



**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

POLICY COMMITTEE

AGENDA

Tuesday, November 22, 2016 from 11:30-1:00 p.m.
School Board Office – Gibsons, BC

- 1) Surplus Policy
- 2) Corporate Policy

13 ANNUAL BUDGET DEVELOPMENT

The Board of School Trustees of School District No. 46 (Sunshine Coast) recognizes that one of its primary responsibilities is the direction and adoption of an annual school district budget, as well as the annual facilities grant budget, that establish authority for all spending in the district.

- 13.1 The Board believes that the annual budget development process requires a planned, open and transparent public consultation process that, prior to the presentation of the proposed preliminary budget, will encourage and solicit input from the following groups:
 - (a) Sunshine Coast Teachers' Association;
 - (b) CUPE Local 801;
 - (c) Sunshine Coast Principals and Vice-Principals' Association;
 - (d) District Parents Advisory Council;
 - (e) community.
- 13.2 The Secretary-Treasurer shall assume the responsibility for preparing the annual school district budget and its consultation schedule, for presentation, review and adoption by the Board.
- 13.3 The Secretary-Treasurer shall assume the responsibility for preparing the annual facilities grant budget for review and adoption by the Board.
- 13.4 In November of every year, the Board will gather input from all the groups listed in 13.1, including through a public consultation meeting
- 13.5 General budget considerations for the preparation of the next school year's preliminary budget will be provided to senior administration by the Board by the end of each calendar year, and be publicly recorded.
- 13.6 Preliminary budget considerations and scenarios will be developed and presented to the Board by the Secretary-Treasurer in February.
- 13.7 Within one month of the Ministry of Education's annual operating grant announcement, the Secretary-Treasurer will publicly present the implications to School District No. 46 (Sunshine Coast), and will update the Board on the status of prior considerations and scenarios.
- 13.8 In April, the Secretary-Treasurer shall present a balanced budget to the Board, which will also be presented in a public information session prior to the May Public Board Meeting.
- 13.9 The final preliminary budget will be prepared for Board adoption by the May Public Board Meeting.
- 13.10 In accordance with provincial deadlines, in the following calendar year the Amended Budget will be proposed to the Board by the end of February, and Audited Financial Statements in September.



POLICY MANUAL
POLICY 807.0

800.0 BUSINESS PROCEDURES

USE OF RESTRICTED SURPLUS

The Board of Education is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact the education of students. To discharge this responsibility, the Board will establish a restricted portion of its accumulated surplus which would be used to mitigate any negative impact such circumstances might cause.

Procedure

The restricted portion of the Board's accumulated surplus may only be used under the following circumstances and with a two-thirds majority of the Board of Education's approval:

1. The incurring of new cost pressures in a fiscal year that were not known at the time of budget development that are in excess of \$150,000;
2. The payment of severance (wages and benefits) in excess of \$75,000 upon termination of a non-union employee without cause;
3. The settlement of any legal action that is not covered by the School Protection Program;
4. Initial one-time cost outlays for new educational programs;
5. Extraordinary unknown utilities cost pressures;
6. To cover monies owed as identified by the Deficit Elimination Plan.

SD No. 40 (New Westminister)

Adopted: October 28, 2014

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminister)

BOARD OF EDUCATION

SCHOOL DISTRICT NO. 35 (LANGLEY)

POLICY MANUAL

Policy No. 3205

SUBJECT: USE OF RESTRICTED SURPLUS

Date 13 09 24

In the 2010/2011 and 2011/2012 fiscal years, while the District was creating surpluses to eliminate the \$13.5 million operating deficit which existed at June 30, 2010, the Board of Education made decisions to restrict a portion of those surpluses. The restriction at the end of June 2012 was one which approximated 2% of the District's annual revenue. At June 30, 2012 that amount was \$3,188,260.

Policy:

The Board of Education is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact the education of students. To discharge this responsibility, the Board will establish a restricted portion of its accumulated surplus which would be used to mitigate any negative impact such circumstances might cause.

Procedure:

Use of the restricted portion of the Board's accumulated surplus under the following circumstances, subject always to the Board of Education's approval:

1. The elimination of any deficit arising at the end of a fiscal year of operations;
2. The incurring of new cost pressures in a fiscal year that were not known at the time of budget development that are in excess of \$250,000;
3. The payment of severance (wages and benefits) in excess of \$100,000 upon termination of a non-union employee without cause;
4. The settlement of any legal action that is not covered by the School Protection Program;
5. Initial one-time cost outlays for new educational programs where an investment in non-technology related learning resources is required (non-technology related refers to computer technology)
6. Coverage for disaster recovery expenditures;
7. Extraordinary unknown utilities cost pressures;
8. Replacement of equipment essential to the continuation of educational programming in schools or district facilities.
9. To appropriate to balance the next year's budget.

In recognizing that the use of the restricted portion of its accumulated surplus represents a one-time use of funding, the Board will incorporate into its future budget planning processes, strategies to re-establish the accumulated surplus. Such strategies may be implemented over a period of two years.

19 PARTNERSHIPS AND/OR CORPORATE SPONSORSHIPS

The Board of School Trustees of School District No. 46 (Sunshine Coast) encourages partnership arrangements between the school district and the community because they can contribute to broader educational opportunities than those otherwise available. The classroom environment, however, must be preserved for sound educational activities and resources and not for commercial gain.

- 19.1 In order for any partnership or corporate sponsorship to be successful in a school environment, it must be based on an appropriate balance of the following, determined through consultation with the school community:
- (a) the obligation conferred on educators to protect the welfare of students and the integrity of the learning environment in their classrooms;
 - (b) the educational opportunities provided.

School Fundraising /Not for Profit and Corporate Partnerships/Grants Policy 5310

March 4, 2003

Revision: December 14, 2010

Reviewed: December 9, 2014

School Fundraising

The Board of Education understands that a number of school activities require fundraising. The Board is mindful that there must be realistic expectations around the quantity of fundraising and amount of money raised at an individual school and within the district as a whole. The School Fundraising Policy applies to all school based groups inclusive of P.A.C.'s.

The Board believes that fundraising is seen as most acceptable when it provides a service or a product in the community. Solicitation of donations is not sanctioned by the Board, unless indicated on the fundraising plan and approved by the Board.

The Board believes that an individual, business, corporation or agency providing donations of funds, goods or services should be given recognition. (See attached form A981-12-10) Upon request, the Secretary-Treasurer or delegate, will issue a receipt to the donor for a charitable donation in accordance with Canada Customs and Revenue Agency regulations for registered charities. (For further information on donations, please refer to Policy 3240)

Guidelines

1. Extensive fundraising plans must be submitted annually to the Board by October 31st. Extensive amended fundraising plans and limited fundraising plans (under \$1000) may be submitted, for Board approval, throughout the school year.
 - 1.1. These plans will include a description of the fundraising goals, the target amounts and the methods by which funds are to be raised.
 - 1.2. The plan must include a letter of support from the School Principal.
2. Fundraising that occurs before October 31st or prior to Board approval, must be approved by the School Principal and included in the fundraising plan to the Board of Education.
3. It is the expectation that once the target is reached the fundraising group will limit its activity to non-profit events that will not generate any additional funds, in the current school year.
4. Sponsors of lotteries, raffles or games of chance must be sure to comply with the appropriate government licensing regulations.
5. Students involved in any “door to door” fundraising activities should:

- carry student identification;
 - be in pairs or groups, never alone;
 - have a school handout clearly articulating the purpose of the fundraising.
6. Donation forms must be completed by the sponsor teacher, signed by the School Principal and forwarded to the Secretary-Treasurer.

Not for Profit and Corporate Partnerships/Agreements

1. Not for Profit and Corporate Partnerships are viewed favorably by the Board if they have an identified educational value. Resources available from these organizations are intended to compliment, not replace, public funding for education; nor will they produce inequality between individual schools.
2. If partnerships are entered into they must clearly define the roles and responsibilities for all partners.
3. All agreements reached must be approved by the Board.

Grants

1. As identified above, in Not for Profit and Corporate Partnership agreements, grants are also viewed favorably by the Board if they have an identified educational value. Resources available from organizations offering grants are intended to compliment, not replace, public funding for education; nor will they produce inequality between individual schools.
2. The Superintendent or designate must be advised of any grant applications considered by schools or Parent Advisory Councils, prior to submission. Due to some limited timeframes for grants, pre approval of the proposed submission will be determined by the Superintendent or designate.
4. Results of successful submissions will be shared with the Board.
5. Grant revenue will be included in the annual reporting of fundraising activities.

SCHOOL DISTRICT #81 (FORT NELSON)

Donation Recognition Form

School: _____ Date: _____

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Name and Postal address of individual, business, corporation or agency providing funds, goods or services:

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Purposes for which funds, goods or services are to be used:

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Recognition to be provided, if any: (letter from Sponsor, Principal, Board Chairperson; other form of recognition)

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Please indicate below if the donor would like a tax receipt.

Please issue a tax receipt.

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Forward completed forms to Margaret-Anne Hall, Secretary-Treasurer, at the School District Office.

A981-12-10



SCHOOL DISTRICT #81 (FORT NELSON)

Donation Recognition Form

School: \_\_\_\_\_ Date: \_\_\_\_\_

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Name and Postal address of individual, business, corporation or agency providing funds, goods or services:

Purposes for which funds, goods or services are to be used:

Recognition to be provided, if any: (letter from Sponsor, Principal, Board Chairperson; other form of recognition)

Please indicate below if the donor would like a tax receipt.

Please issue a tax receipt.

Signature of Principal: _____ Date: _____

Forward completed forms to Margaret-Anne Hall, Secretary-Treasurer, at the School District Office.

A981-12-10

SCHOOL DISTRICT NO. 36 (SURREY)

No. 10800

POLICY: EDUCATION BUSINESS COMMUNITY PARTNERSHIPS

1. INTENT

- 1.1 The Board believes there is a role for corporate or community partnerships within the domain of educational and administrative programs of the school district. Any corporate and community participation must complement the goals and objectives of the Board in delivering quality, relevant education to students.
- 1.2 The Board believes any corporate or community involvement must meet an identified educational purpose, and generate a financial and/or educational benefit to the school district.

2. SCOPE

- 2.1 The Board will support corporate or community partnerships that promote its goals, objectives, and adhere to its policies and regulations. There shall be no negative effect on the authority or jurisdiction of the Board.
- 2.2 The Board supports corporate or community partnerships and will recognize the contribution of all partners through public awareness.
- 2.3 The Board agrees that approved corporate or community partners may be the exclusive providers of goods and/or services to a school or the school district, as defined in an agreement, signed by the Chairperson and Secretary-Treasurer.
- 2.4 The Board agrees that approved corporate or community partners may have exclusive marketing rights to promote their involvement with the Board's facilities or activities as defined in an agreement signed by the Chairperson and Secretary-Treasurer.

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**POLICY: EDUCATION BUSINESS COMMUNITY
PARTNERSHIPS**

3. AUTHORITY

3.1 The Board directs the Superintendent and Secretary-Treasurer to examine all reasonable opportunities, initiated by schools or district offices, to form partnerships that may be of educational and/or financial benefit to the school district. All sensitive proposals as defined by regulation shall be submitted to the Board for approval. *(This does not include job plan or work experience arrangements between the Board and the community.)*

All other proposals will be acted upon by the Secretary-Treasurer or designate through processes outlined in regulation. The distribution of funds for all proposals will be handled in accordance with [Regulation #10800.1 – Education Business Community Partnerships](#), section 6.

4. DEFINITIONS

4.1 Partnerships may take either of the following forms:

- (a) "Sponsorship" defined as support offered by a community group or business to a school or school district in consideration for public recognition and/or preferential treatment by the school or school district.
- (b) "Agreements" which may be:
 - i. For goods and services at a preferential rate or at no cost to the school district in exchange for access to a school or the school district for referrals, advertising or sales.
 - ii. For shared resources and expertise at no direct (monetary) cost to either partner.

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**POLICY: EDUCATION BUSINESS COMMUNITY
PARTNERSHIPS**

5. PRINCIPLES

- 5.1 All corporate and community partnerships will be for a specified period of time and must be approved by the Secretary-Treasurer, Assistant Secretary-Treasurer or by the Board in the case of sensitive proposals as defined in regulation.
- 5.2 Opportunities must be offered equitably to as many potential partners as possible, of any particular type of goods and services.
- 5.3 The Board will monitor the impact on operations of any corporate or community partnerships.
- 5.4 The Board will consider only those corporate or community partnerships that enhance, either directly or through the generation of revenue, the Board's educational and extracurricular programs and services.
- 5.5 All corporate gifts or donations to the school district or schools must be received according to the Board's policies on Conflict of Interest ([Policy #2902](#) & [Policy #7213](#)), Purchasing Goods & Services ([Policy #4600](#)), Charitable Donations ([Policy #4430](#)) and Equipment Donations ([Policy #5305](#)).
- 5.6 All corporate or community partnerships must be conducted with the highest ethical standards and respectful of community standards. No corporate or community partnership will be considered where the business of the corporation is substantially derived from the sale of alcohol, tobacco products or material inappropriate for children.
- 5.7 All materials to be distributed to students, staff and parents must be pre-approved. Any reference to or use of the Board's name, logo, slogan, mission statement or reputation must be maintained at the highest of ethical and community standards.
- 5.8 Any use of corporate or community signage on school district property or any form of advertising must be pre-approved. No employee will be required to wear clothing with corporate or community logos or advertising.

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**POLICY: EDUCATION BUSINESS COMMUNITY
PARTNERSHIPS**

- 5.9 All corporate and community partnerships must observe and comply with environmental regulations relating to their form of business.
- 5.10 Any announcements and press releases must be jointly administered by the Board and the partners without commercialization.
- 5.11 All sponsored products, materials, and services must meet specifications and standards used by the school district in the purchase of similar goods and services.
- 5.12 All corporate or community partnership agreements must contain terms for evaluation of the educational and financial benefits to the school district.

Revised: 2015-06-05
2004-05-13
Approved: 1997-05-22

XRef: Policy [#2902](#)
Policy [#4430](#)
Policy [#4600](#)
Policy [#5305](#)
Policy [#7213](#)