

# Staff Report



December 5, 2023

**To** Board of Education (Public Meeting)  
**From** Ray Velestuk, Secretary-Treasurer/CFO  
**Re** **Change of Board Meeting Dates in 2024**

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## **RECOMMENDATION:**

THAT the Board of Education approve the change in meeting dates in 2024 as follows:

1. Public Budget Information Night: From March 7 to March 6
2. In-Camera and Regular Board Meetings: From May 28 to May 14

AND FURTHER THAT the Board of Education's Budget Calendar be revised to reflect the above changes.

## **BACKGROUND:**

Due to conflicts with 2024 events, the above changes are proposed and necessary to accommodate both Staff and the Board of Education's calendars.

As a result of the above changes, it is proposed the Finance and Facilities Committee meeting currently scheduled for May 14, be moved to May 7, 2024.

If approved by the Board, revisions will be made to Staff, Board and budget calendars with copies provided to trustees.

Proposed Budget and Board calendars reflecting the above changes, are attached.

# Budget Calendar – 2024-2025



<b>November</b>	<b>7</b>	Board Meeting	Approval of Budget Calendar 2024 – 2025
<b>December</b>	<b>5</b>	Board Meeting	Budget Planning – review of budget objectives, planning principles, & accumulated surplus
<b>January</b>	<b>23</b>	Board Meeting	Review Q2 financial results and revised Provincial Operating Grant 23-24
	<b>31</b>		Final Day for School/Dept. Amended Budget revisions
<b>February</b>	<b>1</b>		Begin preliminary enrolment estimates from schools
	<b>13</b>	Board Meeting	Amended 2023-2024 Budget approval
	<b>15</b>		Submit enrolment estimates to the Ministry
<b>March</b>	<del>6</del> <sup>7</sup>	Public Information Meeting	2024-2025 Public Budget Information Meeting & begin consultation process.
	<b>12</b>	Board Meeting	2024-2025 Budget: Preliminary Budget estimates (Preliminary planning, enrolment projections)
<b>April</b>	<b>9</b>	Finance & Facilities	Review of Strategic & Operational Plans Review of Budget information Review of school/department allocations
	<b>12</b>		Final day to adjust enrolment projections
	<b>16</b>	Board Meeting	Revised strategic plan information. Preliminary Budget estimates including Q3 Financial results and 23-24 forecast
<b>May</b>	<del>7</del> <sup>14</sup>	Finance & Facilities	Budget Review
	<b>16</b>	Public Information Meeting	Budget Information Meeting
	<del>14</del> <sup>28</sup>	Board Meeting	Forecast of current year financial results and Preliminary budget estimates
	<b>31</b>		Finalize school-based staffing estimates, final day for schools/departments to complete spending estimates
<b>June</b>	<b>18</b>	Board Meeting	Approval of 2024-2025 Budget and updated Strategic Plan
	<b>28</b>		Deadline for Budget Submission to Ministry

# Budget Calendar – 2023-2024



<b>August</b>	<b>29</b>		Preliminary Budget available in Financial Reporting System
<b>September</b>	<b>30</b>		1701 Submission (funded enrolment)
<b>October</b>	<b>25</b>		Finalized enrolment to budget reporting system
<b>November</b>	<b>4</b>		Deadline for revised school budget
	<b>5</b>		Final budget to Financial Reporting System
<b>December</b>	<b>15</b>	(approx.)	Revised operating grant information

Month	Mon	Tue	Wed	Thu	Fri
Sep 2023	Aug 28	Aug 29	Aug 30	Aug 31	1
	4 Labour Day	5 Schools Open	6	7	8
	11	12 Audit	13	14	15 Board Planning Session (SBO)
	18	19	20	21	22
	25	26 Board Meetings	27	28	29 NI Day
Oct 2023	2 National TRC Day (Lieu Day)	3 Special Closed	4	5	6
	9 Thanksgiving	10 Public Mtg (make up for Sep 26)	11	12	13
	16	17 Board Meetings	18	19	20 NI Day BCSTA Prov. Council (20/21)
	23	24	25	26	27
	30	31 Policy Committee	1	2 BCPSEA Symposium	3 BCPSEA Symposium
Nov 2023	6	7 Board Meetings (Annual Organizational)	8	9	10 NI Day
	13 Remembrance Day (Lieu Day)	14 Finance-Facilities Education	15	16 BCSSA Fall Conference	17 BCSSA Fall Conference
	20 Boundary Review Public Meeting	21	22	23 BCSTA Trustee Academy (23-25)	24 BCSTA Trustee Academy (23-25)

Month	Mon	Tue	Wed	Thu	Fri
Dec 2023	27	28 Education Supt's Informal	29	30	1 Closed Meeting Board Planning Session (SBO)
	4	5 Board Meetings	6	7	8
	11	12 Stakeholder Meeting	13	14	15
	18	19	20	21	22
	25 Christmas Day	26 Boxing Day	27 Christmas Break	28 Christmas Break	29 Christmas Break
Jan 2024	1 New Yr's Day	2 Christmas Break	3 Christmas Break	4 Christmas Break	5 Christmas Break
	8 Schools Reopen	9 Education	10	11	12/13 Board Planning Session (Offsite/Overnight)
	15	16 Finance-Facilities Audit / Supt's Informal	17	18	19
	22	23 Board Meetings	24	25	26
	29	30 Stakeholder Meeting	31	1	2
	5	6 Stakeholder Meeting	7	8	9 BCSTA/MECC Partner Liaison Meetings
Feb 2024	12	13 Board Meetings	14	15	16 NI Day
	19 Family Day	20 Education Supt's Informal	21	22	23/24 (BCSTA Prov Council Meeting – 24th only)

Month	Mon	Tue	Wed	Thu	Fri
Mar 2024	26	27	28	29	1
	4	5 Stakeholder Meeting	6 Public Budget Info Night	7 Public Budget Info Night	8
	11	12 Board Meetings	13	14	15
	18 Spring Break	19 Spring Break	20 Spring Break	21 Spring Break	22 Spring Break
	25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break	29 Good Friday Spring Break
Apr 2024	1 Easter Monday	2 Schools Reopen	3	4	5
	8	9 Finance-Facilities Audit	10	11	12
	15	16 Board Meetings	17	18 BCSTA AGM (18-21)	19 BCSTA AGM (18-21)
	22	23 Education Supt's Informal	24	11	26 NI Day
	29	30 Stakeholder Meeting	1	2	3 Board Planning Session (SBO)
May 2024	6	7 Finance-Facilities	8	9 Supt. AM Mtg	10
	13	14 Finance-Facilities Board Meetings	15	16 Public Budget Info Night	17 NI Day
	20 Victoria Day	21	22	23	24
	27	28 Board Meetings	29	30	31

Month	Mon	Tue	Wed	Thu	Fri
June 2024	3	4 Supt's Growth Plan	5	6	7
	10	11	12	13	14
	17	18 Board Meetings	19	20	21
	24	25	26	27 Last Day of School	28