17/Dec/24	2 of 2