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Serving the communities of Anmore, Belcarra,
Coquitlam, Port Coquitlam and Port Moody

GUIDELINES FOR DELEGATIONS MAKING PRESENTATIONS ON THE 2008/09 (JULY 1, 2008 – JUNE 30, 2009) BUDGET

The Board of Education

Welcomes Your Input

WELCOME

- n** Thank you for participating in the 2008/09 budget process. Your recommendations and suggestions are valued as we decide how to address our budget issues.
- n** We value input from individuals and groups. Our budget meeting is planned to make people feel as comfortable as possible.
- n** To ensure that the business of governing education takes place as smoothly as possible, School Board meetings follow structured rules of order so that all viewpoints are heard. The following guidelines have been prepared specifically for school board delegations interested in preparing and delivering presentations.
- n** There are currently three opportunities to present to the Board on budget issues.

They are:

	APRIL		
Tues	1	7:30 p.m.	Regular Board Meeting Winslow Centre, Gallery Room
Tues	8	7:00 p.m.	Special Public Meeting - Budget Winslow Centre, Gallery Room
Tues	15	7:00 p.m.	Special Public Meeting - Budget Winslow Centre, Gallery Room

IT'S A SIMPLE PROCESS

- n If you or your group would like to make a presentation, contact the Office of the Secretary-Treasurer before noon on the Thursday prior to the meeting at (604) 939-9201 or email gdowler@sd43.bc.ca. When calling, please have the following information ready:
 - name and telephone number of spokesperson;
 - a written explanation of the budget matter you wish to cover must be presented; recommendations and suggestions on how to address our budget issues are helpful.

PREPARING YOUR PRESENTATION

- n Delegations are most welcome to present their views and can assist in the process by being prepared to present specific recommendations/suggestions and proposals.
- n A written statement is essential to assist board members' understanding of your budget issues and recommendations. Written statements must be submitted to the Board via the Office of the Secretary-Treasurer before noon on the Thursday prior to the budget meeting.
- n To permit the Board to deal with all budget presentations, delegations are asked to keep presentations to no more than 5 minutes.
- n Your delegation should be prepared to answer questions for Board members wishing to learn more about your concerns and your recommendations.

PRINCIPLES, ASSUMPTIONS AND CRITERIA

The Principles, Assumptions and Criteria to be used in our 2008/09 Budget Process are listed below:

PRINCIPLES OF BUDGETING FOR 2008-09

- Enhance or maintain the quality of core educational programs and services.
- Meet statutory and collective agreement requirements.
- Cost pressures due to current obligations will be recognized in the budget process and base budgets realigned.

- Participate in a consultative budgeting process that includes our partner groups and SPC's.
- Promote fair treatment of all employees.
- Provide for revenue opportunities and innovation.
- Link budgeting with School and District Goals.

ASSUMPTIONS FOR 2008-09 BUDGETING

- Cost pressures will materialize during the 2008-09 fiscal year.
- That due to uncertainty around the release of the enrolment reserve in the past two years, that in planning for the 2008-09 fiscal year that no more than 25% of the enrolment reserve be recognized as potential revenue.
- That any enrolment reserve will be provided by the MOE in two or three allocations during the fiscal year.

CRITERIA FOR 2008-09 BUDGETING

- Optimize services to students.
- Optimize staffing for the purposes of the provision of services to students.
- Result in a system that is manageable.
- Clearly support School and District Goals