

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

May 31, 2022, 3:30 pm

[Zoom Meeting](#)

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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
 - 5.1. 2022-2023 Budget Update Discussion 1 - 6
6. STAFF REPORTS
7. NEW BUSINESS
8. MINUTES OF PREVIOUS MEETINGS
 - 8.1. Special Committee of the Whole RE: 2022-23 Budget Minutes, May 10, 2022 Action 7 - 11
9. INFORMATION ITEMS
10. ADJOURNMENT

22/23 Preliminary Budget
Summary of Additional Needs Analysis
 June 30, 2023



Additional Needs Identified - Prioritized for 2022/2023 Budget	Amount	Budget
One Time Additional Needs		
Riverside ITA program equipment ³	70,000	Local Capital
Student Services - Psychologist - Summer assessments (.1 FTE)	11,500	Support Staff
Transportation - Exhaust venting system	10,000	Local Capital
SUB-TOTAL ADDITIONAL ONE-TIME NEEDS IDENTIFIED	91,500	
Recurring Additional Needs		
Increase Admin Time - Elementary schools	210,000	Teachers
TTOC on contracts - 4 positions - additional cost	200,000	Substitutes
New VP position - Cherry Hill / West Heights	145,000	PVP
Schools - Literacy Mentor Teacher	105,000	Teachers
Student Services - Speech Language Pathologist (.6 FTE)	69,000	Support Staff
MSS - YCW	65,000	EA
Schools - Additional EA/YCW supports	50,000	EA
Student Services - EA Mentoring - Special Ed teacher (.4 FTE)	42,000	Teachers
HPMS - Leadership blocks	30,000	Teachers
Student Services - Physical Therapist (.2 FTE)	21,000	Teachers
Transportation - Secretary - Increase to 1 FTE (from .7 FTE)	20,000	Support Staff
MSS - Increase Kitchen Assistant time (1 hr/day)	7,500	Support Staff
SUB-TOTAL ADDITIONAL RECURRING NEEDS IDENTIFIED	964,500	
Recommendation - 2022/2023 Preliminary Budget	\$ 1,056,000	
Additional Needs Identified - Prioritized for Amended Budget / September Surplus Allocation		
One Time Additional Needs - Delayed - Consider with 21/22 Surplus Allocation		
Dust collector system - Ferndale ²	600,000	Local Capital
Schools - Increase school resources budget	125,000	Schools
Transportation - Special education bus ¹	100,000	Local Capital
Transportation - SWSW Van	100,000	Local Capital
Riverside expansion	100,000	Local Capital
IT - Business Analyst	90,000	Support Staff
Transportation - Bus predictive stop arm cameras ⁵	25,000	Local Capital
Summit - Increase teaching time Gr 8/9 (.2 FTE)	22,000	Teachers
Student Services - Settlement worker/navigator	50,000	Support Staff
	\$ 1,212,000	
Withdrawn Requests		
MSS - Additional teaching blocks ⁴	100,000	Teachers
MSS - Career Prep - EA	50,000	EA
MSS - Mentor teaching blocks (3)	45,000	Teachers
MSS - Outreach/Storefront (2 blocks)	30,000	Teachers
Notes:		
1. Potential funding opportunities through Ministry capital program to be investigated		
2. Ferndale upgrade will allow for facilities move from Riverside		
3. Plumbing equipment (\$30K), Auto hoist (\$13K), Carpentry equipment (\$27K)		
4. Expand programming to offer more variety		
5. \$5,000 per bus, 5 per year		

22/23 Preliminary Budget

June 30, 2023

	2022/23 Preliminary	2021/22 Amended	\$ Change	% Change	2020/21 Actuals	2022/23 Prelim	
						\$ Change	% Change
OPERATING REVENUE							
Grants							
Ministry of Education - Operating Grants	69,202,320	67,991,333	1,210,987	1.78%	63,232,408	5,969,912	9.44%
Other Ministry of Education Grants	810,177	811,510	(1,333)	-0.16%	2,659,766	(1,849,589)	-69.54%
Provincial Grants - Other	306,065	320,282	(14,217)	-4.44%	362,317	(56,252)	-15.53%
Total Grants	70,318,562	69,123,125	1,195,437	1.73%	66,254,491	4,064,071	6.13%
Tuition	2,538,000	2,175,000	363,000	16.69%	1,398,001	1,139,999	81.54%
Other Revenue	205,290	203,957	1,333	0.65%	312,557	(107,267)	-34.32%
Rental Revenue	213,590	209,610	3,980	1.90%	216,660	(3,070)	-1.42%
Investment Income	100,000	80,000	20,000	25.00%	82,813	17,187	20.75%
TOTAL OPERATING REVENUE	73,375,442	71,791,692	1,583,750	2.21%	68,264,522	5,110,920	7.49%
OPERATING EXPENSE							
Salaries							
Teachers	29,192,624	28,349,424	843,200	2.97%	27,220,109	1,972,515	7.25%
Principals and Vice-Principals	4,770,188	4,568,988	201,200	4.40%	4,155,650	614,538	14.79%
Education Assistants	6,965,500	6,789,700	175,800	2.59%	5,901,883	1,063,617	18.02%
Support Staff	8,104,240	7,894,340	209,900	2.66%	7,393,348	710,892	9.62%
Other Professionals	2,319,082	2,068,838	250,244	12.10%	1,985,319	333,763	16.81%
Substitutes	3,225,000	2,800,000	425,000	15.18%	2,037,420	1,187,580	58.29%
Total Salaries	54,576,633	52,471,290	2,105,344	4.01%	48,693,729	5,882,904	12.08%
Employee Benefits	12,837,760	12,238,731	599,029	4.89%	11,344,788	1,492,972	13.16%
Total Salaries and Benefits	67,414,393	64,710,021	2,704,373	4.18%	60,038,517	7,375,876	12.29%
Services and Supplies							
Services	2,294,561	2,202,661	91,900	4.17%	1,722,823	571,738	33.19%
Student Transportation	19,000	19,000	-	0.00%	11,913	7,087	59.49%
Professional Development and Travel	633,398	740,198	(106,800)	-14.43%	280,262	353,136	126.00%
Rentals & Leases	11,500	158,449	(146,949)	-92.74%	244,607	(233,107)	-95.30%
Dues & Fees	89,100	89,100	-	0.00%	80,003	9,097	11.37%
Insurance	165,000	160,000	5,000	3.13%	147,277	17,723	12.03%
Supplies	2,333,747	2,819,936	(486,189)	-17.24%	2,076,046	257,701	12.41%
Utilities	1,397,001	1,326,001	71,000	5.35%	1,211,492	185,509	15.31%
Total Services and Supplies	6,943,306	7,515,344	(572,038)	-7.61%	5,774,423	1,168,883	20.24%
Total Operating Fund Expenses	74,357,699	72,225,365	2,132,334	2.95%	65,812,940	8,544,759	12.98%
OPERATING SURPLUS (DEFICIT)	(982,257)	(433,673)	(548,584)		2,451,582	(3,433,839)	-140.07%
Allocation to (from) Local Capital	612,830	1,025,672	(412,842)		547,251	65,579	11.98%
TOTAL OPERATING SURPLUS (DEFICIT)	(1,595,087)	(1,459,345)	(135,742)		1,904,331	(3,499,418)	-183.76%
Allocation of Surplus	1,595,087	1,459,345	135,742		-	1,595,087	
Operating Surplus/(Deficit)	(0)	(0)	(0)		1,904,331	(1,904,331)	-100.00%
Unrestricted operating surplus available	1,698,716						
Restricted operating surplus	475,000						

Reconciliation of Reserves

	30-Jun-22	Projected Add	Use	30-Jun-23
Restricted operating surplus:				
Internally restricted - Schools	350,000			350,000
Internally restricted - Indigenous Ed	375,000		(250,000)	125,000
Total restricted operating surplus	725,000	-	(250,000)	475,000
Unrestricted operating surplus (contingency)	3,043,803		(1,345,087)	1,698,716
Total operating surplus	3,768,803	-	(1,595,087)	2,173,716
Restricted local capital reserve				
Planned projects	1,400,000	612,830	(842,830)	1,170,000
Total local capital surplus	1,400,000	612,830	(842,830)	1,170,000
Total Reserve Accounts Available	\$ 5,168,803	\$ 612,830	\$ (2,437,917)	\$ 3,343,716

2.32% of Operating Revenue

Contingency Fund Targets:	
<i>1% of Operating Rev</i>	733,754
<i>2% of Operating Rev</i>	1,467,509
<i>5% of Operating Rev</i>	3,668,772

Indigenous Education 22/23 Preliminary Budget

Description	22/23 Preliminary Budget
Salary - Teacher	371,100
Salary - ILW/EA	955,300
Salary - Clerical	35,900
Benefits - Teacher	87,580
Benefits - ILW/EA	253,200
Benefits - Clerical	9,500
Telephone	20,000
Photocopying	2,600
Contract services	74,298
Field trips	12,000
Mileage	12,000
Meetings and conferences	6,500
Staff development	6,500
Scholarships	6,000
Supplies	141,228
Library resources	5,000
Contingency	4,094
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	2,002,800
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Reconciliation to sources of Funding

<u>Grant</u>	1,752,800
Prior year carry-over	250,000
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	2,002,800
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International Program 2022 / 2023 Preliminary Budget

	2019/20		2020/21		2021/22 Amended		2022/23 Preliminary	
	students	\$	students	\$	students	\$	students	\$
<u>Revenue</u>								
Tuition & Medical Fees	137.8	1,899,307	68.85	974,949	105	1,500,000	130	1,820,000
Medical Fees					105	130,000	130	143,000
Activity Fees	137.8	48,460	64	19,433	66	125,000	110	125,000
Other Fees	137.8	55,662	64	64,742	70	100,000	130	120,000
		2,003,429		1,059,124		1,855,000		2,208,000
Less: Agent Commissions		(240,501)		(103,423)		(180,000)		(218,400)
Gross Student Revenue		1,762,928		955,702		1,675,000		1,989,600
<u>Expenses</u>								
<u>Student Expenses</u>								
Less: Student Medical Fees		95,653		76,035		130,000		143,000
Less: Student Activity Fees		46,094		12,206		125,000		125,000
		141,747		88,241		255,000		268,000
<u>Department Expenses</u>	FTE		FTE		FTE		FTE	
Wages and Benefits	4.4	388,549	3.9	348,848	3.9	359,060	3.9	366,933
Travel/Conferences		56,020		47,387		75,000		100,000
Other Serv/Supp		47,508		39,906		75,000		75,000
		492,077		436,141		509,060		541,933
<u>ELL Support</u>								
(transferred to ELL Program)		151,832		74,632		101,440		103,025
<u>School Staffing Support</u>	FTE		FTE		FTE		FTE	
Counsellor (MSS)	0.286	27,100	0.143	14,325	0.000	-	0.000	-
International Blocks	2.145	203,247	0.429	42,946	1.072	111,524	0.715	74,360
EA FTE	0.786	43,800	0.786	41,322	0.871	47,000	0.786	43,100
		274,147		98,594		158,524		117,460
Total Expenses		1,059,803		697,608		1,024,024		1,030,418
Net International Revenue		703,125		258,094		650,976		959,182
<i>Net Revenue per Student</i>		5,103		3,749		6,200		7,378
<i>Ministry Funded per student</i>		7,468		7,560		7,885		7,885
<i>Surplus (shortage) per student</i>		(2,365)		(3,811)		(1,685)		(507)
Additional Classroom Staffing								
MSS		252,296		196,575		298,473		298,473
Middle		50,059		41,583		66,764		66,764
		302,355		238,158		365,236		365,236
Net Contribution		400,770		19,936		285,739		593,946

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

**May 10, 2022, 3:30 pm
Zoom Meeting**

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

Members Absent: Trustee, Rick McKamey

Staff Present: Superintendent of Schools, Angus Wilson
Secretary-Treasurer, Corien Becker
Director of Finance, Derek Welsh
Director of Student Services Carolynn Schmor
Assistant Superintendent, Karen Alvarez
Director of Operations, Dana MacLean
District Principal of International Education, Collen Hannah
Executive Assistant, Ilona Schmidt (Recorder)

Staff Absent: District Principal of Indigenous Education, Vivian Searwar

Others Present: CUPE President, Nansy Gibson, MTU President, Ryan McCarty

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 held within the traditional, ancestral, unceded and shared lands of the Stó:lo people, which include Sq'ewlets, Leq'á:mel, Sema:th, Matheqwí and Qwó:ltl'el First Nations.

2. ADOPTION OF AGENDA

**MOVED and Seconded THAT the Agenda be adopted as presented.
CARRIED**

3. DELEGATIONS/PRESENTATIONS

4. CURRICULUM

5. UNFINISHED BUSINESS

6. STAFF REPORTS

6.1 2021-2022 Operating Fund Year End Forecast

The Secretary-Treasurer reviewed and summarized the financial forecast information prepared by the Director of Finance. SD75 does not need to draw as much from the Surplus as we anticipated. Staff would like the Board's direction as to where to allocate surplus funds.

Report will be coming to the public board meeting, for formal direction.

6.2 2022/2023 Budget

1 Enrolment: A small shift to Riverside can be seen. Staff have not seen a shift into regular programs as expected. We have lower enrolment for Kindergarten then we projected. Higher numbers may come in September.

2. Staffing: no cross-boundaries have been approved at this time. Increased divisions are observed at the Middle schools. We have also added more divisions to MSS.

3. International: budgeting for 130 students.

4. Grant rates: Our difference is around the \$500,000 until the province reviews the grant rates. We are supporting all employees by paying sick leave. Benefit costs are going up dramatically.

Staff presented the visual graphs.

Questions:

MTU inquired about the projected increase of costs of Benefits. Rates are driving the increase.

Inflation is also putting a big pressure on budgeting.

CUPE inquired about the new sick day legislation and noted the Indigenous Education decrease: on the EA line, we are under budget, but we are over budget on casual EA costs. We expect a reversal next year.

A note was made: It is a bargaining year - when bargaining is resolved, we will go over all of these figures in the amended budget in February.

The Board chair noted that we should be cautious with the use of the Surplus, and that input from MTU and CUPE clarifying needs to be addressed is appreciated.

The Board Vice-chair clarified that setting the contingency % aside is still something we should do.

CUPE shared that BSWs in a lot of elementary schools do not have the time to do all the jobs they are asked to do.

EAs do not get paid for the extra time (they stay to help students as they know it is needed). EAs are paid bell to bell, it feels that every minute is tracked, but many put in extra time. Some have been approved for extra 15 mins, and it takes the pressure off. Some do not ask for extra time to be paid.

MTU's top priority are TTOCs, and MTU feels that qualified applicants are not hired and are turned away.

A comment was made that all the operating fund changes are based on the amended budget. If a position was not filled, it becomes a part of the surplus.

The Secretary-Treasurer would like to hear opinions on the Additional needs on P.13.

A comment was made that more special needs children are coming in, and that a special needs bus may make sense to obtain.

Capital planning: 2 larger buses are being replaced this year, which will give us a spare bus in the end.

MTU inquired about the additional teaching blocks for MSS. Those additional 4 blocks are to allow for flexibility of the timetable. The Assistant Superintendent will confirm, but MSS may be OK.

A question was asked about Riverside and satisfying ITA requirements. We have a list of equipment that needs upgrading. We will use local capital to purchase some of these.

The Director of Finance will provide more details at a later time. The list is coming directly from ITA.

CUPE inquired about MSS YCW labeled as EA. YCW are included in the EA group for rolling up costs (in accounting). Currently, they have 1. Another YCW for Summit etc. With high needs, more support is needed. MSS was down a couple counsellors this year, and this is a way to bring support. Special Ed teacher mentoring EA. Not all teachers/ EAs have the same skill set. It would be beneficial to have a Special Ed teacher or a SLP to support the EAs. 2day/week.

A comment was made about the increased number of students needing support, increased anxiety in general. ITA – meeting standards is extremely important, so the students get their qualifications. Ferndale - WCB item, it is important to have proper technology.

Clarification for “Storefront/Outreach at MSS” - students can pick work up and go elsewhere to work on it.

IT foreman communicated with Microsoft and advised of increased costs of licensing. Teams licenses will go up by \$27,000 next year, \$70,000 the year after, and even higher later. Computer replacement program is falling behind. Good 5-yr plan, some of the computers do not even meet the need being taught. Costs to upgrade technology are increasing rapidly.

A comment was made about the importance of a brand new dust collector for Ferndale, so that the Facilities employees can move there completely. Carpentry facilities need to meet work safe requirements.

Exhaust transportation venting system - Air-care style exhaust for the bus garage has been purchased, will be a specialized installation.

A question was asked about frequency of teacher shortage at Riverside. Not often, as they are small in staffing. There, the issue is specialization of the teachers.

Currently, the biggest issue for SD75 is not enough teachers, and mental health support. We try to support students and staff whichever way we can.

The Director of Finance provided that the Literacy mentor teacher will be added for the next time. Much of the surplus has been built on Covid related issues.

A comment was made that there is a desire to get qualified people, but we cannot seem to find enough. Facilities are important on the priorities list too.

Staff would like to have an idea what the board would like to spend the available surplus money on.

A comment was made, to get more Speech pathologists, upgrade facilities, while finding a balance.

The Vice-chair suggested to use 1 million to 1.2 million and still have some room for contingency.

With the suggestions provided, staff can come back with recommendations.

IT Business Analyst, requests for new apps, programs - IT analyst would help with streamlining the work, to move from paper based to computer system.

A question was asked if hiring a consultant as needed could be considered. It could be considered. We have to write programs regularly, to extract data. We have not built any capacity in house as of yet.

A question was asked if we need to have a list of additional equipment/support? On p. 9, Allocation to local capital: vehicles, etc. \$180,000 is related to technology (PA, telecom, computers). The bulk of the funds is available for computers (also principal and interest payments on loans). We may add some more.

The Board chair indicated support for target for surplus of \$720,000, contingency target \$1,400,000.

A note was made that mental health supports are done through talk therapy, Cognitive Behaviour Therapy. Some students are not able to speak, so the extra support is needed as well.

7. NEW BUSINESS

8. MINUTES OF PREVIOUS MEETINGS

9. INFORMATION ITEMS

10. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 4:35 pm.

Chair, Board of Education

Secretary-Treasurer

The minutes were approved on
[DATE] at the [NAME] meeting.

DRAFT