



**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		
School Allocations	24,575,900	26,536,064
District Departments		
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

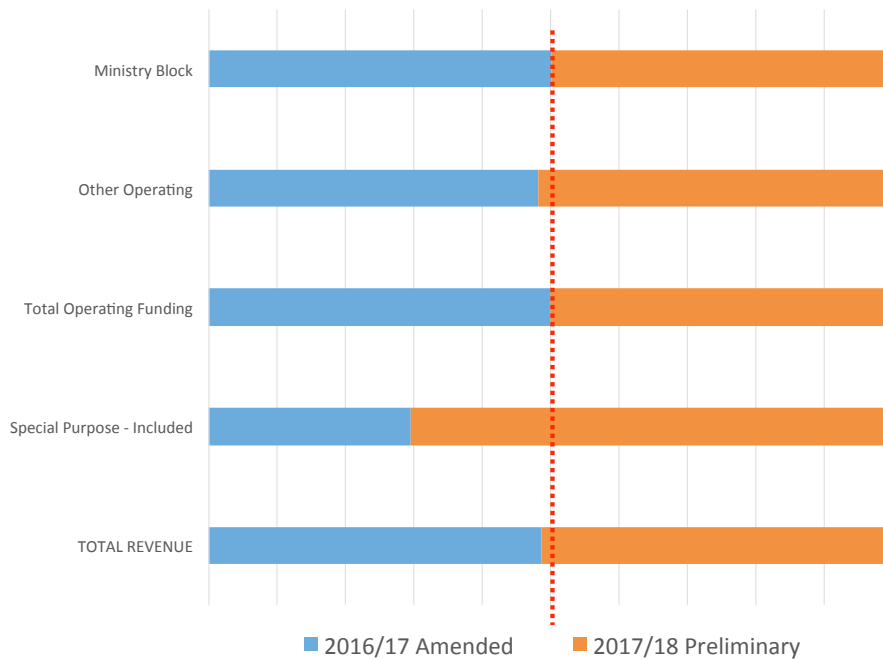
BOTTOM LINE

- ✧ 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 Counts
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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