

## 2025-2026 Budget Process Schedule

January/February		Senior Staff Compile Enrolment Projections & Staffing Needs	
		Budget Survey Circulated	
Tuesday, February 4, 2025	Monthly Administrators Meeting	Time: 1:30 pm	
Location:	Qualicum Commons		
Purpose:	To review Year to Date for 2024-2025, provide a general overview to 2025-2026 including projections and general staffing levels, discuss budget meeting schedule, discuss obligations and restraints, and identify two PVP to attend February 13 Budget Discussion with Stakeholders		
Compile List of Priorities/Options/Staffing Needs Due to Projections			
Tuesday, February 11, 2024	Trustees/Senior Staff Budget Working Session	Time: 2:00 to 4:00 pm	
Location:	Qualicum Commons		
Purpose:	Budget goal-setting exercise		
Wednesday, February 12, 2025	Budget Discussion - Trustees/District and School Administration meet with MATA/CUPE/DPAC Representatives	Time: 1:00 to 3:00 pm	
Location:	TEAMS Video-Conferencing		
Purpose:	To review Year to Date for 2024-2025, provide a general overview to 2025-2026 which will include projections, staffing levels, obligations and restraints and will also allow for stakeholder input. Members of the public are welcome to attend and provide comments/ask questions at the end of the meeting.		
Wednesday, February 12, 2025	Staff/Public Budget Information Sessions with Trustees and Senior Staff	Time 6:00 p.m.	
Location:	TEAMS Video-Conferencing		
Purpose:	Following the input received from the stakeholders meeting earlier in the day, attendees will receive the same overview and have an opportunity to provide the Board with input as to District budget priorities.		
Tuesday, February 25, 2025	Regular Board Meeting	Time: 6:00 pm	
Location:	TEAMS Video-Conferencing		
March 4/2025	Departments Submit Draft Budgets to Secretary-Treasurer		
March 11/2025	Regular Board Meeting	Time: 6:00 pm	
Location:	TEAMS Video-Conferencing		
March 12, 2025	Funding Announcement (TBC)		
March 17 to March 28, 2025	Spring Break Period		
Tuesday, April 1, 2025	Monthly Administrators Meeting	Time: 1:30 pm	
Location:	Qualicum Commons		
Purpose:	All administrative staff to review revised funding and priority list		
Wednesday, April 16, 2025	Trustees/District and School Administration meet with MATA/CUPE/DPAC Representatives	Time: 1:00 to 3:00 pm	
Location	TEAMS Video-Conferencing		
Purpose:	To review draft budgets in comparison to preliminary revenues. Members of the public are welcome to attend and provide comments/ask questions at the end of the meeting.		
Additional Board/Senior Staff Budget Discussions as Required			
April 18 to 21, 2025	Easter Weekend		
Tuesday, April 22, 2025	Regular Board Meeting	Time: 6:00 pm	
Location:	TEAMS Video-Conferencing		
Tuesday, May 20, 2025	Special Public Budget Meeting	Time: 6:00 pm	
Location:	TEAMS Video-Conferencing		
Purpose:	To review draft budget for 2025-2026		
Tuesday, May 27, 2025	Regular Board Meeting	Time: 6:00 pm	
Location:	TEAMS Video-Conferencing		
Purpose:	To adopt the 2025-2026 Preliminary Annual Operating Budget		