



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

OPERATIONS COMMITTEE NOTES

Held on Wednesday, February 27th, 2019 from 12:30-2:00 pm
At the School Board Office – Gibsons, B.C.

PRESENT: TRUSTEES: Maria Hampvent (Committee Chair), Stacia Leech, Samantha Haines (via conference call), Pammila Ruth

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

REGRETS: Jacquie Shelemey, SCTA President

The meeting was called to order at 12:34 p.m. and agenda items were reordered.

1) Local Government OCP and Zoning Referrals (standing item)

a. Town of Gibsons – Gospel Rock Village (2018-05)

Secretary-Treasurer Weswick indicated that the planned development could have an impact on Gibsons' area schools, all of which are at, or near, capacity. The development falls inside the Cedar Grove Elementary catchment which is currently at capacity and closed to cross-boundary applications. While the district supports development and growth in the area, the interests of the school district could potentially be impacted by the application.

b. Town of Gibsons – Gower Point Road (2018-09)

The committee agreed that the district's interests are largely unaffected by the application.

2) ISO 50001 Certification

Secretary-Treasurer Weswick and Facilities Manager, Rob Collison, reported that the district had received notice of a grant, through an unsolicited consultant, that would cover 50% of costs to achieve ISO 50001 certification. The total cost for certification is \$75,000 and would require proper procurement measures in order to proceed. The district is considering their options and has not come to a recommendation as of yet. The report is being brought to the attention of the board for information only. The committee discussed the benefits of ISO 50001 certification, including the potential for energy reductions which could result in additional ongoing savings.

3) Rural Education Enhancement Fund (REEF)

Secretary-Treasurer Weswick and Superintendent Bocking provided information on the fund, noting that a district must report their intention to close a school site in order to meet the application requirements.

4) Safe and Healthy Schools/Operational (2.h.)

Director Bishop reported on emergency planning and procedures, that serve to protect the safety of staff and students. Director Bishop shared information on the district's Joint Occupational Health and Safety Committee and reported on training taking place in recent weeks.

5) Enrolment Projections

Secretary-Treasurer Weswick shared an estimated enrolment report that was provided to the ministry on February 15th, 2019. The projections are collected throughout the province and used by the ministry to determine per student grants for the coming year. Estimates are conservative as they are used at the district level as a planning tool to determine revenue for the preliminary budget.

6) Review of Internal Funding Allocation Model

Secretary-Treasurer Weswick described the district funding allocation model, noting that schools are allocated a base amount in addition to a per student allocation. A copy of the presentation will be attached to these notes for reference.

7) Preliminary Budget Considerations and Discussion

Secretary-Treasurer Weswick reported on items being considered as part of the preliminary budget, including:

- Earmarking funds to support implementation of the strategic plan,
- Maintaining and increasing allocations and supports to schools,
- Funding for school supply costs as a result of changes to the Student Fees regulation,
- Increasing therapy staff depending on student need,
- Increasing counselling time at schools,
- Moving the quonset hut to a new site and considering expanding future trades courses.

The committee reviewed feedback included in the agenda package, including that from stakeholders and students. Secretary-Treasurer Weswick reported on next steps in the preliminary budget process. A copy of the presentation will be attached to these notes for reference

8) Regulations for Review:

- a. Regulation 3040 – Bomb Threats (to be repealed)

Director Bishop reported that information from the regulation had been merged into the updated Emergencies regulation, being discussed next.

b. Regulation 3060 – Emergencies

Director Bishop reported that the updated regulation points to the “Staff Emergency Procedures” manual and provides additional clarity on weapons and bomb threats.

The meeting adjourned at 2:10 p.m.

Budget 2019-20

Operations Committee

Feb 27, 2019




Overview of Internal Funding Allocation Model




School Allocation Rates

District Allocation Rates	2018-19 Amended Budget	2017-18 Amended Budget	Variance
Elementary School Base Allocation Rate	207,000	207,000	-
Secondary School Base Allocation	417,000	417,000	-
SCAS School Base Allocation	474,373	474,373	-
Kindergarten Full Day Allocation Rate	6,135	5,957	178
SCAS Allocation Rate	4,922	4,817	105
Grade 1 to 3 Allocation Rate	5,146	5,026	120
Grade 4 to 7 Allocation Rate	4,501	4,417	84
Grade 8 to 10 Allocation Rate	4,727	4,587	140
Grade 11 to 12 Allocation Rate	5,170	5,001	169
Adult Allocation Rate	4,696	4,430	266
International Allocation Rate	5,170	5,001	169
Special Educ Level 1 Rate	41,000	40,500	500
Special Educ Level 2 Rate	15,500	15,000	500
Special Educ Level 3 Rate	9,800	8,800	1,000



Per-pupil Allocation Rates Explained

	Class Size	\$/Pupil	Allocation	Staff Cost	Variable Funds Per Class
Kindergarten	18	\$6,135	\$110,430	\$100,780	\$9,650
Primary	21	\$5,146	\$108,066	\$100,780	\$7,286
Intermediate	24	\$4,501	\$108,024	\$100,780	\$7,244
Grade 8-10	24	\$4,727	\$113,448	\$100,780	\$12,668
Grade 11-12	22	\$5,170	\$113,740	\$100,780	\$12,960



MyBudgetFile Demo

 **MyBudgetFile** **School: Demonstration School**
Status: Open, Access: Change
School District 46 Demo Budget
Logged on as Demonstration File




Preliminary Budget Considerations





REVENUE	
Enrolment-Based Adjustments	March 15 Announcement
Funding for Contractual Increases	March 15 Announcement
Other Provincial Funding Changes	March 15 Announcement
Employer Health Tax Subsidy	March 15 Announcement
CSF & International Enrolment Change	Reviewed Annually
Rental, Investment, Misc Revenue	Reviewed Annually
Classroom Enhancement Fund	Submitted in Late Spring Confirmed Dec 15

Other Considerations - Revenue



Classroom Enhancement Fund

- ▶ May 2017
 - ▶ District applied for \$3,097,310
- ▶ June 2017
 - ▶ Funding adjusted to \$2,398,262
- ▶ December 2018
 - ▶ Funding Approved for \$3,128,667 (including remedies)

2017/18 Unrestricted Surplus - \$1,519,426

Policy 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



CONTRACTUAL / OTHER	Notes
Contractual Salary Increases - Teachers	+ 1.0% (+ 0.75% ESD) May 1 2019 + Unknown Negotiation Outcome
Teacher Pro-D Increases	10% of October Payroll, reviewed annually
Contractual Wage Increases - CUPE	+ 1.0% (+ 0.75% ESD) May 1 2019 + Unknown Negotiation Outcome
Exempt and PVP Salary Increases	Linked to teacher increases
Teacher Pension - Employer Contribution Rate	Reviewed Annually
Municipal Pension - Employer Contribution Rate	Reviewed Annually
CPP/EI Maximum Increases	Reviewed Annually
Other Benefits Costs	Reviewed Annually
Utilities Costs	Reviewed Annually. Expected Utilities Costs Savings due to Solar

Contractual /
Other
considerations



CONTRACTUAL / OTHER (Cont'd)	Notes
Transportation Contract Increases	Approx 2% per year
Transportation - Number of school days	Increased by one school day from 17/18
Transportation - Custom - Student Support	Varies depending on student needs. Reviewed in Fall & Adjusted
Legal & Professional Expense	Reviewed Annually
Carbon Offsets	Should see reduction due to solar. Consideration of federally-mandated rate increases.
Maintenance Operating Cost Increases	Cost increases due to inflation, service contracts, etc
Professional Dues & Fees	Reviewed Annually

CONTRACTUAL / OTHER CONSIDERATIONS



Strategic Initiatives

INITIATIVE/GOAL	Description	Current Strategic Plan linkages
Strategic Plan Support	Surplus funds earmarked to provide capacity to address incoming Strategic Plan	
Maintaining/Increasing Allocations to Schools	Per-pupil and other allocations to schools support low class sizes, hiring of specialist staff and other direct supports for students	
Support to Schools for Supplies Costs	The incoming changes to school supplies costs should be supported with additional allocations, likely from surplus	Equity
District Specialist Teaching and Support Staff	Additional specialized staff to support inclusion and vulnerable students, especially counselling and therapy staff	1d, 1e, 2a, 2f
District Capacity Building Fund	Expanding efforts to foster innovative capacity-building - co-constructed with district educators.	1h, 2a, 2e, 2f
Increasing Support for Careers Programs	Consideration of how additional programs and offerings can be provided. Relocation of Quonset hut.	1k



Discussion & Questions

