

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

January 28, 2020, 1:00 pm
District Education Office, 33046 4th Avenue, Mission, BC

Pages

1. CALL TO ORDER

The Board Chair will acknowledge that this meeting is being held on Traditional Territory.

2. ADOPTION OF AGENDA

3. UNFINISHED BUSINESS

3.1 Amended Budget 2019/2020

Discussion

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4. STAFF REPORTS

5. MINUTES OF PREVIOUS MEETINGS

5.1 Special Committee of the Whole Meeting Minutes dated
January 14, 2020

Action

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6. INFORMATION ITEMS

7. ADJOURNMENT

ITEM 3.1 Discussion

File No. 8010

TO: Committee of the Whole
FROM: C. Becker, Secretary Treasurer
SUBJECT: Amended Budget 2019/ 2020

Recommendation

THAT the Amended budget be reviewed and discussed, including options to reduce the budget and avoid a projected deficit.

1. Summary:

The draft amended budget is showing a significant deficit (\$778,000). The deficit is created by a number of issues.

Additional detailed reports will be provided and reviewed during the meeting, including options for reducing the budget to contain the deficit.

In addition, as 80%+ of the budget is due to staffing, the attached summarizes and analyzes enrolment and enrolment changes based on the staffing report submitted to the Ministry each September. An additional summary will be provided during the meeting as well, with a more detailed analysis of the teaching positions.

2. Background:

The amended budget is prepared and must be approved by the end of February. The amended budget factors in changes to funding, confirmation of enrolment, and actual staffing levels. With reduced funding in a few areas, cost overages in other areas and no reserves available, the amended budget is projecting a significant potential deficit. As such, significant changes need to be made immediately to try and prevent an actual deficit.

The meeting is to continue the discussion with the board, and review what can be done immediately.

3. Options:

The ability to make radical changes in January is challenging as this could significantly impact students in the classroom. As such, staff are exploring options that will minimize the impact on classrooms. Staff are also exploring options for significant changes for the 2020/2021 budget to ensure a deficit is avoided for next year.

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing, & Budget Impact

The School District is required to have a balanced budget. As such, the school district cannot budget an annual operating deficit beyond what is available in reserves. As the reserves have

been depleted, other than the local capital reserve, there is little room to cover the operating deficit. As such, the budget must be reduced.

The projected operating deficit is \$778,097 after drawing the funds in reserves.

- d. Policy, Legislation, Regulation
- e. Organizational Capacity
- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

6. Implementation:

7. Attachments:

- a. Staffing and enrolment analysis

Mission Public School District
Students - Based on the September Report (1701)

	Tend Line	2019	2018	2017	2016	2015	2014
Total Students							
Ministry Funded - regular schools		6149	6,076	6,062	5,888	5,817	5,887
Tuition funded (International)		140	154	163	138	125	90
		6,289	6,230	6,225	6,026	5,942	5,977
Designated Students included above		750	705	669	632	588	508
% of total Students							
% Regular Students		85.85%	86.21%	86.63%	87.22%	88.00%	89.99%
% Designated Students		11.93%	11.32%	10.75%	10.49%	9.90%	8.50%
% International Students		2.23%	2.47%	2.62%	2.29%	2.10%	1.51%

Mission Public School District
Employees - Based on the September Report (1530)
Including Classroom Enhancement Funded Positions

	Trend Line	2019	2018	2017	2016	2015	2014
Total Employees							
Instruction		550.033	550.281	547.802	522.459	501.106	490.297
Class Room Enhancement/ LIF*		54.000	54.000	23.420	10.570	10.570	10.570
District Administration		27.971	25.071	23.857	23.857	21.000	22.000
Operations and Maintenance		69.538	70.463	65.339	58.000	58.200	51.100
Transportation		15.494	14.013	13.082	12.116	11.044	10.475
		717.036	713.828	673.500	627.002	601.920	584.442
% of Workforce							
Instruction		84.24%	84.65%	84.81%	85.01%	85.01%	85.70%
District Administration		3.90%	3.51%	3.54%	3.80%	3.49%	3.76%
Operations and Maintenance		9.70%	9.87%	9.70%	9.25%	9.67%	8.74%
Transportation		2.16%	1.96%	1.94%	1.93%	1.83%	1.79%
		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Total Employees							
Total Teacher		376.83	371.35	347.59	318.53	301.88	306.33
Total EA		137.53	142.39	136.96	125.47	117.41	104.84
Total PVP		31.60	34.10	30.40	30.60	31.60	31.00
Total Support Staff		146.07	141.99	134.56	131.41	129.02	120.27
Total Other Professional		25.00	24.00	24.00	21.00	22.00	22.00
		717.03	713.83	673.51	627.01	601.91	584.44
% of Workforce							
Total Teacher		52.55%	52.02%	51.61%	50.80%	50.15%	52.41%
Total EA		19.18%	19.95%	20.34%	20.01%	19.51%	17.94%
Total PVP		4.41%	4.78%	4.51%	4.88%	5.25%	5.30%
Total Support Staff		20.37%	19.89%	19.98%	20.96%	21.44%	20.58%
Total Other Professional		3.49%	3.36%	3.56%	3.35%	3.66%	3.76%
		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Mission Public School District
Employees - Based on the September Report (1530)
Including Classroom Enhancement Funded Positions

	Trend Line	2019	2018	2017	2016	2015	2014
<u>Total Employees</u>							
<i>Instruction</i>							
Teacher		376.83	371.35	347.59	318.53	301.88	306.33
Principal / Vice Principal		30.70	32.60	29.40	29.60	30.60	30.00
Education Assistants		137.53	142.39	136.96	125.47	117.41	104.84
Support Staff/ Other Prof		54.97	52.95	51.28	55.43	56.78	54.69
Other Professional		4.00	5.00	6.00	4.00	5.00	5.00
<i>District Administration</i>							
Principal / Vice Principal		0.90	1.50	1.00	1.00	1.00	1.00
Support Staff		10.07	8.57	7.86	7.86	5.00	6.00
Other Professional		17.00	15.00	15.00	15.00	15.00	15.00
<i>Operations, Mtc, Transport</i>							
Support Staff		81.03	80.47	75.42	68.12	67.24	59.58
Other Professional		4.00	4.00	3.00	2.00	2.00	2.00
		717.03	713.83	673.51	627.01	601.91	584.44
<u>% of workforce</u>							
<i>Instruction</i>							
Teacher		52.55%	52.02%	51.61%	50.80%	50.15%	52.41%
Principal / Vice Principal		4.28%	4.57%	4.37%	4.72%	5.08%	5.13%
Education Assistants		19.18%	19.95%	20.34%	20.01%	19.51%	17.94%
Support Staff		7.67%	7.42%	7.61%	8.84%	9.43%	9.36%
Other Professional		0.56%	0.70%	0.89%	0.64%	0.83%	0.86%
<i>District Administration</i>							
Principal / Vice Principal		0.13%	0.21%	0.15%	0.16%	0.17%	0.17%
Support Staff		1.40%	1.20%	1.17%	1.25%	0.83%	1.03%
Other Professional		2.37%	2.10%	2.23%	2.39%	2.49%	2.57%
<i>Operations, Mtc, Transport</i>							
Support Staff		11.30%	11.27%	11.20%	10.86%	11.17%	10.19%
Other Professional		0.56%	0.56%	0.45%	0.32%	0.33%	0.34%
		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
<u>Ratios:</u>							
Students / Employees		8.7709	8.7276	9.2426	9.6107	9.8719	10.2269
Students / Teachers		16.6892	16.7766	17.9090	18.9182	19.6833	19.5116
Students / EAs		45.7282	43.7531	45.4512	48.0274	50.6090	57.0107
Students / PVP		199.0190	182.6979	204.7697	196.9281	188.0380	192.8065
Students / Support Staff		43.0547	43.8763	46.2619	45.8565	46.0549	49.6965
Students / Other Professionals		251.5600	259.5833	259.3750	286.9524	270.0909	271.6818
Teacher / EAs		2.7400	2.6080	2.5379	2.5387	2.5712	2.9219
Teacher / Principals		11.9250	10.8900	11.4339	10.4095	9.5532	9.8816
Teachers / Support Staff		2.5798	2.6153	2.5832	2.4239	2.3398	2.5470
Teachers / Other Professionals		15.0732	15.4729	14.4829	15.1681	13.7218	13.9241

School District #75 (Mission)

Special Committee of the Whole Meeting Minutes

January 14, 2020, 1:00 pm

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

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

Staff Present: Superintendent of Schools, Angus Wilson
Secretary Treasurer, Corien Becker
Assistant Superintendent, Karen Alvarez
Director of Student Services, Carolynn Schmor
Executive Assistant Aleksandra Zwierzchowska (Recorder)

Others Present: Janise Nikolic - MTU President, Ryan McCarty MTU VP, Faye Howell – CUPE President, Dionne Hairsine - DPAC, Linda Ziefflie – Principal/ PVPA, and Lynn Cummings - Vice-Principal/ PVPA.

2. ADOPTION OF AGENDA

Moved and Seconded that the Agenda be adopted as presented.

CARRIED

1. CALL TO ORDER

The meeting was called to order at 1:00 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.

6. STAFF REPORTS

6.1 Amended Budget 2019/2020

MOVED and Seconded that the Amended budget be reviewed and discussed, including options to reduce the budget and avoid a projected deficit.

CARRIED

The Secretary Treasurer advised that the amended budget is showing a significant deficit (\$778,000). Staff are reviewing the budget to determine the reasons behind the deficit and exploring options that will minimize impacts on classrooms. Also, changes with the 2020 / 2021 budget need to be considered to ensure a deficit is avoided for next year.

It was requested that regular budget meetings be scheduled between now and approving the budget.

A question was asked about a hiring freeze. Clarification was provided that certain positions are mandated to be filled.

A conversation ensued regarding Board oversight and strengthening reserves in future years.

It was noted that the Board has revised their agenda report template which includes a line for budget impacts. This template allows the Board to review all impacts before approving an item.

It was noted that if Staff are being requested to watch spending, that the Board can consider cutting costs related to conferences and travel.

A high-level overview was provided on the Operating Expense Changes found on page seven (7) of the agenda. Items that require a deeper analysis are:

1. FTE Change - Teachers
2. Trend analysis on the different labour accounts

A question was asked regarding the report for the seismic review of the secondary school. The contract has been awarded and some of the work has started. The Ministry will reimburse the School District; however, the SD may need to absorb the cost temporarily. There is a risk that these costs will increase the deficit position. The work can be deferred for one year or the SD can request that the Ministry advance the expenses. The Board needs to decide how they would like to proceed.

A question was asked about what the School District needs to consider in order to move forward with items that need to be replaced (ie. White Fleet). The Secretary Treasurer explained that the first step is to address the deficit position followed by reviewing why this happened. The final step is to plan for the future. The School District needs to have more deliberative conversations on budget spending and controls.

10. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 2:50 pm.

Chairperson

Secretary Treasurer