



**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

OPERATIONS COMMITTEE NOTES
Held on Thursday, April 24, 2014 at 12:30 p.m.
At the School Board Office – Gibsons, BC

PRESENT: TRUSTEES: Lori Pratt, Chair; Betty Baxter; Greg Russell
STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Rob Collison, Manager of Facilities and Transportation;
Allyson Fawcus, DPAC; Paul Bishop, Principal; Erica Reimer, Recording
Secretary; Carolyn Smith; Ruth Emerson

REGRETS: Trustees Dave Mewhort and Silas White

The meeting was called to order at 12:31 pm.

1. 2014/15 Budget – Summary of Proposed Changes

Secretary-Treasurer Weswick reviewed the budget process with the committee and highlighted changes in the 2014/15 Preliminary Budget. He reviewed changes in revenue as compared to the 2013/14 Amended Budget and provided information on the Funding Protection grant. It was reported that with Funding Protection in place, any unanticipated increase in enrollment could have significant impact, as revenue in from the government would remain constant while expenditures out, by way of school allocations, would increase. In the eventuality of higher than anticipated enrollment, some budget expenditures have been flagged as being contingent on funding.

Secretary-Treasurer Weswick reviewed changes made as result of a budget model review and highlighted the following:

- Rebalance in base funding and per-pupil funding to support smaller schools
- Changes to elementary music instruction delivery to increase instructional time
- Reduction to “average teacher costs” for staffing cost analysis

Changes to the budget for Technology, Maintenance, Administration and Governance, and Support Services were also reviewed. Details can be found in the attached presentation.

The committee discussed changes to custodial budget lines, in particular the reduction of summer custodial coverage. Concerns were shared that the standard of cleaning not be reduced as a result of this change. Secretary-Treasurer Weswick noted that Gibsons Elementary will not require summer custodial coverage due to the rebuild. Additional information was requested regarding the part-time assistant manger of facilities position however it was reported that the job description is still being developed.

2. Annual Facilities Grant

Rob Collison, Manger of Facilities and Transportation, reviewed the plans included in the meeting package and noted that while the “Annual Facilities Grant Expenditure Plan” includes staffing an labour costs associated, it does not include surplus or rebates. It was reported that:

- A solar hot water tank would be added to Elphinstone Secondary as a result of the boiler upgrades being made to the facility.
- Hardie planking at the Sunshine building will be postponed to a future budget year while the district investigates reclassification of the building as a heritage site.
- Funding for exterior painting is provided through the Annual Facility Grant while interior painting is funded through the department’s district budget.
- Gym floors refinishing/replacement will take place at several schools. Roberts Creek Elementary gym flooring will be repaired under warranty over the summer.
- A complete asbestos inventory will take place across the district to replace a previous inventory completed in the 1990s. The inventory will include costs for repairs.

3. Regulations for review:

a. Revised: Regulation 5350 – How to Communicate with Us

Trustee Pratt reported on behalf of Superintendent Bocking, who had to excuse himself from the meeting. The regulation replaces the previous complaint procedure with a positive and safe communication tool. A brochure has been developed to distribute to all sites.

b. New: Regulation 5630 – Maintaining a Respectful Workplace

The new regulation fulfills requirements of WorkSafe BC for an anti-bullying policy and provides clear guidelines for a respectful working environment.

c. New: Regulation 3850 – Use of Board Property by Licensed Child Care Providers

The new regulation fills requirements in the School Act surrounding the promotion and use of board property by license child care providers. The regulation indicates that available facilities will be offered on a cost-recovery basis to facilitate low cost childcare.

Committee members spoke in favour of the regulations. There were no changes suggested.

4. Facilities plan (standing item)

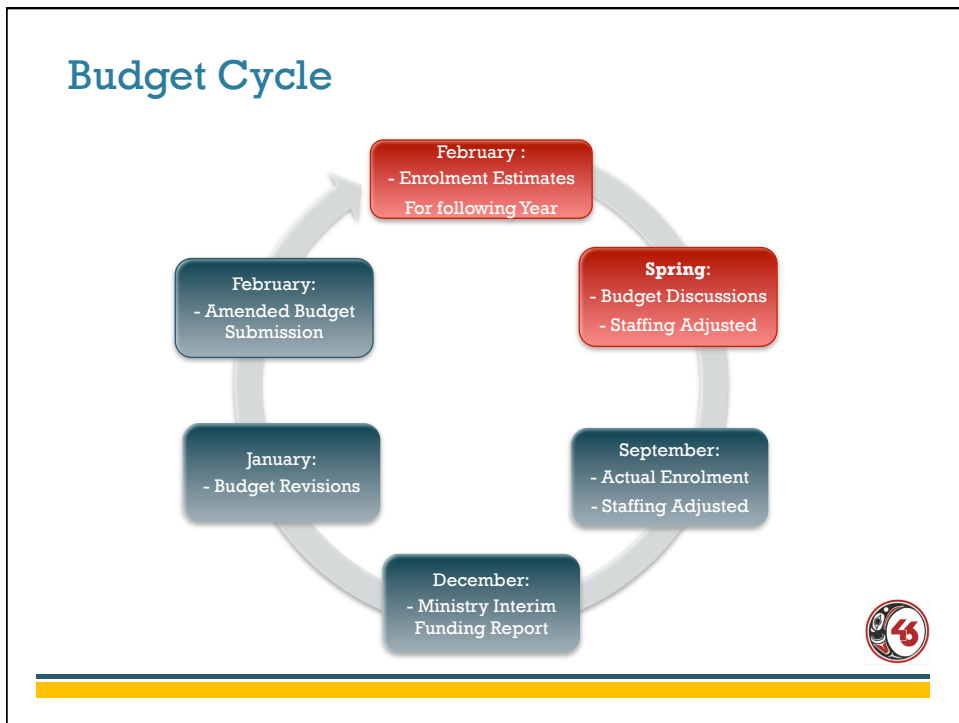
No report made.

The meeting adjourned at 1:59 p.m.

Next meeting: May 15, 2014



2014/15 Budget



Budget Process Milestones

- **February Operations Committee:** Feedback from Stakeholders, Principals and Senior Management
- **Mid March:** Provincial Funding Announcement
- **March Operations Committee:** Discussion of School Funding Allocations
- **Early April:** School Budget Process Begins
- **Mid April:** School and District Staffing Plans Reviewed
- **Late April:** Post and Fill Processes
- **April/May:** Budget Reviewed by Board of Education



School District No. 46 (Sunshine Coast)

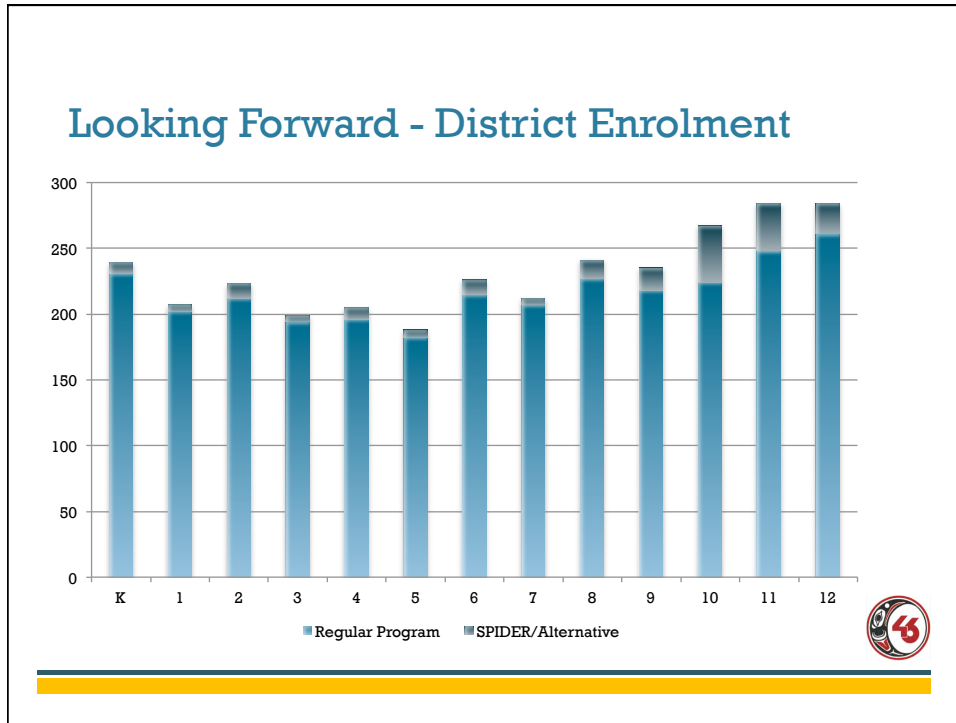
OUR MISSION is to enable and inspire our students to realize their full potentials, as knowledgeable, confident and contributing citizens in a global community.



Included in Consultations:

- Educational Leadership, including Principals and Vice Principals
- Sunshine Coast Teachers Association (SCTA)
- Canadian Union of Public Employees (CUPE)
- District Parent Advisory Council (DPAC)
- Aboriginal Advisory Circle (AAC)





	2013/14 Amended			2014/15 Preliminary Annual Budget			Net Change
	Enrolment	Funding Level	Total Funding	Enrolment	Funding Level	Total Funding	
School Age	2,838.5000	6,900	19,585,650	2,740.0000	6,900	18,906,000	(679,650)
Alternative	139.0000	6,900	959,100	140.0000	6,900	966,000	6,900
DL	65.1250	5,851	381,046	65.0000	5,851	380,315	(731)
Home School	1.0000	250	250	1.0000	250	250	-
Level 1 Spec Needs	4	36,600	146,400	4	36,600	146,400	-
Level 2 Spec Needs	236	18,300	4,318,800	220	18,300	4,026,000	(292,800)
Level 3 Spec Needs	186	9,200	1,711,200	170	9,200	1,564,000	(147,200)
English Language Learning	115	1,340	154,100	105	1,340	140,700	(13,400)
Aboriginal Ed	531	1,160	615,960	510	1,160	591,600	(24,360)
Adult Education	12.3125	4,430	54,544	6	4,430	26,580	(27,964)
Salary Differential			416,140			401,982	(14,158)
Unique Features			5,360,573			5,326,571	(34,002)
Enrolment Decline	31.44	30.74	2,404	97.63	30.43	231,836	229,431
Holdback			182,558				(182,558)
Feb Recount			106,992			58,594	(48,399)
May Recount			59,568			27,834	(31,734)
Education Plan			61,481			60,853	(628)
Funding Protection			-			672,161	672,161
Ministry Operating			34,116,767			33,527,676	(589,091)

Revenue Projections

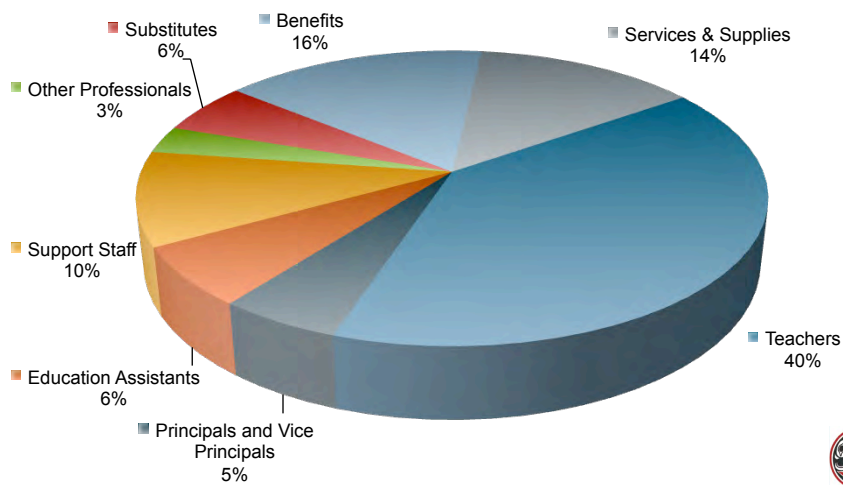
Funding Protection

	2014/15 Preliminary Total	Adjusted Enrolment To Potential levels
Total District Budget		
Operating Revenue		
Financial Provision	34,849,576	34,849,576
Unrestricted Surplus		??
Operating Expense		
School Allocations	22,559,108	22,766,558
District Budget	12,290,062	12,312,382
Net Operating Fund	405	(229,364)**

** As a result, some expenditures are contingent on funding



Expenditures by Type



District Budget Pressures

- District-funded support staff wage increases \$300,000+
- Hydro Rate Increases – 15% over 2 years (\$35k)
- Pension & Extended Health Cost Increases
- Aging technology in schools
- Inflation of goods and services



Budget Model Review



Student Achievement:

Reviewing our budgeting model to ensure the greatest impact on student success.

Budget Model Review - Outcomes

- **Accuracy of Estimates**
 - School and District budgets are more closely linked with reality
- **Funding Allocations**
 - Funds are allocated on an equitable basis
- **Organizational Structures**
 - District financial structures are organized to align with and improve student learning



Budget Model Review

- Accuracy of Estimates
 - Average Teacher Cost
 - Benefit Rates Differentiated by Employee Group
 - Short Term Sick Rates Differentiated by Employee Group
 - Removal of Unnecessary Line Items
- Funding Allocations
 - District Special Education Department
 - School Base Funding
- Organizational Structures / Degree of Decentralization
 - Music Instruction in Schools



Summary of School Funding Changes

Per-Pupil Amounts:	Kindergarten Funding	Grade 1-3 Funding	Grade 4-7 Funding	Grade 8-10 Funding	Grade 11 & 12 Funding
2014/15 Rates	6010	5107	4494	4604	4994
Prior Year Amounts	6215	5323	4664	4636	5027
Net Change	-205	-216	-171	-32	-33
Percent Change	-3.3%	-4.1%	-3.7%	-0.7%	-0.7%

Base Funding:	Elementary	Secondary
2014/15 Rates	\$202,000	\$412,000
Prior Year Amounts	\$172,000	\$452,000
Net Change	\$30,000	(\$40,000)



Technology Upgrades: \$146,000



Student Achievement:

*Adopting a measured approach to technology...
to improve access to current technology and enhance
educational opportunities*

Maintenance Department Changes



Learning Environments:

Ensuring our facilities are safe and welcoming for everyone

Maintenance Department Changes

Energy Consumption Behaviour Management & Boiler Upgrades	(25,000)
Custodial - Incremental reductions and rebalancing of workload	(19,200)
Reduction of summer custodial budget	(15,000)
Reduction of supplies budgets	(15,000)
GES - Energy Savings due to new building	(14,000)
Staffing Adjustment: +locksmith -mechanic	(1,000)
Part Time Assistant Manager of Facilities	55,000
Pender Harbour Transport Additional Distance - SCAS Access **	24,000
Vehicle Replacement Budget Restored **	35,000
TOTAL	24,800

Other Departmental Budgets



Student Achievement:

Reviewing our budgeting model to ensure the greatest impact on student success.

Administration & Governance

LT/ST Sick Replacement Budget	(40,000)
Partially Funding Coordinator from Learning Together Reserve	(20,000)
Reduction of SBO additional staffing budget	(12,000)
Critical Incident - Reserve funds	(10,000)
Trustee Supplies, Travel & Pro-D	(10,000)
Purchasing Card Expanded Usage - Contract Negotiation	(5,000)
Reduction of Supplies & Services Budgets - Telus, EDCO, Print Mgmt	(3,000)
Supplies and Travel for Centralized Elementary Music	10,000
Careers Program Budget	10,000
Innovative Learning Support	10,000
PRM (HR Software) Module Upgrades - increase efficiency & reduce costs **	15,000
Early intervention and wellness initiatives **	15,000
Curriculum Implementation **	20,000
Digital Document Management System **	20,000
Trustee Election Costs	30,000
TOTAL	30,000

District Student Support Services

Reduced Enrolment in District Programs – No Staffing Reduction **	37,200
Special Education - District Increase	20,000
Prep Time added for District Programs	8,000
Reduction of Autism Program EA - Enrolment Decreasing	(27,000)
TOTAL	38,200



Lifelong Learning. Educational Excellence.

