

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

January 26, 2021, 3:30 pm

Zoom Meeting

Visit www.mpsd.ca > Board of Education > Meeting Information to connect remotely.

Pages

1. CALL TO ORDER
The Board Chair will acknowledge that this meeting is being held on Traditional Territory.
2. ADOPTION OF AGENDA
3. DELEGATIONS/PRESENTATIONS
4. CURRICULUM
5. UNFINISHED BUSINESS
6. STAFF REPORTS
Information
- 6.1. 2020/2021 Amended Budget
Discussion 1 - 12
7. NEW BUSINESS
8. MINUTES OF PREVIOUS MEETINGS
9. INFORMATION ITEMS
10. ADJOURNMENT

ITEM 6.1 Discussion**File No. 8010.20.20/21 Amended**

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

1. Summary:

Attached is preliminary information and summaries for the amended budget. Staff are in the process of reformatting this information into a budget workbook for presentation with the bylaw. The final report will be presented with tables and charts in the workbook, similar to the preliminary budget format, for the next meeting.

The attached information is provided to begin the discussion on where the calculations are landing, so that we can discuss options to balance the budget.

2. Background:

The Amended Budget Bylaw must be adopted by February 28th each year. The amended budget updates critical information from the preliminary budget considering the enrolment and grant funding confirmed from the Ministry. Staff take the month of December to review information and begin pulling the amended budget together.

In January, the senior leadership team reviews the preliminary information, and discusses budget requests, and the list of additional items identified for consideration.

3. Discussion:

The initial draft of the budget notes a significant shift in enrolment from regular school to distance learning, and with the shift, a significant reduction of regular grant funding. Increases in special education funding, the salary differential, and ELL enrolment has offset this reduction, resulting in an increase in funding from general grants. However, the loss of international students has resulted in a further net reduction of approximately \$338,000 in the general operating fund.

Additional funding to assist with responding to the pandemic, and the finalization of funding for the classroom enhancement fund has resulted in an increase of \$4.3M in the special purpose funds. Staff note that \$1.1M of the \$2.3M Safe Return to Class grant (federal funding), has not yet been confirmed by the Province. The School District anticipates receiving notice regarding these funds by the end of January. Most school districts in BC are budgeting for the full receipt of these funds.

On the expense side, salaries and benefits have increased by \$3.1M (\$3M is related to the finalization of COVID and classroom enhancement funding). Other expenses have increased by \$1.6M (\$1.3M is related to the finalization of COVID and classroom enhancement funding, and \$300K is related to prior year unspent funds carried forward for school operating budgets and the Indigenous education targeted budget). Most of the increased expenses are related to special purpose funds, although adjustments to the operating fund are noted on the summary of changes worksheet. Staff will be able to speak to the specific items during the presentation.

Options:

To balance the budget, a few of the FTE changes could be delayed or deferred until next year, providing about \$50,000 of potential cost reductions. Other changes would require controlling spending and trying to contain costs further – this would be a challenge, but is possible.

4. Analysis and Impact:

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

For the budget as drafted, we would need to draw \$293,590 to balance the budget, if not further adjustments are required. Currently, there is \$1,046,664 in unrestricted surplus funds, and could be available to balance the budget. While the finance staff would prefer to hold these funds in surplus for contingency, staff also have budgeted conservatively, and realistically expect to have a surplus again this year.

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

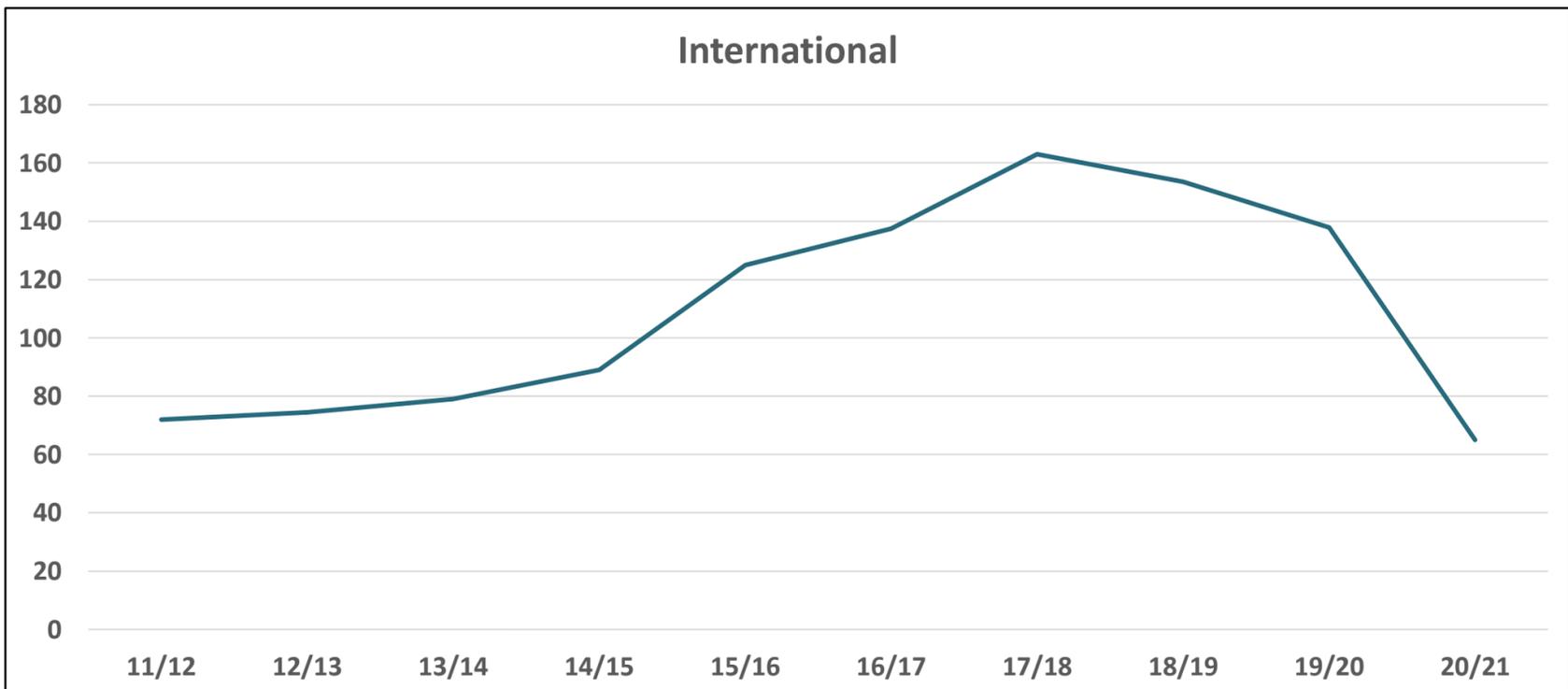
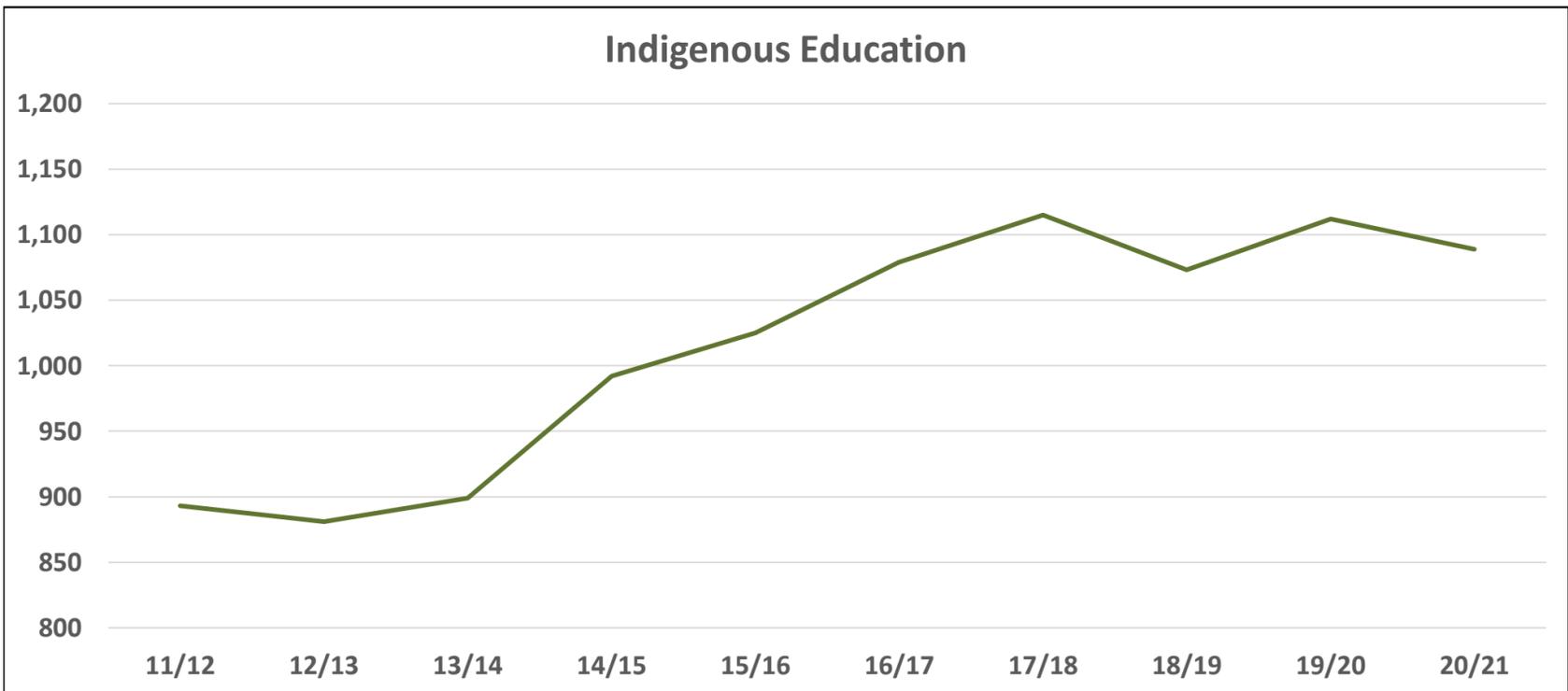
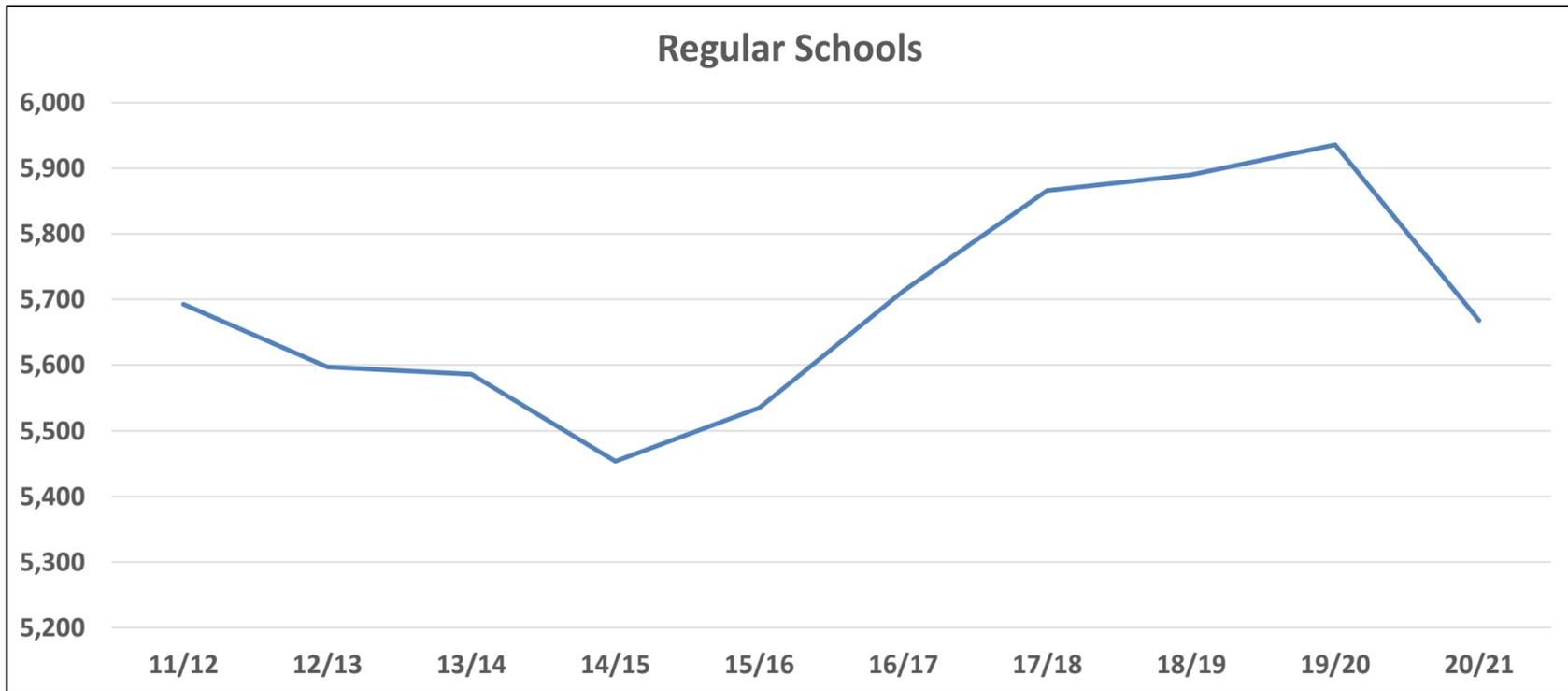
5. Public Participation:

6. Implementation:

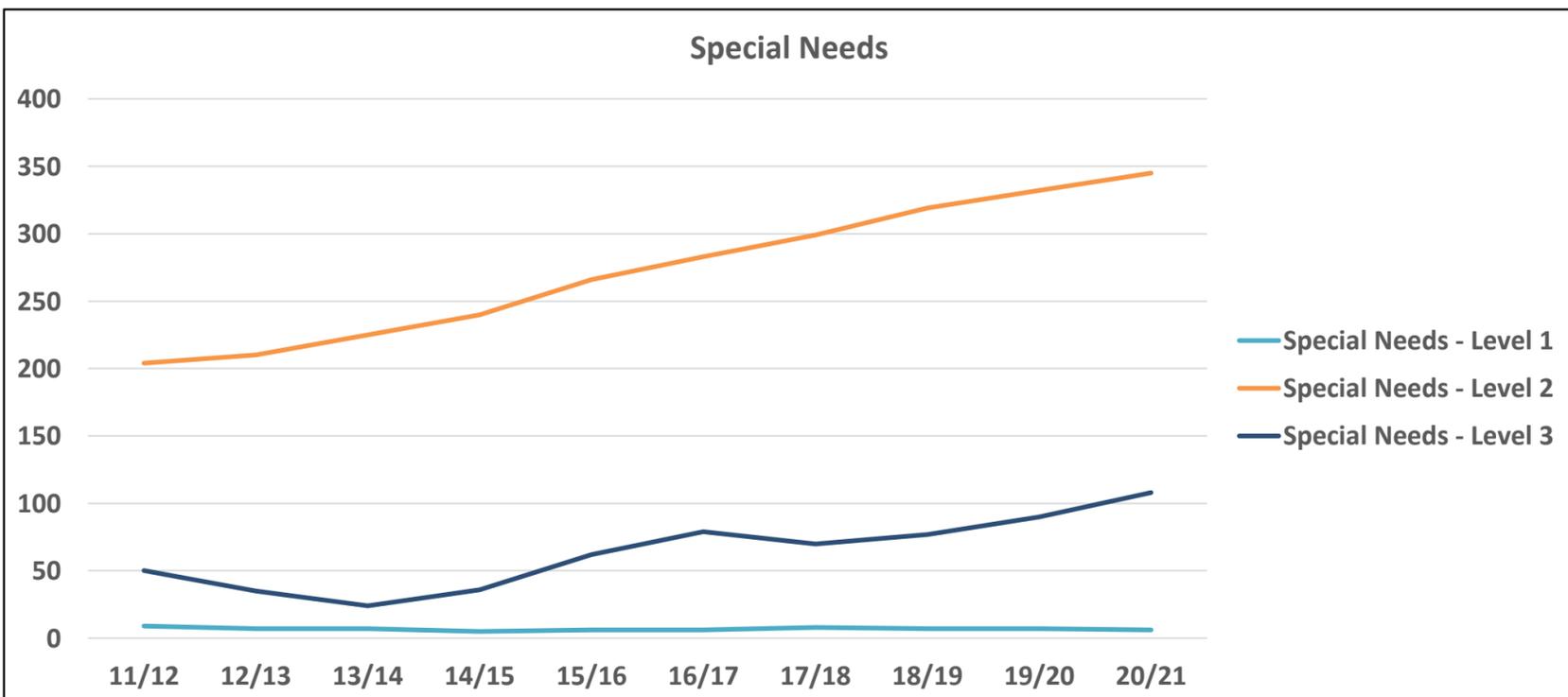
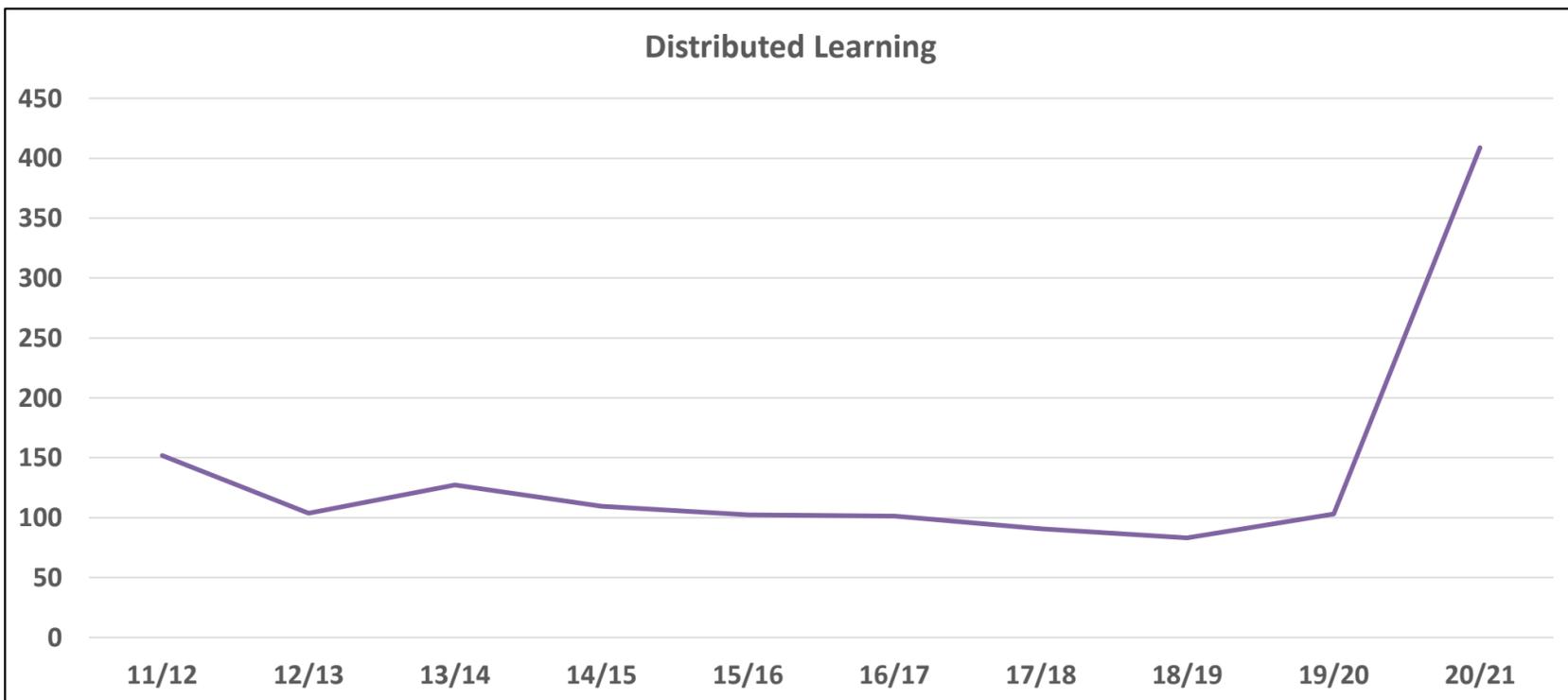
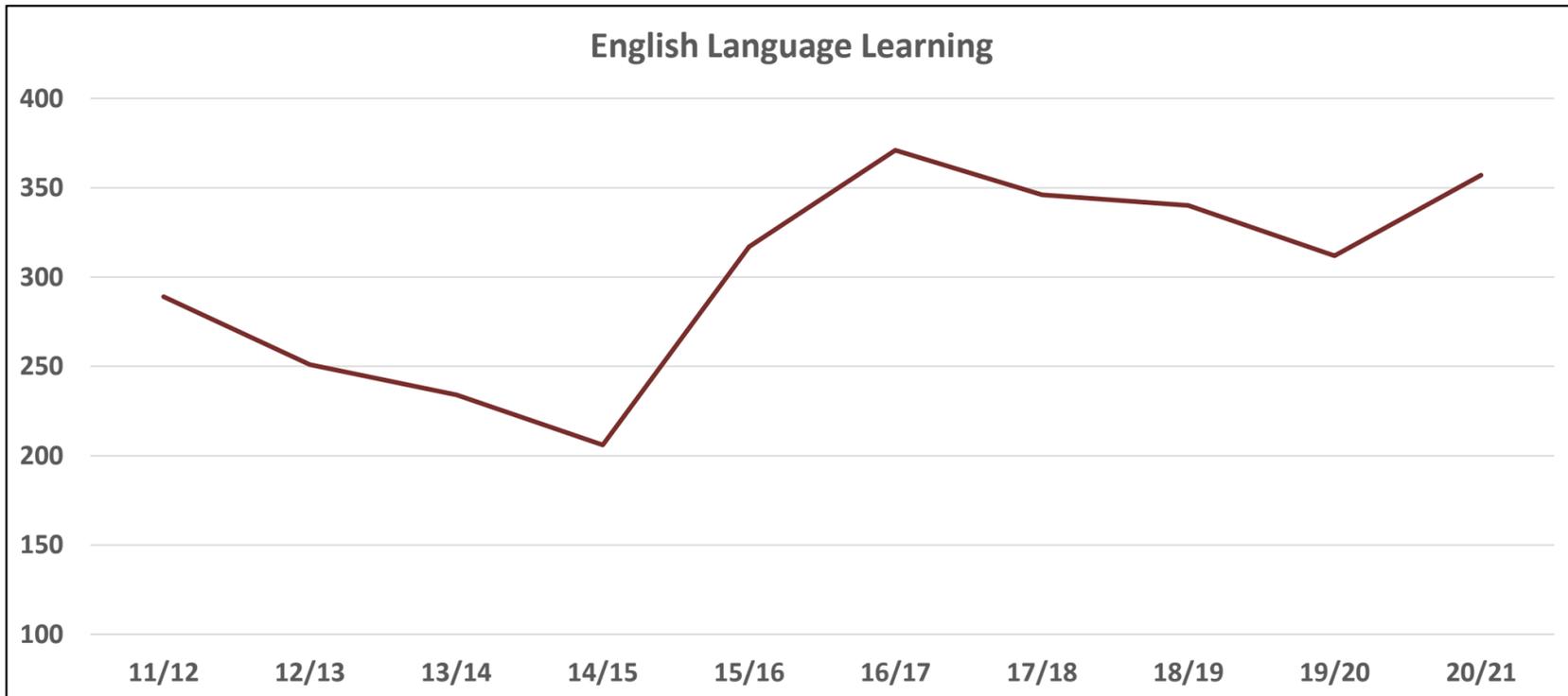
7. Attachments:

- a. Enrolment Trends
- b. 2020/2021 Amended Budget
- c. 2020/2021 Operating Revenue Changes
- d. 2020/2021 Summary of Additional Needs
- e. Local Capital Summary
- f. Opportunities/ Risks

Enrolment Trends



Enrolment Trends



20/21 Amended Budget

February 28, 2021

	2020 / 2021 Amended					2020 / 2021 Preliminary					Change Operating / Special	
	Operating	Special	Operating / Special	Capital	Total	Operating	Special	Operating / Special	Capital	Total	\$	%
OPERATING REVENUE												
Grants												
Ministry of Education - Operating	62,534,834	10,210,247	72,745,081		72,745,081	62,267,727	5,860,973	68,128,700		68,128,700	4,616,381	6.78%
Other Ministry of Education	2,639,730		2,639,730		2,639,730	2,747,211		2,747,211		2,747,211	(107,481)	-3.91%
Provincial - Other	305,318	121,862	427,180		427,180	303,881	100,933	404,814		404,814	22,366	5.52%
Total Grants	65,479,882	10,332,109	75,811,991	-	75,811,991	65,318,819	5,961,906	71,280,725	-	71,280,725	4,531,266	6.36%
Tuition	1,275,000		1,275,000		1,275,000	1,613,000		1,613,000		1,613,000	(338,000)	-20.95%
Other Revenue	279,417	1,770,000	2,049,417		2,049,417	327,647	1,770,000	2,097,647		2,097,647	(48,230)	-2.30%
Rentals & Leases	190,600		190,600		190,600	208,520		208,520		208,520	(17,920)	-8.59%
Investment Income	65,000		65,000		65,000	95,000		95,000		95,000	(30,000)	-31.58%
TOTAL OPERATING REVENUE	67,289,899	12,102,109	79,392,008	-	79,392,008	67,562,986	7,731,906	75,294,892	-	75,294,892	4,097,116	5.44%
Amortization of Deferred Capital				3,002,460	3,002,460				3,002,730	3,002,730		
STATEMENT 2 REVENUE	67,289,899	12,102,109	79,392,008	3,002,460	82,394,468	67,562,986	7,731,906	75,294,892	3,002,730	78,297,622	4,097,116	5.44%
OPERATING EXPENSE												
Salaries												
Teachers	27,087,854	5,403,807	32,491,661		32,491,661	26,891,751	3,580,336	30,472,088		30,472,088	2,019,574	6.63%
Principals and Vice-Principals	4,164,471	64,200	4,228,671		4,228,671	4,129,871	44,000	4,173,871		4,173,871	54,800	1.31%
Education Assistants	6,373,800	690,354	7,064,154		7,064,154	6,352,000	474,700	6,826,700		6,826,700	237,454	3.48%
Support Staff	7,541,170	748,507	8,289,677		8,289,677	7,708,840	324,550	8,033,390		8,033,390	256,287	3.19%
Other Professionals	2,007,624		2,007,624		2,007,624	1,924,424		1,924,424		1,924,424	83,200	4.32%
Substitutes	2,515,144	117,942	2,633,086		2,633,086	2,801,296	117,942	2,919,238		2,919,238	(286,152)	-9.80%
Total Salaries	49,690,063	7,024,810	56,714,873	-	56,714,873	49,808,182	4,541,528	54,349,710	-	54,349,710	2,365,163	4.35%
Employee Benefits	11,647,133	1,692,096	13,339,229		13,339,229	11,492,716	1,124,659	12,617,375		12,617,375	721,854	5.72%
Total Salaries and Benefits	61,337,196	8,716,906	70,054,102	-	70,054,102	61,300,898	5,666,187	66,967,085	-	66,967,085	3,087,017	4.61%
Services and Supplies												
Services	1,943,090		1,943,090		1,943,090	1,965,568		1,965,568		1,965,568	(22,478)	-1.14%
Student Transportation	19,000		19,000		19,000	19,000		19,000		19,000	-	0.00%
Professional Development and Travel	613,018		613,018		613,018	492,118		492,118		492,118	120,900	24.57%
Rentals & Leases	260,158		260,158		260,158	340,158		340,158		340,158	(80,000)	-23.52%
Dues & Fees	88,100		88,100		88,100	88,100		88,100		88,100	-	0.00%
Insurance	160,000		160,000		160,000	153,000		153,000		153,000	7,000	4.58%
Supplies	2,430,938	3,385,203	5,816,141	371,000	6,187,141	2,163,997	2,065,718	4,229,715		4,229,715	1,586,426	37.51%
Utilities	1,184,147		1,184,147		1,184,147	1,184,147		1,184,147		1,184,147	-	0.00%
Amortization				4,028,835	4,028,835				4,005,359	4,005,359		
Total Services and Supplies	6,698,450	3,385,203	10,083,653	4,399,835	14,483,488	6,406,087	2,065,718	8,471,805	4,005,359	12,477,164	1,611,848	19.03%
TOTAL OPERATING EXPENSE	68,035,647	12,102,109	80,137,755	4,399,835	84,537,590	67,706,985	7,731,906	75,438,891	4,005,359	79,444,250	4,698,864	6.23%
Net Operating Surplus (Deficit)	(745,748)	-	(745,748)	(1,397,375)	(2,143,123)	(143,999)	-	(143,999)	(1,002,629)	(1,146,628)	(601,748)	
Allocation of Surplus	452,158		452,158		452,158	143,999		143,999		143,999	308,159	
Allocation to (from) Capital	-		-	-	-	-		-	-	-	-	
Projected Operating Surplus/(Deficit)	(293,590)	-	(293,590)	(1,397,375)	(1,690,965)	(0)	-	(0)	(1,002,629)	(1,002,629)	(293,589)	

Unrestricted Surplus funds available 1,046,664

20/21 Amended Budget

February 28, 2021

	2020/21		\$ Change	% Change	2019/20 Actuals	2020/21 Amended		2018/19 Actuals	2020/21 Amended	
	Amended	Preliminary				\$ Change	% Change		\$ Change	% Change
OPERATING REVENUE										
Grants										
Ministry of Education - Operating Grants	62,534,834	62,267,727	267,107	0.43%	61,222,760	1,312,074	2.14%	58,855,102	3,679,732	6.25%
Other Ministry of Education Grants	2,639,730	2,747,211	(107,481)	-3.91%	2,433,075	206,655	8.49%	1,115,415	1,524,315	136.66%
Provincial Grants - Other	305,318	303,881	1,437	0.47%	387,232	(81,914)	-21.15%	330,784	(25,466)	-7.70%
Total Grants	65,479,882	65,318,819	161,063	0.25%	64,043,067	1,436,815	2.24%	60,301,301	5,178,581	8.59%
Tuition	1,275,000	1,613,000	(338,000)	-20.95%	2,322,031	(1,047,031)	-45.09%	2,707,297	(1,432,297)	-52.91%
Other Revenue	279,417	327,647	(48,230)	-14.72%	394,065	(114,648)	-29.09%	404,383	(124,966)	-30.90%
Rentals & Leases	190,600	208,520	(17,920)	-8.59%	212,095	(21,495)	-10.13%	179,020	11,580	6.47%
Investment Income	65,000	95,000	(30,000)	-31.58%	117,462	(52,462)	-44.66%	182,214	(117,214)	-64.33%
TOTAL OPERATING REVENUE	67,289,899	67,562,986	(273,087)	-0.40%	67,088,720	201,179	0.30%	63,774,215	3,515,684	5.51%
OPERATING EXPENSE										
Salaries										
Teachers	27,087,854	26,891,751	196,103	0.73%	26,617,417	470,437	1.77%	24,989,195	2,098,659	8.40%
Principals and Vice-Principals	4,164,471	4,129,871	34,600	0.84%	3,969,695	194,776	4.91%	3,907,768	256,703	6.57%
Education Assistants	6,373,800	6,352,000	21,800	0.34%	6,198,765	175,035	2.82%	6,004,018	369,782	6.16%
Support Staff	7,541,170	7,708,840	(167,670)	-2.18%	7,435,287	105,883	1.42%	7,006,633	534,537	7.63%
Other Professionals	2,007,624	1,924,424	83,200	4.32%	2,187,107	(179,483)	-8.21%	2,052,903	(45,279)	-2.21%
Substitutes	2,515,144	2,801,296	(286,152)	-10.21%	2,678,943	(163,799)	-6.11%	3,270,084	(754,940)	-23.09%
Total Salaries	49,690,063	49,808,182	(118,119)	-0.24%	49,087,214	602,849	1.23%	47,230,601	2,459,462	5.21%
Employee Benefits	11,647,133	11,492,716	154,417	1.34%	10,838,439	808,694	7.46%	10,757,422	889,711	8.27%
Total Salaries and Benefits	61,337,196	61,300,898	36,298	0.06%	59,925,653	1,411,543	2.36%	57,988,023	3,349,173	5.78%
Services and Supplies										
Services	1,943,090	1,965,568	(22,478)	-1.14%	1,941,159	1,931	0.10%	1,968,123	(25,033)	-1.27%
Student Transportation	19,000	19,000	-	0.00%	23,265	(4,265)	-18.33%	35,962	(16,962)	-47.17%
Professional Development and Travel	613,018	492,118	120,900	24.57%	398,467	214,551	53.84%	557,662	55,356	9.93%
Rentals & Leases	260,158	340,158	(80,000)	-23.52%	255,245	4,913	1.92%	276,656	(16,498)	-5.96%
Dues & Fees	88,100	88,100	-	0.00%	99,599	(11,499)	-11.55%	116,011	(27,911)	-24.06%
Insurance	160,000	153,000	7,000	4.58%	147,132	12,868	8.75%	137,810	22,190	16.10%
Supplies	2,430,938	2,163,997	266,941	12.34%	2,181,740	249,198	11.42%	2,555,097	(124,159)	-4.86%
Utilities	1,184,147	1,184,147	-	0.00%	1,046,017	138,130	13.21%	1,145,586	38,561	3.37%
Total Services and Supplies	6,698,450	6,406,087	292,363	4.56%	6,092,624	605,826	9.94%	6,792,907	(94,457)	-1.39%
Total Operating Fund Expenses	68,035,647	67,706,985	328,661	0.49%	66,018,277	2,017,370	3.06%	64,780,930	3,254,717	5.02%
OPERATING SURPLUS (DEFICIT)	(745,748)	(143,999)	(601,748)		1,070,443	(1,816,191)	-169.67%	(1,006,715)	260,967	-25.92%
Capital Assets Purchased from Operating	-	-	-		61,000	(61,000)	-100.00%	(598,500)	598,500	-100.00%
TOTAL OPERATING SURPLUS (DEFICIT)	(745,748)	(143,999)	(601,748)		1,009,443	(1,755,191)	-173.88%	(408,215)	(337,533)	82.68%
Allocation of Surplus	452,158	143,999	308,159		-	452,158		408,215	43,943	10.76%
Projected Operating Surplus/(Deficit)	(293,590)	(0)	(293,589)		1,009,443	(1,303,033)	-129.08%	-	(293,590)	
Unrestricted Surplus funds available	1,046,664									

20/21 Amended Budget
Operating Revenue Changes (from 2020/21 Prelim Budget)
February 28, 2021

Revenue	(Increase) / Decrease
Operating Grant	
Enrolment - Regular schools	2,817,004
Enrolment - Distance learning	(2,127,756)
Enrolment - Alternate program	(45,360)
Equity of opportunity	(3,696)
Salary differential supplement	(138,104)
Enrolment - Continuing education	(14,175)
Enrolment - Indigenous education	(1,500)
Enrolment - Summer learning	1,720
Enrolment - Special education	(366,200)
Enrolment - English language learning	(86,640)
Other MOE Grant	
Early career mentorship	(140,000)
Early learning	(2,486)
Support benefits	(52,433)
Other Provincial	
UFV operating agreement	(1,437)
Tuition	
International	338,000
Other Revenue	
Resales - Riverside	15,000
Clarke Theatre contribution	33,230
Investment Income	
Interest revenue	30,000
Rental Revenue	
Classroom leases	17,920
Grand Total	273,087

20/21 Amended Budget
Operating Expense Changes (from 2020/21 Prelim Budget)
February 28, 2021

Expenses	Increase / (Decrease)
Teacher	
Wage increases	138,103
FTE change - Schools	58,000
PVP	
Wage increases	67,400
FTE change - Mental health program	(32,800)
EA	
FTE change - Student services	57,800
FTE change - Indigenous Education	(36,000)
Support	
Wage increases	35,700
FTE change - Summer camp	(20,500)
FTE change - Finance	26,400
FTE change - Student services	(17,870)
FTE change - School support	(5,600)
FTE change - Facilities	(188,300)
Other Prof	
Wage increases	45,200
FTE change - HR	11,200
FTE change - Facilities	48,500
FTE change - Theatre	(27,400)
FTE change - MSS	5,700
Substitute	
FTE change	(400,000)
Wage increase	113,848
Benefits	
Due to wage, FTE, benefit changes	156,918
Services	
International - Agent fees	(30,000)
Lease - Photocopiers	(80,000)
Telephone	5,000
Legal fees - Ministry services	2,522
PD & Travel	
International - Student activities	(20,000)
Early career mentorship	140,000
Due to wage and FTE changes	900
Insurance	
Insurance - School protection plan	7,000
Supplies	
Schools - Use of prior year surplus	250,185
Summer camp	(5,000)
Schools - MSS	5,950
Indigenous Ed	15,806
Grand Total	328,662

20/21 Amended Budget
Changes to Capital and Surplus Appropriation (from Prelim Budget)
February 28, 2021

Surplus / Capital	
Surplus	
Add prior year Indigenous Ed surplus	(\$57,976)
Add prior year schools surplus	(\$250,183)
Grand Total	(\$308,159)

20/21 Amended Budget
Summary of Additional Needs
 February 28, 2021



Additional Needs Identified (Not Included in Budget)	Amount	Budget	
Schools - PA system replacements (2 per year)	30,000	AFG/Local Capital	Recurring
Schools - Telecom system replacements (2 per year)	30,000	AFG/Local Capital	Recurring
Schools - Replace district network switches	400,000	AFG/Local Capital	One-time
Schools - Add back service/supply reductions (15%)	140,000	Schools	Recurring
Schools - Furniture and equipment	25,000	Local Capital	Recurring
Schools - Add back librarian curriculum support	130,000	Teachers	Recurring
Schools - Mental health supports (middle schools)		EA	Recurring
Curriculum - Literacy mentor teacher	100,000	Teachers	Recurring
Facilities - White fleet additions	25,000	Local Capital	Recurring
Facilities - Grounds large mower	100,000	Local Capital	One-time
Transportation - Special education bus	75,000	Local Capital	One-time
Transportation - Office window replacements	20,000	Local Capital	One-time
Transportation - Bus predictive stop arm cameras	20,000	Local Capital	One-time
HR - Software - eDocs, job posting web, workflow	75,000	Local Capital	One-time
Printers/Photocopiers - Final upgrade phase	75,000	Local Capital	One-time
Contingency (1% of operating revenue)	-		
SUB-TOTAL ADDITIONAL NEEDS IDENTIFIED	<u>1,245,000</u>		

Local Capital Summary

Dec 22, 2020

Project	Opening	Transfer	Expense	Balance
Board Office Equipment		(5,744)	5,744	-
Classroom Furniture Replacement	(25,000)			(25,000.00)
Facilities Equipment	(57,266)			(57,266.47)
ITA Equipment - MSS	(49,065)		29,810	(19,254.65)
Mount Calvary Church		(15,839)	15,839	-
MSS Seismic	-	(6,223)	6,223	-
Photocopiers	(20,000)	(245,169)	265,169	-
Portables	(83,809)			(83,809.06)
School Improvements	(81,699)		16,937	(64,761.79)
Technology Improvements	(206,044)	206,044		-
Telecom Systems	(31,271)			(31,271.00)
Unallocated	(123,453)	66,932		(56,521.36)
TOTAL	(677,607.14)	-	339,722.81	(337,884.33)

February 28, 2021

Opportunities:

Enrolment growth

Distance learning transfers to regular schools - funding differential

Substitute costs - maintain current lower trend

International program enrolment growth

International program tuition increase

Risks:

Enrolment growth - additional classrooms

Federal COVID funding - second phase funding not confirmed

Substitute costs - post COVID increase

Distance learning enrolment trend

Benefit cost increases

Wage cost increases (non-funded)

Aging IT infrastructure

Aging facility equipment

Aging white fleet

Aging schools - increasing maintenance

Impact of worksafe/regulations on facility maintenance

Increasing utility costs

Special purpose funding (Ready Set Learn, OLEP, other)

Limited contingency fund