



**Qualicum School District  
Finance & Operations Committee of the Whole Report  
Monday, September 16, 2024  
Via Video Conferencing  
10:30 a.m.**

**Facilitator: Trustee Carol Kellogg**

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

**1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**

We would like to give thanks and acknowledge that the lands on which we work and learn are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations People.

**2. PRESENTATIONS (10 MINUTES)**

None

**3. PROJECT UPDATES**

**a. Oceanside Community Track**

Phil Munro, Director of Operations, provided an update on the project's progress. Paving of the track is now complete and the asphalt is waiting to cure prior to the rubberized surface being installed in the next 3-5 weeks. As the project now enters its final stages, the Track Committee will work to organize possible dates for its official opening.

**4. ITEMS FOR DISCUSSION**

None

**5. INFORMATION ITEM(S)**

**a. Preliminary Enrolment (pre-September Count)**

Gillian Wilson, Associate Superintendent, shared early observations on the current enrolment. Enrolments are down from projections, Kindergarten is slightly down which tends to set the benchmark for all other grade levels. The recent licensing of Coast Karma as an independent school has drawn a significant number of special needs students out of our district which will have a direct result on our funding levels and the operating grants we receive. While the full impact is still being evaluated, the early indications are that the Operating Grant could be down by as much as \$800,000 or higher if the trend continues. It was shared that Senior Staff are evaluating options to address the loss in revenues. There was some general discussion on how MATA or the Board could advocate to the Province for funding appropriately for replacement costs and the impact of independent schools getting licensed in local School Districts. Trustee Flynn indicated that one avenue for the Board would be through its local association, VI School Trustees Association.

**b. 2023/2024 Financial Summary**

Ron Amos, Secretary Treasurer, walked the Committee through the financial summary attached to the agenda, highlighting some of the pressures that created the need to use operating reserves to balance the financial statements. Those pressures included the increased number of paid medical leaves in both the Teacher and Principal/Vice Principal categories, the continued rise in substitute/replacement costs, the rise in benefit costs associated with these wages and the decreased revenues coming from the International Student Program (ISP) due to the homestay shortage. It was shared that the Audited Financial Statements are being finalized and will be shared with the Board and public at its Regular Board meeting on September 24th.

**c. Financial Statement Discussion and Analysis (FSDA)**

Ron Amos, Secretary Treasurer, opened the discussion with the history of the FSDA and its importance as they are read in conjunction with the Financial Statements. Ryan Hung, Assistant Secretary Treasurer, then walked the committee through the document. Some of the highlights presented included the enrolment and funding charts and their impact on the operating grants, the appropriated surplus summary, which sets out the how reserves are to be used as well as the summaries that show how the capital funds are being spent.

**d. International Student Program (ISP) Financial Summary**

Ron Amos, Secretary Treasurer, shared the historical financial summary of the ISP and its financial contributions to the School District. It was shared that beyond the social benefits and merits that the program brings to the individual schools and to the Community at large, there has always been a financial benefit to the School District by way of its net contribution of revenues after program costs have been paid. This net contribution has been able to support additional staffing and supplies in other areas of the district. While this net contribution has been as large as \$925,000 in past years it saw a significant decline last year and is predicted to be the same in 2024/25. It was discussed that the homestay model is being reviewed in hopes of finding new placements but for the foreseeable future this is the new environment for the ISP.

**6. ITEMS FOR RECOMMENDATION TO THE BOARD**

**a. 2024/2025 Minor Capital Submission**

Phil Munro, Director of Operations, provided a verbal report on the planning going into this month's submission. It was noted that the planned projects will include new roofing projects and the continued work to improve the washrooms at the Ballenas and Kwalikum Secondary schools. Other considerations will likely include a playground project and electrical/ventilation projects.

**7. FUTURE TOPICS**

- Updates on other capital projects
- Transportation routing software

**8. NEXT MEETING DATE:**

Tuesday, October 15, 2024 at 10:30 via video conferencing