



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

OPERATIONS COMMITTEE NOTES

Held on May 30, 2017 from 12:00-1:30 pm
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Lori Pratt (Committee Chair), Betty Baxter, Dave Mewhort,
Greg Russell

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Phil Luporini, District Principal of Technology; John
Pritchard, Assistant Secretary-Treasurer; Shannon Whittall, Payroll Officer;
Carolyn Smith, CUPE; Louise Herle, SCTA; Bev Wagner, SCTA; Marnie Baba;
Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Rob Collison, Manager of Facilities and Transportation

The meeting was called to order at 12:02 p.m. Trustee Baxter chaired the meeting in
Trustee Pratt's absence.

1) 2018/19 Capital Plan

Secretary-Treasurer Weswick reported on items submitted under the various capital
funding programs in the 2018/19 Capital Plan.

- School Expansion Program:
 - West Sechelt Elementary expansion
- School Replacements Program:
 - Sunshine Building at Sechelt Learning Centre
- School Enhancement Program:
 - Boiler replacement to improvement ventilation in Roberts Creek Elementary gym
 - Boiler replacement at Cedar Grove Elementary
 - Replacement of dust collection systems in shops at Elphinstone, Chatelech and Pender Harbour Secondary
 - Building enclosure upgrades for the SLC library
 - Glass replacement at Elphinstone Secondary
 - Asbestos abatement at Elphinstone Secondary
 - Photovoltaic Solar at the Sechelt Learning Centre, School Board Office and Halfmoon Bay Elementary School
- Carbon Neutral Capital Program:
 - Boiler replacement at Roberts Creek Elementary and Cedar Grove Elementary (if replacements aren't funded through the School Enhancement Program)

Trustee Pratt arrived at the meeting at 12:10 pm and assumed the role of chair for the remainder of the meeting.

2) 2017/18 Budget

Secretary-Treasurer Weswick reported on the proposed 2017/18 budget, highlighting changes to revenues and allocations, unrestricted surplus, changes to central departments and district budgets.

A copy of the full presentation will accompany these notes.

Secretary-Treasurer Weswick reported that:

- A total of \$349,112 of unrestricted funds will be used to balance the budget
- The remaining unrestricted surplus, \$157,724, will be held due to the uncertainty of funding for the Classroom Enhancement Fund application (CEF).
- The financial provision of \$800,000 remains in the restricted surplus.
- Total budget bylaw amount includes total expenditures, as well as special purpose fund and capital amortization expenses for a total of \$44,683,696.
- Special education funding is significantly lower than in the past due to decline in enrolment

The committee discussed requirements for non enrolling staffing, changes to custodial and maintenance staffing, as well as transportation funding.

RECOMMENDATION:

“To approve the 2017/18 Budget”

3) Transportation Review

Secretary-Treasurer Weswick shared a copy of a draft report summarizing the research of the service delivery project for bus route optimization for the district. The document provides a baseline for transportation services that the district can use to assess changes for efficiency and effectiveness.

The report recommends a change to the bell schedule at Elphinstone Secondary, in order to reduce wait times and improve service levels for students. Additional recommendations include training in the use of specialized fleet management software as well as a full Bell Time/Fleet Schedule study in the 2017/18 school year.

4) SCRD Development Referral - Egmont/Pender Harbour Official Community Plan Bylaw No. 708

The committee discussed the referral and made no formal response or recommendation.

The meeting adjourned at 1:28 p.m.

NEXT MEETING: Thursday, June 22 from 12:30-2:00 pm at the SBO.

BUDGET 2017-18

Operations Committee – May 30, 2017



| | 2016/17 Amended Budget | 2017/18 Preliminary |
|--|---------------------------|------------------------|
| Revenue & Surplus | | |
| Transfer from Restricted - Curriculum | 37,009,553 | 37,023,361 |
| Utilization of Restricted - District | 1,688,811 | 99,644 |
| Utilization of Restricted - School Surplus | | 116,015 |
| Special Purpose Included In Operating | 1,534,937 | 3,662,938 |
| Total Revenue & Surplus Utilization | 40,233,301 | 40,901,959 |
| Expenditures & Allocations | | |
| School Allocations | 24,575,900 | 26,536,064 |
| District Departments | 13,718,180 | 14,224,382 |
| Allocations From Surplus | 1,172,053 | 374,610 |
| School Surplus Spending | | 116,015 |
| Special Purpose Fund Spending | 798,428 | |
| Total Expenditures & Allocations | 40,264,562 | 41,251,071 |
| Net Contribution To Surplus | (31,261) | (349,112) |
| Remaining Unrestricted Surplus | 538,098 | 506,837 |
| Available Funds | 506,837 | 157,724 |

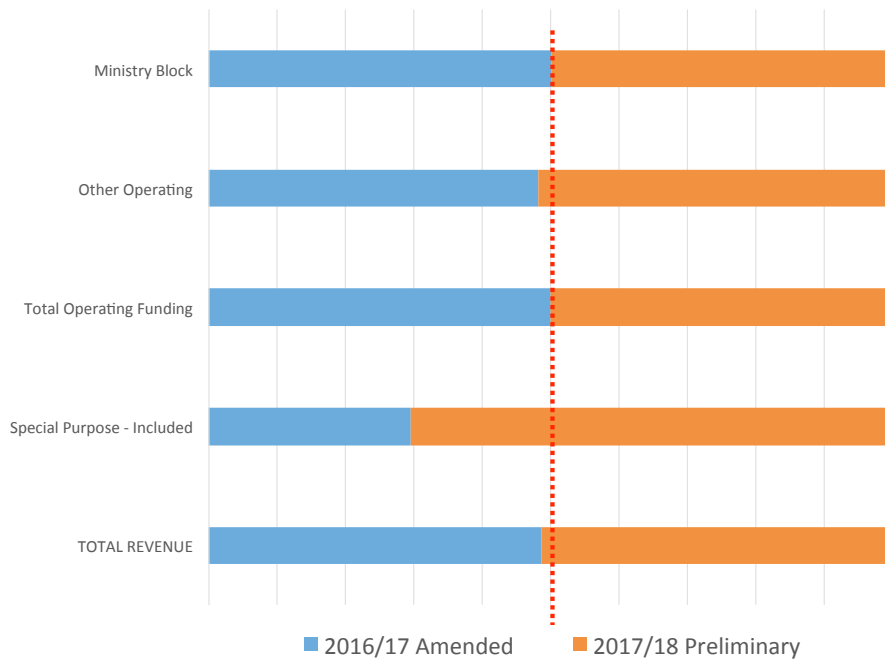
BOTTOM LINE

- ✧ Preserve current staffing levels
- ✧ Staffing cost increases
- ✧ Average teacher cost increases
- ✧ CEF Included
- ✧ Evolving Budget Model (eg - school surplus)



REVENUE COMPARISON

| | 2016/17 Amended | 2017/18 Preliminary |
|----------------------------|-------------------|---------------------|
| Ministry Block | 35,110,062 | 34,983,021 |
| Other Operating | 1,899,491 | 2,040,340 |
| Total Operating Funding | 37,009,553 | 37,023,361 |
| Special Purpose - Included | 1,534,937 | 3,662,938 |
| TOTAL REVENUE | 38,544,490 | 40,686,299 |



SCHOOL ALLOCATIONS

- ✧ Significant SpEd enrolment decline
- ✧ CEF included
- ✧ KES SDP now funded through Operating
- ✧ District Career Coordinator via SCAS

| SCHOOL ALLOCATIONS | 2016/17 Amended (Includes Surplus) | 2017/18 Preliminary | 2017/18 Surplus Allocation | Net Change |
|-------------------------------|------------------------------------|---------------------|----------------------------|------------------|
| School Base Funding | 2,664,000 | 2,532,000 | 132,000 | - |
| Kindergarten Funding | 1,460,736 | 1,423,964 | 23,381 | - 13,391 |
| Grade 1-3 Funding | 3,750,190 | 3,663,337 | 59,521 | - 27,332 |
| Grade 4-7 Funding | 4,158,664 | 4,072,619 | 65,369 | - 20,677 |
| Grade 8-10 Funding | 3,203,731 | 3,128,067 | 50,340 | - 25,324 |
| Grade 11 & 12 Funding | 2,773,966 | 2,711,284 | 44,216 | - 18,466 |
| Additional School Recognition | 1,060,505 | 1,272,691 | | 212,186 |
| International Education | 45,653 | 45,013 | | - 640 |
| Adult Education Funding | 8,306 | 4,430 | | - 3,876 |
| CSF Funding | 113,877 | 113,877 | | - |
| Level 1 Special Ed | 362,250 | 243,000 | | - 119,250 |
| Level 2 Special Ed | 3,053,250 | 2,880,000 | | - 173,250 |
| Level 3 Special Ed | 1,757,400 | 1,689,600 | | - 67,800 |
| CEF | | 2,592,810 | | 2,592,810 |
| Other Special Purpose Funds | 163,373 | 163,373 | | - |
| Total School Funding | 24,575,900 | 26,536,064 | 374,827 | 1,960,164 |



TOTAL BUDGET BYLAW

Includes other special purpose funds and capital fund amortization

Reconciliation:

| | |
|---------------------------|-------------------|
| TOTAL Expenditures | 41,251,071 |
| Other SPF Expenses | 1,289,153 |
| Capital | 2,143,472 |
| TOTAL BYLAW | 44,683,696 |



CENTRAL DEPARTMENTS

- ✦ Mainly Status Quo
- ✦ Exempt Compensation
- ✦ Future Benefits Expense
- ✦ Maintenance Increases (CEF O/H)

| | 2016/17 Amended | | 2017/18 Preliminary | | Net Change |
|---|-----------------|-------------------|---------------------|-------------------|----------------|
| | FTE | | FTE | | |
| Business Administration Total | 10.200 | 1,339,328 | 10.200 | 1,383,661 | 44,333 |
| District Governance Total | 7.000 | 189,294 | 7.000 | 196,441 | 7,147 |
| Educational Admin Total | 14.809 | 1,959,457 | 13.809 | 2,015,190 | 55,733 |
| Careers & Ace-It (1.03) | 0.000 | 90,000 | 0.000 | 100,000 | 10,000 |
| Aboriginal Education Total | 12.057 | 1,015,319 | 10.671 | 976,979 | -38,340 |
| District Special Education | 17.374 | 1,523,973 | 16.860 | 1,543,701 | 19,727 |
| ELL Total | 1.000 | 165,600 | 1.900 | 188,964 | 23,364 |
| Technology Total | 5.000 | 864,094 | 5.600 | 873,481 | 9,387 |
| Facilities Total | 39.387 | 3,611,896 | 40.387 | 3,736,392 | 124,496 |
| Total Transportation | 0.630 | 1,436,720 | 0.630 | 1,462,074 | 25,355 |
| Utilities | 0.000 | 672,500 | 0.000 | 672,500 | 0 |
| Replacement costs including benefits | 0.000 | 850,000 | 0.000 | 1,075,000 | 225,000 |
| TOTAL | 107.46 | 13,718,180 | 107.06 | 14,224,382 | 506,202 |



| Department | Salary & Benefits | Other |
|-----------------------------------|-------------------|-----------|
| District Exempt Compensation | \$99,000 | |
| Business Admin | | |
| Legal | | \$10,000 |
| Dues and Fees | | \$2,000 |
| Employment Practices | | (\$4,000) |
| Governance | \$2,200 | |
| Retirement Events | | \$5,500 |
| Education Admin | | |
| Teachers | \$22,000 | |
| Strong Start | \$5,000 | |
| Curriculum Co-ordinator | (\$92,000) | |
| Curriculum | | \$10,000 |
| New Curriculum | | \$50,000 |
| Fine Arts | | \$10,000 |
| Leadership Development | | \$5,000 |
| SCTA Pro-D | | \$15,000 |
| Freshgrade | | \$3,000 |
| Career Education Program Supplies | | \$10,000 |

DISTRICT HIGHLIGHTS



| | Salary & Benefits | Other |
|---------------------------------|-------------------|------------|
| Aboriginal Education | | |
| Teacher | (\$34,000) | |
| Support | (\$40,000) | |
| Supplies | | \$23,500 |
| District Support Services | | |
| Admin | \$5,500 | |
| Teachers | \$19,000 | |
| Life Skills Program - Enrolment | (\$16,200) | |
| Professional Staff | (\$5,000) | |
| General Support Services | | \$8,500 |
| SCCSS Contract-O/T | | \$8,000 |
| ELL | | |
| Increase in Teacher FTE | | \$23,400 |
| Technology | | |
| System Tech Admin Asst | \$1,000 | |
| System Technologists | \$4,200 | |
| New Technician .6 FTE | \$39,500 | |
| MyEdBC Support | | (\$5,000) |
| School Lab Replacement | | (\$34,000) |
| Library Automation | | \$1,000 |
| NGN Service Costs | | (\$13,500) |

DISTRICT HIGHLIGHTS CONT'D



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| | | |
|-------------------------|------------|-----------|
| Maintenance | | |
| Clerical | \$1,100 | |
| Custodians | \$94,000 | |
| Maintenance Staff | (\$42,000) | |
| Grounds | \$75,000 | |
| Custodial Supplies | | (\$5,000) |
| Transportation | | |
| Bussing Contract | | \$22,000 |
| Transportation Software | | \$3,000 |
| Other | | |
| Family Responsibility | | \$30,000 |
| EFB Service Costs | | \$195,000 |



| Ratio | Enrolment * Librarians | | Secondary Counselors | Needs-based SpEd/LA/ELL |
|------------------------------|------------------------|------------|----------------------|-------------------------|
| | | 370 | 300 | |
| Cedar Grove | 245 | 0.7 | | 1.2 |
| Davis Bay | 180 | 0.5 | | 1.5 |
| Gibsons | 308 | 0.8 | | 1.7 |
| Halfmoon Bay | 205 | 0.6 | | 0.9 |
| Kinnikinnick | 215 | 0.6 | | 2.2 |
| Langdale | 108 | 0.3 | | 0.5 |
| Madeira Park | 82 | 0.2 | | 0.5 |
| Roberts Creek | 229 | 0.6 | | 1.1 |
| West Sechelt | 220 | 0.6 | | 1.5 |
| Spider DL - Elem | 40.0 | | | 0.2 |
| Pender Harbour | 100.2 | 0.3 | 0.5 | 0.6 |
| Chatelech Sec. | 459.8 | 1.2 | 1.8 | 2.2 |
| Elphinstone Sec. | 560.9 | 1.5 | 2.0 | 2.1 |
| Spider DL - Sec | 21.1 | | | |
| SCAS | 140.9 | | | 2.1 |
| Total | 3,114.9 | 7.9 | 4.3 | 18.3 |
| District Staff | | | | 4.8 |
| Total Staffing Levels | | 7.9 | 4.3 | 23.1 |
| Total Required | | 7.8 | 4.3 | 23.1 |
| Net Staffing Required | - | 0.1 | - | 0.0 |

NON-ENROLLING TEACHING

- ✧ Increase in SpEd/LA/ELL category due to updated ELL ratio
- ✧ 1:36.9 per historic LOU



CEF APPLICATION

- As indicated by Government FAQ document dated March 31, 2017, the funding will be adjusted next year depending on actual enrolment and composition:
 - *"Government is committed to funding the MoA – it is not committing to funding additional new teachers over and above those needed to implement the MoA. If your notional allocation would fund five additional teachers, but you only need four to meet the MoA, then you will only receive funding for four."*
- The total CEF request for SD46 was **\$3,063,898**, which included staffing plan requests of \$2,818,284 and overhead of \$245,614. The CEF funding will be used to add or maintain 29 full-time equivalent (FTE) teaching positions. These amounts will be recalculated in September and may fluctuate depending on actual student enrolment and composition.



CEF APPLICATION

| | T/L | T/C | LAT | SPED | ESL | Secondary Couns |
|--|------------|------------|--------|------------|-------|-----------------|
| Number of Student FTE | 3115.0 | 1838.0 | 3115.0 | 3115.0 | 108.0 | 1277.0 |
| Target District Ratio | 400 | 693 | 446 | 237 | 36.9 | 300 |
| Target Number of Teacher FTE | 7.8 | 2.7 | 7.0 | 13.1 | 2.9 | 4.3 |
| Number of Teacher FTE | | | | | | |
| # of Teacher FTE hired through Block funding | 1.1 | 1.5 | | 10.9 | 1.5 | 2.8 |
| # of Teacher FTE hired through CEF | 6.7 | 1.5 | | 10.3 | 0.4 | 1.5 |
| Total Teacher FTE for 2017/18 SY | 7.8 | 3.0 | 0.0 | 21.2 | 1.9 | 4.3 |
| Difference | 0.0 | 0.3 | | 0.0 | | 0.0 |

| | Estimated Cost | Enrolling FTE | Non-Enrolling FTE |
|-------------------------|------------------|---------------|-------------------|
| Total CEF Hiring | 2,778,476 | 9 | 20 |

| | |
|--|------------------|
| Estimated cost of Teachers hired through CEF | 2,778,476 |
| Estimated Cost of forecast remedies | 39,808 |
| Total Additional Cost | 2,818,284 |



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