



FINANCE & OPERATIONS COMMITTEE OF THE WHOLE

MONDAY, JANUARY 20, 2020
10:30 to noon

Library – Qualicum Commons

Mandate:

To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.

AGENDA

Facilitator: Trustee Eve Flynn

- 1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**
- 2. PRESENTATION**
 - Introduction to Modular Buildings: *Joel Formosa, Muchalat Projects*
- 3. PROJECT UPDATES**
 - SchoolMessenger
 - PowerSchool (Atrieve)
 - Water Report/Ministry Changes
 - Ballenas Track Renewal
- 4. ITEMS FOR DISCUSSION**
 - Quarterly Financial Report (*attachment*)
 - 2019-20 Amended Budget
- 5. ITEMS FOR RECOMMENDATION**
- 6. INFORMATION ITEM**
 - BCTEA Approval Letter (*attachment*)
 - Budget Process Schedule
- 7. FUTURE TOPICS**
- 8. NEXT MEETING DATE:**
 - Tuesday, February 18 at 10:30; **Teaching & Learning Centre (DRC)**
- 9. ADJOURNMENT**

SCHOOL DISTRICT NO. 69 (QUALICUM)
2019-2020 Financial Summary

2020-01-14

	2018/19				2019/20		
	Amended Budget	YTD Dec-18	% of Budgt	Actual	Annual Budget	YTD Dec-19	% of Budgt
REVENUE							
PROVINCIAL GRANTS							
Operating Grant	41,210,020	17,232,485	41.8%	41,437,983	41,871,867	17,664,249	42.2%
Other MOE Grants-Additional grant	426,341			426,341	784,115		0.0%
Other MOE Grants-Pay Equity	936,176	30,519	3.3%	936,176	936,176	30,519	3.3%
Other MOE Grants-Misc	60,000		0.0%	163,666	60,000		0.0%
TOTAL MINISTRY OF ED GRANTS	42,632,537	17,263,004	40.5%	42,964,166	43,652,158	17,694,768	40.5%
OTHER REVENUES							
Other Provincial Revenues	101,450	109,837	108.3%	169,625	101,450	51,840	51.1%
Offshore Tuition	4,100,000	2,292,823	55.9%	4,005,703	4,100,000	2,353,704	57.4%
Miscellaneous other	150,000	65,246	43.5%	159,387	150,000	71,755	47.8%
Rental and Leases	650,000	674,158	103.7%	699,144	650,000	681,291	104.8%
Investment Income	300,000	158,685	52.9%	287,405	300,000	161,007	53.7%
TOTAL OTHER REVENUE	5,301,450	3,300,749	62.3%	5,321,264	5,301,450	3,319,597	62.6%
TOTAL REVENUES	47,933,987	20,563,753	42.9%	48,285,430	48,953,608	21,014,365	42.9%
EXPENDITURES							
SALARIES AND BENEFITS							
Teachers	18,033,301	7,392,052	41.0%	18,349,632	18,520,319	7,498,025	40.5%
Principals and Vice Principals	2,982,403	1,470,466	49.3%	2,979,831	2,929,877	1,603,805	54.7%
Educational Assistants	3,594,542	1,235,935	34.4%	3,256,262	3,737,695	1,398,385	37.4%
Support Staff	4,836,586	2,144,344	44.3%	4,732,464	4,934,216	2,317,525	47.0%
Other Professionals	1,630,241	789,756	48.4%	1,713,084	1,767,784	907,531	51.3%
Substitutes	1,386,855	737,531	53.2%	1,812,702	1,397,532	786,323	56.3%
Benefits	8,654,667	3,408,682	39.4%	8,529,179	8,874,014	3,587,797	40.4%
TOTAL SALARIES AND BENEFITS	41,118,595	17,178,766	41.8%	41,373,154	42,161,437	18,099,391	42.9%
Benefits as a % of Total Salaries	26.7%	24.8%		26.0%	26.7%	24.7%	
SUPPLIES AND SERVICES							
Services	2,966,330	1,623,846	54.7%	3,183,414	2,900,630	1,556,199	53.7%
Training and Travel	549,085	205,780	37.5%	503,771	579,085	223,446	38.6%
Rental and Leases	5,000	2,709	54.2%	10,553	5,000	1,562	31.2%
Dues and Fees	71,000	53,487	75.3%	74,419	71,000	45,576	64.2%
Insurance	164,000	88,941	54.2%	149,560	164,000	140,691	85.8%
Supplies	1,958,504	862,464	44.0%	2,140,818	1,973,652	1,047,110	53.1%
Utilities	1,016,000	374,932	36.9%	898,395	1,016,000	365,344	36.0%
Capital Equipment	418,550	255,582	61.1%	100,677	418,550	192,814	46.1%
TOTAL SUPPLIES AND SERVICES	7,148,469	3,467,741	48.5%	7,061,607	7,127,917	3,572,742	50.1%
TOTAL EXPENDITURES	48,267,064	20,646,507	42.8%	48,434,761	49,289,354	21,672,133	44.0%
NET REVENUE (EXPENDITURE)	-333,077	-82,754		-149,331	-335,746	-657,768	
Budgeted Use of Surplus	333,077	0			335,746	0	
Surplus (Deficit), for the Year	0	-82,754		-149,331	0	-657,768	

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<u>INSTRUCTION</u>							
Regular Instruction	21,573,536	8,867,421	41.1%	21,976,119	21,694,280	9,251,226	42.6%
Career Programs	725,589	411,894	56.8%	839,704	728,365	314,432	43.2%
Library Services	1,097,100	414,660	37.8%	1,097,285	1,109,724	447,313	40.3%
Counselling	949,346	381,876	40.2%	899,872	959,214	385,984	40.2%
Special Education	6,900,979	2,620,533	38.0%	6,760,634	7,380,407	2,764,869	37.5%
English as a Second Language	77,193	32,090	41.6%	79,271	78,206	33,351	42.6%
Aboriginal Education	569,848	231,861	40.7%	565,872	667,162	244,525	36.7%
School Administration	3,743,212	1,724,428	46.1%	3,680,377	3,795,954	1,821,635	48.0%
Off Shore Students	2,977,228	1,364,185	45.8%	2,977,106	2,985,349	1,360,315	45.6%
Other	46,765	21,060	45.0%	44,577	47,278	23,542	49.8%
Function 1 - Instruction	38,660,796	16,070,008	41.6%	38,920,817	39,445,939	16,647,192	42.2%
<u>DISTRICT ADMINISTRATION</u>							
Educational Administration	584,950	271,640	46.4%	689,033	595,533	357,976	60.1%
School District Governance	243,843	116,804	47.9%	231,806	194,126	117,495	60.5%
Business Administration	1,469,458	751,883	51.2%	1,419,262	1,373,027	793,812	57.8%
Function 4 - District Administration	2,298,251	1,140,327	49.6%	2,340,101	2,162,686	1,269,283	58.7%
<u>OPERATIONS AND MAINTENANCE</u>							
Operations and Maintenance Admin	537,714	338,242	62.9%	604,040	541,942	304,890	56.3%
Maintenance Operations	3,219,715	1,683,721	52.3%	3,533,359	3,565,297	2,113,843	59.3%
Maintenance of Grounds	290,689	135,188	46.5%	300,735	293,293	146,371	49.9%
Utilities	1,136,000	374,932	33.0%	1,026,703	1,136,000	365,344	32.2%
Capital Equipment	418,550	255,582	61.1%	100,677	418,550	192,814	46.1%
Function 5 - Operations and Maint	5,602,668	2,787,665	49.8%	5,565,514	5,955,082	3,123,262	52.4%
<u>TRANSPORTATION AND HOUSING</u>							
Transportation and Housing Admin	157,870	62,164	39.4%	135,375	159,523	61,732	38.7%
Student Transportation	1,529,479	584,242	38.2%	1,465,154	1,548,124	563,163	36.4%
Housing/Boarding	18,000	2,100	11.7%	7,800	18,000	7,500	41.7%
Function 7 - Transportation and Housing	1,705,349	648,506	38.0%	1,608,329	1,725,647	632,395	36.6%
TOTAL FUNCTION 1-7	48,267,064	20,646,506	42.8%	48,434,761	49,289,354	21,672,132	44.0%

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	2018/19				2019/20		
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Special Purpose Fund (SPF) Budget							
Annual Facility Grant	199,346	199,346	100.0%	199,346	199,346	199,347	100.0%
Learning Improvement Fund	159,201	45,565	28.6%	159,201	157,126	79,261	50.4%
Service Delivery/Coding	0	0		30,000			
Classroom Enhancement Fund	3,556,739	1,218,115	34.2%	3,541,764	3,203,512	1,446,341	45.1%
School Generated Funds	1,500,000		0.0%	1,305,049	1,300,000		0.0%
Strong Start	96,000	39,323	41.0%	96,000	96,000	20,097	20.9%
Ready, Set, Learn	19,600	7,825	39.9%	19,600	19,600	4,113	21.0%
French Funds	101,323	22,268	22.0%	124,427	101,323	24,198	23.9%
Community Link	372,025	102,054	27.4%	372,025	375,902	83,454	22.2%
Special Purpose Funds-Total Expenses	6,004,234	1,634,496	27.2%	5,847,412	5,452,809	1,856,811	34.1%
Operating-capital/equipment							
Technology Plan	225,000	196,440	87.3%	230,090	225,000	137,249	61.0%
Scdy Shop Equipment	40,000	21,400	53.5%	62,935	40,000	21,228	53.1%
Copiers	44,000		0.0%		44,000		0.0%
Custodial Equipment	9,550		0.0%		9,550		0.0%
Vehicles	100,000	37,733	37.7%	37,733	100,000	34,337	34.3%
	418,550	255,573	61.1%	330,758	418,550	192,814	46.1%
Other Projects							
Errington Parking Lot (RC/AFG)	289,899	231,192	79.7%	289,899			
IT Wiring (LC)	274,074	0	0.0%	138,085	135,989	3,200	2.4%
QC Capital work (LC)	200,000	0	0.0%	28,459	171,541	238,541	139.1%
Bylaw Capital							
AFG	780,564	498,723	63.9%	780,564	780,564	515,480	66.0%
SEP	876,620	829,862	94.7%	876,620	763,680	763,680	100.0%
Playground					105,000	105,000	100.0%
Bus	780,535	465,553	59.6%	465,553	442,765	442,765	100.0%
	2,437,719	1,794,138	73.6%	2,122,737	2,092,009	1,826,925	87.3%

November 29, 2019

To: Superintendent School District – **69 - Qualicum**
Secretary Treasurer School District – **69 - Qualicum**

CC: First Nation Chief and Council
Education Staff

Re: Joint First Nation Student Transportation Plan Approval

Dear Colleagues, First Nation Chiefs and Councils and Education Staff,

As noted in the letter of November 1, 2019 regarding the *BC Tripartite Education Agreement: Supporting First Nation Student Success (BCTEA)* sent via the Deputy Minister's Bulletin, funding has now been approved in relation to the Joint First Nation Student Transportation Plans submitted by First Nations and School Districts. Funding for the 2019/20 interim year has been approved for **69 - Qualicum** as categorized in the table below. For further detail on what comprises these categories please refer to the February 1, 2019 DM Bulletin communication, *New Joint First Nation Student Transportation Plan Submission Requirements*.

Type of Funding*	Information received in Joint Plan	Amount Approved
1. To / from school	No eligible, additional funding requested	N/A
2. Special supports	No funding requested	N/A
3. Capital (bus, bus shelters)	Two 24 passenger buses	\$163,284 (estimate – cost to be confirmed)
4. Extracurricular transportation		\$1,611**

**funding based on the total number of students ordinarily living on reserve as noted in a data match between the Provincial 1701 calculation and the Indigenous Services Canada Nominal Roll for 2018/19 within your School District. This allocation is based on all students within your School District regardless of whether, or not, the First Nation was part of your joint transportation plan.

Appendix B – outlines the allocation within your joint transportation plan between your School District and each applicable First Nation. If a First Nation within your School District was not part of the joint transportation plan, they will not be included in Appendix B.

***Type of Funding Details**

1. To / From school

Most funding, if requested in the Joint Plan, for reducing travel times and extending services to and from school was substantially approved. Access and reporting for to / from school transportation funding should follow established processes between the School District and the First Nation.

2. Special supports

All funding requests consisting of “special supports” (e.g., additional support on buses to support students with disabilities or to address issues such as bullying) are being approved. Focusing on these issues is critical to the safety and well-being of students.

3. Capital

Buses

The Ministry of Education (EDUC) has committed one-time capital funding to school districts for bus acquisitions. Due to the EDUC Bus Acquisition Program procurement cycle, the approved buses will be available for the 2020/21 school year, as will be detailed in the upcoming Capital Plan Response Letter from the Capital Management Branch in March 2020. If operational funding associated with the acquisition of a new bus within the 2019/20 school year was part of the Joint Plan, this funding was removed (for the first year only) to align operational costs associated with the actual bus delivery.

Bus shelters

In order to receive funding for bus shelter requests that were outlined in the Joint Plan, agreement between the School District and the First Nation must be made in terms of:

1. location (i.e., on reserve, off reserve), and
2. how maintenance will be performed (i.e., how ongoing maintenance is provisioned).

Once agreement on these two items is reached, funding that Canada has allocated for shelters will be flowed through the Ministry of Education. Agreement must detail the two items above and include a signature from both the First Nation and the School District and must be received via email by the Ministry of Education by February 14, 2020 to be eligible for the 2019/20 funding allocation. Refer to *Appendix A - Frequently Asked Questions* for further information regarding bus shelters, including how the average amount per shelter is allocated.

4. Extracurricular

The letter that was sent on November 1, 2019 indicated that \$1 million in funding for the 2019/20 school year would be proportionately allocated to all School Districts to enhance the ability for all First Nations on reserve students to participate in extracurricular activities. Proportionate funding for each School District is calculated on the number of students ordinarily living on reserve as noted in a data match between the Provincial 1701 calculation and the Indigenous Services Canada Nominal Roll for 2018/19.

The intention is that the School District will utilize the extracurricular funding within the 2019/20 school year to defray the cost of extracurricular transportation to school districts, First Nations parents and/or First

Nations communities associated with First Nations students attending extracurricular activities. It is acknowledged that due to the longer timeline associated with 2019/20 Joint Plan approvals, there may be limitations on the use and application of funding for this school year. Funds may be carried forward to be used for its intended purpose in 2020/21. If the funds are not spent by the end of the second school year (2020/21), the funding must be returned to the Ministry of Education for reallocation. First Nations and School Districts must work together to maximize the benefits associated with this funding. Please see the attached *Appendix A - Frequently Asked Questions* for specific details of suggested guidelines associated with the transportation funding to support extracurricular activities.

Reporting associated with utilization of extracurricular transportation funding is critical to establish a baseline of participation rates and associated transportation costs so that funding needs for future years can be assessed through the BCTEA. As such, each School District that receives this funding will be asked to report on the following information:

- Number of student(s) attending the extracurricular activity, by gender;
- The type of extracurricular activity e.g., volleyball, drama, drumming, cultural activities, etc.;
- How often the student participated i.e., twice a week for 2 months; and,
- Estimated transportation cost associated with attending the extracurricular activity.

A template that outlines reporting requirements for the transportation funding will be provided in early 2020, to coincide with fund disbursement.

Special Grant

The Ministry of Education will transfer all transportation funds to School Districts by way of a special grant pursuant to section 115 of the *School Act* as per the intended purpose outlined in Schedule G of the BCTEA. The funding will be available to School Districts in early 2020 via the Common Disbursement System (CDS). These funds must be used for the purpose outlined in the 2019/20 Joint Plans and must be reported as a Special Grant on Schedule 3A of School District's budgets and financial statements. As per standard accounting principles, funds not spent at June 30, 2020 may be subject to recovery¹.

2020/21 Joint Plans

In late February 2020, updated instructions will be made available to School Districts and First Nations for Joint Plans for the 2020/21 school year. After the second year of reporting (e.g., post 2020/21 school year), the parties to BCTEA (BC, Canada, First Nations Education Steering Committee) will assess the effectiveness of the strategy in addressing and resolving transportation issues for First Nation students attending BC public school.

Thank you for your patience and collaboration as we navigate the complex process associated with implementing this important initiative. If you have any questions please contact Denise Evdokimoff, Project Director, Ministry of Education, at denise.evdokimoff@gov.bc.ca.

Enclosures: *Appendix A – Frequently Asked Questions*
 Appendix B – Allocation between the School District and each applicable First Nation

¹ This 'subject to' clause is what provides the accounting direction to uniquely identify this grant, and related spending, on the financial statements.