



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

OPERATIONS COMMITTEE NOTES

Held on March 30, 2017 from 12:30-2:00 pm
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: Allyson Fawcus, DPAC

The meeting was called to order at 12:35 p.m.

1. Transportation Review

Secretary-Treasurer Weswick provided a brief update on the transportation review process, which remains in progress. A public consultation will be scheduled in the spring to review and discuss findings. As reported previously, changes to bus schedules often involve adjustments to bell schedules. The cost for implementation of the transportation software has been covered by the ministry. The district has agreed to an additional licensing fee of approximately \$3,000 per year.

2. Budget – School Allocation Rates

Secretary-Treasurer Weswick reported that due to the timing of major funding announcements, specifically the Classroom Enhancement Fund (CEF) to address costs relating to class size and composition, that school allocation rates had not been finalized at the time of the meeting.

Secretary-Treasurer Weswick spoke to his presentation, attached to these notes, and reviewed the following:

- Staffing timelines,
- Revenue sources, enrolment projections and other funding items,
- Classroom Enhancement Fund (CEF), including non-enrolling teacher ratios, restored class size limits and facility requirements, and
- Additional spending items to support the strategic plan.

BUDGET 2017-18

School Allocation Rates

Operations Committee - March, 29, 2017



- **February Operations Committee:**
Feedback from Stakeholders, Principals & 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/May:**
Post and Fill Processes
- **April/May:**
Budget Reviewed by Board of Education

BUDGET PROCESS MILESTONES



STAFFING TIMELINES

March 31	Budget information sent to schools
March 31	Deadline for teachers to apply for leave
April 7	Maintenance and Elementary schools staffing plans and budgets sent to HR/Finance
April 10	Secondary school staffing plans and budgets to HR/Finance
April 10-13	Staffing adjustments discussed/finalized
April 18-21	Notifications to support staff and CUPE postings begin
May 3	Teacher placement (evening) followed by teacher postings





REVENUE COMPARISON

School District No. 46 (Sunshine Coast)

Revenue Analysis

	2016/17 Amended Budget			2017/18 Preliminary Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
School Age	2,937.8750	7,218	21,205,582	2,925.0000	7,301	21,355,425	149,843
Alternative	142.2500	7,218	1,026,761	140.0000	7,301	1,022,140	(4,621)
DL	59.7500	6,030	360,293	49.0000	6,100	298,900	(61,393)
Home School	2.9040	250	726	2.0000	250	500	(226)
Scourse Challenges				1.0000	228	228	228
							-
Level 1 Spec Needs	9	37,700	339,300	6	38,140	228,840	(110,460)
Level 2 Spec Needs	207	18,850	3,901,950	192	19,070	3,661,440	(240,510)
Level 3 Spec Needs	202	9,500	1,919,000	192	9,610	1,845,120	(73,880)
English Language Learning	120	1,380	165,600	108	1,395	150,660	(14,940)
Aboriginal Ed	578	1,195	690,710	555	1,210	671,550	(19,160)
Adult Education	1.375	4,565	6,277	1	4,618	4,618	(1,659)



School District No. 46 (Sunshine Coast)

Revenue Analysis

	2016/17 Amended Budget			2017/18 Preliminary Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
Salary Differential			181,659			180,140	(1,519)
Unique Features			5,347,354			5,450,523	103,169
Enrolment Decline	(19.00)	29.96	-	25.88	31.21	-	-
Transportation							-
Additional/Holdback			-			-	-
Summer Learning							-
Feb Recount			37,730			76,055	38,325
May Recount			46,775			79,668	32,893
Education Plan			62,418			62,798	380
Administrative Savings			(182,072)			(182,072)	-
Funding Protection			-			76,488	76,488
Ministry Operating			35,110,062			34,983,021	(127,041)



School District No. 46 (Sunshine Coast) Revenue Analysis

	2016/17 Amended Budget			2017/18 Preliminary Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
Min-Pay Equity			510,381			510,381	-
Min-Misc.			8,696			8,696	-
Min-Grad Adult	1	4,565	4,565	1	4,618	4,618	53
Min-ITA			35,000			35,000	-
Carbon Tax Rebate			25,000			25,000	-
Offshore Tuition			78,408			78,408	-
SD#93-CSF			536,000			536,000	-
Miscellaneous Revenue			175,976			205,700	29,724
Rentals and Leases			55,000			55,000	-
Investment Income			90,000			90,000	-
Total Operating Funding			36,629,088			36,531,824	(97,264)



School District No. 46 (Sunshine Coast)

Revenue Analysis

	2016/17 Amended Budget			2017/18 Preliminary Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
Special Purpose Grants Included in Operating Departments							
Ministry Transportation Funding			380,465			380,465	-
Strong Start			192,000			192,000	-
Community LINK (Part)			249,000			249,000	-
Priority Interim Measures			357,132			-	(357,132)
Education Fund (Tch LIF)			582,299			-	(582,299)
Classroom Enhancement Fund			-			-	-
AFG - Operating Portion			154,506			158,040	3,534
Admin Savings Subsidy						182,072	182,072
							-
							-
Special Purpose - Included			1,915,402			1,161,577	(753,825)
TOTAL FUNDING			38,544,490			37,693,401	(851,089)



	2016/17 Preliminary	2016/17 Amended Budget	2017/18 Preliminary
Total District Budget			
Operating Revenue	36,909,676	36,629,088	36,531,824
Financial Provision			
Transfer from Restricted - Curriculum			
Utilization of Restricted	138,705	1,688,811	103,100
Utilization of Unrestricted	375,210		
Special Purpose Included In Operating		1,915,402	1,161,577
Operating Expense			
School Allocations	24,623,401	24,575,900	24,657,730
District Departments	12,751,360	13,718,180	14,127,666
Allowance for Funding Protection	48,831		76,488
Allocations from Restricted		1,172,053	
Allocations from Unrestricted			
Special Purpose Fund Spending		798,428	1,155,560
Net Operating Fund	(0)	(31,261)	(2,220,943)
Remaining Unrestricted Surplus		538,098	
Available Funds	(0)	506,837	(2,220,943)

STRUCTURAL DEFICIT

- ✧ Preserve current staffing levels
- ✧ Staffing cost increases
- ✧ Average teacher estimates
- ✧ LIF & PM Staffing included





IMPLEMENTATION PLAN

Strategic Plan Support	Actions	2017/18
2d. Parent Communication	Freshgrade Reporting Project	\$3,000
2g. Pride & Celebration	Funding to Support Retirement Dinner and other Celebrations	5,000
1d. Social/Emotional	Additional Counselor	95,000
1f. Music and Fine Arts	Potential staffing/supplies allocation to support District fine arts programs	10,000
1g. Sustainable Practices & Outdoor Education	Implement Sustainability Plan	10,000
1k. Graduate	MyBlueprint, Specific Lifeskills, Consider Careers Support/Structure	25,000
2c. Communication	New District Website, Email Addresses, School Websites	25,000
2f. Leaders in our work	TIC/ New PR Support and Training	5,000
Strategic Plan Support Total		\$178,000

STRATEGIC PLAN INITIATIVES



MEMORANDUM OF UNDERSTANDING



- Classroom Enhancement Fund
- Best efforts and non-compliance
- Non-enrolling ratios
- Class size and composition
- Remedy

Class Size Limits	
Class/Subject	Restored Language
K	20
K-1	20
1-3 split	22
3-4 split	26* (School Act 24)
4-7	30
4-7 split	28
8-12	30
Industrial Education	26
Home/Econ	26
Science	26
Secondary English	30
High Incidence Class	15
Low Incidence Class	10
Band/Choir	N/L
Total Secondary Teachers Load	190
** Maximum "Low Incidence" Students Per Class (Categories A-G)	2

CLASS SIZE LIMITS



	Enrolment *	Librarians	Secondary Counselors	SpEd/LA **
Ratio		370	300	183
Cedar Grove	255	0.7		1.4
Davis Bay	180	0.5		1.0
Gibsons	308	0.8		1.7
Halfmoon Bay	205	0.6		1.1
Kinnickinnick	223	0.6		1.2
Langdale	108	0.3		0.6
Madeira Park	82	0.2		0.4
Roberts Creek	229	0.6		1.3
West Sechelt	227	0.6		1.2
Pender Harbour	100.2	0.3	0.3	0.5
Chatelech Sec.	459.8	1.2	1.5	2.5
Elphinstone Sec.	560.9	1.5	1.9	3.1
Spider DL	61.1		0.2	0.3
SCAS	140.9		0.5	0.8
Total	3,139.9	7.9	4.4	17.2

NON- ENROLLING TEACHER RATIOS





CLASSROOM ENHANCEMENT FUND

CEF GRANT

Total CEF Grant consists of:

- \$150 million - New funding for staffing
- \$30 million - New funding for overhead
- \$100 million - Priority Measures
- \$80 million - LIF (Teacher Ed Fund)

Classroom Enhancement Fund (CEF) ***notional amount*** for School District No. 46 is estimated at just over **\$4.1 million for the 2017/18 school year**. LIF and Priority measures were approximately \$1.3 million when annualized.



CEF GRANT – NOTIONAL AMOUNTS

no·tion·al

/ˈnōSH(ə)n(ə)l/

adjective

1. existing only in theory or as a suggestion or idea.

“notional budgets for hospital and community health services”

synonyms: hypothetical, theoretical, speculative, conjectural, suppositional, putative, conceptual,

[More](#)

School	Enrolment	Special Needs Enrolment	Base Allocation	Per Pupil Allocation	Per Special Needs Pupil Allocation	Verifiability	TOTAL CEF
Cedar Grove	255	21	40,000	102,360	57,120	43,000	223,053
Davis Bay	180	24	40,000	55,000	43,077	55,000	210,331
Gibsons	308	33	40,000	125,600	59,231	37,000	277,866
Halfmoon Bay	205	16	40,000	82,290	28,718	37,000	188,008
Kinnickinnick	223	39	40,000	89,515	70,000	107,000	306,515
Langdale	108	5	40,000	43,353	8,974	16,000	108,327
Madeira Park	82	7	40,000	32,916	2,564	14,000	99,480
Roberts Creek	229	14	40,000	92,400	28,718	37,000	197,642
West Sechelt	227	14	40,000	59,231	37,000	37,000	227,352
Pender Harbour	100	14	60,000	217,000	25,128	25,000	150,345
Chatelech Sec.	460	14	60,000	184,550	100,513	78,000	423,062
Elphinstone Sec.	300	14	60,000	225,168	89,744	92,000	466,911
Spider DL				19,669	5,385	9,000	34,054
SCAS	140	1	60,000	56,198	181,282	95,000	392,480
Balancing School	(13)	(2)		(5,168)	(50,256)		(55,425)
TOTAL	3,114	390	600,000	1,250,000	700,000	700,000	3,250,000

DRAFT

CEF GRANT — NOTIONAL AMOUNTS

	-
	-
District Teachers	388,000
Overhead	245,614
Holdback	237,958
Total CEF	4,121,572



FACILITIES AND CAPACITY

- Overcrowding Issues
- Portable inventory
- Capital funding
- Long-term approach

It was noted that changes to class size limits will require the addition of new divisions at most schools. The district expects to proceed with a district-wide school boundary review at a future dates to address overcrowding at several sites. The district is also reviewing their portable inventory to ensure there are safe and healthy learning environments for students. Annual Facility Grant (AFG) funding will be used for upgrades to portables if capital funding is not available. Secretary-Treasurer Weswick also reported that the SPIDER program would be relocated to Roberts Creek Elementary in order to alleviate overcrowding at Davis Bay Elementary.

The committee discussed enrollment, recruitment, and the positive impacts of the memorandum of understanding despite the challenges in implementing the CEF funding announcement.

The meeting adjourned at 1:54 p.m.

NEXT MEETING: Tuesday, April 25th from 11:00 to 12:30 pm at the School Board Office.