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Always growing  
Grandissons ensemble

**Qualicum School District  
Finance & Operations Committee of the Whole Report  
Tuesday, September 16, 2025  
Via Video Conferencing  
10:30 a.m.**

**Facilitator: Trustee Carol Kellogg**

**Mandate:** *To discuss and make recommendations to the board on financial, facilities, maintenance, technology and transportation matters with a view to environmental sustainability.*

**1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**

Trustee Kellogg gave thanks and acknowledged that the lands on which the District works and learns 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 of the recent Track Opening event held on Friday, September 12. It marked the completion of a project that began in May of the previous year. The construction took 15 months from start to finish and was a highly anticipated development for the community. The project was delivered on budget, with approximately \$1.6 million in funding, and was praised for the quality of the final result. Additionally, the school district invested an extra \$300,000 from Annual Facility Grant to level and reseed the football field.

The track includes several new features such as fencing at either end and pedestrian chicanes to control access in an effort to help protect the track surface. A wheelchair-accessible ramp has also been installed at the eastern end of the track near the high school. Concerns have arisen over e-bikes and motorcycles using the track which will potentially cause damage. The school is urging the community to help discourage this kind of misuse.

It was emphasized that the track is first and foremost a school facility during school hours. While members of the public are welcome to use it, this access will be limited during school hours.

Signage will be posted to emphasize appropriate use of the track, with the hope that community vigilance will help to monitor against misuse. It was also shared the like all our school fields, RDN will be managing the after-hours bookings for community use of the facilities.

**4. ITEMS FOR DISCUSSION**

None

## 5. INFORMATION ITEM(S)

### a. 2024-2025 Year End Financial Summary

Ron Amos, Secretary Treasurer, provided a high-level overview of the district's year-end financials. It was shared that along with the Financial Statement Discussion and Analysis (FSDA), the financial statements will be formally presented to the Board by the auditors at an in-camera session next week.

The summary is intended for public communication and does not include the full detail of the financial schedules and statements that will be shared with the Board. It focuses primarily on the operating fund's revenues and expenditures, comparing the amended budget adopted in February 2025 with the actual results as of June 30, 2025, and also includes the 2023–24 fiscal year for comparison.

Revenues generally came in on budget whereas expenditure saw some differences. Teacher salaries were roughly on budget, but there were added costs associated with principal medical and long-term leaves. Educational assistants and support staff were over budget by a combined \$450,000. Substitute staffing, which had been a cost pressure in previous years, saw savings of about \$300,000 due to changes in replacement practices and tighter controls. However, it remains unclear whether some of these savings were due to additional costs in other staffing areas. Overall, salary and benefits expenditures were approximately \$300,000 over budget. Supplies and services came in on target.

At the end of the year the district's remaining surplus stood at approximately \$700,000. Although the district did not finish the year as strongly as hoped, it was emphasized that the financial outcome was anticipated, given the identified risks related to enrollment and operating grant in the Fall of 2024. The existing surplus helped cushion the impact. Looking forward, the district believes it is beginning to stabilize its financial position with its preparation for the 2025–26 fiscal year.

### b. Financial Statement Discussion and Analysis (FSDA)

Ryan Hung, Assistant Secretary Treasurer, providing a high-level summary of the report including the history of the FSDA and its importance as they are read in conjunction with the Financial Statements.

The document begins with an overview of the school district—its strategic plan, number of students, and number of schools. It then outlines the district's accounting structure, which consists of three main funds: the Operating Fund (used for day-to-day expenses and aligned with the annual budget), the Special Purpose Fund (which tracks targeted grants like the Annual Facilities Grant, Learning Improvement Fund, and Community Link), and the Capital Fund (used for major capital projects like new schools, building upgrades, and bus purchases).

He then walked the committee through the document. Some of the highlights presented included the enrollment chart and its impact on the operating grants, as well as other reserves and how they are being used. It was also shared that the chart showing capital allocations and expenditures represents the entire allocated budget whereas the expenditures presents only the expenditures spent within that fiscal year.

**c. 2024-2025 Childcare Summary of Programs**

Ryan Hung, Assistant Secretary Treasurer, provided an update to the childcare programs and walked the committee through the document that summarizes the 2024–25 financial results for the school district's childcare programs, including enrollment, revenues, and expenses across the locations at Errington, Oceanside, Bowser, and Springwood.

Looking ahead, there is some concern about the potential loss of special purpose funding from Early Care and Learning (ECL) and Seamless Day grants. If these funds were to disappear, the operating fund would need to absorb around \$63,000 in staffing costs, resulting in an annual net loss of about \$30,000 to the childcare programs.

**d. Finance & Operations Committee Yearly Work Plan**

Trustee Kellogg, spoke to the work plan that was included in the agenda. This annual schedule, lists the required items that will come to the Committee as well as other ad hoc requests as they come forward. It was noted that the plan will be reformatted to line up to the school year, i.e. September to June.

**e. Transportation/Bus schedule update**

Phil Munro, Director of Operations was asked to provide a quick update of the school.

The district's bus network serves approximately 1,900 students annually. This year, 1,500 students registered on time (April–June), allowing for effective route planning over the summer. However, 400 late registrations came in during the first week of school, forcing route changes and delays.

Staff worked overtime to process these changes as well as pursuing registrations for the 150 students that are riding buses but aren't currently registered.

Routing software has helped improve efficiency and safety. For example, buses now avoid crossing busy highways unnecessarily and AM and PM routes are now mirrored. 1,200 parents have signed up for the MyRideK12 by Tyler Technologies app, which includes real-time GPS tracking. An FAQ summary is also available on the QSD website with information on registrations and how to find your student ID numbers.

It was noted that early registration leads to smoother operations. The system is stabilizing, but early sign-up remains critical for an efficient start to the school year.

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

**a. 2026-2027 Minor Capital Submission**

Phil Munro, Director of Operations, provided a report on the planning going into this month's capital plan submission. It was highlighted that the planned projects will include a new roofing project for Errington as well as the continued work to improve the HVAC controls at various schools. Other considerations will likely include a playground structure and kitchen renovations. Approved projects will be announced in March 2026, so that the projects can begin as early as April.

**7. FUTURE TOPICS**

- a. Q1 Financial Summary
- b. Enrolment Report
- c. Multi-Year Financial Plan

**8. NEXT MEETING DATE:**

Tuesday, October 21, 2025 at 10:30 via TEAMS

**9. ADJOURNMENT**