

School District #75 (Mission)
Special Committee of the Whole Meeting
Agenda

May 14, 2019, 3:30 pm

District Education Office, 33046 4th Avenue, Mission, BC

| | | | Pages |
|-----|---|--------|---------|
| 1. | CALL TO ORDER | | |
| | <i>The Board Chair will acknowledge that this meeting is being held on Traditional Territory.</i> | | |
| 2. | ADOPTION OF AGENDA | | |
| 3. | STAFF REPORTS | | |
| 3.1 | 2019-2020 Preliminary Budget | Action | 1 - 10 |
| 4. | MINUTES OF PREVIOUS MEETINGS | | |
| 4.1 | Sp Committee of the Whole Meeting Minutes, April 23, 2019 | Action | 11 - 13 |
| 4.2 | Sp Committee of the Whole Meeting Minutes, April 30, 2019 | Action | 14 - 16 |
| 5. | INFORMATION ITEMS | | |
| 5.1 | Summary of Student Budget Priorities | | 17 - 23 |
| 5.2 | International Program Tuition Fees | | 24 - 25 |
| 6. | ADJOURNMENT | | |

ITEM 3.1 Action

TO: Committee of the Whole
FROM: D. Welsh, Secretary Treasurer
SUBJECT: 2019-2020 Preliminary Budget

Recommendation

THAT the draft preliminary budget information for the 2019-2020 school year be discussed and returned to the May 28, 2019 Special Committee of the Whole for further consideration.

The attached information reflects draft preliminary budget estimates for the 2019/2020 school year, subject to further discussion regarding additional needs and other items brought forward for discussion.

Attachments:

1. P&L Operating
2. Changes – Operating Revenue
3. Changes – Operating Expenses
4. P&L Special Purpose Fund
5. P&L Op & SPF & Cap
6. School Supply Budgets
7. Additional Needs
8. Financial Summary – YTD April 30, 2019
9. AFG Status – April 30, 2019

19/20 Preliminary Budget

May 14, 2019

| | 2019/20 Preliminary | 2018/19 Amended | \$ Change | % Change | 2017/18 Actuals | \$ Change | % Change |
|--|------------------------|--------------------|------------------|-----------------|--------------------|------------------|-----------------|
| OPERATING REVENUE | | | | | | | |
| Grants | | | | | | | |
| Ministry of Education - Operating Grants | 60,308,728 | 58,799,771 | 1,508,957 | 2.57% | 57,063,995 | 3,244,733 | 5.69% |
| Other Ministry of Education Grants | 1,502,341 | 890,269 | 612,072 | 68.75% | 1,244,102 | 258,239 | 20.76% |
| Provincial Grants - Other | 298,881 | 261,034 | 37,847 | 14.50% | 357,150 | (58,269) | -16.31% |
| Total Grants | 62,109,950 | 59,951,074 | 2,158,876 | 3.60% | 58,665,247 | 3,444,703 | 5.87% |
| Tuition | 2,432,000 | 2,432,000 | - | 0.00% | 2,517,026 | (85,026) | -3.38% |
| Other Revenue | 340,532 | 390,532 | (50,000) | -12.80% | 451,227 | (110,695) | -24.53% |
| Rentals & Leases | 262,040 | 150,000 | 112,040 | 74.69% | 200,241 | 61,799 | 30.86% |
| Investment Income | 145,000 | 145,000 | - | 0.00% | 201,829 | (56,829) | -28.16% |
| TOTAL OPERATING REVENUE | 65,289,522 | 63,068,606 | 2,220,916 | 3.52% | 62,035,570 | 3,253,952 | 5.25% |
| OPERATING EXPENSE | | | | | | | |
| Salaries | | | | | | | |
| Teachers | 25,069,564 | 24,613,020 | 456,544 | 1.85% | 24,207,317 | 862,247 | 3.56% |
| Principals and Vice-Principals | 3,988,890 | 3,922,400 | 66,490 | 1.70% | 3,584,352 | 404,538 | 11.29% |
| Education Assistants | 6,089,000 | 5,992,600 | 96,400 | 1.61% | 5,940,501 | 148,499 | 2.50% |
| Support Staff | 7,308,240 | 7,045,200 | 263,040 | 3.73% | 6,439,228 | 869,012 | 13.50% |
| Other Professionals | 2,175,031 | 2,019,313 | 155,718 | 7.71% | 1,895,993 | 279,038 | 14.72% |
| Substitutes | 3,073,096 | 3,200,782 | (127,687) | -3.99% | 2,595,388 | 477,708 | 18.41% |
| Total Salaries | 47,703,820 | 46,793,315 | 910,505 | 1.95% | 44,662,779 | 3,041,041 | 6.81% |
| Employee Benefits | 11,130,580 | 10,905,830 | 224,750 | 2.06% | 10,372,238 | 758,342 | 7.31% |
| Total Salaries and Benefits | 58,834,400 | 57,699,145 | 1,135,255 | 1.97% | 55,035,017 | 3,799,383 | 6.90% |
| Services and Supplies | | | | | | | |
| Services | 1,915,839 | 1,953,839 | (38,000) | -1.94% | 1,768,973 | 146,866 | 8.30% |
| Student Transportation | 19,000 | 19,000 | - | 0.00% | 52,642 | (33,642) | -63.91% |
| Professional Development and Travel | 487,900 | 492,400 | (4,500) | -0.91% | 535,668 | (47,768) | -8.92% |
| Rentals & Leases | 260,158 | 264,040 | (3,882) | -1.47% | 111,457 | 148,701 | 133.42% |
| Dues & Fees | 88,100 | 88,100 | - | 0.00% | 74,434 | 13,666 | 18.36% |
| Insurance | 155,277 | 155,277 | - | 0.00% | 198,501 | (43,224) | -21.78% |
| Supplies | 2,332,585 | 2,631,368 | (298,783) | -11.35% | 2,539,120 | (206,535) | -8.13% |
| Utilities | 1,186,705 | 1,134,000 | 52,705 | 4.65% | 1,055,529 | 131,176 | 12.43% |
| Total Services and Supplies | 6,445,564 | 6,738,024 | (292,460) | -4.34% | 6,336,324 | 109,240 | 1.72% |
| Total Operating Fund Expenses | 65,279,964 | 64,437,169 | 842,795 | 1.31% | 61,371,341 | 3,908,623 | 6.37% |
| NET OPERATING FUND SURPLUS (DEFICIT) | 9,558 | (1,368,563) | 1,378,121 | -100.70% | 664,229 | (654,671) | -98.56% |
| Capital Assets Purchased from Operating | - | (600,000) | 600,000 | -100.00% | 2,379,137 | (2,379,137) | -100.00% |
| NET SURPLUS (DEFICIT) | 9,558 | (768,563) | 778,121 | -101.24% | (1,714,908) | 1,724,466 | -100.56% |
| Prior Year Unrestricted Surplus | 0 | 768,563 | (768,563) | -100.00% | 2,225,720 | (2,225,720) | -100.00% |
| Projected Operating Surplus/(Deficit) | 9,558 | 0 | 9,558 | | 510,812 | (501,254) | -98.13% |

19/20 Preliminary Budget
Operating Revenue Changes
 May 14, 2019

| Revenue Category | \$ Change |
|---|----------------------|
| Operating Grant | |
| Operating grant - SPED enrolment | (\$223,600) |
| Operating grant - SPED rates | (\$325,175) |
| Operating grant - general enrolment | (\$271,537) |
| Operating grant - general rate | (\$278,883) |
| Operating grant - ELL rate | (\$25,500) |
| Operating grant - ABED rate | (\$236,060) |
| Operating grant - geographic factors | (\$148,201) |
| Other MOE Grant | |
| DL grad transitions one-time funding | (\$200,000) |
| Employer health tax grant | (\$515,072) |
| Remove prior year economic stability dividend | \$70,000 |
| Remove prior year mental health grant | \$33,000 |
| Other Provincial | |
| ITA grants | (\$35,000) |
| UFV operating agreement | (\$2,847) |
| Other Revenue | |
| Fortis rebates | \$50,000 |
| Rental Revenue | |
| Classroom leases | (\$112,040) |
| Grand Total | (\$2,220,915) |

19/20 Preliminary Budget
Operating Expense Changes
May 14, 2019

| Expense Category | \$ Change |
|--|------------------|
| Teacher | |
| FTE change | \$201,900 |
| Remove prior year severance | (\$85,000) |
| Wage increases | \$339,644 |
| PVP | |
| FTE change | (\$25,295) |
| Wage increases | \$91,786 |
| EA | |
| Wage increases | \$96,400 |
| Support | |
| FTE change | \$133,350 |
| Wage increases | \$129,690 |
| Other Prof | |
| FTE change | \$99,700 |
| Wage increases | \$56,018 |
| Substitute | |
| Contract TTOC FTE change | (\$200,000) |
| H&S - JOHS committee educational entitlement | \$15,000 |
| Wage increases | \$56,214 |
| Benefits | |
| Due to wage, FTE, and other benefit changes | \$275,750 |
| EHT increase | \$400,000 |
| MSP reduction | (\$150,000) |
| Pension contribution reduction | (\$300,000) |
| Services | |
| DL internet reimbursement program | (\$15,000) |
| Remove prior year mental health grant budget | (\$15,000) |
| Software maintenance one-time costs | (\$8,000) |
| PD & Travel | |
| Due to wage and FTE changes and adjustments | (\$4,400) |
| Rentals & Leases | |
| Computer leases | \$35,000 |
| Riverside electrical lease | (\$38,882) |
| Supplies | |
| ABED - offset for increased funding and wage increases | \$220,102 |
| Curriculum - allocation to Stave Falls | (\$5,000) |
| Fuel increase - transportation | \$40,000 |
| Recycling program one-time costs | (\$70,000) |
| Schools - prior year carry-over removed | (\$346,086) |
| Stave Falls - enrolment based budget | \$12,200 |
| Stave Falls - remove prior year start-up funding | (\$130,000) |
| Summit - Art Smarts | (\$20,000) |
| Utilities | |
| Electricity | \$19,466 |
| Garbage/recycling/organics | \$15,000 |
| Heating | \$10,000 |
| Next generation network (NGN) | \$3,238 |
| Water/sewer | \$5,000 |
| Grand Total | \$842,795 |

| | | Annual Facilities Grant | Classroom Enhance Fund - Staffing | Classroom Enhance Fund - Overhead | Learning Improve Fund | Scholarships and Bursaries | School Generated Funds | Strong Start | Ready, Set, Learn | OLEP | Community Link | BEST | Total |
|-------------------------------------|-----------------------------|----------------------------|--|--|-----------------------------|----------------------------------|------------------------------|--------------|----------------------|--------|-------------------|--------|-----------|
| Deferred Revenue, beginning of year | | - | - | - | - | 100,000 | 705,481 | - | - | - | - | 20,000 | 825,481 |
| Add: | Restricted Grants | | | | | | | | | | | | |
| | Provincial grants - MOE | 249,513 | 4,244,874 | 292,193 | 226,311 | | | 160,000 | 29,400 | 96,454 | 393,607 | | 5,692,352 |
| | Other | | | | | 70,000 | 1,600,000 | | | | | | 1,670,000 |
| | | 249,513 | 4,244,874 | 292,193 | 226,311 | 70,000 | 1,600,000 | 160,000 | 29,400 | 96,454 | 393,607 | - | 7,362,352 |
| Less: | Allocated to revenue | 249,513 | 4,244,874 | 292,193 | 226,311 | 70,000 | 1,600,000 | 160,000 | 29,400 | 96,454 | 393,607 | | 7,362,352 |
| Deferred Revenue - end of year | | - | - | - | - | 100,000 | 705,481 | - | - | - | - | 20,000 | 825,481 |
| Revenue | | | | | | | | | | | | | |
| | Provincial grants - MOE | 249,513 | 4,244,874 | 292,193 | 226,311 | | | 160,000 | 29,400 | 96,454 | 393,607 | | 5,692,352 |
| | Other revenue | | | | | 70,000 | 1,600,000 | | | | | | 1,670,000 |
| | Total Revenue | 249,513 | 4,244,874 | 292,193 | 226,311 | 70,000 | 1,600,000 | 160,000 | 29,400 | 96,454 | 393,607 | - | 7,362,352 |
| Expense | | | | | | | | | | | | | |
| | Salaries: | | | | | | | | | | | | |
| | Teachers | | 3,395,899 | | - | | | | 13,200 | | | | 3,409,099 |
| | Principal & Vice-Principals | | | - | | | | | | 43,050 | | | 43,050 |
| | Educational Assistants | | | | 182,500 | | | | | | 242,400 | | 424,900 |
| | Support Staff | 56,140 | | 92,160 | | | | 97,000 | | | | | 245,300 |
| | Other Professionals | | | | | | | | | | | | - |
| | Substitutes | - | - | 141,594 | - | - | - | - | - | - | - | - | 141,594 |
| | Total Salaries | 56,140 | 3,395,899 | 233,754 | 182,500 | - | - | 97,000 | 13,200 | 43,050 | 242,400 | - | 4,263,944 |
| | Employee benefits | 18,713 | 848,975 | 58,439 | 43,811 | | | 23,500 | 3,142 | 9,040 | 58,176 | | 1,063,795 |
| | Services and supplies | 174,659 | - | | | 70,000 | 1,600,000 | 39,500 | 13,058 | 44,364 | 93,031 | | 2,034,612 |
| | Total Expenses | 249,513 | 4,244,874 | 292,193 | 226,311 | 70,000 | 1,600,000 | 160,000 | 29,400 | 96,454 | 393,607 | - | 7,362,352 |
| Net Revenue (Expense) | | - | - | - | - | - | - | - | - | - | - | - | - |

| | 2019 / 2020 Preliminary | | | | | 2018 / 2019 Amended | | | | | Change Operating / Special | |
|--|-------------------------|------------------|---------------------|--------------------|--------------------|---------------------|------------------|---------------------|--------------------|--------------------|----------------------------|---------------|
| | Operating | Special | Operating / Special | Capital | Total | Operating | Special | Operating / Special | Capital | Total | \$ | % |
| OPERATING REVENUE | | | | | | | | | | | | |
| Grants | | | | | | | | | | | | |
| Ministry of Education - Operating | 60,308,728 | 5,692,352 | 66,001,080 | | 66,001,080 | 58,799,771 | 6,766,243 | 65,566,014 | | 65,566,014 | 435,066 | 0.66% |
| Other Ministry of Education | 1,502,341 | | 1,502,341 | | 1,502,341 | 890,269 | | 890,269 | | 890,269 | 612,072 | 68.75% |
| Provincial - Other | 298,881 | - | 298,881 | | 298,881 | 261,034 | - | 261,034 | | 261,034 | 37,847 | 14.50% |
| Total Grants | 62,109,950 | 5,692,352 | 67,802,302 | - | 67,802,302 | 59,951,074 | 6,766,243 | 66,717,317 | - | 66,717,317 | 1,084,985 | 1.63% |
| Tuition | 2,432,000 | | 2,432,000 | | 2,432,000 | 2,432,000 | | 2,432,000 | | 2,432,000 | - | 0.00% |
| Other Revenue | 340,532 | 1,670,000 | 2,010,532 | | 2,010,532 | 390,532 | 1,670,000 | 2,060,532 | | 2,060,532 | (50,000) | -2.43% |
| Rentals & Leases | 262,040 | | 262,040 | | 262,040 | 150,000 | | 150,000 | | 150,000 | 112,040 | 74.69% |
| Investment Income | 145,000 | | 145,000 | | 145,000 | 145,000 | | 145,000 | | 145,000 | - | 0.00% |
| TOTAL OPERATING REVENUE | 65,289,522 | 7,362,352 | 72,651,874 | - | 72,651,874 | 63,068,606 | 8,436,243 | 71,504,849 | - | 71,504,849 | 1,147,025 | 1.60% |
| Amortization of Deferred Capital | | | | 2,969,194 | 2,969,194 | | | | 2,893,787 | 2,893,787 | | |
| STATEMENT 2 REVENUE | 65,289,522 | 7,362,352 | 72,651,874 | 2,969,194 | 75,621,068 | 63,068,606 | 8,436,243 | 71,504,849 | 2,893,787 | 74,398,636 | 1,147,025 | 1.60% |
| OPERATING EXPENSE | | | | | | | | | | | | |
| Salaries | | | | | | | | | | | | |
| Teachers | 25,069,564 | 3,409,099 | 28,478,663 | | 28,478,663 | 24,613,020 | 3,785,621 | 28,398,641 | | 28,398,641 | 80,022 | 0.28% |
| Principals and Vice-Principals | 3,988,890 | 43,050 | 4,031,940 | | 4,031,940 | 3,922,400 | 42,000 | 3,964,400 | | 3,964,400 | 67,540 | 1.70% |
| Education Assistants | 6,089,000 | 424,900 | 6,513,900 | | 6,513,900 | 5,992,600 | 424,500 | 6,417,100 | | 6,417,100 | 96,800 | 1.51% |
| Support Staff | 7,308,240 | 245,300 | 7,553,540 | | 7,553,540 | 7,045,200 | 243,800 | 7,289,000 | | 7,289,000 | 264,540 | 3.63% |
| Other Professionals | 2,175,031 | | 2,175,031 | | 2,175,031 | 2,019,313 | | 2,019,313 | | 2,019,313 | 155,718 | 7.71% |
| Substitutes | 3,073,096 | 141,594 | 3,214,690 | | 3,214,690 | 3,200,782 | 141,594 | 3,342,377 | | 3,342,377 | (127,687) | -3.82% |
| Total Salaries | 47,703,820 | 4,263,944 | 51,967,764 | - | 51,967,764 | 46,793,315 | 4,637,515 | 51,430,831 | - | 51,430,831 | 536,934 | 1.04% |
| Employee Benefits | 11,130,580 | 1,063,795 | 12,194,375 | | 12,194,375 | 10,905,830 | 1,157,165 | 12,062,995 | | 12,062,995 | 131,380 | 1.09% |
| Total Salaries and Benefits | 58,834,400 | 5,327,740 | 64,162,140 | - | 64,162,140 | 57,699,145 | 5,794,681 | 63,493,826 | - | 63,493,826 | 668,314 | 1.05% |
| Services and Supplies | | | | | | | | | | | | |
| Services | 1,915,839 | | 1,915,839 | | 1,915,839 | 1,953,839 | | 1,953,839 | | 1,953,839 | (38,000) | -1.94% |
| Student Transportation | 19,000 | | 19,000 | | 19,000 | 19,000 | | 19,000 | | 19,000 | - | 0.00% |
| Professional Development and Travel | 487,900 | | 487,900 | | 487,900 | 492,400 | | 492,400 | | 492,400 | (4,500) | -0.91% |
| Rentals & Leases | 260,158 | | 260,158 | | 260,158 | 264,040 | | 264,040 | | 264,040 | (3,882) | -1.47% |
| Dues & Fees | 88,100 | | 88,100 | | 88,100 | 88,100 | | 88,100 | | 88,100 | - | 0.00% |
| Insurance | 155,277 | | 155,277 | | 155,277 | 155,277 | | 155,277 | | 155,277 | - | 0.00% |
| Supplies | 2,332,585 | 2,034,612 | 4,367,197 | | 4,367,197 | 2,631,368 | 2,641,562 | 5,272,930 | | 5,272,930 | (905,732) | -17.18% |
| Utilities | 1,186,705 | | 1,186,705 | | 1,186,705 | 1,134,000 | | 1,134,000 | | 1,134,000 | 52,705 | 4.65% |
| Amortization | | | | 4,042,811 | 4,042,811 | | | | 3,953,977 | 3,953,977 | | |
| Total Services and Supplies | 6,445,564 | 2,034,612 | 8,480,176 | 4,042,811 | 12,522,987 | 6,738,024 | 2,641,562 | 9,379,586 | 3,953,977 | 13,333,563 | (899,410) | -9.59% |
| TOTAL OPERATING EXPENSE | 65,279,964 | 7,362,352 | 72,642,315 | 4,042,811 | 76,685,126 | 64,437,169 | 8,436,243 | 72,873,412 | 3,953,977 | 76,827,389 | (231,096) | -0.32% |
| Net Operating Surplus (Deficit) | 9,558 | - | 9,558 | (1,073,617) | (1,064,059) | (1,368,563) | - | (1,368,563) | (1,060,190) | (2,428,753) | 1,378,121 | |
| Budgeted allocation of Surplus | 0 | | 0 | | 0 | 768,563 | | 768,563 | | 768,563 | (768,563) | |
| Allocation to (from) Capital | - | | - | | - | 600,000 | | 600,000 | (600,000) | - | (600,000) | |
| Projected Operating Surplus/(Deficit) | 9,558 | - | 9,558 | (1,073,617) | (1,064,059) | 0 | - | 0 | (1,660,190) | (1,660,190) | 9,558 | |
| Reconciliation to budget bylaw (Exp) | Operating | Special | Sub Total | Capital | Total | Operating | Special | Sub Total | Capital | Total | | |
| Total Operating Expenses | 65,279,964 | 7,362,352 | 72,642,315 | 4,042,811 | 76,685,126 | 64,437,169 | 8,436,243 | 72,873,412 | 3,953,977 | 76,827,389 | | |
| Capital Purchases from Oper (Sch 4) | | | | - | - | | | | - | - | | |
| Capital Purchases from LC (Sch 4) | | | | - | - | | | | 800,000 | 800,000 | | |
| | 65,279,964 | 7,362,352 | 72,642,315 | 4,042,811 | 76,685,126 | 64,437,169 | 8,436,243 | 72,873,412 | 4,753,977 | 77,627,389 | | |

19/20 Preliminary Budget
School Supply Budgets
 May 14, 2019



| School | Basic Allocation | Curriculum Learning Resources | Curriculum Library Resources | International Allocation | Prior Year Carryover | Other | Cost Savings Reduction | Total |
|----------------------------|------------------|-------------------------------|------------------------------|--------------------------|----------------------|----------------|------------------------|----------------|
| Albert McMahon | 36,300 | 6,000 | 2,000 | - | - | - | (5,505) | 38,795 |
| Cherry Hill | 24,160 | 5,000 | 2,000 | - | - | - | (3,954) | 27,206 |
| Christine Morrison | 36,200 | 6,000 | 2,000 | - | - | - | (5,535) | 38,665 |
| Deroche | 10,500 | 5,000 | 2,000 | - | - | - | (2,370) | 15,130 |
| Dewdney | 19,050 | 4,000 | 2,000 | - | - | - | (3,338) | 21,713 |
| ESR | 33,530 | 6,000 | 2,000 | - | - | - | (5,285) | 36,246 |
| Fraserview | 27,800 | 3,000 | 2,000 | - | - | - | (4,650) | 28,150 |
| Hatzic Elementary | 26,560 | 5,000 | 2,000 | - | - | - | (4,254) | 29,306 |
| Hillside | 36,000 | 5,000 | 2,000 | - | - | - | (5,355) | 37,645 |
| Mission Central | 25,460 | 7,000 | 2,000 | - | - | - | (4,329) | 30,131 |
| Silverdale | 11,200 | 4,000 | 2,000 | - | - | - | (2,325) | 14,875 |
| Stave Falls | 8,100 | 3,000 | 2,000 | - | - | - | - | 13,100 |
| West Heights | 23,260 | 6,000 | 2,000 | - | - | - | (4,014) | 27,246 |
| Windebank | 33,830 | 5,000 | 2,000 | - | - | - | (5,135) | 35,696 |
| Totals Elementaries | 351,950 | 70,000 | 28,000 | - | - | - | (56,048) | 393,903 |
| Hatzic Secondary | 127,300 | 10,000 | 4,000 | - | - | - | (18,975) | 122,325 |
| Heritage Park | 114,200 | 10,000 | 4,000 | - | - | - | (17,145) | 111,055 |
| Mission Secondary | 309,300 | 15,000 | 6,000 | 25,000 | - | (7,000) | (47,730) | 300,570 |
| Totals Secondaries | 550,800 | 35,000 | 14,000 | 25,000 | - | (7,000) | (83,850) | 533,950 |
| Grand Total | 902,750 | 105,000 | 42,000 | 25,000 | - | (7,000) | (139,898) | 927,853 |

19/20 Preliminary Budget
Summary of Additional Needs

May 14, 2019



| Additional Needs Identified (Not Included in Budget) | Amount | Budget |
|---|----------------|-------------------|
| Grounds equipment - large mower | 90,000 | Local Capital |
| Shutters - Albert McMahan | 60,000 | Local Capital/AFG |
| Special needs washroom - Albert McMahan | 15,000 | Local Capital/AFG |
| Carpeting - Clarke Theatre | 40,000 | Local Capital |
| IT - Replacement of district network switches | 80,000 | Technology |
| Theatre capital improvements | 50,000 | Local Capital |
| Window replacements - Transportation | 20,000 | Local Capital |
| White fleet additions | 100,000 | Local Capital |
| ISP teacher (1 FTE) | 200,000 | Student Services |
| Facilities manager (1 FTE) | 106,250 | Facilities |
| Add back school budget reductions (15%) | 140,000 | School Operating |
| School PA, telecom, photocopier replacements | 25,000 | Local Capital/AFG |
| School furniture & equipment (incl workplace assessments) | 25,000 | Local Capital |
| SUB-TOTAL ADDITIONAL NEEDS IDENTIFIED | 951,250 | |

FINANCIAL SUMMARY REPORT

APRIL 30, 2019

| | BUDGET | ACTUAL | DIFFERENCE | ACTUAL TO BUDGET |
|----------------------------|----------------|----------------|----------------|------------------|
| ===== | | | | |
| REVENUE | | | | |
| REVENUE | 71,255,336.71- | 56,127,761.91- | 15,127,574.80- | 78.77% |
| | ----- | ----- | ----- | ----- |
| | 71,255,336.71- | 56,127,761.91- | 15,127,574.80- | 78.77% |
| | ===== | ===== | ===== | ===== |
| INSTRUCTION | | | | |
| REGULAR INSTRUCTION | 40,539,472.64 | 26,975,905.70 | 13,563,566.94 | 66.54% |
| CAREER PREPARATION | 1,415,600.00 | 1,203,775.51 | 211,824.49 | 85.04% |
| LIBRARY SERVICES | 1,088,403.72 | 953,025.62 | 135,378.10 | 87.56% |
| COUNSELLING | 1,336,220.00 | 1,120,286.22 | 215,933.78 | 83.84% |
| SPECIAL EDUCATION | 8,132,210.00 | 9,018,652.01 | 886,442.01- | 110.90% |
| ENGLISH AS A 2ND LANGUAGE | 684,380.00 | 664,504.39 | 19,875.61 | 97.10% |
| ABORIGINAL EDUCATION | 1,455,190.00 | 1,181,512.55 | 273,677.45 | 81.19% |
| BUSINESS ADMINISTRATION | 5,333,210.00 | 4,323,507.59 | 1,009,702.41 | 81.07% |
| SUMMER SCHOOL | 0.00 | 18,422.64 | 18,422.64- | 0.00% |
| OFF SHORE STUDENTS | 847,750.00 | 713,692.55 | 134,057.45 | 84.19% |
| OTHER | 213,190.00 | 201,220.10 | 11,969.90 | 94.39% |
| | ----- | ----- | ----- | ----- |
| | 61,045,626.36 | 46,374,504.88 | 14,671,121.48 | 75.97% |
| | ===== | ===== | ===== | ===== |
| ADMINISTRATION | | | | |
| EDUCATIONAL ADMINISTRATION | 1,049,510.00 | 853,612.65 | 195,897.35 | 81.33% |
| SCHOOL DISTRICT GOVERNANCE | 180,313.00 | 157,351.90 | 22,961.10 | 87.27% |
| BUSINESS ADMINISTRATION | 1,602,741.00 | 1,416,702.32 | 186,038.68 | 88.39% |
| | ----- | ----- | ----- | ----- |
| | 2,832,564.00 | 2,427,666.87 | 404,897.13 | 85.71% |
| | ===== | ===== | ===== | ===== |
| OPERATIONS & MAINTENANCE | | | | |
| BUSINESS ADMINISTRATION | 699,127.00 | 578,115.35 | 121,011.65 | 82.69% |
| MAINTENANCE OPERATIONS | 5,257,500.00 | 4,265,384.39 | 992,115.61 | 81.13% |
| MAINTENANCE OF GROUNDS | 523,100.00 | 412,693.68 | 110,406.32 | 78.89% |
| UTILITIES | 1,134,000.00 | 989,095.54 | 144,904.46 | 87.22% |
| | ----- | ----- | ----- | ----- |
| | 7,613,727.00 | 6,245,288.96 | 1,368,438.04 | 82.03% |
| | ===== | ===== | ===== | ===== |
| TRANSPORTATION & HOUSING | | | | |
| BUSINESS ADMINISTRATION | 130,900.00 | 112,495.34 | 18,404.66 | 85.94% |
| STUDENT TRANSPORTATION | 1,001,082.26 | 709,205.28 | 291,876.98 | 70.84% |
| | ----- | ----- | ----- | ----- |
| | 1,131,982.26 | 821,700.62 | 310,281.64 | 72.59% |
| | ===== | ===== | ===== | ===== |
| | ----- | ----- | ----- | ----- |
| | 1,368,562.91 | 258,600.58- | 1,627,163.49 | -18.90% |
| | ===== | ===== | ===== | ===== |

AFG Status

Apr 30, 2019

AFG Funding

| | |
|--|---------------------|
| Deferred Capital - Prior Year | \$ 66,446 |
| Bylaw Capital - Current Year | \$ 976,998 |
| SPF Revenue - Current Year | \$ 249,513 |
| Total Funding Available | \$ 1,292,957 |
| | |
| 2018-19 AFG Spend YTD | \$ 1,032,545 |
| 2018-19 Outstanding Commitments | \$ 318,283 |
| 2018-19 Estimated AFG Remaining | \$ (57,871) |

School District #75 (Mission)

Special Committee of the Whole Meeting Minutes

April 23, 2019, 3:30 pm

District Education Office, 33046 4th Avenue, Mission, BC

Members Present: Board Chair, Tracy Loffler
Trustee, Shelley Carter
Vice-Chair, Randy Cairns
Trustee, Rick McKamey
Trustee, Julia Renkema

Staff Present: Superintendent of Schools, Angus Wilson
Assistant Superintendent, Larry Jepsen
Secretary Treasurer, Corien Becker
Assistant Secretary Treasurer, Derek Welsh
Director of Student Services, Carolyn Schmor
Executive Assistant, Aleksandra Zwierzchowska (Recorder)

Others Present: MTU President - Janise Nikolic, MTU VP - Ryan McCarty,
DPAC Co-Chair - Chantel Morvay-Adams, and Principal
Linda Ziefflie (PVPA).

1. CALL TO ORDER

The meeting was called to order at 3:30 pm by the Chairperson. The Chair acknowledged the meeting was being held on Stó:lō Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel, Sq'èwlets, Kwantlen, and Matsqui First Nations.

2. ADOPTION OF AGENDA

MOVED and Seconded that the Agenda be adopted as presented.

CARRIED

4. STAFF REPORTS

4.1 2019-2020 Preliminary Budget: Funding/ Revenue

MOVED and Seconded that the draft preliminary budget information for the 2019/2020 school year be discussed and returned to the April 30, 2019 Committee of the Whole for further consideration.

CARRIED

The Assistant Secretary Treasurer provided an overview on Enrolment Trends, Ministry Funding Rates, and the Operating Revenue Summary.

Clarification was provided by the Director of Student Services regarding the difference between Level 1 and 2 designations. Most of the School District's student designations are level 2.

A question was asked about Aboriginal Education funding and how it is determined per region. The funding is determined by the Ministry and it is targeted funding.

Page five (5) of the agenda summarizes the changes in Ministry Funding Rates.

An overview was provided line by line for the Operating Revenue Summary. There is a change of \$1,500,000 with the Operating Grant from the Ministry of Education. The Board requested that Staff provide a detailed breakdown of this change at the next meeting.

The School District will receive one-time funding of approximately \$250,000 for a grad transition course that will be offered through Summit. The grant is not reflected in the Operating Revenue at this moment.

A question was asked about the Mental Health Grant, regarding its use.

4.2 Next Steps

The Board requested additional information on the following:

- A timeline for completion on items set out in the 5-year IT plan.
- A breakdown of the Aboriginal Education and Special Education funding.

A question was asked regarding the Annual Facilities Grant and how it relates to the budget reporting. The AFG expenses include regular operations expenditures, maintenance activities, local capital, and any major capital replacement projects. The Director of Facilities is responsible for developing a plan for maintaining or improving the condition of facilities. The AFG amount is calculated by the Ministry.

The Secretary Treasurer advised that once the bylaw is adopted, Staff hope to include a detailed breakdown of AFG projects in the annual report.

A question was asked regarding the Ministry's plan to provide more funding for playgrounds. The funding is limited across the province and the Ministry

selects the projects. A request was made to the Ministry to consider outdoor areas/ playgrounds for Middle Schools.

The Secretary Treasurer requested that any specific questions on breakdowns for additional information be made in advance to allow staff to prepare the information.

7. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 4:33 pm.

Chairperson

Secretary Treasurer

**School District #75 (Mission)
Special Committee of the Whole Meeting Minutes**

**April 30, 2019, 3:30 pm
District Education Office, 33046 4th Avenue, Mission, BC**

- Members Present:** Board Chair, Tracy Loffler
Trustee, Shelley Carter
Vice Chair, Randy Cairns
Trustee, Rick McKamey
Trustee, Julia Renkema
- Staff Present:** Superintendent of Schools, Angus Wilson
Assistant Superintendent, Larry Jepsen
Secretary Treasurer, Corien Becker
Assistant Secretary Treasurer, Derek Welsh
Director of Student Services, Carolyn Schmor
Executive Assistant, Aleksandra Zwierzchowska (Recorder)
- Others Present:** Principal Linda Ziefflie (PVPA), Kathy McMillian Dyslexia
Canada, Dionne Hairsine (DPAC), Candace Koch, Chantelle
Morvay- Adams DPAC Co-Chair, MTU President Janise
Nikolic, Principal Jim Pearce and District Inclusion Mentor
Shannon Bowsfield.

1. CALL TO ORDER

The meeting was called to order at 3:30 pm by the Chairperson. The Chair acknowledged the meeting was being held on Stó:lō Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel, Sq'èwlets, Kwantlen, and Matsqui First Nations.

2. ADOPTION OF AGENDA

MOVED and Seconded that the Agenda be adopted as amended.

CARRIED

One addition: Item 4.2 Student Consultation

3. DELEGATIONS/PRESENTATIONS

Candace Koch distributed a report and provided a presentation on literacy programs for diverse learners. The presentation included information about early screening for dyslexia in Kindergarten.

The School District has invested in Joyful Literacy which focuses on early intervention and strategies that assist with closing gaps for students who have difficulty with alphabetic principles. Data is collected via assessment tools and a Blitz strategy is offered to students who require additional assistance with literacy skills. The goal is that by the end of Kindergarten, students know all of their letters sounds.

4. STAFF REPORTS

4.1 2019/2020 Preliminary Budget

MOVED and Seconded that the draft preliminary budget information for the 2019-2020 school year be discussed and returned to the May 14, 2019 Special Committee of the Whole for further consideration.

CARRIED

The Assistant Secretary Treasurer provided an overview of the 2019/20 Preliminary Budget and advised that the attachment does not include the Special Purpose Funds or Operating Capital. The budget is in a draft format and some revisions will be made. The revenue for Rentals & Leases will increase slightly due to the child care centre opening at Stave Falls Elementary School.

An overview was provided for the Operating Expense Changes. Clarification was provided about the information outlined under the "Supplies" line. If we remove the "Schools - prior year carry-over of \$346,086", staff explained that the cost of supplies increased by \$35,000.

The Assistant Secretary Treasurer advised that there are pending adjustments that include collective agreement changes, utility expenses, AB ED (offsets for increased funding and wage increases) and potential FTE changes. It was noted that the School District needs to monitor expense categories like Substitute, Teacher, and Support which will impact next year's budget.

A question was asked about the furniture project. The inventory for asbestos containing furniture is complete. The School District disposes of some asbestos containing furniture each year. Last year extra funding was set aside for this initiative, but it has been since moved back into the budget.

It was noted that each school experienced a 15% budget decrease. Heritage Park Middle School was budgeting for an outdoor park/ fitness area for the school. With a decrease in the budget, the school is unable to proceed with this plan.

Next year, Mission Secondary will offer approximately 20 new courses related to the redesigned curriculum. There will be a significant cost to purchase and prepare resources.

A discussion ensued regarding reductions to school budgets and how this is impacting the students. The Board requested the following information be presented at the next budget meeting:

- That Staff work with schools to determine the decrease to each school's budget.
- How will each school be impacted by this change?
- How can items be rolled into a wish list?
- What are the cost of the resources that schools cannot afford?
- YTD actuals
- Information about donations and if the School District receives substantial monetary donations, how will the Ministry react to such donations?

4.2 Student Consultation

The Superintendent provided a summary on budget priorities provided by Middle School and Secondary students. The Committee requested a copy of the list. Staff advised that the list will be included on the next agenda.

6. **ADJOURNMENT**

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 5:30 pm.

Chairperson

Secretary Treasurer

Budget Consultation with Leadership MSS

- More Immersion classes like Spanish and Japanese
- More portable computer carts
- Better quality textbooks with new curriculum; new textbooks
- Better maintained building – locks on bathroom doors most are broken, new paint in bathrooms, sinks that don't clog, toilets that flush, labeled lockers
- New desks in some classrooms; old desks don't fit students
- Art supplies to decorate the school for students (like painting inspirations messages and images)
- Better Wifi – no lock on Apps – it's useless and just upsets the students; builds resentment towards staff and admin)
- Feminine hygiene products available
- Self-defense programs
- New dishwasher for the café
- More water bottle stations
- Therapy dogs for elementary and middle schools
- Leadership Budget
- Softball Academy
- Evening classes
- Field trips / Grad Trips
- Graphing Calculators for rent
- No more portables; new school
- Rewards for accomplished students – (food vouchers, field trips, party, ceremonies)
- Improved football field

- Cafeteria funding – better food
- Student lounge area
- Less split classes for elementary students
- S.T.E.M for girls
- More support for art / drama department
- Better promotion of trades
- More money for lab time for Science
- Bigger woodshop budget for students
- Better computers for animation

Budget Consultation Meetings with Heritage Park Middle Leadership Students
April 2019

Highest Priorities:

- more field trips (*9 groups*)
- fix locks on bathroom stalls (several broken in the school) (*6 groups*)
- more water fountains that can fill water bottles (especially in change rooms and near gyms) (*5 groups*)
- fix sink in girls' changeroom as it has no faucet (*4 groups*)
- new pinnies (*3 groups*)
- more art supplies available to classes for projects (*3 groups*)
- upgrade some of the desks (We don't like the ones with the chairs attached as our hair gets caught in them.) (*3 groups*)
- new dodgeballs (*2 groups*)
- better hand dryers in the washrooms (*2 groups*)
- better wifi (*2 groups*)
- more C.O.W.S. (It seems like teachers are always running into problems booking the laptop carts for their classes.) (*2 groups*)
- upgrades/replacements needed for some of the library computers (*2 groups*)
- more AP classes available at MSS/more advance classes available in general (*2 groups*)
- printers in every classroom or at least some classrooms (*2 groups*)
- online textbooks so all students have access at home (*2 groups*)
- more science textbooks (We can't take them home because they are not enough for everybody.) (*2 groups*)

Students Suggestions by Category:

Curricular

- more science textbooks (We can't take them home because they are not enough.)
- more Math 9 textbooks (also cannot take home in at least one class)
- online textbooks so all students have access at home
- French immersion resources (dictionaries, Bescherelle's, Grade 9 Sciences Humaines textbooks)
- more AP classes available at MSS/more advance classes available in general
- more elective choices at MSS/more choice in electives in general
- more art supplies available to classes for projects
- more budget for library books
- more field trips

Athletics/PE

- new pinnies
- new badminton racquets
- new dodgeballs

Maintenance

- fix sink in girls' changeroom as it has no faucet
- fix water fountain in girls' changeroom (It clogs and overflows.)
- fix locks on bathroom stalls (several broken in the school)
- better hand dryers in the washrooms

- begin replacing locks on lockers, several of them “stick”
- upgrade track
- install sinks with sensors when faucets need to be replaced
- upgrade some of the desks (We don't like the ones with the chairs attached as our hair gets caught in them.)

Technology

- better wifi
- colour printer
- 3D scanner
- more COWS (It seems like teachers are always running into problems booking the computers for their classes)
- upgrades/replacements needed for some of the library computers
- robotics program for elementary schools
- printers in every classroom or at least some classrooms

School Culture

- more water fountains that can fill water bottles (especially in change rooms and near gyms)
- a school garden
- more benches inside the school
- outdoor seating options for the cafeteria
- budget for school wide events (dances, activity days)
- lunch program available to students who can't afford to buy lunch
- school therapy dog

-more field trips

-rock walls for middle schools

Elementary Schools:

-swing set for Windebank

-make sure that all elementary schools have equal opportunities/equipment (ie: if one school has a rock-climbing wall, all elementary schools should.)

-language courses available earlier in Elementary schools

Other:

-Food Safe course made available to students through schools

Hatzic Middle School – Student Budget Priorities

- Sports equipment (new & fresh)
- More after school activities
- More food options
- Different elective options
- Better washrooms/ change rooms
- Gym supplies
- Lockers/ lock
- Applied skills
- Bathrooms
- Wifi
- Field trips
- Computer (software/ hardware)
- Staff (Math Teacher)
- Course Planning (RCMP Camp)
- New volleyball nets
- Textbooks (newer)
- Better grammar and punctuation for elementary schools
- New cafeteria tables
- Proper education
- Good learning environment
- More computers
- More stuff to do at lunch
- Educational field trips
- New gym equipment (dodge balls, pinnies, etc.)
- Math teacher
- New textbooks
- Extra school supplies
- Academic teachers
- Better language teachers
- Better technology for classrooms
- Change PE curriculum
- Scooters
- More field trips throughout the year (especially for grade 9 students)
- More technology
- More support blocks
- New equipment for electives



STANDARD FEES 2020 – 2021

5 MONTH FEES

September to January or February to June

| | | |
|--|----------------------------|--------------------------------------|
| Registration Fee: | \$ 250.00 | |
| Tuition and Medical Fee: | \$ 7,500.00 | (Increase of \$650) |
| Homestay Administration Fee: | \$ 250.00 | |
| Activity Fee: | \$ 250.00 | |
| Custodianship/Legal Fees: <i>(if applicable)</i> | \$ 100.00 | |
| Airport Transfer: | \$ 150.00 | |
| Homestay Fee: | \$ 4,500.00 | (\$ 900/month; increased from \$850) |
| Bank Fee: | 20.00 | |
| TOTAL | <u>\$ 13,020.00</u> | (Total Increase of \$900) |

Additional Fees Which May Apply:

- Orientation Week (August Arrivals Only) \$ 400.00 *(Recommended)*
- Summer Homestay (July or August) \$ 1,000.00 *(Each month)*
- Early arrivals or late departures \$ 30.00 *(Each night)*
- Medical if Student Turns 19 Years of Age \$100.00 *(Each month)*

Report Card Validation (Without Translation) \$200.00 Approximately/Costs Vary

STANDARD FEES 2020 – 2021

10 MONTH FEES (September to June)

| | | |
|--|----------------------------|-------------------------------------|
| Registration Fee: | \$ 250.00 | |
| Tuition and Medical Fee: | \$ 14,000.00 | (Increase of \$800.00) |
| Homestay Administration Fee: | \$ 250.00 | |
| Activity Fee: | \$ 250.00 | |
| Custodianship/Legal Fees: <i>(if applicable)</i> | \$ 100.00 | |
| Airport Transfer: | \$ 150.00 | |
| Homestay Fee: | \$ 9,000.00 | (\$ 900/month- Increase from \$850) |
| Bank Fee: | 20.00 | |
| TOTAL | <u>\$ 24,020.00</u> | (Total Increase \$1300) |

Additional Fees Which May Apply:

- Orientation Week (August Arrivals Only) \$ 400.00 *(Recommended)*
- Summer Homestay (July or August) \$ 1,000.00 *(Each month)*
- Early arrivals or late departures \$ 30.00 *(Each night)*
- Medical if Student Turns 19 Years of Age \$100.00 *(Each month)*

Report Card Validation (Without Translation) \$200.00 Approximately/Costs Vary