



**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)  
DRAFT MINUTES OF THE BUDGET ADVISORY  
COMMITTEE MEETING (VIA ZOOM VIDEO CONFERENCE)  
May 13, 2020**

**PRESENT:**

**Board - Committee Members:**

Cathy Speth	Trustee	Chair
Heather Stewin	Trustee	
Ron Johnstone	Trustee	
Linda Kerr	Trustee (non-voting)	

**Representatives:**

Greg Lawley	Principal	FVPVPA
Lynne Marvell	President	FCTA
Aaron Dodd	Teacher	FCTA
Darlene Smith	Payroll	CMAWBC

**Staff:**

Karen Nelson	Superintendent
Natalie Lowe	Secretary-Treasurer
Jenny Veenbaas	Assistant Secretary-Treasurer
Laurie Bjorge	Recording Secretary

**Regrets:**

Kevin Bird	Assistant Superintendent	
Bruce Becker	Principal	FCPVPA
Wendy Clark	Parent	DPAC
Karl Koslowsky	Vice Principal	DISTRICT
Cheryl Davidson	Representative	AEC
Wayne Bobb	Representative	AEC

**1. Call to Order**

Via Zoom videoconference, the acting Chair called the meeting to order at 4:30 p.m. The committee began the meeting with a moment of silence in memory of Trustee John Koopman.

**2. Acknowledgement of Indigenous Territory**

The acting Chair acknowledged that the meeting was being held on the shared territory of the Chawathil people.

**3. Approval of the Agenda – May 13, 2020**

**STEWIN/SMITH**

THAT the agenda for the Budget Advisory Committee meeting May 13, 2020 be approved as presented.

**Carried**

**4. Approval of Minutes – April 6, 2020**

**STEWIN/DODD**

THAT the minutes of the Budget Advisory Committee meeting held on April 6, 2020 be approved as presented.

**Carried**

**5. Budget Bylaw and Preliminary 2020-2021 Budget**

The Secretary-Treasurer and Assistant Secretary-Treasurer reviewed the 2020-2021 preliminary budget.

The district provincial funding is up overall by \$372,000. As a result of the new provincial funding formula, the amount per regular pupil went up but not to the degree anticipated as there were increases in unique student needs that required funding- so the amounts were partially funded out of the regular student grant. In addition, our unique geographic fund went up but as this is fixed figure, it will not change with enrolment increases. This means that the increases in enrolment in future will not be as robustly funded as we had hoped.

This year the district is projecting a drop in enrolment of about 12 students, in addition to the 60 we lost last year, which has put us into funding protection in the amount of \$221,000. This means that increases in enrolment will not be funded until we have new enrolment commensurate to this amount which is about 27 students

Many of the current grants have been rolled into the provincial funding including the employer health tax, the labour settlement costs for support and benefits grant and carbon tax grant. All of this means that the \$372,000 actually is overstated as the increase.

With the additional costs of support staff, benefits, excluded staff increases, higher overall costs for products, the increase is not sufficient without making some cuts.

As a result of not cutting our staffing last year, and being down about 70 students over two years, the district had to make some lay-offs which are outlined later. Even with these adjustments, but keeping our current programming, we will be using some of our surplus to balance our budget. Generally, at this time of the year, school budgets had more flexibility to add staff. Much of that room has been removed and schools will have to begin their year with the staff allotted now unless there is a large influx in students. This is not anticipated.

The teacher staff costs incorporate the new staff salaries through the ratified Teacher's Collective Agreement. The budget also reflects the additional grant required to fund the salary costs which the government has confirmed since the building of the budget.

Finally, the district had a difficult year with our replacement cost budget. This was mainly due to having several staff off that were being paid and requiring a replacement. It is anticipated to be an anomaly so we have not changed our replacement budget to any large degree. This is always a source of concern however, as it is unpredictable.

Annual layoffs of SEAs equate to 261.25 weekly hours. Every year a number of permanent SEAs are laid off with the anticipation they are called back in the fall depending on special education student enrolment numbers. Although there was a decline in student enrolment this current year, there were no teacher layoffs in hopes we would have increased enrolment in 20/21. However, the enrolment is estimated for 2020/21 to slightly decline again so in order to effectively budget, 2.5 teacher FTEs will be laid off at the end of 19/20 plus 1 retirement that will not be filled.

**SMITH/STEWIN**

THAT the proposed 2020-2021 budget be forwarded to the Board of Education for approval as presented.

**Carried**

**Adjournment**

**/SPETH**

THAT the meeting be adjourned at 5:15 p.m.

**Carried**

**Notice of Next Meeting:**

Fall 2020

## ***SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)***

### **BUDGET ADVISORY COMMITTEE**

#### **Purpose:**

The purpose of this Committee is to review the detailed budget and make recommendations to the Board. This Committee will review the draft budget information, funding information, requests from stakeholder groups and provide recommendations to the Board. The Board may annually invite stakeholders to a meeting, which would allow for a session to review Budget information and a session for presentations from the various stakeholder groups. The Committee will also meet during both the preliminary and final budget process.

#### **Representation:**

The Committee shall consist of three Trustees appointed in December of each year by the Chairperson of the Board. The Budget Advisory Committee shall also be comprised of the Superintendent of Schools, the Assistant Superintendent, the Secretary-Treasurer, two Principals or Vice-Principals, two members of the Fraser-Cascade Teachers' Association, two members of the CMAWBC Local 2423, two representatives from Parent Advisory Councils, two representatives from the Aboriginal Education Advisory Committee, and one secondary school student. The role of the Superintendent and the Secretary-Treasurer on this committee will be to provide the technical information required to allow the committee to make recommendations to the Board.

#### **Voting rights on the Committee:**

Each member of the Committee has voting rights on the Committee.

#### **Selection of Chair:**

At the first regular committee meeting in the new year, the committee shall elect one of the trustees to serve as chairperson for the committee.



## **BUDGET ADVISORY COMMITTEE**

### **MEETING DATES**

**2020-2021**


**Via Zoom Conference Call**

<b>November 30, 2020</b>	<b>4:30 p.m.</b>
<b>January 11, 2021</b>	<b>4:30 p.m.</b>
<b>April 12, 2021</b>	<b>4:30 p.m.</b>
<b>May 10, 2021</b>	<b>4:30 p.m.</b>



# Prelim. Budget 2020 2021

S.D.# 78 (Fraser Cascade)




# Budget 2020 2021

## Key Dates

- Feb - Minister announces Provincial funding
- Feb 15 – Enrolment projections due from District
- Mid March – funding announcement MOE
- Mar- April – preliminary budgets developed
- April 30 – end of lay-off period
- May 19 – Board Meeting – first & second reading of budget
- June 30- Approved budget due to MOE
- Sept 30 - Enrolment snapshot
- Dec 15 - amended funding provided
- Feb 28 – Amended budget due



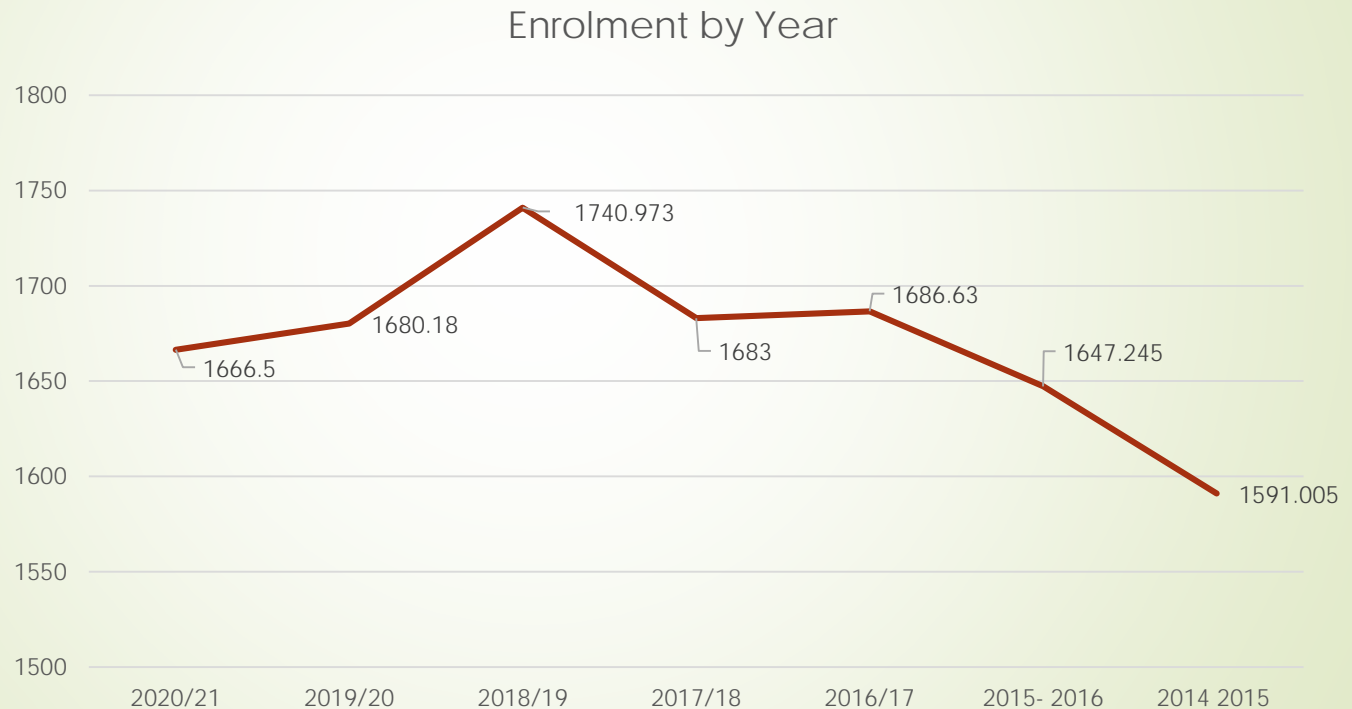


# Budget 2020 2021

## Provincial Overview

- Overall provincial growth – up 3,480 (increase of 0.6%)
- Sixth year of enrolment growth provincially
- 42 Districts growing
- 18 Districts in decline (down 744 FTE)
- Special Education funding support for 34,471 students amounting to \$627M
- Special Ed Enrolment:
  - Level 1 –> 589
  - Level 2 –> 25,058
  - Level 3 –> 8,824

# Anticipated Enrolment in February

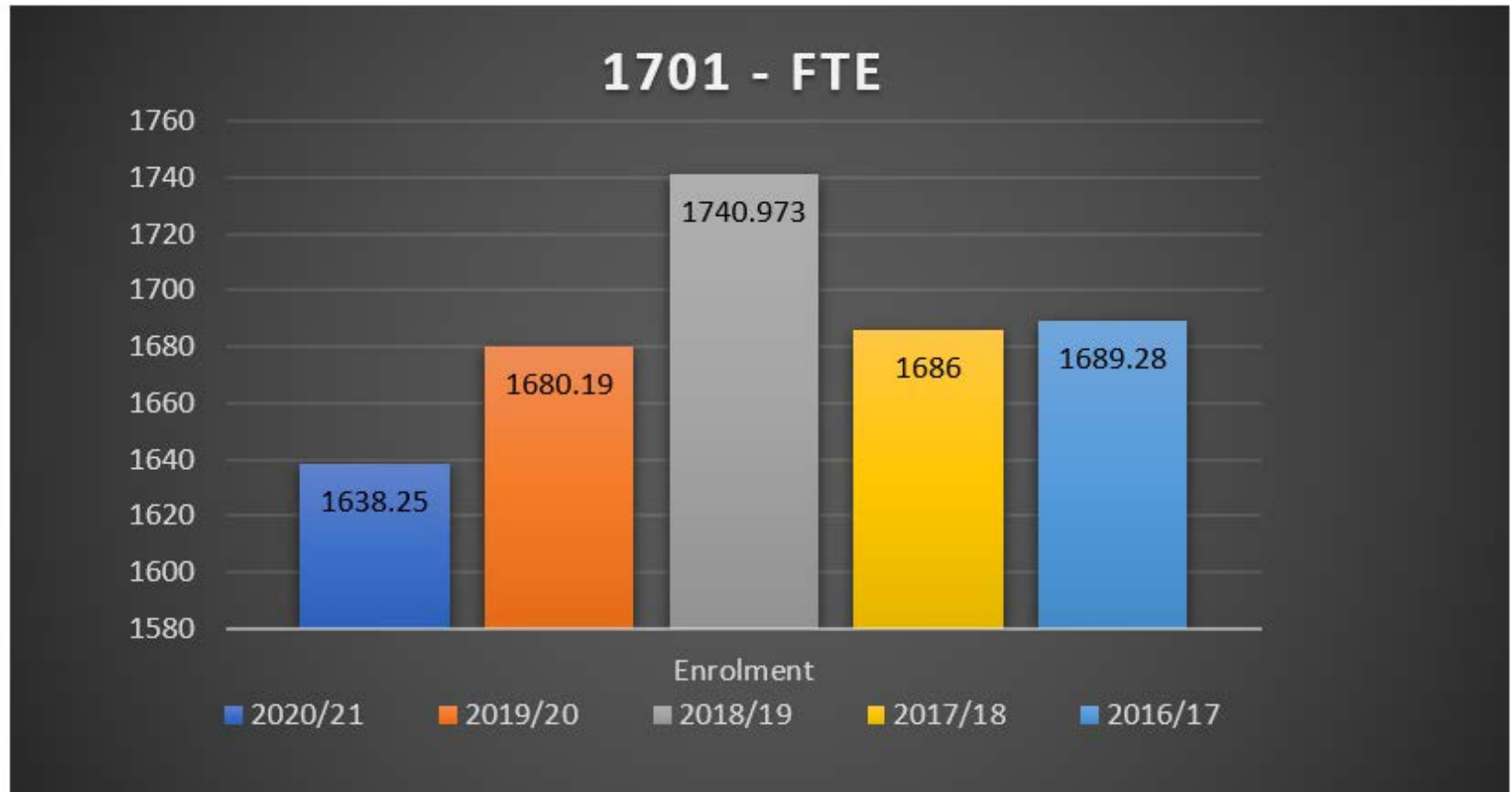


# Sept 30 Enrolment Snapshot

**School District No.78**  
**Enrolment Report - Sept 30**  
**1701 - FTE**

School Name	2020/21	2019/20	2018/19	2017/18	2016/17
Hope Secondary	352.875	370.94	372.473	377	357
Boston Bar Elem Secondary	58.875	49.75	56	52	50.5
Coquihalla Elementary	305	340	363	369	377
Harrison Hot Springs Elementary	103	104	101	101	104
Agassiz Elem Secondary	314.25	311.25	328.375	308	307.13
Kent Elementary	297	283	293	293	298
Silver Creek Elementary	137	141	148	117	120
Two Rivers Education Centre	51	53	50	53	56
Agassiz Centre for Education	8	18	16	13	17
Continuing Education	0.25	1.25	2.125	3	2.65
Q'aLaTKu7eM	11	8	11		
	1638.25	1680.19	1740.973	1686	1689.28

# Budget 2020 2021




# Budget 2020 2021

SCHOOL DISTRICT # 78 (FRASER-CASCADE)

ENROLMENT  
OCTOBER 31, 2020

SCHOOL	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GR 9	GR 10	GR 11	GR 12	TRAD	GA	INTERN.	HS	HEAD CNT	FTE TOTAL	2020/21 1701 FTE	BUDGET FTE 2020/21	2019/20 1701/BUDGET
ACE										1	1	4	2					8	8	8	8.00	18
AGASSIZ								58	61	48	51	45	43					306	317.75	314.75	314.00	311.25
BOSTON BAR	2	8	1	3	5	2	6	7	7	6	5	3	3					58	59.875	58.875	50.25	49.75
COQUIHALLA	40	51	35	43	52	49	44										3	314	314	305	327.00	340
FRASER CASCADE CE (ACE)												1	13					14	0.25	0.25	1.25	1.25
FRASER CASCADE CE (TREC)												4	14		4			18				
HARRISON	21	16	17	13	19	9	9										2	104	104	103	105.00	104
HOPE SECONDARY								54	80	62	63	57	41	4			2	357	358.875	352.875	380.00	370.94
KENT	36	44	38	34	45	45	61										4	303	303	297	282.00	283
Q'aLaTKu7eM	0	0	0	1	1	1	2	2	1	3								11	11	11	8.00	8
SILVER CREEK	19	13	17	16	10	26	21	24									5	146	146	137	138.00	141
TREC									3	6	15	23	6					53	53	51	53.00	53
<b>TOTAL:</b>	<b>118</b>	<b>132</b>	<b>108</b>	<b>110</b>	<b>132</b>	<b>132</b>	<b>143</b>	<b>145</b>	<b>152</b>	<b>126</b>	<b>135</b>	<b>137</b>	<b>122</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>16</b>	<b>1692</b>	<b>1675.750</b>	<b>1638.750</b>	<b>1666.50</b>	<b>1680.19</b>

Headcount K-12 (does not include Trades/GA/Intern/HS)



# Budget 2020 2021

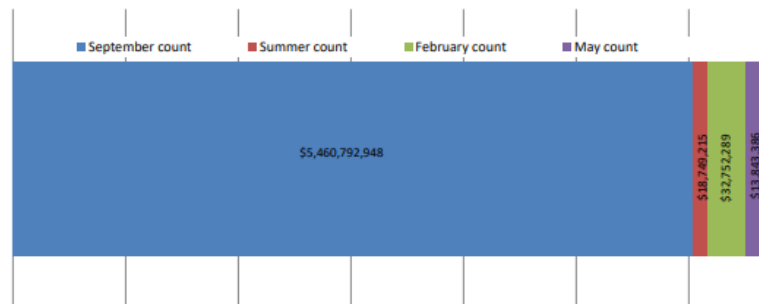
## Funding Protection

- Due to our decline in enrolment, we are currently in funding protection
- Our anticipated slight decline in FTE put us into funding protection of \$221,850
- With COVID-19 pandemic on the rise again, we were seeing lower enrolments than usual for the Sept 30 funding cut off so in this circumstance we are fortunate to have funding protection to support our students needs

# Budget 2020 2021

## Overview of the 2020/21 Operating Grant Allocation Formula

Allocation of the total Operating Block and Enrolment counts  
(2020/21 estimated as at March 2020)



### Funding Adjustments:

- Districts' preliminary allocations are adjusted after each of the enrolment counts; September 30<sup>th</sup>, February and May;
- District preliminary allocation will increase if actual enrolment is higher than district estimated enrolment; and consequently decline if actual enrolment is lower than district estimated enrolment;
- Funding Protection is calculated following the September enrolment count only – this supplemental grant is calculated **last** and ensures that districts do not experience a funding decline of greater than 1.5% compared to the previous year **for the September count**;
- The full operating block must be allocated to districts by June 30 of the current school year;
- Funding is disbursed in a "just in time" manner to closely match district cash needs.

### Provincial Totals

76% allocated through the Basic Allocation

### Basic Allocation

Common per student amount for every FTE student enrolled by school type

<b>Standard School:</b> \$7,560 per school age FTE	<b>Continuing Education:</b> \$7,560 per school age FTE
<b>Alternate School:</b> \$7,560 per school age FTE	<b>Distributed Learning:</b> \$6,100 per school age FTE

16% allocated to recognize unique student enrolment

### Unique Student

Additional per student funding to address uniqueness of district enrolment and support additional programming

<b>Level 1 Special Needs:</b> \$43,000 per student	<b>Level 2 Special Needs:</b> \$20,400 per student	<b>Level 3 Special Needs:</b> \$10,300 per student
<b>English/French Language Learning:</b> \$1,520 per student		

8% allocated to recognize unique district factors

### Unique District

Additional funding to address uniqueness of district factors

<b>Small Community:</b> for small schools located a distance away from the next nearest school	<b>Low Enrolment:</b> for districts with low total enrolment	<b>Rural Factor:</b> located some distance from Vancouver and the nearest large regional population centre	<b>Climate Factor:</b> operate schools in colder/ warmer climates additional heating or cooling requirements	<b>Sparseness Factor:</b> operate schools that are spread over a wide geographic area
<b>Student Location Factor:</b> based on population density of school communities			<b>Supplemental Student Location:</b> Level 1 and 2 special needs enrolment	
<b>Salary Differential:</b> Funding to districts that have higher average educator salaries				

0.2% allocated to buffer the effects of declining enrolment

### Funding Protection / Enrolment Decline

<b>Enrolment Decline:</b> funding to districts experiencing enrolment decline of at least 1% when compared to the previous year	<b>Funding Protection:</b> funding to ensure that no district experiences a decline in operating grants greater than 1.5% when compared to the previous September
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**CSF Supplement** – district receives a 15% funding premium on allocated funding

All Funding information estimated for the 2020/21 School Year



# Budget 2020 2021

Supplement Rate Increases

Supplement	2020/21 Rate Increase	2020/21 Rates
Basic Allocation (excluding Distributed Learning)	92.00	7,560.00
Students with Special Needs – Level 1	600.00	43,000.00
Students with Special Needs – Level 2	200.00	20,400.00
Students with Special Needs – Level 3	50.00	10,300.00
English / French Language Learners	25.00	1,520.00
Indigenous Students	50.00	1,500.00
Non-graduated Adult Education	50.00	4,823.00
Student Location Factor (elementary)	4.47	270.93
Student Location Factor (secondary)	5.93	361.24
Small Community	N/A	N/A
Low Enrolment	N/A	N/A



# Budget 2020 2021

## Estimated Operating Grants - 2020/21 School Year

School District 78 Fraser-Cascade

### September 2020 Enrolment Count

	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	1,604.2500	\$7,560	\$12,128,130	
Continuing Education	1.2500	\$7,560	\$9,450	
Alternate Schools	61.0000	\$7,560	\$461,160	
Distributed Learning	0.0000	\$6,100	\$0	
Home Schooling	4	\$250	\$1,000	
Course Challenges	2	\$236	\$472	
<b>Total Enrolment-Based Funding (September)</b>	<b>1,666.5000</b>			<b>\$12,600,212</b>

	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	-12.4375	\$3,780	\$0	
4%+ Enrolment Decline		\$5,670	\$0	
Significant Cumulative Decline (7%+)	17.1875	\$3,780	\$0	

**Supplement for Enrolment Decline** **\$0**

	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	2	\$43,000	\$86,000	
Level 2 Special Needs	76	\$20,400	\$1,550,400	
Level 3 Special Needs	47	\$10,300	\$484,100	
English Language Learning	117	\$1,520	\$177,840	
Indigenous Education	627	\$1,500	\$940,500	
Adult Education	2.0000	\$4,823	\$9,646	
Equity of Opportunity Supplement			\$144,889	

**Supplement for Unique Student Needs** **\$3,393,375**

Variance from Provincial Average	<b>-\$2,592</b>	
Estimated Number of Educators	92.694	<b>-\$240,263</b>

	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	1,668.5000	\$180.33	\$300,881	

**Supplement for Salary Differential** **\$60,618**

**Supplement for Unique Geographic Factors** **\$4,761,019**

**Funding Protection** **\$221,850**

**Supplement for the Education Plan** **\$15,110**

**September 2020 Enrolment Count, Total** **\$21,052,184**

### July 2020 Enrolment Count

	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$215	\$0	
Summer Learning Grade 8-9	0	\$215	\$0	
Summer Learning Grade 10-12	0	\$430	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	0	\$0	\$0	
<b>Summer Learning, Total</b>				<b>\$0</b>

### February 2021 Enrolment Count

	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$7,560	\$0	
Adult FTE - Continuing Education	0.0000	\$4,823	\$0	
K-Gr 9 School-Age FTE - Distributed Learning	0.0000	\$3,050	\$0	
Gr 10-12 School-Age FTE - Distributed Learning	0.0000	\$6,100	\$0	
Adult FTE - Distributed Learning	0.0000	\$4,823	\$0	
Level 1 Special Needs Enrolment Growth	0	\$21,500	\$0	
Level 2 Special Needs Enrolment Growth	0	\$10,200	\$0	
Level 3 Special Needs Enrolment Growth	0	\$5,150	\$0	
Newcomer Refugees	0.0000	\$3,780	\$0	
ELL Supplement - Newcomer Refugees	0	\$760	\$0	

**February 2021 Enrolment Count, Total** **\$0**

### May 2021 Enrolment Count

	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$7,560	\$0	
Adult FTE - Continuing Education	0.0000	\$4,823	\$0	
K-Gr 9 School-Age FTE - Distributed Learning	0.0000	\$2,033	\$0	
Gr 10-12 School-Age FTE - Distributed Learning	0.0000	\$6,100	\$0	
Adult FTE - Distributed Learning	0.0000	\$4,823	\$0	

**May 2021 Enrolment Count, Total** **\$0**


**2020/21 Full-Year Estimated Total** **\$21,052,184**

Estimated 2020/21 Operating Grant from Indigenous Services Canada	\$3,938,946
Estimated 2020/21 Operating Grant from Ministry of Education	\$17,113,238

# Budget 2020 2021

## Prelim


Funding	2020-2021 Prelim Budget	2019-20 Final Budget	Current Yr / Prior Yr Final Budget Variance
<b>Operating Grant MOE</b>			
	\$ 21,052,184	\$ 20,565,226	\$ 486,958
<b>Other MOE Grants</b>			
Labour Settlement Grant	\$ 398,616	\$ 60,000	\$ 338,616
Pay Equity	229,516	229,516	-
Community Link Funding	358,207	350,072	8,135
Admin Savings Grant	-	163,264	- 163,264
French Grants	10,382	10,382	-
Strong Start	96,000	96,000	-
Learning Improvement Fund	76,192	78,101	- 1,909
Ready Set Learn	12,250	12,250	-
Classroom Enhancement Fund	1,694,703	1,706,738	- 12,035
Federal COVID Funding	596,362		596,362
Other Grants	184,576	184,576	-
	\$ 3,656,804	\$ 2,890,899	\$ 765,905
<b>Other Income</b>			
Local Education Agreements	\$ 60,741	\$ 60,741	\$ -
International Student Fees	12,000	38,000	- 26,000
Miscellaneous	15,000	85,000	- 70,000
	\$ 87,741	\$ 183,741	-\$ 96,000
<b>Rentals and Leases</b>			
Rental Income	\$ 50,000	\$ 50,000	\$ -
	\$ 50,000	\$ 50,000	\$ -
<b>Investment Income</b>			
Interest Income	\$ 100,000	\$ 175,000	-\$ 75,000
	\$ 100,000	\$ 175,000	-\$ 75,000
<b>Surplus/(Deficit) Carryforward</b>			
Surplus/(Deficit) Carryforward Unrestricted	\$ 629,343	\$ 629,343	\$ -
Surplus/(Deficit) Carryforward Restricted	1,511,833	1,428,058	83,775
	\$ 2,141,176	\$ 2,057,401	\$ 83,775
	\$ 27,087,905	\$ 25,922,267	\$ 1,165,638



# Budget 2020 2021

## Other MOE Grants

- Labour Settlement Grants - as a general rule, the salary increases and associated costs have been funded by the MOE as it usually is significant enough that the costs cannot be absorbed
- Teachers have settled at a 2% increase plus a 2% retro increase and funding was set aside for us from the Ministry to support these increases
- Support Staff (CMAW) received 2% increase annually for the duration of the agreement
- Community Link Funding of \$358,207 is used to support at risk students
- Learning Improvement Funds (LIF) of \$76,192 to support the staff EAs
- Transportation grants \$184,576 to support the rising cost of bussing



# Budget 2020 2021

## Classroom Enhancement Funds and Remedy

- The district has implemented the 2002 class size language which calls for smaller classes in many cases and more resources for classes with more than three identified special needs students in a class
- The funding to address the language has been allocated. The District has sent in the CEF spreadsheet showing the impacts of the language in order to access the funding.
- This year we requested \$1,694,703 to fund 17.15 FTE staff
- This does not include remedy or overhead

# Budget 2020 2021

## COVID-19 Funding and Initiatives

Provincial Grant Funding of \$157,714


### Strictly Distributed by Province

- Frequency Cleaning \$82,090
- Cleaning Supplies \$18,203
- Hand Hygiene \$32,729
- Masks \$7,864
- Technology/Computer Assistance \$16,828

### How we are using these funds:

- 2.3 FTE in custodial staff for day-time cleaning
- Purchase of sanitizing cleaners
- Hand sanitizer and wash stations
- Reusable masks for students and staff plus disposable masks on hand
- Purchase and replacements of chrome books for students





# Budget 2020 2021

## COVID-19 Funding and Initiatives


### Federal Grant Funding

2 instalments of \$298,181 (totaling \$596,362)

How we are using these funds:

- 1 Distributed Learning Teacher (filled in late Sept)
- 5 Transition Teachers (3 filled in late Sept and 2 currently posted)
- Increased Hydro for increased air circulation/ventilation
- One extra bus run for early dismissal
- Reconfiguration of common areas
- Cleaning equipment

*\*The above items exhausts all funding provided*



# Budget 2020 2021

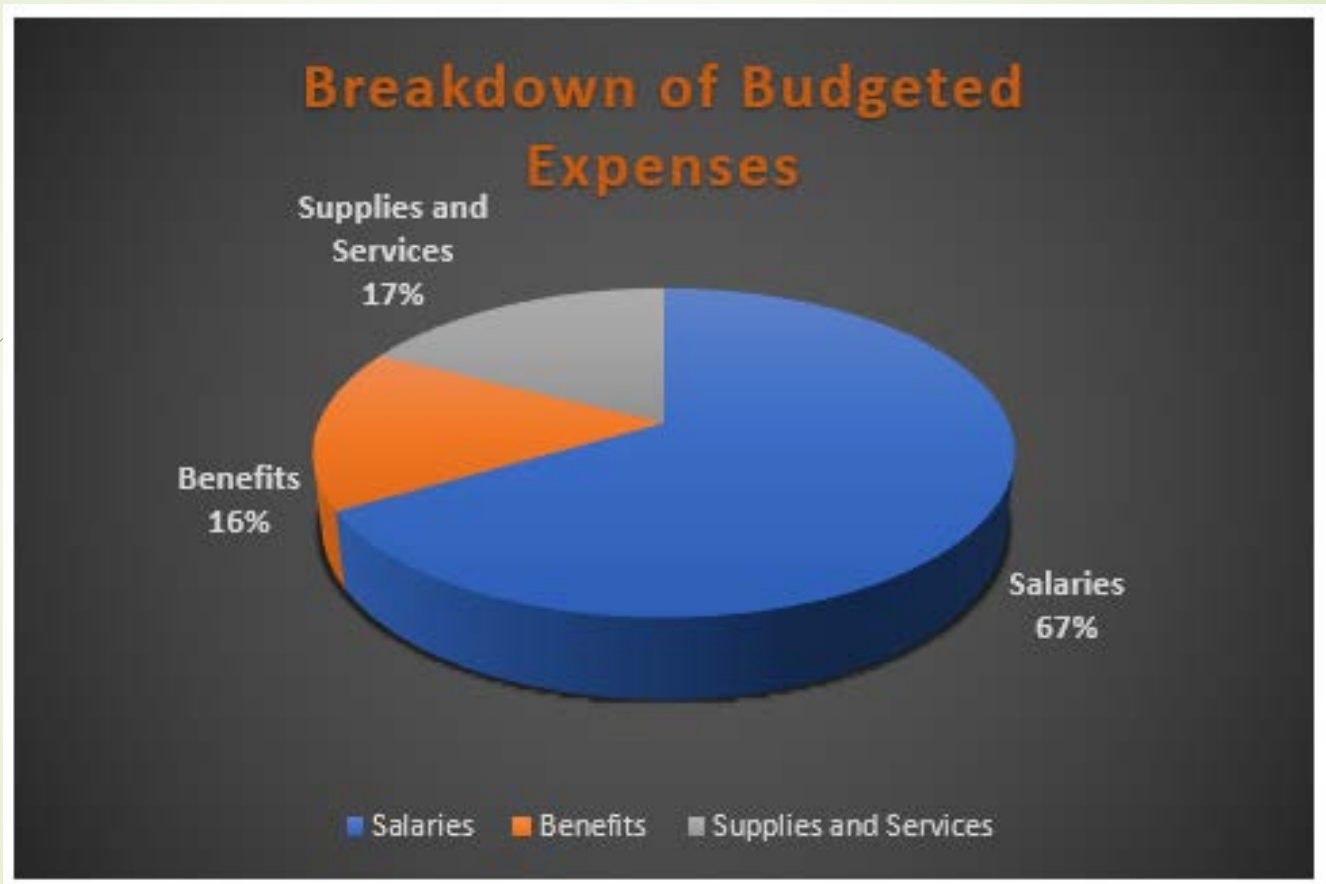
## Mental Health Funding

- A piece of the \$75M provincial initiative
- Carryover from last year's grant funding (due to COVID restrictions) leaves us with \$25,933
- Special Purpose funding received for this year of \$57,000

How we are using these funds:

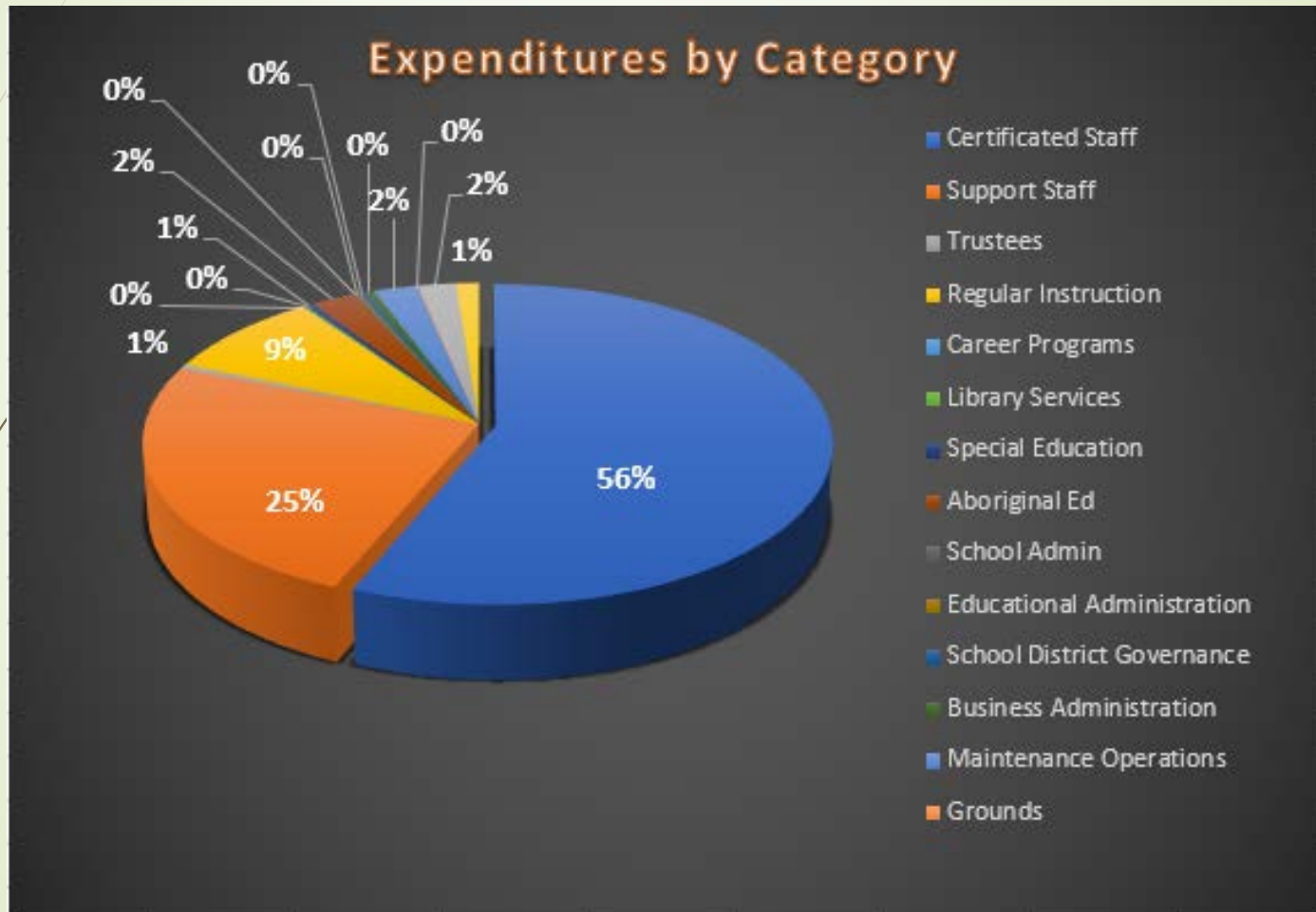
- Online program called Open Parachute is rolling out our District
- Partnering with MCFD on mental health counselling for students

# Budget 2020 2021





# Budget 2020 2021



# Budget 2020 2021

Year	Average Teacher Salary	Average Teacher Salary including Benefits
2016 / 2017	\$73,657	\$91,609
2017/ 2018	\$74,360	\$91,127
2018 / 2019	\$75,214	\$91,761
2019 / 2020	\$77,257	\$93,744
2020 / 2021	\$79,700	\$98,828

- In June, teachers received retroactive increases of 2% and a 2% increase in 2020 so we have continued to increase our average teacher salary to \$79,700 for budgeting purposes to reflect the current cost of a teacher
- Support staff received a 2% increase this year as well
- Administration received an average increase of 4%



# Budget 2020 2021

## Surplus

- In 2019/2020, we were tracking to spend more than budgeted, however suspension of in-person instruction halted the higher tracking costs (such as substitutes) significantly
- The Operating Surplus at the end of 2019/2020 was \$4,619,241
- This years 2020/21 budget is using \$2,141,176 of this surplus
- Leaving \$2,478,065 for the next year's budget



# Questions?