



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

OPERATIONS COMMITTEE NOTES

Held on February 22nd, 2018 from 12:30-2:00 pm
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-
Treasurer; Rob Collison, Manager of Facilities and Transportation; Phil Luporini,
District Principal of Technology; Paul Bishop, Director of Instruction; Janice
Budgell, CUPE 801; Louise Herle, SCTA; Erica Reimer, Executive Assistant
(Recording Secretary)

The meeting was called to order at 12:33 p.m.

1) 2018/19 Enrolment Projections

Secretary-Treasurer Weswick reported on mid-year enrolment estimates. The district estimates an increase of 20 students for the 2018/19 school year with further small increases expected until 2020. The majority of new registrations are expected at the elementary level with secondary enrolment remaining relatively static for the next 3-5 years.

2) Preliminary Budget Considerations

A copy of the full presentation is attached to these notes for reference. Secretary-Treasurer Weswick shared considerations for the 2018-19 preliminary budget, including:

- Creating a district capacity building fund for training and inservice opportunities to support inclusive classrooms,
- Additional staffing to support Health and Safety programs,
- Adding filtered water fountains to kindergarten classrooms to improve student health and safety,
- Training for EAs over the spring break,
- Creating a budget line for international education to provide for district operating costs, recruitment and operating, etc. as surplus funds have been exhausted.

The committee discussed international education costs, noting that costs are generally funded through international student enrolment fees, and trustee election costs, which may be funded through surplus funds as they are not an ongoing expenses.

3) Goal 2.h. - Safe and Healthy Schools (Operational)

Director Bishop reported that harassment practices and procedures are being reviewed. The district's harassment pamphlet is being updated and will be available at all sites in

the near future. Principals have been asked to discuss harassment procedures with staff as a refresher.

A request was made that the location of district AEDs be shared with local emergency services.

4) Regulation 3300 – Damage to Personal Property

Secretary-Treasurer Weswick indicated that the regulation had been updated to reflect practices. A grammatical error in section six was noted for correction.

5) Regulation 4800 - Vehicle Expenses (to be repealed)

The regulation is being repealed as vehicle expenses are covered under Regulation 4600 – Travel Expenses.

6) District of Sechelt - OCP Referral

The committee reviewed a District of Sechelt referral for a development in the Kinnikinnick catchment area. As there is sufficient space in that catchment, the committee did not express any concerns with the referral.

7) Transportation Review (standing item)

Secretary-Treasurer Weswick reported that the district was moving forward with phase two of the ministry funded transportation review, which includes optimization of services.

The meeting adjourned at 2:03 pm.

NEXT MEETING: March 16th from 11:00-12:30 pm at the School Board Office

PRELIMINARY BUDGET CONSIDERATIONS

FEBRUARY 22, 2018



REVENUE		
Enrolment-Based Adjustments	March 15 Announcement	
Funding for Contractual Increases	March 15 Announcement	
Other Provincial Funding Changes	March 15 Announcement	
CSF Enrolment Change	Reviewed Annually	
Facility Rental Revenue	Reviewed Annually	
International Student Enrolment (Net)	Expected increase due to recruitment	25,000
Salary Differential Normalization		(200,000)

OTHER CONSIDERATIONS - REVENUE



2016/17 UNRESTRICTED SURPLUS - \$750,000

Priorities for use of unrestricted surplus:

- Ensure the District's operating budget is balanced
- Provisions for unforeseen/extraordinary events
- Supplemental allocations to school and departmental budgets
- Support for one time programs and purchases



STRATEGIC PLAN CONSIDERATIONS

STRATEGIC PLAN INITIATIVES		Estimate	Strategic Plan linkages
District Specialist Staff	Additional specialized staff to support inclusion, technology, behaviour, etc.	\$ 250,000	1d, 1e, 2a, 2f
District Capacity Building Fund	Project to foster innovative capacity-building - co-constructed with district educators. 3 Year lifespan using surplus funds.	150,000	1h, 2a, 2e, 2f
Special Needs Supports / Social Emotional Supports	Additional specialized training for staff. Retain inclusive classrooms. In-service training to classroom teachers to better support students.	50,000	1d, 1e, 2a, 2e
Staff Health & Safety	Additional staffing to address new requirements for occupational health & safety	13,000	2e, 2h
Student Health & Safety	Implementing further drinking water improvements	10,000	1e, 2h
Professional Services	Cost increases due to investigations, mediations, appraisals, etc.	25,000	2j
Spring Break EA Training	Up to two paid training days for CUPE staff	10,000	1d, 1e, 2a, 2e
International Education Program	Annual cost to maintain current program efforts. Surplus allocation from 2012 has been exhausted	25,000	3c
Energy Matters - Continuation	Maintaining ongoing support for Energy Matters after expending surplus allocation	10,000	1g, 2j
Communications	Upcoming Strategic Plan process	5,000	3a, 3b, 3d



CONTRACTUAL / OTHER	Notes	Estimate
Contractual Wage Increases - Teachers	+1.4% May 1, 2018 +0.5% July 1 2018 +1.0% (+ESD) May 1 2019	296,170
Contractual Wage Increases - CUPE	+1.4% May 1, 2018 +0.5% July 1 2018 +1.0% (+ESD) May 1 2019	152,648
Teacher Pro-D Increases	10% of October Payroll, reviewed annually	5,000
Teacher Pension - Employer Contribution Rate	Reviewed Annually	
Municipal Pension - Employer Contribution Rate	Reviewed Annually	
CPP/EI Maximum Increases	Reviewed Annually	
MSP Premium Decrease	50% premium reduction as of Jan 1, 2018	(290,000)
Incoming Payroll Tax	Recent announcement to cover loss of MSP premiums - amount unknown	290,000
Other Benefits Costs	Reviewed Annually	
Utilities Costs	Expected Utilities Costs Savings due to Solar	
NGN Operating Cost	Potential for cost reduction	(10,000)

CONTRACTUAL / OTHER CONSIDERATIONS



CONTRACTUAL / OTHER (Cont'd)	Notes	Estimate
Transportation Contract Increases	Approx 2% per year	18,000
Transportation - Number of school days	Reduced by one school day from 17/18	(5,700)
Transportation - Custom - Student Support	Varies depending on student needs	
Legal Expense	Reviewed Annually	
Trustee Elections	Estimate will vary based on local government cost-sharing agreements	60,000
Custodial Requirements	Existing budgets allow for some additional hiring	
Bus Route Changes	Transportation review this Spring - could impact school transportation allocations	
Carbon Offsets	Should see reduction due to solar. Potential for federally- mandated rate increases.	
Maintenance Operating Cost Increases	Cost increases due to inflation, service contracts, etc	10,000
Tech Vehicle Replacement	Potential use of surplus funds	25,000
Professional Dues & Fees		

CONTRACTUAL / OTHER CONSIDERATIONS

