

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**MINUTES OF THE BUDGET ADVISORY
COMMITTEE MEETING
May 11, 2015**

PRESENT:

Board - Committee Members:

Rose Tustian	Chair
Tom Hendrickson	Trustee
Heather Stewin	Trustee

Representatives:

Bruce Becker	Principal	FCPVPA
Darlene Smith	Payroll	CMAW
Brad Bourel	Maintenance	CMAW
Lynne Marvell	President	FCTA
Lori Izawa	Parent	PAC

Staff:

Karen Nelson	Superintendent
Kevin Bird	Assistant Superintendent
Natalie Lowe-Zucchet	Secretary-Treasurer

Recording Secretary:

Ashley Limb	Accounting/Data/Human Resources
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Observers/Guests:

Ron Johnstone	Trustee
Cindy Ferguson	Trustee
Linda Kerr	Trustee

Regrets:

Cathy Speth	Representative AEC
Wayne Bobb	Representative AEC

1. Call to Order

The Chair called the meeting to order at 4:30 p.m. in the District Education Office in Hope, B.C.

2. Approval of Agenda

MOTION:

HENDRICKSON/SMITH

Trustee Hendrickson requested that the item Strategic Plan be removed from the agenda and suggested it brought forward to the ad-hoc committee working on the strategic plan.

IZAWA/SMITH

THAT the Agenda be approved with Strategic Plan removed.

Carried

3. Approval of Minutes – April 13, 2015

IZAWA/BECKER

THAT the Minutes of the Budget Advisory Committee meeting held on April 13, 2015 be approved.

Carried

4. Draft Budget Presentation

MOTION:

HENDRICKSON/IZAWA

THAT the Budget Advisory Committee recommend that the 2015/2016 Draft Budget be sent to the Board of Education for first reading.

Carried

The Secretary-Treasurer presented the 2015/2016 preliminary annual budget totaling \$22,020,099 compared to the 2014/2015 budget of \$21,641,209.

Figures were discussed and compared between the two years, which indicate a slight drop in enrolment. The overall increase in grant funding is approximately \$57,000. This increase includes additional funds for salary increase with the reduction for the administration savings initiative of \$113,000.

The largest component of the budget is operations. The Secretary-Treasurer spoke to each line item in detail. The School District is in funding protection.

Closing C.E. Barry Intermediate School was unfortunate, but due to its' closure, the School District has been able to use the administrative savings to assist with the balancing of the budget with the savings of utilities, clerical and custodial time. Replacement costs for staff have also declined and election expenses were not applicable to this budget year, so were also factored into the budget.

School District No.78 (Fraser-Cascade) has a fairly stable budget and there has not been a lot of change from one year to the next in our programming. The District has tried to minimize the impacts on student services as we have greater cost pressures.

Discussion surrounded utility expenses and how the expenditure budget line has decreased. This change has been due to the C.E. Barry closure, as well as upgrading lights using DDC controls and becoming more energy efficient through behavioural changes.

The operating portion does not include special purpose funds, such as the Learning Improvement Fund. The Learning Improvement Fund is to be used to address difficult classroom composition issues. The schools have an opportunity to provide information to the Superintendent and Union Presidents regarding class size and composition priorities. The Superintendent and Union Presidents then review and discuss prioritizing these funds to meet the needs for schools.

5. Budget Report Comparison

The Secretary-Treasurer presented a budget report that compares the 2014/2015 final budget and the 2015/2016 preliminary budget. This document is an online working document that changes as enrolment fluctuates, and principals update the information as they make changes at their schools.

The school reserve amount is significantly lower than last year. Schools hold this contingency to assist in their budgeting, including maintaining staffing levels. With the return of the Learning Improvement Fund to schools, the number of staff will increase further. The Secretary-Treasurer also has unallocated funds to distribute to the schools depending on where enrolment shows and where there is need.

It was noted that the technology budget had decreased, but this was due to two servers being purchased in the current year's budget. Discussion surrounded the work being done for the Next Generation Network and that it will be implemented in the near future and will require approximately \$50,000 of the School District budget annually and taken directly from the grant funding.

The Aboriginal Education budget is set by the Aboriginal Education Committee and is generally updated in the system in the fall.

The Secretary-Treasurer feels confident that the School District will be in a surplus position for another year end.

6. Draft Administration Savings Plan

The Secretary-Treasurer presented a draft copy of the administrative savings plan for the School District done on a template from the Ministry of Education.

The combination of savings from shared services with School District No.23 for WorkSafe, the utility savings from the C.E. Barry closure, the savings from the energy consumption reduction, and the savings of staff from the C.E. Barry closure (principal, clerical and custodial reduction) and the District Education payroll staffing reduction has exceeded the savings target.

The School District is able to carry over the savings to future years to continue to meet the target.

Discussion surrounded having the Secretary-Treasurer provide a grid that shows the School District administration relative to the size of the district and other districts.

7. Staff Reduction/Retirement by School

The committee reviewed a summary of the staff reductions and retirements by school. There were no layoffs in teaching staff due to some resignations/retirements as well as leaves. There were minimal layoffs in Special Education support staff which will be added back in the fall depending on the Learning Improvement Fund and enrolment.

8. Enrolment Information

The Secretary-Treasurer provided information on student enrolment by school and by area for the last 8 years.

Discussion surrounded these figures and the populations of communities and changes in population due to independent schools and other schools in the surrounding areas.

The committee discussed the importance of exit interview and how that information is very useful. Principals make these forms available to those who leave, but aren't always successful in having parents return the forms to the school.

**Notice of Next Meeting: Fall 2015
 4:30 p.m.
 District Education Office**

Adjournment

IZAWA/HENDRICKSON

THAT the meeting be adjourned.

Carried

The meeting adjourned at 5:54 p.m.