TERMS OF REFERENCE

INDEPENDENT REVIEW PANEL FOR THE
K-12 PUBLIC EDUCATION FUNDING ALLOCATION SYSTEM REVIEW
EXPECTED RESULTS FOR THE PERIOD
February 14, 2018 – August 31, 2018

Introduction

The Minister of Education, (the Minister) is the lead for the K-12 Public Education Funding Allocation System (FAS) Review as directed by Premier. The Minister has established a team of experts to complete an independent review of the FAS. **Chris Trumpy** has been appointed as *Chair of the Independent Review Panel to the Minister of Education.* The Chair and Panel Members ("**the Panel**") will support the Minister in reviewing the current FAS to move BC's public school system to a better, stable, and sustainable model. The Minister has appointed the following individuals on the *Independent Review Panel*:

- Philip Steenkamp, Vice-President, External Relations, UBC
- Kelly Pollack, Partner, Human Capital Strategies and former CEO of the Immigrant Employment Council of BC
- Lynda Minnabarriet, Secretary Treasurer, Gold Trail, SD74
- Flavia Coughlan, Secretary Treasurer, Maple Ridge-Pitt Meadows, SD42
- Piet Langstraat, Superintendent, Greater Victoria, SD61
- Angus Wilson, Superintendent, Mission, SD75

Major Duties

The specific duties of **the Panel** include:

1. Review and provide feedback on a discussion paper and supporting materials (based on information gathered through initial fall engagement process);
2. Chair and present the discussion paper at stakeholder events, including: regional technical working sessions, one-on-one meetings, and sector events (e.g. AGM, conferences) between early March and late May 2018, including regional travel where necessary;
3. Liaise with Ministry of Education communications department on media enquiries;
4. Work with key K-12 sector stakeholder groups as needed, to be identified in collaboration with Ministry of Education staff;
5. Work with Ministry of Education staff to gather appropriate data, analytics and research to support their deliberations on the discussion paper;
6. Work with Ministry staff to support the development and consideration of options;
7. Brief senior Ministry executive on engagement activities if/when required; and
8. Develop and present the Minister a final paper including recommendation(s) for the FAS.

The Superintendents and Secretary-Treasurers will participate as panel members throughout the review process and have agreed to designate a delegate for engagement sessions.

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Scope of Activities

The following activities are considered 'in scope' for **the Panel**:
- Review of analytics pertaining to:
  - Perspectives and technical surveys;
  - Cross-jurisdictional research findings; and
  - Ministry data analytics and scenario modeling;
- Review of written stakeholder submissions and the Rural Education Report;
- Directing the work of Ministry of Education staff regarding data gathering, research, and scenario modelling;
- Facilitation of regional technical working sessions and other one-on-one meetings with stakeholder groups;
- Summarizing feedback from engagement sessions;
- Developing options and recommendations for a new funding model and transition requirements, based on the issues and challenges identified in the discussion paper, feedback, and data/research provided;
- Briefing Ministry of Education Executive and/or the Minister of Education as needed;
- Maintain confidentiality of options and opinions deliberated during engagement; and
- Deliver a final report to the Minister.

The following activities are considered 'out of scope' for **the Panel**:
- Review the public K-12 funding quantum; and
- Review of capital and independent school funding information, except where there are implications for operating funding, as identified by the Ministry of Education.

Deliverables

The following deliverables are expected from the role of **Chair**:
1. Monthly status updates to the Minister of Education and Ministry of Education executive team.
2. Final report on the Funding Allocation System, including recommendations for the future.

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Overview of Timelines

February	• Minister announces Chair and Panel Members.
February - March	• The Chair to meet with Ministry staff for status update on the review and the functions of the Secretariat • Panel to hold initial meetings • Ministry to provide discussion paper from the fall consultation as well as supporting materials for review (e.g. Rural Engagement Strategy, written submission, etc.)
March – May	• Establish Stakeholder Engagement strategy: regional sessions, meetings with key stakeholder organizations, one-on-one meetings as requested by stakeholders, conferences, etc. • Ensure consultation requirements under TEFA are met • Panel members participate and facilitate engagement sessions, as needed • Stakeholder Engagement includes: regional sessions, meetings with key stakeholder organizations, conferences, etc.
June	• Panel Members provide input into draft paper including recommendations • Chair prepares draft paper including recommendations to Minister of Education
July	• Chair submits final report on behalf of Panel

Support

The Panel will be supported through an active relationship with Ministry of Education staff, which includes arranging meetings, providing data, analytics, and modelling, organizing travel, drafting documents, and assisting with communications.

Key contacts for *the Panel* within the Ministry of Education, Resource Management and Executive Financial Office, are as follows:

- Primary – Executive Director, Sector Resourcing and Service Delivery
- Secondary – Director, Funding and Allocation

All expenditures and resourcing requests must be routed through Ministry of Education staff and approved by the Ministry of Education unless otherwise specified by contract.