



SPECIAL BUDGET BOARD MEETING MINUTES

TUESDAY, APRIL 17, 2018

THE FORUM

7:00 pm

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

Eve Flynn	Chairperson
Jacob Gair	Vice Chairperson
Julie Austin	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

Administration

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent
Ryan Hung	Assistant Secretary Treasurer
Chris Dempster	General Manager of Operations
Karin Hergt	Executive Assistant (Recording Secretary)
	Qualicum District Principals and Vice Principals Association

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
Canadian Union of Public Employees (CUPE) Local 3570
District Parents Advisory Council (DPAC)

1. CALL TO ORDER

Chair Flynn called the Special Budget Board Meeting to order at 7:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board was meeting on the traditional territory of the Coast Salish People and thanked the Qualicum and Nanoose First Nations for sharing their shared territories with the Board.

3. 2018/19 BUDGET OVERVIEW

• Ministry Revenue Sources

Secretary Treasurer Amos reviewed the sources of income for the three types of funds (operating, special purpose and capital) which make up the annual budget.

Operating grant is money allocated based on student enrolment projections and based on other previous grants released (pay equity, transportation grant and carbon tax rebate). The release of funding in March indicated that the District's grant would increase by \$608,000.

He then outlined the various functions to which the budget is allocated.

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- **Budget Considerations**

Secretary Treasurer Amos then reviewed the budget process required by the Ministry of Education, beginning with the 18/19 full time equivalent (FTE) enrolment projected as at January 2018.

He noted that contractual wage increases is one current cost driver affecting staffing & benefits. One unknown is the impact of MSP premiums which does have some subsidies embedded being replaced by a payroll tax. Districts are still waiting to hear how the province will fund that increase. Another cost driver is the CUPE negotiated provincial agreement for extended health/dental. The last two items which are outside of the District's control are elections and local bargaining costs.
 - **Budget Themes**

Secretary Treasurer Amos then reviewed the general themes that were identified during budget conversations held with Trustees and stakeholders groups and interested members of the public.
 - **Staffing Implications**

Assistant Superintendent Wilson spoke to the areas of staffing that have either been sustained or increased over time and outlined the proposals to increase education assistant hours to 2900 per week, increase counselling time to 5.0 FTE, add 3.0 FTE to teaching staff and increase the Vice Principal compliment by one.
 - **2018/19 Proposed Annual Budget**

Secretary Treasurer Amos then outlined what the 2018/19 budget would look like based on funding added for some of the common themes and also for areas where funding had to be added. He also reviewed the expenditures by function, stating that for purposes of what the District has discretion over in the operating fund, staff will present a balanced budget. He recalled the past year where the Board had to approve the use of operating surplus and advised that approval was not required this year as the District is managing with the funds provided.

Secretary Treasurer Amos then requested the Board's direction on whether it preferred to balance the budget as proposed or give staff leeway to use the anticipated operating surplus to implement the following two additional staffing items:

 - 3.0 FTE hours for teaching staff
 - A communications person, which would depend on whether the Board's preference were to hire someone on a contractual bases or hire a part time person to do communications work.

Trustees discussed the two proposals and were provided with additional details and clarification from the Secretary Treasurer and the Assistant Superintendent.

The Board supported the proposal to use the operating surplus for the additional staffing.

4. PUBLIC QUESTION PERIOD

Trustees and senior administrators received comments and/or answered questions on the following:

- Public Sector Employers' Council 2% increase for exempt staff – it is embedded in the budget following the PSEC direction.
- Targeted funding for Indigenous Education – that is based on self-identified students and is embedded in the Supplemental Funding which also includes Special Education, Unique Student Grants, ELL, etc.
- The Functions in which the new positions are embedded – the Social Worker and Tour Bus Operator are in Function 1 and the Health & Wellness Coordinator is in Function 4.
- Clarification of items that are flagged as 'monitoring' vs those flagged as 'continue to monitor'
- Replacement Costs as proposed budget vs what was actually spent and what happens to any unspent portion – the proposed budget indicates what is anticipated to be spent and the Financial Statement indicates what was actually spent. The nature of the operating surplus is predicated on additional grants that we didn't anticipate and reduced expenditures that we didn't anticipate and, depending on how the District finishes at the end of the year, the difference is either an operating surplus or deficit.
- Additional Custodians – additional hours were added to the 2017/18 amended budget and the District is not recognizing any need for additional custodial hours for 2018/19.
- Support Staff Increase - that is the wage increase on those various categories of 1.5%
- Amount allocated for bargaining – the District is comfortable with the amount allocated for upcoming bargaining sessions with the two local unions.
- Additional funding for the white fleet and custodial equipment – there will be an additional \$50,000 added in the 2018/19 budget.

It was noted that, when the Annual Budget comes before the Board for approval it will contain more detail and be contained in the agenda package when it released to the Board, stakeholder groups and the general public.

5. DATE OF NEXT REGULAR PUBLIC BOARD MEETING

Tuesday, April 24, 2018
The Forum, PCTC
7:00 p.m.

6. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 8:18 p.m.

Original signed copy on file

CHAIRPERSON

SECRETARY TREASURER