

### FINANCE & OPERATIONS COMMITTEE OF THE WHOLE

MONDAY, JANUARY 17, 2022 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 Passcode: 393760

- 1. ACKNOWLDEGEMENT OF TRADITIONAL TERRITORIES
- 2. PRESENTATION
- 3. PROJECT UPDATES

a. Oceanside Community Track at Ballenas (Elaine) attachment

- 4. ITEMS FOR DISCUSSION
  - a. 2022/2023 Annual Budget Process (Ron)

- Budget Survey attachment

b. Facilities Review (Ron)

5. ITEMS FOR RECOMMENDATION TO THE BOARD

a. 2021/2022 Amended Annual Budget (Ron) attachment

6. INFORMATION ITEMS

a. Financial Summary (December 31 actual) (Ron) attachment

- 7. FUTURE TOPICS
- 8. **NEXT MEETING DATE:**

Monday, February 14 at 10:30; Via Zoom

9. ADJOURNMENT



### Board and Trustee Representative Committee Report

**SD69** QUALICUM

**Trustee Representative:** 

Committee Name:

R. Elaine Young

Oceanside Community Track Steering Committee

**Meeting Location:** 

Zoom

9:00 AM December 15, 2021

### Mandate:

To upgrade Ballenas Secondary track so that it can be safely used by all in the Oceanside community.

### Indigenous Acknowledgement:

### Updates:

### School District

Arranging/rearranging the steering committee. See recommendations.

Not ready yet to start the Requests for Proposals. Need to get community, corporate and grants moving.

### Town of Qualicum Beach

May be another funding source. Scott will follow up. Reach out to Josie Osborne (other MLA) Suggestion to write a strongly worded letter to senior governments.

### Parksville City

Unlikely to be any excess funding – They are improving some facilities in recreation Question – where is the province in funding? Rudy and Elaine to meet with Adam Walker MLA. Elaine to reaching out to Gord Johns M.P.

### Fundraising Updates

Successful Silent Auction – All funds (almost \$9,000) will be to the School District on Friday.

Next event – WestJet raffle. Sarah will have details in January.

Also Corporate Fundraising.

ORCA - Bottle Drive raised \$1600

### Recommendations

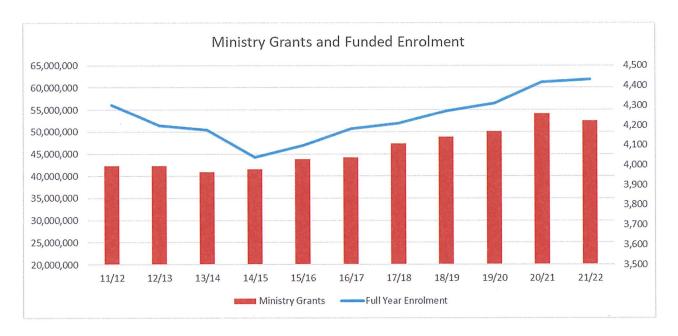
Because the major push needs to be for fundraising, that the Steering Committee meet quarterly rather than monthly to do updates.

Next Meeting depends on the acceptance of the recommendation. No meeting in January.

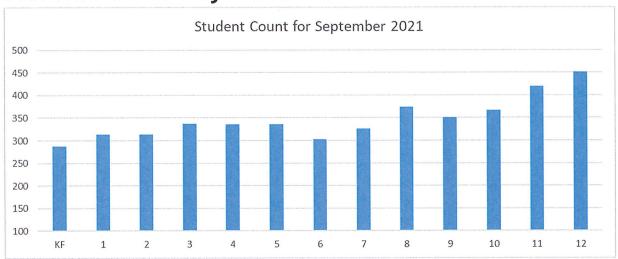
# **District Budget Information:**

## **Ministry Grants and Enrolment:**

District enrolment declined until September 2015, and since that time we have seen modest growth across the District. Ministry Grants have been reflective of that growth.

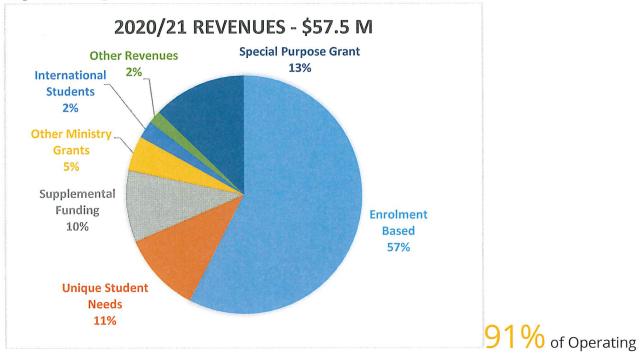


# **Student Numbers by Grade:**



Our student cohorts or grade level counts are stabilizing in the **300-350 student range**, so growth will continue to be modest

# **Operating Revenues:**

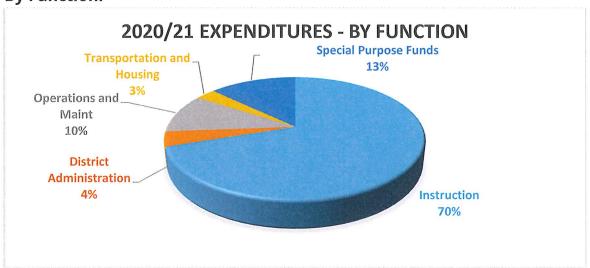


and Special Purpose Grants come from the **Ministry of Education** with 9% coming from other sources.

## **Operating Expenditures:**

For financial reporting, expenditures are reported by Function and by Object

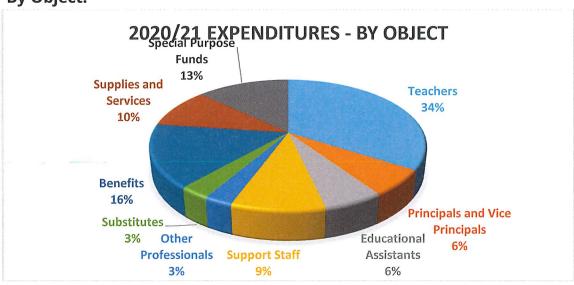
### By Function:



83% of the Operating Expenditures are spent on Classroom Instruction and other

**Educational programs** with 17% spent on Transportation, Facility maintenance and Administration

## By Object:



92% of the Budget is spent on wages and benefits, the reminder is spent on Supplies and Services

### **Budget information:**

### 1. Where can I find budget information being considered by the Board?

All budget details and financial information can be accessed on the District website.

### 2. What is the purpose of seeking input on the budget?

The district has carefully developed its Guiding Principals for Organizational Decision-making. The role of the budget is to resource these guiding principals. The planning is done in support of the Boards Strategic Priorities for Enhancing Student Learning. We are seeking advice on how to do that as effectively as possible.

### 3. Why do you plan on issuing two versions of the 2021-2022 budget?

The first version of the budget is referred to as the Annual Budget, which is typically approved in June of the prior school year. The Annual Budget is driven by conservative student enrollment estimates and the resulting district funding. Based on the estimates, we allocate revenues and expenses through a district-based budgeting model. The discussions from the Annual Partner Group Meeting assist us in incorporating various needs and strategies into the district's Annual Budget. Changes in actual enrollments compared to estimates drive the Amended Budget development process and the related funding impacts.

### 4. Where does the districts operating funding come from?

SD69 operating funding is derived from the following key areas:

- Student Full Time Equivalency (FTE) Funding generally speaking majority of the school districts funding is generated on a per student basis;
- Special Purpose Funding this includes targeted funding the school district receives for particular purposes and services, including Community Link Funding and Classroom Enhancement Funding;
- Funding to support students with unique needs;
- Supplemental Funding this includes funding that is generated for supplemental areas, including geographical funding and average district vs provincial certificated educator compensation;
- International Students this funding is generated within the District from international student's tuition and related fees.

The Provincial Funding Model is expected to change in future school years. School districts are anticipating that any changes to the level of total district operational funding would be temporarily subsidized through bridge funding from the province. Regardless of the current funding model or the new funding model, it is the Board's responsibility to come up with the annual budget (spending plan) through the funding received.

### 5. What is the difference between non-discretionary and discretionary expenses?

Non-discretionary means that the Board is required to provide these staff and services from the annual operating budget. The majority of the annual budget is considered non-discretionary and is driven by such things as the School Act, Teachers and Support Staff Collective Agreements. Discretionary expenses means that the Board has flexibility with respect to how to allocate the funds.

### 6. What are the key dates for the 2021-22 budget development process?

The key dates for the budget development process\_include the following:

- December 2021 to January 2022: 2022-23 Annual Budget Development Preparation;
- January to February 2022: Enrollment Projections;
- February 17, 2022: Annual Partner Group Meetings;
- February to March 2022: Initial School Planning Meetings;
- March 2022: Provincial Budget Released & Update Board on 2021-22 Preliminary Budget;
- May 2022: Board Approval of 2021-22 SD69 Annual Budget;
- September 2022: Actual Enrolments;
- October 2022: Actual Revenues;
- January 2023: Board Approved Amended Budget

### 2022/2023 SD69 Annual Budget Input Survey

The SD69 Board of Education follows an annual Budget Development process each school year in order to establish the final annual budget for submission to the Ministry of Education. This process begins with providing an opportunity for partners to share input toward this decision making.

The district has carefully developed its <u>Guiding Principles for Organizational Decision- Making</u>. The role of the annual budget is to resource these guiding principles. The planning is done in support of the Boards <u>Strategic Plan</u>. The purpose of this input opportunity is to seek advice on how to do that as effectively and efficiently as possible.

The next step in the Budget Development process will be to convene representatives from each partner group to help synthesize and prioritize the input gathered through this survey and many other important considerations.

### Survey questions:

5 areas of inquiry

- Student Learning
- Learning Resources
- Facilities and Transportation
- Parent and Community Partnerships
- Truth and Reconciliation

What do you feel is going well related to...

What concerns do you feel the Board needs to consider related to...

Is there anything else you would like the Board to consider related to the budget?

	2021/22						
	Annual	Amended					
	Budget	Budget	Difference	Comment			
REVENUE							
PROVINCIAL GRANTS							
Operating Grant	46,179,571	45,792,277	-387,294	grant reduced			
Other MOE Grants-Additional grant	426,341	426,341	0	<b>J</b>			
Other MOE Grants-Pay Equity	936,176	936,176	0				
Other MOE Grants-Misc	0	50,000	50.000	Support staff ben			
TOTAL MINISTRY OF ED GRANTS	47,542,088	47,204,794	-337,294	опристопания и оп			
OTHER REVENUES			0				
OTHER REVENUES	450,000	450.000	0				
Other Provincial Revenues	150,000	150,000	0				
Offshore Tuition	2,500,000	3,000,000		incr in program			
Miscellaneous	140,000	140,000	0				
Rental and Leases	600,000	600,000	0				
Investment Income	190,000	120,000		adj for rates			
TOTAL OTHER REVENUE	3,580,000	4,010,000	430,000				
TOTAL REVENUES	51,122,088	51,214,794	92,706				
<u>EXPENDITURES</u>							
SALARIES AND BENEFITS							
Teachers	20,117,193	20,030,108	-87,085	adj for op grant			
Principals and Vice Principals	3,464,495	3,495,970	31,475				
Educational Assistants	3,870,328	3,729,695		adj for op grant			
Support Staff	5,439,319	5,388,964		adj for op grant/SPF			
Other Professionals	1,710,140	1,786,335		ISP office			
Substitutes	1,750,277	1,725,708		adj for op grant			
Benefits	9,361,828	9,365,833	4,005	as, ior op gram			
TOTAL SALARIES AND BENEFITS	AE 742 E90	4E E22 642	400.067				
Benefits as a % of Total Salaries	<b>45,713,580</b> 25.8%	<b>45,522,613</b> 25.9%	-190,967				
SUPPLIES AND SERVICES							
	2 404 200	0.004.000	000 000	100 1			
Services	2,484,268	2,684,268		ISP homestay			
Training and Travel	543,085	543,085	0				
Rental and Leases	5,000	5,000	0				
Dues and Fees	71,000	71,000	0				
Insurance	164,000	164,000	0	0.004 11			
Supplies	1,600,652	1,650,652		S/W licensing			
Utilities	936,000	961,000		Recycling costs			
Capital Equipment	418,550	418,550	0				
TOTAL SUPPLIES AND SERVICES	6,222,555	6,497,555	275,000				
TOTAL EXPENDITURES	51,936,135	52,020,168	84,033				
NET REVENUE (EXPENDITURE)	-814,047	-805,374	8,673				
Budgeted Use of Surplus	814,047	805,374	-8,673				
Surplus (Deficit), for the Year	0	, 0	-0				

	2021/22						
	Annual						
	Budget	Amended Budget	Difference	Comment			
INSTRUCTION							
Regular Instruction	24,500,720	24,217,397	-283,323	adj for op grant			
Career Programs	706,372	584,879	-121,493	" "			
Library Services	1,175,858	1,091,455	-84,403	"			
Counselling	1,004,717	1,026,931	22,214	m .			
Special Education	7,257,128	7,387,810	130,682	n .			
English as a Second Language	90,321	96,450	6,129				
Aboriginal Education	765,166	755,561	-9,605	n .			
School Administration	3,895,957	3,824,593	-71,364	ш			
Continuing Education	0	0	0				
Off Shore Students	2,171,892	2,510,368	338,476	ISP prog incr			
Other	50,916	50,857	-59				
Function 1 - Instruction	41,619,047	41,546,301	-72,746				
DISTRICT ADMINISTRATION							
Educational Administration	659,303	727,240	67,937	reclass DOI			
School District Governance	215,666	217,548	1,882				
Business Administration	1,366,495	1,429,197	62,702	supp/serv			
Function 4 District Administration	2 244 464	2 272 005	420 504				
Function 4 - District Administration	2,241,464	2,373,985	132,521				
OPERATIONS AND MAINTENANCE							
Operations and Maintenance Admin	673,440	576,802	-96,638	reclass IT mgr			
Maintenance Operations	3,858,909	3,923,131		recycling			
Maintenance of Grounds	328,916	328,300	-616				
Utilities	1,056,000	1,066,000	10,000				
Capital Equipment	418,550	418,550	0				
Function 5 - Operations and Maint	6,335,815	6,312,783	-23,032				
TRANSPORTATION AND HOUSING							
Transportation and Housing Admin	177,994	163,138	-14,856				
Student Transportation	1,543,815	1,605,961		fuel/parts			
Housing/Boarding	18,000	18,000	02,110	raos parto			
Function 7 - Transportation and Housing	1,739,809	1,787,099	47,290				
TOTAL FUNCTION 1-7	51,936,135	52,020,168	84,033				
Special Purpose Fund (SPF) Budget							
Annual Facility Grant	195,141	195,141	0				
Classroom Enhancement Fund	3,348,525	4,071,511	722,986	remaining CEF release			
Community Link	391,995	391,995	0				
Learning Improvement Fund	160,784	160,784	0				
French Funds	120,000	97,565	-22,435	adj			
Strong Start	96,000	96,000	0	***			
Ready, Set, Learn	19,600	19,600	0				
Federal Safe Return		0	0				
Provincial Safe Return		186,677	186,677	new funds			
Mental Health		113,520	113,520	carry fwd plus new			
Seamless DC		96,000		carry fwd plus new			
CR4YC		13,876		carry fwd plus new			
FN Transportation		107,472		carry fwd plus new			
School Generated Funds							
Special Purpose Funds-Total Expenses	4,332,045	5,550,141	1,218,096				

	2020/21				2021/22			
	Amended	YTD	% of		Annual	Amended	YTD	% of
	Budget	Dec-20	Annual	Actual	Budget	Budget	Dec-21	Annual
REVENUE								
PROVINCIAL GRANTS								
Operating Grant	44,146,379	18,858,406	42.7%	44,534,890	46,179,571	45,792,277	19,187,312	41.9%
Other MOE Grants-Additional grant	426,341		0.0%	426,341	426,341	426,341		0.0%
Other MOE Grants-Pay Equity	936,176		0.0%	936,176	936,176	936,176	30,519	3.3%
Other MOE Grants-Misc	1,321,056		0.0%	1,346,704	0	50,000	,	0.0%
TOTAL MINISTRY OF ED GRANTS	46,829,952	18,858,406	41.7%		47,542,088	47,204,794	19,217,831	40.7%
OTHER REVENUES	э							
Other Provincial Revenues	110,000	62,046	56.4%	146,370	150,000	150,000	61,414	40.9%
Offshore Tuition	1,000,000	832,770	83.3%	1,370,654	2,500,000	3,000,000	2,377,015	79.2%
Miscellaneous	140,000	28,613	20.4%	93,355	140,000	140,000	89,793	64.1%
Rental and Leases	550,000	638,526	116.1%	624,850	600,000	600,000	660,623	110.1%
Investment Income	190,000	67,542	35.5%	117,053	190,000	120,000	46,309	38.6%
TOTAL OTHER REVENUE	1,990,000	1,629,497	81.9%	2,352,282	3,580,000	4,010,000		
TOTAL OTTLE REVENUE	1,990,000	1,029,497	01.970	2,352,262	3,560,000	4,010,000	3,235,154	80.7%
TOTAL REVENUES	48,819,952	20,487,903	42.0%	49,596,393	51,122,088	51,214,794	22,452,985	43.8%
<u>EXPENDITURES</u>								
SALARIES AND BENEFITS								
Teachers	18,681,515	7,777,646	41.6%	19,183,284	20,117,193	20,030,108	8,242,148	41.1%
Principals and Vice Principals	3,530,584	1,766,537	50.0%	3,594,794	3,464,495	3,495,970	1,758,638	50.3%
Educational Assistants	3,694,131	1,334,075	36.1%	3,378,651	3,870,328	3,804,695	1,488,320	39.1%
Support Staff	5,091,281	2,455,945	48.2%	5,203,566	5,439,319	5,313,964	2,613,033	49.2%
Other Professionals	1,578,493	754,124	47.8%	1,587,849	1,710,140	1,786,335	857,545	48.0%
Substitutes	1,739,942	621,979	35.7%	1,729,884	1,750,277	1,725,708	779,627	45.2%
Benefits	9,149,589	3,550,963	38.8%	8,777,457	9,361,828	9,365,833	3,631,571	38.8%
TOTAL SALARIES AND BENEFITS	43,465,535	18,261,269	42.0%	43,455,485	45,713,580	45,522,613	19,370,882	42.6%
Benefits as a % of Total Salaries	26.7%	24.1%		25.3%	25.8%	25.9%	23.1%	
SUPPLIES AND SERVICES								
Services	1,775,130	665,335	37.5%	1,908,443	2,484,268	2,684,268	1,272,825	47.4%
Training and Travel	419,085	116,390	27.8%	321,190	543,085	543,085	95,147	17.5%
Rental and Leases	5,000	1,273	25.5%	14,702	5,000	5,000	4,572	91.4%
Dues and Fees	71,000	47,577	67.0%	72,941	71,000	71,000	47,576	67.0%
Insurance	164,000	167,893	102.4%	166,616	164,000	164,000	153,218	93.4%
Supplies	1,565,652	666,238	42.6%	1,959,969	1,600,652	1,650,652	996,471	60.4%
Utilities	936,000	345,938	37.0%	981,354	936,000	961,000	366,248	38.1%
Capital Equipment	418,550	107,388	25.7%	207,781	418,550	418,550	200,413	47.9%
TOTAL SUPPLIES AND SERVICES	5,354,417	2,118,032	39.6%	5,632,996	6,222,555	6,497,555	3,136,470	48.3%
TOTAL EXPENDITURES	48,819,952	20,379,301	41.7%	49,088,481	51,936,135	52,020,168	22,507,352	43.3%
NET REVENUE (EXPENDITURE)	0	108,602		507,912	-814,047	-805,374	-54,367	
Budgeted Use of Surplus		0		0	814,047	805,374	0	
Surplus (Deficit), for the Year	0	108,602		507,912	0	0	-54,367	

	2020/21				2021/22			
	Amended	YTD	% of		Annual	Amended	YTD	% of
	Budget	Dec-20	Annual	Actual	Budget	Budget	Dec-21	Annual
INSTRUCTION								
Regular Instruction	22,908,913	9,387,222	41.0%	23,673,489	24,500,720	24,217,397	9,741,916	40.2%
Career Programs	703,483	298,357	42.4%	693,987	706,372	584,879	224,851	38.4%
Library Services	1,158,336	456,789	39.4%	1,126,483		1,091,455	421,492	38.6%
Counselling	981,330	377,787	38.5%	922,502	1,004,717	1,026,931	416,095	40.5%
Special Education	7,030,196	2,711,632	38.6%	6,564,063	7,257,128	7,387,810	3,098,324	41.9%
English as a Second Language	87,889	35,509	40.4%	88,817	90,321	96,450	46,514	48.2%
Aboriginal Education	731,778	246,427	33.7%	730,500	765,166	755,561	255,564	33.8%
School Administration	3,885,671	1,812,151	46.6%	3,854,790	3,895,957	3,824,593	1,732,971	45.3%
Continuing Education	0	, ,	0.0%	-	0	0	-	0.0%
Off Shore Students	1,297,919	615,142	47.4%	1,706,705	2,171,892	2,510,368	1,225,177	48.8%
Other	50,267	24,645	49.0%	50,769	50,916	50,857	24,941	49.0%
Other	30,207	24,043	43.070	30,709	30,910	50,657	24,941	49.0%
Function 1 - Instruction	38,835,782	15,965,661	41.1%	39,412,105	41,619,047	41,546,301	17,187,845	41.4%
DISTRICT ADMINISTRATION								
DISTRICT ADMINISTRATION  Educational Administration	656 075	276 757	40 40/	E05 000	650,000	707.040	040 445	40.40
	656,975	276,757	42.1%	585,383	659,303	727,240	313,446	43.1%
School District Governance	215,358	105,926	49.2%	201,297	215,666	217,548	114,605	52.7%
Business Administration	1,351,241	666,739	49.3%	1,404,567	1,366,495	1,429,197	755,221	52.8%
Function 4 - District Administration	2,223,574	1,049,422	47.2%	2,191,247	2,241,464	2,373,985	1,183,272	49.8%
OPERATIONS AND MAINTENANCE								
Operations and Maintenance Admin	606,444	262,884	43.3%	473,377	673,440	576,802	340,744	59.1%
Maintenance Operations	3,634,692	1,857,279	51.1%	3,805,478	3,858,909	3,923,131	2,322,161	59.2%
Maintenance of Grounds	325,920	138,850	42.6%	289,166	328,916	328,300	178,964	54.5%
Utilities	1,056,000	345,938	32.8%	1,077,827	1,056,000	1,066,000	366,248	34.4%
Capital Equipment	418,550	107,388	25.7%	207,781	418,550	418,550	200,413	47.9%
Function 5 - Operations and Maint	6,041,606	2,712,339	44.9%	5,853,629	6,335,815	6,312,783	3,408,530	54.0%
TRANSPORTATION AND HOUSING								
	160 504	74 415	46 20/	454 200	177.004	100 100	75.000	40.40/
Transportation and Housing Admin Student Transportation	160,594	74,415	46.3%	151,388		163,138	75,696	46.4%
II .	1,540,396	568,221	36.9%	1,448,877	1,543,815	1,605,961	640,977	39.9%
Housing/Boarding	18,000	9,243	51.4%	31,235	18,000	18,000	11,031	61.3%
Function 7 - Transportation and Housing	1,718,990	651,879	37.9%	1,631,500	1,739,809	1,787,099	727,704	40.7%
TOTAL FUNCTION 1-7	48,819,952	20,379,301	41.7%	49,088,481	51,936,135	52,020,168	22,507,351	43.3%
Special Purpose Fund (SPF) Budget								
Annual Facility Grant	199,346	28,100	14.1%	199,346	195,141	195,141	23,891	12.2%
Classroom Enhancement Fund	3,724,787	1,310,059	35.2%	3,724,787		4,071,511	1,427,133	35.1%
Community Link	380,322	79,768	21.0%	380,322	1 S S	391,995	87,003	22.2%
Learning Improvement Fund	158,680	54,449	34.3%	158,680		160,784	66,282	41.2%
French Funds	97,565	38,619	39.6%	119,707		97,565	33,221	34.1%
Strong Start	102,000	29,697	29.1%	96,000		96,000	39,133	40.8%
Ready, Set, Learn	19,600	286	1.5%	19,600		19,600	8,249	40.6%
Federal Safe Return	1,660,269	706,225	42.5%	1,660,269		19,000	0,249	0.0%
Provincial Safe Return	311,500	163,617	52.5%	311,500	1	186,677	65,471	35.1%
Mental Health	55,000	4,051	7.4%	13,058				35.1% 39.6%
Seamless DC	33,000	4,001	1.4/0	13,000		113,520 96,000	44,917	
CR4YC		987		2 022			40.000	0.0%
FN Transportation		907		2,933		13,876	12,322	88.8%
School Generated Funds			-	592,777		107,472	9,789	9.1%
Special Purpose Funds-Total Expenses	6,709,069	2,415,858	36.0%	7,278,979	4,332,045	5,550,141	1 047 444	32.7%
epoolar i dipood i diido-i otai Expelises	0,700,000	£,Ŧ13,030	50.070	1,210,313	7,002,040	3,330,141	1,817,411	34.1%