

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

May 26, 2020, 3:30 pm

Zoom Meeting

Visit [www.mpsd.ca](http://www.mpsd.ca) > Board of Education > Meeting Information to connect virtually.

Pages

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

3. STAFF REPORTS

3.1 2020 / 2021 Preliminary Budget Discussion 1 - 13

4. MINUTES OF PREVIOUS MEETINGS

4.1 Special Committee of the Whole meeting minutes dated May 12, 2020 Action 14 - 17

5. ADJOURNMENT

**ITEM 3.1 Discussion**

TO: Committee of the Whole  
FROM: C. Becker, Secretary Treasurer  
SUBJECT: 2020 / 2021 Preliminary Budget

---

**1. Summary:**

The preliminary budget needs are being presented for discussion. As the draft document is still not balanced, direction needs to be provided regarding additional adjustments to reconcile the spending program with the anticipated revenue.

As previously discussed, the changes to the international program, and the anticipated loss of students, is affecting the budget – from reduced staffing levels primarily at MSS, to reduced revenue that impacts the entire operation.

The attached documents are presented for review and discussion.

**2. Background:**

The School District budget has become exceptionally tight over the past few years. The following summarizes a few of the more significant decisions over the past few years that are impacting the budget.

1. Increased Curriculum Support:
  - a. Additional time for Librarians for Curriculum Support (.1 at each elementary school)
  - b. Mentor Teacher Positions (IT, Curriculum, Math)
  - c. Indigenous Education (Halq'emeylem, Mentor teacher .5 FTE)
  - d. Service/supply budget
2. PVP Increases:
  - a. Middle Schools – additional VP
  - b. High School – additional VP
  - c. Stave Falls – additional Principal
3. Stave Falls – reopened school
  - a. Additional annual utilities, maintenance, cleaning, secretary support
4. Increased exempt administration
  - a. IT Manager, Health & Safety Manager, HR Manager
5. Increased support positions
  - a. BSWs, Facilities, IT, Clerical
6. Health & Safety program:
  - a. Operating budget
  - b. Increased facility department costs to absorb Worksafe / H&S guidelines (contract services, etc)
7. Technology:
  - a. Computer equipment leases
  - b. Annual infrastructure/network subscription costs related to:
    - i. NGN
    - ii. Firewalls
    - iii. Security monitoring
    - iv. Wireless networks
    - v. Servers

8. Substitute costs
  - a. TTOC on Contracts (reversing out now)
  - b. H&S related

Other cost impacts:

1. Benefit cost increases
2. Exempt salary increases – no additional funding provided to support salary increases

Other discussion points – from May 12<sup>th</sup> Budget meeting

1. Options to reconfigure divisions to limit possibility of multi-age class at Silverdale. Assistant Superintendent Karen Alvarez will review options during the meeting.
2. Increase / decrease in Education Assistant (EA) time. Director of Student Services Carolynn Schmor will be able to address the scheduling and budgeting of EA time for Student Services. Reductions of EAs for the English Language Learning program has already been factored into the amended budget. The District Principal of the International Program Colleen Hannah will be able to speak to the reduction during the budget meeting.
3. Totals for District Teaching positions and other District positions are included in the attached staffing summary sheets.
4. MSS Blocks - The draft budget has planned for 405 regular blocks of instruction (2019/2020 was 416 blocks). The reduction in the number of blocks considered the reduction of international students (down 60 students), and an expected reduction of regular students (20 students). The current forecast for enrolment is a decrease of 82 students from 2019/2020. Due to the concern of reducing blocks too dramatically, and additional 11 blocks were retained despite the reduced enrolment. This should enable the school to manage the fluctuations with enrolment that may occur. The 11 blocks equal 1.571 teaching positions.
5. Information on the increased cost projection for Transportation will be provided at the budget meeting.

**3. Options:**

The budget is still showing a significant overage, and as such, a discussion of potential options warrant review. It is easiest to begin the review for reconsideration based on recent additions, and prioritization of service requirements.

**4. Analysis and Impact:**

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing & Budget Impact
- 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. Preliminary Budget with prior year comparison – all funds
- b. Preliminary Budget with prior year comparisons – operating fund
- c. Operating Revenue Changes
- d. Operating Expense Changes
- e. Changes to Capital and Surplus Appropriation
- f. Staff Summary – updated School based staffing
- g. Staff Summary – District based staffing
- h. Additional Needs – not included in draft budget
- i. Opportunities and Risks

## 20/21 Preliminary Budget

May 26, 2020

	2020 / 2021 Preliminary					2019 / 2020 Amended					Change	
	Operating	Special	Operating / Special	Capital	Total	Operating	Special	Operating / Special	Capital	Total	\$	%
<b>OPERATING REVENUE</b>												
Grants												
Ministry of Education - Operating	62,267,727	5,860,973	68,128,700		68,128,700	61,065,562	7,165,401	68,230,963		68,230,963	(102,263)	-0.15%
Other Ministry of Education	2,444,811		2,444,811		2,444,811	1,577,451		1,577,451		1,577,451	867,360	54.98%
Provincial - Other	303,881	100,933	404,814		404,814	318,881	108,181	427,062		427,062	(22,248)	-5.21%
<b>Total Grants</b>	65,016,419	5,961,906	70,978,325	-	70,978,325	62,961,894	7,273,582	70,235,476	-	70,235,476	742,849	1.06%
Tuition	1,613,000		1,613,000		1,613,000	2,309,000		2,309,000		2,309,000	(696,000)	-30.14%
Other Revenue	358,957	1,770,000	2,128,957		2,128,957	340,532	1,770,000	2,110,532		2,110,532	18,425	0.87%
Rentals & Leases	263,520		263,520		263,520	262,040		262,040		262,040	1,480	0.56%
Investment Income	95,000		95,000		95,000	145,000		145,000		145,000	(50,000)	-34.48%
<b>TOTAL OPERATING REVENUE</b>	67,346,896	7,731,906	75,078,802	-	75,078,802	66,018,466	9,043,582	75,062,048	-	75,062,048	16,754	0.02%
Amortization of Deferred Capital				3,002,730	3,002,730				2,927,680	2,927,680		
<b>STATEMENT 2 REVENUE</b>	67,346,896	7,731,906	75,078,802	3,002,730	78,081,532	66,018,466	9,043,582	75,062,048	2,927,680	77,989,728	16,754	0.02%
<b>OPERATING EXPENSE</b>												
Salaries												
Teachers	26,987,451	3,580,336	30,567,788		30,567,788	25,926,974	3,995,585	29,922,559		29,922,559	645,229	2.16%
Principals and Vice-Principals	4,119,156	42,700	4,161,856		4,161,856	3,901,400	42,700	3,944,100		3,944,100	217,756	5.52%
Education Assistants	6,352,200	474,700	6,826,900		6,826,900	6,389,500	464,000	6,853,500		6,853,500	(26,600)	-0.39%
Support Staff	7,708,840	324,550	8,033,390		8,033,390	7,548,640	322,150	7,870,790		7,870,790	162,600	2.07%
Other Professionals	2,119,881		2,119,881		2,119,881	2,159,913		2,159,913		2,159,913	(40,032)	-1.85%
Substitutes	2,801,596	117,942	2,919,538		2,919,538	3,023,096	145,395	3,168,490		3,168,490	(248,953)	-7.86%
<b>Total Salaries</b>	50,089,124	4,540,228	54,629,352	-	54,629,352	48,949,523	4,969,829	53,919,352	-	53,919,352	710,000	1.32%
Employee Benefits	11,530,428	1,124,389	12,654,817		12,654,817	11,450,587	1,181,320	12,631,907		12,631,907	22,910	0.18%
<b>Total Salaries and Benefits</b>	61,619,552	5,664,617	67,284,169	-	67,284,169	60,400,110	6,151,149	66,551,259	-	66,551,259	732,911	1.10%
Services and Supplies												
Services	1,965,568		1,965,568		1,965,568	1,974,039		1,974,039		1,974,039	(8,471)	-0.43%
Student Transportation	19,000		19,000		19,000	19,000		19,000		19,000	-	0.00%
Professional Development and Travel	492,218		492,218		492,218	413,640		413,640		413,640	78,578	19.00%
Rentals & Leases	340,158		340,158		340,158	260,158		260,158		260,158	80,000	30.75%
Dues & Fees	88,100		88,100		88,100	88,100		88,100		88,100	-	0.00%
Insurance	153,000		153,000		153,000	163,277		163,277		163,277	(10,277)	-6.29%
Supplies	2,178,447	2,067,288	4,245,735		4,245,735	2,457,950	2,892,433	5,350,383		5,350,383	(1,104,647)	-20.65%
Utilities	1,184,147		1,184,147		1,184,147	1,186,705		1,186,705		1,186,705	(2,558)	-0.22%
Amortization				4,005,359	4,005,359				4,005,870	4,005,870		
<b>Total Services and Supplies</b>	6,420,637	2,067,288	8,487,925	4,005,359	12,493,284	6,562,869	2,892,433	9,455,301	4,005,870	13,461,171	(967,376)	-10.23%
<b>TOTAL OPERATING EXPENSE</b>	68,040,189	7,731,906	75,772,095	4,005,359	79,777,454	66,962,978	9,043,582	76,006,560	4,005,870	80,012,430	(234,465)	-0.31%
<b>Net Operating Surplus (Deficit)</b>	(693,293)	-	(693,293)	(1,002,629)	(1,695,922)	(944,512)	-	(944,512)	(1,078,190)	(2,022,702)	251,219	
Allocation of Surplus	100,000		100,000		100,000	506,156		506,156		506,156	(406,156)	
Allocation to (from) Capital	-		-	-	-	438,356		438,356	(438,356)	-	(438,356)	
<b>Projected Operating Surplus/(Deficit)</b>	(593,293)	-	(593,293)	(1,002,629)	(1,595,922)	(0)	-	(0)	(1,516,546)	(1,516,546)	(593,293)	

## 20/21 Preliminary Budget

May 26, 2020

					2020/21 Prelim			2020/21 Prelim		
	2020/21 Preliminary	2019/20 Amended	\$ Change	% Change	2018/19 Actuals	\$ Change	% Change	2017/18 Actuals	\$ Change	% Change
<b>OPERATING REVENUE</b>										
Grants										
Ministry of Education - Operating Grants	62,267,727	61,065,562	1,202,165	1.97%	58,855,102	3,412,625	5.80%	57,063,995	5,203,732	9.12%
Other Ministry of Education Grants	2,444,811	1,577,451	867,360	54.98%	1,115,415	1,329,396	119.18%	1,244,102	1,200,709	96.51%
Provincial Grants - Other	303,881	318,881	(15,000)	-4.70%	330,784	(26,903)	-8.13%	357,150	(53,269)	-14.92%
<b>Total Grants</b>	<b>65,016,419</b>	<b>62,961,894</b>	<b>2,054,525</b>	<b>3.26%</b>	<b>60,301,301</b>	<b>4,715,118</b>	<b>7.82%</b>	<b>58,665,247</b>	<b>6,351,172</b>	<b>10.83%</b>
Tuition	1,613,000	2,309,000	(696,000)	-30.14%	2,707,297	(1,094,297)	-40.42%	2,517,026	(904,026)	-35.92%
Other Revenue	358,957	340,532	18,425	5.41%	404,383	(45,426)	-11.23%	451,227	(92,270)	-20.45%
Rentals & Leases	263,520	262,040	1,480	0.56%	179,020	84,500	47.20%	200,241	63,279	31.60%
Investment Income	95,000	145,000	(50,000)	-34.48%	182,214	(87,214)	-47.86%	201,829	(106,829)	-52.93%
<b>TOTAL OPERATING REVENUE</b>	<b>67,346,896</b>	<b>66,018,466</b>	<b>1,328,430</b>	<b>2.01%</b>	<b>63,774,215</b>	<b>3,572,681</b>	<b>5.60%</b>	<b>62,035,570</b>	<b>5,311,326</b>	<b>8.56%</b>
<b>OPERATING EXPENSE</b>										
Salaries										
Teachers	26,987,451	25,926,974	1,060,477	4.09%	24,989,195	1,998,256	8.00%	24,207,317	2,780,134	11.48%
Principals and Vice-Principals	4,119,156	3,901,400	217,756	5.58%	3,907,768	211,388	5.41%	3,584,352	534,804	14.92%
Education Assistants	6,352,200	6,389,500	(37,300)	-0.58%	6,004,018	348,182	5.80%	5,940,501	411,699	6.93%
Support Staff	7,708,840	7,548,640	160,200	2.12%	7,006,633	702,207	10.02%	6,439,228	1,269,612	19.72%
Other Professionals	2,119,881	2,159,913	(40,032)	-1.85%	2,052,903	66,978	3.26%	1,895,993	223,888	11.81%
Substitutes	2,801,596	3,023,096	(221,500)	-7.33%	3,270,084	(468,488)	-14.33%	2,595,388	206,208	7.95%
<b>Total Salaries</b>	<b>50,089,124</b>	<b>48,949,523</b>	<b>1,139,601</b>	<b>2.33%</b>	<b>47,230,601</b>	<b>2,858,523</b>	<b>6.05%</b>	<b>44,662,779</b>	<b>5,426,345</b>	<b>12.15%</b>
Employee Benefits	11,530,428	11,450,587	79,841	0.70%	10,757,422	773,006	7.19%	10,372,238	1,158,190	11.17%
<b>Total Salaries and Benefits</b>	<b>61,619,552</b>	<b>60,400,110</b>	<b>1,219,442</b>	<b>2.02%</b>	<b>57,988,023</b>	<b>3,631,529</b>	<b>6.26%</b>	<b>55,035,017</b>	<b>6,584,535</b>	<b>11.96%</b>
Services and Supplies										
Services	1,965,568	1,974,039	(8,471)	-0.43%	1,968,123	(2,555)	-0.13%	1,768,973	196,595	11.11%
Student Transportation	19,000	19,000	-	0.00%	35,962	(16,962)	-47.17%	52,642	(33,642)	-63.91%
Professional Development and Travel	492,218	413,640	78,578	19.00%	557,662	(65,444)	-11.74%	535,668	(43,450)	-8.11%
Rentals & Leases	340,158	260,158	80,000	30.75%	276,656	63,502	22.95%	111,457	228,701	205.19%
Dues & Fees	88,100	88,100	-	0.00%	116,011	(27,911)	-24.06%	74,434	13,666	18.36%
Insurance	153,000	163,277	(10,277)	-6.29%	137,810	15,190	11.02%	198,501	(45,501)	-22.92%
Supplies	2,178,447	2,457,950	(279,503)	-11.37%	2,555,097	(376,650)	-14.74%	2,539,120	(360,673)	-14.20%
Utilities	1,184,147	1,186,705	(2,558)	-0.22%	1,145,586	38,561	3.37%	1,055,529	128,618	12.19%
<b>Total Services and Supplies</b>	<b>6,420,637</b>	<b>6,562,869</b>	<b>(142,231)</b>	<b>-2.17%</b>	<b>6,792,907</b>	<b>(372,270)</b>	<b>-5.48%</b>	<b>6,336,324</b>	<b>84,313</b>	<b>1.33%</b>
<b>Total Operating Fund Expenses</b>	<b>68,040,189</b>	<b>66,962,978</b>	<b>1,077,211</b>	<b>1.61%</b>	<b>64,780,930</b>	<b>3,259,259</b>	<b>5.03%</b>	<b>61,371,341</b>	<b>6,668,848</b>	<b>10.87%</b>
<b>NET OPERATING FUND SURPLUS (DEFICIT)</b>	<b>(693,293)</b>	<b>(944,512)</b>	<b>251,219</b>		<b>(1,006,715)</b>	<b>313,422</b>	<b>-31.13%</b>	<b>664,229</b>	<b>(1,357,522)</b>	<b>-204.38%</b>
Capital Assets Purchased from Operating	-	(438,356)	438,356		(598,500)	598,500	-100.00%	2,379,137	(2,379,137)	-100.00%
<b>NET SURPLUS (DEFICIT)</b>	<b>(693,293)</b>	<b>(506,156)</b>	<b>(187,137)</b>		<b>(408,215)</b>	<b>(285,078)</b>	<b>69.84%</b>	<b>(1,714,908)</b>	<b>1,021,615</b>	<b>-59.57%</b>
Allocation of Surplus	100,000	506,156	(406,156)		914,371	(814,371)	-89.06%	2,629,279	(2,529,279)	-96.20%
<b>Projected Operating Surplus/(Deficit)</b>	<b>(593,293)</b>	<b>(0)</b>	<b>(593,293)</b>		<b>506,156</b>	<b>(1,099,449)</b>	<b>-217.22%</b>	<b>914,371</b>	<b>(1,507,664)</b>	<b>-164.89%</b>

**20/21 Preliminary Budget**  
**Operating Revenue Changes (from 2019/20 Amended Budget)**  
 May 26, 2020



<b>Revenue</b>	<b>(Increase) / Decrease</b>
<b>Operating Grant</b>	
Enrolment - Cont Ed	90,720
Enrolment - DL (grad transitions)	263,063
Enrolment - ELL	18,240
Enrolment - Regular schools	(484,785)
Enrolment - SPED	(41,400)
Enrolment - DL (regular)	51,850
LEA Recovery	(21,575)
Enrolment - INED	36,000
Rate change - General	(563,618)
Rate change - SPED	(75,675)
Rate change - ELL	(7,800)
Rate change - INED	(55,600)
Equity of opportunity	(49,535)
Geographic factors	(447,073)
Education plan	66,145
Salary differential supplement	(2,482)
Rate change - Summer learning	(215)
<b>Other MOE Grant</b>	
Labour settlement funding - CUPE	250,000
Labour settlement funding - Teachers	(1,690,967)
Employer health tax grant (rolled into oper grant)	515,072
Support benefits funding (rolled into oper grant)	25,110
Carbon offset grant (rolled into oper grant)	50,000
<b>Other Provincial</b>	
ITA grants	20,000
<b>Tuition</b>	
International - Reduced student FTE	667,000
Riverside - Reduced student FTE	29,000
<b>Other Revenue</b>	
LEA Recovery	21,575
Clarke Theatre contribution - Dist of Mission	(40,000)
<b>Investment Income</b>	
Interest revenue	50,000
<b>Rental Revenue</b>	
Classroom leases	(1,480)
<b>Grand Total</b>	<b>(1,328,430)</b>

**20/21 Preliminary Budget**  
**Operating Expense Changes (from 2019/20 Amended Budget)**  
 May 26, 2020



<b>Expenses</b>	<b>Increase / (Decrease)</b>
<b>Teacher</b>	
Wage increases	1,482,017
FTE change - INED Librarian	15,600
FTE change - Summer school	11,800
FTE change - Mentor teachers	(31,300)
FTE change - ELL	(46,900)
FTE change - Schools	(370,200)
<b>PVP</b>	
Wage increases	221,456
FTE change - International DP	77,100
FTE change - HPMS VP (Full year)	36,500
FTE change - DP (Secondment)	(10,400)
FTE change - Hatzic Elem VP	(106,900)
<b>EA</b>	
Wage increases	115,500
Wage increases - INED	15,900
FTE change - INED ILW	131,100
FTE change - YCW	(42,100)
FTE change - EA	(257,700)
<b>Support</b>	
Wage increases	144,200
FTE change - Psychologist	68,360
FTE change - Speech Paths	24,500
FTE change - Clerical	(12,300)
FTE change - Electricians	(65,100)
<b>Other Prof</b>	
Wage increases	82,768
FTE change - International Manager	(41,100)
FTE change - International Director	(81,700)
<b>Substitute</b>	
FTE change	(221,500)
<b>Benefits</b>	
Due to wage, FTE, and other benefit changes - INED	39,910
Due to wage, FTE, and other benefit changes	40,131
<b>Services</b>	
Photocopier lease	80,000
Software maintenance - Finance/IT/Schools	49,000
Contract services - Grounds	15,000
Contract services - HR	15,000
Legal fees	(6,821)
MOE recovery - My Education	(10,000)
International - Agent fees	(25,650)
International - Medical fees	(45,000)

**20/21 Preliminary Budget**  
**Operating Expense Changes (from 2019/20 Amended Budget)**  
 May 26, 2020



<b>PD &amp; Travel</b>	
CUPE Learning Enhancement Fund	67,118
Contract Pro-D - Exempt	21,960
Contract Pro-D - Teacher	7,600
Department Pro-D - Superintendent	7,000
Contract Pro-D - PVP	6,700
International - Recruiting	(12,000)
International - Student activities	(20,000)
<b>Insurance</b>	
Insurance - School Protection Plan	(10,277)
<b>Supplies</b>	
Grounds - Increase per review	15,000
Schools - Enrolment adjustment	11,560
Custodial - Cleaning	10,000
Boot and footwear allowance	7,500
ELL	(3,000)
INED - Reallocation	(83,910)
Schools - Prior year carry-over (removed)	(236,653)
<b>Utilities</b>	
Garbage/recycling/organics	10,000
Next generation network (NGN)	(12,558)
<b>Grand Total</b>	<b>1,077,211</b>

**20/21 Preliminary Budget**

**Changes to Capital and Surplus Appropriation (from Amended Budget)**

May 26, 2020



<b>Surplus / Capital</b>	
<b>Surplus</b>	
Remove prior year appropriation of unrestricted surplus	\$269,503
Remove prior year appropriation of restricted schools surplus	\$236,653
Add appropriation of projected INED targeted surplus from 2019/20	(\$100,000)
<b>Capital</b>	
Remove prior year appropriation of local capital	\$438,356
<b>Grand Total</b>	<b>\$844,512</b>



2020 / 2021  Staffing Budget	Instruction																		District Administration							Operations, Mtc, Transport							Total			
	Teachers								Sub Total	Sub total Teachers	Total PVP	E. A.			Support			Other Professionals	Total Instruction	Admin Support	Other Professionals				Total District Admin	Support Staff				Other Professionals	Total Operations, Mtc Transport					
	Classroom Teachers	District Librarians	Counsellor	Hearing, Vision	ISP	District Resource	LST	ELL				E.A.	YCW, ALW, ELL	Total EA	Clerical	Psych, SLP	Total Support				Senior Leadership	Governance	Other Exempt	Total Other Professional		Supervisors	Admin Support	Trades, Techs, Labour, Driver.	BSW			Total Operations, Mtc Transport				
									Total Instruction									Total District Admin							Total Operations, Mtc Transport											
Governance - Trustees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00	-	5.00	<b>5.00</b>	-	-	-	-	-	-	-	-	-	-	<b>5.00</b>		
Administration	0.30	0.40	-	-	-	2.00	-	-	2.40	2.70	0.60	-	-	-	1.00	-	1.00	-	-	4.30	3.00	2.00	-	2.00	4.00	<b>7.00</b>	-	-	-	0.38	0.38	-	-	<b>0.38</b>	<b>11.68</b>	
Finance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6.00	1.00	-	2.00	3.00	<b>9.00</b>	-	-	-	-	-	-	-	-	-	<b>9.00</b>	
Human Resources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	1.00	-	3.00	4.00	<b>6.00</b>	-	-	-	-	-	1.00	-	-	<b>1.00</b>	<b>7.00</b>	
Student Services	-	-	7.20	2.00	2.86	2.00	2.10	-	16.16	16.16	-	3.31	9.71	13.03	-	7.80	7.80	-	-	<b>36.98</b>	0.57	1.00	-	-	1.00	<b>1.57</b>	-	-	-	-	-	-	-	-	<b>38.55</b>	
Indigenous Education	-	0.20	-	2.00	-	1.00	-	-	3.20	3.20	1.00	0.11	21.00	21.11	0.83	-	0.83	-	-	<b>26.14</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>26.14</b>	
ELL	-	-	-	-	-	-	-	3.00	3.00	3.00	0.10	3.14	-	3.14	-	-	-	-	-	<b>6.24</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>6.24</b>
International	-	-	-	-	-	-	-	-	-	-	0.90	0.79	-	0.79	2.00	-	2.00	1.00	-	<b>4.69</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>4.69</b>
Information Technology	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	1.00	4.00	-	6.00	1.00	-	-	<b>7.00</b>	<b>7.00</b>
Theatre	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	-	-	<b>1.00</b>	<b>1.00</b>
Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	1.00	13.00	0.43	17.43	1.00	-	-	<b>18.43</b>	<b>18.43</b>
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	-	4.75	-	5.75	-	-	-	<b>5.75</b>	<b>5.75</b>
Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	0.66	13.25	-	15.91	1.00	-	-	<b>16.91</b>	<b>16.91</b>
District Based	0.30	0.60	7.20	4.00	2.86	5.00	2.10	3.00	24.76	25.06	2.60	7.35	30.71	38.07	3.83	7.80	11.63	1.00	<b>78.35</b>	11.57	5.00	5.00	7.00	17.00	<b>28.57</b>	7.00	2.66	35.00	0.81	45.46	5.00	-	-	<b>50.46</b>	<b>157.39</b>	
School Based	275.62								78.00	353.61	30.40			113.37			49.05	1.00	<b>547.43</b>						-				37.28	37.28			<b>37.28</b>	<b>584.71</b>		
Total	275.92	0.60	7.20	4.00	2.86	5.00	2.10	3.00	102.75	378.67	33.00	7.35	30.71	151.44	3.83	7.80	60.68	2.00	<b>625.78</b>	11.57	5.00	5.00	7.00	17.00	<b>28.57</b>	7.00	2.66	35.00	38.09	82.74	5.00	-	-	<b>87.74</b>	<b>742.10</b>	
% of Total	37.18%	0.08%	0.97%	0.54%	0.38%	0.67%	0.28%	0.40%	13.85%	51.03%	4.45%	0.99%	4.14%	20.41%	0.52%	1.05%	8.18%	0.27%	<b>84.33%</b>	1.56%	0.67%	0.67%	0.94%	2.29%	<b>3.85%</b>	0.94%	0.36%	4.72%	5.13%	11.15%	0.67%	-	-	<b>11.82%</b>	<b>100.00%</b>	

## 20/21 Preliminary Budget Summary of Additional Needs

May 26, 2020



Additional Needs Identified (Not Included in Budget)	Amount	Budget	Possible Funding	
Schools - PA system replacements (2 per year)	30,000	Local Capital	AFG	Recurring
Schools - Telecom system replacements (2 per year)	30,000	Local Capital	AFG	Recurring
Technology - Replace district network switches (lease)	80,000	Technology	AFG	Recurring
Schools - Add back service/supply reductions (15%)	140,000	Schools		Recurring
Schools - Furniture & equipment	25,000	Local Capital		Recurring
Facilities - White fleet additions	100,000	Local Capital		One-time
Facilities - Grounds large mower	90,000	Local Capital		One-time
Transportation - Office window replacements	20,000	Local Capital		One-time
Facilities - Autoscrubber (MSS)	20,000	Facilities		One-time
Transportation - Bus predictive stop arm cameras	20,000	Transportation		One-time
HR - Software - eDocs, job posting web, workflow (startup)	71,000	HR		One-time
HR - Software - eDocs, job posting web, workflow (annual)	4,500	HR		Recurring
Remedy tracking software build (consultant)	10,000	HR		One-time
Contingency (1% of operating revenue)	-	Finance		Recurring
<b>SUB-TOTAL ADDITIONAL NEEDS IDENTIFIED</b>	<b>500,500</b>			

### Discretionary cost breakdown:

One-time	331,000
Recurring	169,500
	<u>500,500</u>

## Risks & Opportunities 2020/21 and 2021/22

May 26, 2020

### **Opportunities:**

Enrolment growth  
 ABED program opportunities  
 Reducing substitute costs - Employee Health and Wellness  
 International program tuition increase

Revenue - Operating  
 ABED  
 Wages/Benefits - Subs  
 Revenue - International

### **Risks:**

International program enrolment  
 DL program enrolment  
 ELL program enrolment  
 Increasing benefit costs  
 CPP increasing annually over next 5 years  
 IT infrastructure aging (Telecom, PA systems, Switches)  
 Impact of worksafe/regulations on facility maintenance  
 Aging Facility Equipment  
 Rising fuel and utility costs (weather, market prices, other)  
 No contingency

Revenue - International  
 Revenue - DL  
 Revenue - ELL  
 Wages/Benefits  
 Wages/Benefits  
 Local Capital  
 Maintenance  
 Local Capital  
 Utilities  
 Surplus

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

**May 12, 2020, 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  
Secretary Treasurer, Corien Becker  
Assistant Superintendent, Karen Alvarez  
Assistant Secretary Treasurer, Derek Welsh  
District Principal of International Education, Collen Hannah  
Executive Assistant, Aleksandra Crescenzo (Recorder)

**Others present:** School Principal/ PVPA Representative – Linda Ziefflie,  
School Principal – Jim Pearce, School Principal – Rob  
Clark, CUPE President – Faye Howell, MTU President –  
Janise Nikolic, MTU VP – Ryan McCarty, DPAC  
Representatives Dionne Hairsine, and Cheryl Blondin.

**1. CALL TO ORDER**

The meeting was called to order at 3:30 pm by the Chairperson. The Chair acknowledged that Mission Public Schools is 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**

**3. STAFF REPORTS**

3.1 2020-2021 Budget

Staff have been reviewing the staffing needs for the 2020-2021 school year. Key considerations for these needs include the number of students

enrolled, the composition of students enrolled, the catchment of students enrolled, contractual staffing obligations, and efficient allocation of staffing. The information presented today is still very fluid.

An overview was provided on enrollment for each school site which included details on additional divisions, changes, and pressure points. It was noted that the enrollment projections for elementary students for Summit is lower.

A question was asked about the possibility of having a three-grade split at Silverdale Elementary. Clarification was provided that a multi-age class is a possibility. Concerns were expressed about the related challenges of a multi-age class and the impact it may have on the students and the classroom teacher. Additional comments were provided regarding class size and composition.

A question was asked about grandfathering siblings into Silverdale? When the Board discussed re-opening Stave Falls, there was discussion around providing priority to families of siblings who are already attending Silverdale but are now out of catchment. Families will be required to complete a Cross Boundary Application, but preference will be provided to these families.

The information provided on the summary report is preliminary and is presented for review and discussion. The calculations presented today have been examined in great detail. Staff are expecting to review all options. More information will be provided at the next meeting.

There is a projected reduction of 61 International Students for the 2020-21 school year. This reduction is based on students that are able to come back. Most of the reduction in international students is at the secondary level which is impacting Mission Senior Secondary. Many other School Districts are experiencing reductions in international enrollment.

A question was asked about increases/ decreases for Education Assistant (EA) positions. There is a slight increase in EAs. Staff will provide more details regarding EAs at the next meeting. The information will be a high-level summary, not a site-by-site breakdown.

A conversation ensued regarding a decrease in international students at MSS and the impact this will have on course offerings. The school principal advised that the reduction of international students will impact course offerings.

A question was asked about the Support category on the Staffing Summary. This category includes supports that are in the schools that are not working directly with students (ie. secretaries, lab assistants, and kitchen assistants).

A question was asked about the subtotal of teaching positions in the summary report. The subtotal calculation does not include all the district teaching positions.

Partner groups explained that more time will be required to review the information in the summary report. Another Special Committee of the Whole meeting is scheduled for May 26, 2020. Partner groups are welcome to email the Board or the Superintendent with additional questions.

The Board Chair summarized that Trustees and Partner Groups are seeking more information with:

- options to reconfigure divisions to limit the possibility of a multi-age class at Silverdale;
- increase/ decrease in EA time;
- additional information on options with the International Program;
- totals for District Teaching positions and other District positions; and
- the possibility of not reducing blocks at MSS as strategies are being established for the future with some blended learning classrooms (bums in seats and virtual learning).

### 3.2 2019-2020 Year End Forecast

The following information was calculated based on the activities of the School District in May 2020, with the expectation that schools would be closed to in-class instruction until the end of June. The recent announcement will alter the projections as additional TTOC costs would be expected with a return to regular classrooms.

A question was asked about rolling over school service and supplies budgets. A comment was provided that the School District does not roll over this budget for Summit Learning Centre.

An overview was provided on the increases/ decreases to the 2019-2020 budget figures.

A question was provided on the Student Transport figure. More analysis can be done on the (\$5,252) figure.

**4. ADJOURNMENT**

MOVED and Seconded that the Board adjourn the meeting.

**CARRIED**

The meeting adjourned at 5:22 pm.

---

Chairperson

---

Secretary Treasurer