



SD69 QUALICUM

FINANCE & OPERATIONS COMMITTEE OF THE WHOLE

MONDAY, OCTOBER 19, 2020
10:30 to noon
via zoom

Mandate:

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

AGENDA

Facilitator: Trustee Flynn

Join Zoom Meeting

<https://sd69-bc-ca.zoom.us/j/6366023344?pwd=Sml0c0JOaEU2WnZFRk45M3FTVHVuZz09>

Meeting ID: 636 602 3344

1. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**
2. **PRESENTATION**
 - a. **Parkville Lions Housing Society** (Laurie)
3. **PROJECT UPDATES**
 - a. **Oceanside Community Track at Ballenas** (Elaine)
 - b. **Arrowview Elementary Child Care** (Chris)
4. **ITEMS FOR DISCUSSION**
 - a. **CUPEBC Seamless Care Proposal - Next Steps** (Julie)
 - b. **Reduced Class Size Costing** (Julie)
 - c. **COVID-19 Related Expenses to Date** (Ron) (attachment)
(PPE/Custodial/supplies)
5. **ITEMS FOR RECOMMENDATION TO THE BOARD**
6. **INFORMATION ITEMS**
 - a. **Quarterly Financial Summary** (Ron) (attachment)
 - b. **Enrolment Report as at September 30, 2020** (Ron) (attachment)
7. **FUTURE TOPICS**
8. **NEXT MEETING DATE:**
 - **Monday, November 16 at 10:30; Via Zoom**
9. **ADJOURNMENT**

Summary of COVID related costs

Overall costs: Operating and Special Purpose Funds:

	2020/21 - to Sept 30		2019/20		Comments
	Increase Costs	Savings	Increased Costs	Savings	
Salaries	(105,700)		(128,082)	157,480	custodial/teachers
Benefits	(24,890)		(31,883)	42,520	
Supplies	(75,000)		(56,393)		technology eqp
Utilities	(5,000)				
Other	(150,000)				
Revenues					loss of ISP students courtesy riders
Tuition	(750,000)		(168,750)		
Other revenue	(25,000)				
Rentals and Leases	(35,000)		(61,629)		
	<u>(1,170,590)</u>	<u>-</u>	<u>(446,737)</u>	<u>200,000</u>	

Provincial - Safe Return to School Grant:

	Funding	Spent to date	Remaining	Comments
Staff time for cleaning	166,994	12,860	154,134	2.0 Custodians
Access to hand hygiene	66,580	17,248	49,332	Stations - 160 units Pump bottles - 1250 units
Cleaning supplies	37,029	22,501	14,528	
Face mask and shields	16,437	13,404	3,033	6500 students/1200 staff 1000 face shields
Technology	24,460	21,997	2,463	50 iPads
	<u>311,500</u>	<u>88,010</u>	<u>223,490</u>	

Federal - Safe Return to School Grant:

	Allocaion	Spent	Remaining	Comments
Phase 1	<u>792,176</u>			
Education Program Delivery:				
Staffing	400,000	35,800	364,200	support for the home support model
Technology	200,000	8,634	191,366	laptops for staff and students, software
Hygiene and Safety:				
Staff to Implement Safety Plans	92,176	15,800	76,376	custodial staff and supplies (gloves/signs)
Enhanced cleaning equipment	100,000		100,000	foggers/sanitizers/touchless faucets
	<u>792,176</u>	<u>60,234</u>	<u>731,942</u>	

SCHOOL DISTRICT NO. 69 (QUALICUM)
2020-21 Financial Summary

2020-10-14

	2019/20				2020/21		
	Amended Budget	YTD Sep-19	% of Annual	Actual	Annual Budget	YTD Sep-20	% of Annual
REVENUE							
PROVINCIAL GRANTS							
Operating Grant	42,851,790	5,086,673	11.9%	42,927,094	43,844,035	5,440,122	12.4%
Other MOE Grants-Additional grant	784,115		0.0%	784,115	426,341		0.0%
Other MOE Grants-Pay Equity	936,176	30,519	3.3%	936,176	936,176	30,520	3.3%
Other MOE Grants-Misc	347,240		0.0%	828,444			
TOTAL MINISTRY OF ED GRANTS	44,919,321	5,117,192	11.7%	45,475,829	45,206,552	5,470,642	12.1%
OTHER REVENUES							
Other Provincial Revenues	120,000	27,420	22.9%	146,391	101,450	27,073	26.7%
Offshore Tuition	4,100,000	1,372,454	33.5%	3,829,455	2,000,000	424,932	21.2%
Miscellaneous (Prog fees/Bus pass)	140,000	58,920	42.1%	152,848	140,000	2,220	1.6%
Rental and Leases	650,000	614,555	94.5%	653,214	550,000	490,006	89.1%
Investment Income	290,000	87,147	30.1%	222,467	190,000	35,455	18.7%
TOTAL OTHER REVENUE	5,300,000	2,160,496	40.8%	5,004,375	2,981,450	979,686	32.9%
TOTAL REVENUES	50,219,321	7,277,688	14.5%	50,480,204	48,188,002	6,450,328	13.4%
EXPENDITURES							
SALARIES AND BENEFITS							
Teachers	18,470,644	1,886,270	10.2%	19,318,832	18,087,561	1,989,215	11.0%
Principals and Vice Principals	3,241,128	765,251	23.6%	3,297,304	3,370,773	880,534	26.1%
Educational Assistants	3,826,735	438,799	11.5%	3,786,620	3,739,569	356,917	9.5%
Support Staff	5,147,352	342,029	6.6%	5,250,800	5,176,880	194,091	3.7%
Other Professionals	1,761,336	998,076	56.7%	1,767,748	1,590,125	934,320	58.8%
Substitutes	1,574,898	261,916	16.6%	1,440,896	1,579,886	105,255	6.7%
Benefits	9,062,921	1,244,692	13.7%	8,979,756	8,888,791	1,244,150	14.0%
TOTAL SALARIES AND BENEFITS	43,085,014	5,937,033	13.8%	43,841,956	42,433,585	5,704,482	13.4%
Benefits as a % of Total Salaries	26.6%	26.5%		25.8%	26.5%	27.9%	
SUPPLIES AND SERVICES							
Services	3,045,630	737,096	24.2%	2,639,084	2,175,130	217,872	10.0%
Training and Travel	579,085	70,439	12.2%	410,577	519,085	71,256	13.7%
Rental and Leases	5,000	516	10.3%	3,235	5,000	3,965	79.3%
Dues and Fees	71,000	39,309	55.4%	69,879	71,000	40,743	57.4%
Insurance	164,000	87,282	53.2%	139,686	164,000	75,350	45.9%
Supplies	2,176,392	337,503	15.5%	2,231,575	1,765,652	257,933	14.6%
Utilities	1,016,000	157,896	15.5%	882,392	936,000	152,631	16.3%
Capital Equipment	418,550	237,437	56.7%	252,874	418,550	123,665	29.5%
TOTAL SUPPLIES AND SERVICES	7,475,657	1,667,478	22.3%	6,629,302	6,054,417	943,415	15.6%
TOTAL EXPENDITURES	50,560,671	7,604,511	15.0%	50,471,258	48,488,002	6,647,897	13.7%
NET REVENUE (EXPENDITURE)	-341,350	-326,823		8,946	-300,000	-197,569	
Budgeted Use of Surplus	341,350	0			300,000	0	
Surplus (Deficit), for the Year	0	-326,823		8,946	0	-197,569	

SCHOOL DISTRICT NO. 69 (QUALICUM)
2020-21 Financial Summary

2020-10-14

	2019/20				2020/21		
	Amended Budget	YTD Sep-19	% of Annual	Actual	Annual Budget	YTD Sep-20	% of Annual
<u>INSTRUCTION</u>							
Regular Instruction	22,675,706	2,643,370	11.7%	23,180,940	22,218,624	2,601,247	11.7%
Career Programs	703,629	85,234	12.1%	679,513	682,165	50,365	7.4%
Library Services	1,135,564	125,225	11.0%	1,139,684	1,149,074	101,543	8.8%
Counselling	1,015,065	109,132	10.8%	1,020,731	1,027,045	99,181	9.7%
Special Education	7,030,187	759,272	10.8%	6,967,382	6,847,812	580,547	8.5%
English as a Second Language	80,877	8,771	10.8%	84,251	81,677	9,372	11.5%
Aboriginal Education	692,825	79,049	11.4%	687,300	711,717	67,548	9.5%
School Administration	3,784,775	825,924	21.8%	3,847,563	3,924,723	763,507	19.5%
Off Shore Students	3,128,722	574,760	18.4%	2,676,110	1,837,241	276,869	15.1%
Other	47,172	12,029	25.5%	45,161	49,194	12,654	25.7%
Function 1 - Instruction	40,294,522	5,222,766	13.0%	40,328,635	38,529,272	4,562,833	11.8%
<u>DISTRICT ADMINISTRATION</u>							
Educational Administration	745,092	154,343	20.7%	690,633	670,240	124,786	18.6%
School District Governance	209,080	74,220	35.5%	197,612	212,115	67,922	32.0%
Business Administration	1,359,478	393,841	29.0%	1,510,236	1,352,172	350,204	25.9%
Function 4 - District Administration	2,313,650	622,404	26.9%	2,398,481	2,234,527	542,912	24.3%
<u>OPERATIONS AND MAINTENANCE</u>							
Operations and Maintenance Admin	565,561	150,044	26.5%	515,076	593,920	121,600	20.5%
Maintenance Operations	3,831,975	931,973	24.3%	4,274,285	3,633,573	929,948	25.6%
Maintenance of Grounds	319,667	77,911	24.4%	319,806	324,237	65,269	20.1%
Utilities	1,136,000	157,896	13.9%	977,920	1,056,000	152,631	14.5%
Capital Equipment	418,550	236,858	56.6%	252,874	418,550	123,665	29.5%
Function 5 - Operations and Maint	6,271,753	1,554,682	24.8%	6,339,961	6,026,280	1,393,113	23.1%
<u>TRANSPORTATION AND HOUSING</u>							
Transportation and Housing Admin	163,605	30,050	18.4%	135,172	158,707	35,533	22.4%
Student Transportation	1,499,141	173,030	11.5%	1,250,252	1,521,216	113,505	7.5%
Housing/Boarding	18,000	1,000	5.6%	18,757	18,000	0	0.0%
Function 7 - Transportation and Housing	1,680,746	204,080	12.1%	1,404,181	1,697,923	149,038	8.8%
TOTAL FUNCTION 1-7	50,560,671	7,603,932	15.0%	50,471,258	48,488,002	6,647,896	13.7%

SCHOOL DISTRICT NO. 69 (QUALICUM)
2020-21 Financial Summary

2020-10-14

	2019/20				2020/21		
	Amended Budget	YTD Sep-19	% of Annual	Actual	Annual Budget	YTD Sep-20	% of Annual
Special Purpose Fund (SPF) Budget							
Annual Facility Grant	199,346	24,527	12.3%	199,346	199,346	6,015	3.0%
Learning Improvement Fund	157,126	25,889	16.5%	157,126	158,680	1,879	1.2%
Service Delivery/Coding							
Classroom Enhancement Fund	3,702,009	384,724	10.4%	3,702,009	3,332,953	302,401	9.1%
School Generated Funds							
Strong Start	96,000	449	0.5%	96,474	96,000	299	0.3%
Ready, Set, Learn	19,600	-3	0.0%	19,892	19,600	13	0.1%
French Funds	101,323	10,775	10.6%	87,303	101,323	13,925	13.7%
Provincial Safe Return					311,500	56,962	18.3%
Federal Safe Return					792,000	13,579	1.7%
Community Link	375,902	27,401	7.3%	375,902	380,322	20,980	5.5%
Special Purpose Funds-Total Expenses	4,651,306	473,762	10.2%	4,638,052	5,391,724	416,053	7.7%
Operating-capital/equipment							
Technology Plan	225,000	100,864	44.8%		200,000	114,766	57.4%
Scdy Shop Equipment	40,000	3,359	8.4%		40,000	8,899	22.2%
Copiers	244,000	105,933	43.4%				
Custodial Equipment	9,550		0.0%		10,000		0.0%
Vehicles	100,000	27,282	27.3%		50,000		0.0%
	618,550	237,438	38.4%		300,000	123,665	41.2%
Other Projects							
Errington Parking Lot (RC/AFG)							
IT Wiring (LC)	135,989	3,200	2.4%		47,988	34,326	71.5%
QC Capital work (LC)							
BSS Track	200,000	0	0.0%		200,000	29,085	14.5%
AES Daycare					1,698,000	59,540	3.5%
Bylaw Capital							
AFG	780,564	690,300	88.4%		780,564	415,675	53.3%
SEP	763,680	590,500	77.3%		1,460,000	823,594	56.4%
Playground	105,000	105,000	100.0%				
Bus	442,765	0	0.0%		558,112	140,392	25.2%
	2,092,009	1,385,800	66.2%		2,798,676	1,379,661	49.3%

School District No. 69 - Qualicum
 Preliminary Enrollment Summary
 DRAFT - based on Submission

	ACTUAL																H/C Chg to Prior Yr			
	19/20 Enrollment				20/21 Enrollment (submitted to Ministry)															
	Total	ISP	FTE	KF	1	2	3	4	5	6	7	8	9	10	11	12		Total	ISP	FTE
School Based:																				
Ballenas	721	95	836.06	0	0	0	0	0	0	3	308	284	307	280	361	1543	28	1,577.13	-23	
Kwalikum	84	75	626.81	0	0	0	0	0	0	3	308	284	307	280	361	1543	28	1,577.13	-23	
PASS/Woodwinds	122		122.00	0	0	0	0	0	0	3	308	284	307	280	361	1543	28	1,577.13	-23	
District H/B	1566	170	1584.88	0	0	0	0	0	0	3	308	284	307	280	361	1543	28	1,577.13	-23	
Arrowview	298	1	298.00	30	29	39	35	46	31	27	48					285		285.00	-13	
Bowser	186		186.00	22	22	16	21	15	27	22	23					168		168.00	-18	
Errington	300		300.00	32	30	31	31	37	40	31	34					266		266.00	-34	
False Bay	24		24.00	5	1	3	3	4	1	5	4					26		26.00	2	
Nanoose	300	3	300.00	45	44	43	35	47	32	33	34					313	2	313.00	13	
Springwood	472	2	472.00	51	71	58	54	53	48	62	68					465		465.00	-7	
Qualicum	384		384.00	40	30	46	46	44	41	61	62					370		370.00	-14	
Oceanside	102	3	473.00	13	1	12	11	13	19	9	20					98		452.00	-4	
	371			40	50	52	55	49	35	35	38					354			-17	
	2437	9	2437.00	278	278	300	291	308	274	285	331	0	0	0	0	2345	2	2,345.00	-92	
School Based	4003	179	4021.88	278	278	300	291	308	274	285	334	308	284	307	280	361	30	3,972.13		
Continuing Ed	3		0.38													1		0.13	-2	
CEAP	443	2	133.69	17	18	18	25	21	19	26	25	38	34	52	72	211	576	316.69	133	
Total	4449	181	4155.94	295	296	318	316	329	293	311	359	346	318	359	352	573	4465	30	4,238.94	16
Cohort gain (Y/Y)				13	10	2	2	22	12	2	19	15	17	-22	-82	-92				
Change to Projection				-6	14	9	3	24	16	1	17									

Sept	Grad	NG	SA	What we thought would happen					What actually happened												
				chg over prior yr	FAS	ISP	FTE	chg over prior yr	FAS	ISP	FTE										
Sept																					
CE			4021.88																		
DL	1.250	1.250	131.19	Scdy	69.00	5.00	19.13	Scdy	-23	-142	-7.8	Elem	-92	-7	-92.0	DL	131	182.8			
Total Sept	1.250	1.250	4153.44	Total	65.00	2.00	16.06	Total	16	-149	83.0										
			4155.94																		