

SCHOOL DISTRICT NO. 63 (SAANICH)

Saanich Schools



SPECIAL PUBLIC MEETING OF THE BOARD OF EDUCATION

The Board of Education of School District No. 63 (Saanich) will meet at the Saanich School Board Office, 2125 Keating Cross Road, Saanichton, B.C., on Wednesday, April 27, 2011 at 7:00 p.m.

1. **CALL TO ORDER AND WELCOME**

Call to Order

2. **ADOPTION OF AGENDA**

- (i) Consideration of Late Items
- (ii) Adoption of Agenda

3. **2011/12 BUDGET DEBATE**

- (i) Options for Managing the 2011/12 Budget
- (ii) 2011/12 Budget Submission
- (iii) 2011/12 Annual Budget Bylaw

4. **ADJOURNMENT**

Saanich Schools

BRIEFING NOTE



To: Board of Education

Prepared By: Joan Axford
Secretary Treasurer

Subject: 2011/12 Annual Budget Plan

Date: April 22, 2011

Our budget planning process for 2011/12 was established to accomplish three objectives:

1. Review all programs and expenditures to determine that current funding is being spent effectively and efficiently
2. Develop a budget plan that contains the programs and services affordable within current government funding to provide solid evidence of that service level
3. Identify the programs and services that should be restored and cannot be afforded with current government funding levels

The 61 staff and parents who participated in the working groups provided the information to report on all three objectives. The school communities, public budget meeting, survey on our website and budget advisory committee have provided feedback on the working group findings and additional information for the Board.

1. Review all programs and expenditures to determine that funding was spent effectively and efficiently

- a) Each working group determined that funding was spent appropriately and effectively
- b) The working groups identified \$1.057 million in expenditure reductions that could be made if required. All have implications. This reduction is only 1.4% of the operating budget, an amount much less than most businesses would hold in contingency for unexpected costs.
- c) It was confirmed that the balance of expenditures between programs and services was appropriate
- d) It was confirmed that the international program could continue to contribute \$1 million towards other program costs
- e) It was confirmed that the distributed learning program could continue to contribute \$1.2 million towards other program costs
- f) It was determined that the school district is becoming more dependent on local revenues

2. Develop a budget plan that contained the programs and services affordable with present government funding to provide solid evidence of that service level:

- a) The budget survey and feedback from the public meetings and e-mails would rank the revenue adjustments to the 2011/12 operating budget as follows:
- (i) International student revenue increase of \$510,300 offset by cost increases to generate the revenue of \$405,000
 - (ii) Revenue from municipalities for playgrounds and increased community use revenues of \$36,826
 - (iii) Sell our services to others of \$100,000
 - (iv) As all these revenue changes were supported in the survey and budget advisory committee, they have been incorporated into the draft budget plan for Board debate
- b) The budget survey and feedback from the public meetings and e-mails would rank the expenditure adjustments to the 2011/12 operating budget as follows:
- (i) Adjust the school calendar to reduce instructional days, likely a two week spring break saving replacement and utilities costs of \$90,000
 - (ii) Reduce portables - \$44,000
 - (iii) Reduce benefits by managing part time teaching assignments - \$30,000
 - (iv) Reduce school administration - \$85,000
 - (v) Reduce district professional services budget - \$13,000
 - (vi) Reduce district supplies - \$10,000
 - (vii) Reduce school supplies and learning resources - \$150,000
 - (viii) Reduce occupational therapist time by 0.10 - \$10,000
 - (ix) Reduce school technology support - \$25,000
- c) The consultation processes also provided significant support for an automated, centralized TOC system. Although an increase in administrative costs, it was felt needed to ensure fairness in the assignment of TOCs and to make the overall system more efficient. The cost of implementation is determined to be:

Software and Hardware	\$ 54,227
Annual Maintenance	11,606
Phone Lines	5,000
Installation and Staff Set Up	15,036
Ongoing Staff Support	45,981
Total Cost in 2011/12	<u>\$131,150</u>
Annual Cost in 2012/13 onwards	\$ 62,587

The resulting 2011/12 budget plan that incorporates the above advice is attached for Board debate. The balance of spending between programs remains comparative to 2010/11. The overall budget is reduced by \$449,984. The budget incorporates reserves of \$902,380 as a one-time revenue source, makes reductions for enrolment decline and removes one-time 2010/11 expenditures.

This budget plan would result in changes to staffing as follows:

Teaching Staff

Enrolment Decline Grade 1-12	(8.00 FTE)
Full day Kindergarten	3.50 FTE
Continuing Education	2.00 FTE
International Program	2.50 FTE
Parkland and Prospect reduced school admin.	1.53 FTE
Distributed Learning	<u>(4.10) FTE</u>
Net Change	<u>(2.57 FTE)</u>

School Administrators

2 Vice Principal positions are eliminated which equates to 0.47 administrative time and 1.53 teaching time (1.00 at SIDES and 1.00 in the International Program paid from their budgets). Total school administrators remains at 36 with 32 out of regular budgets and 4.00 from SIDES and International.

Support Staff

Increased custodial time for full day K	0.40 FTE
Decreased custodial time for portables	(0.40 FTE)
School technology support	<u>(0.80 FTE)</u>
Net Change	<u>(0.80 FTE)</u>

3. Identify the programs and services that should be restored and cannot be afforded with current government funding levels:

- a) The working groups identified significant underfunding of public education. Firstly by the amount of funding removed as enrolment declines which exceed the associated cost reductions for that enrollment. Over the next four years, further enrolment decline will generate a shortfall of \$3.5 million.
- b) The working groups also identified that the cost increases of providing public education have increased by \$16.9 million since 2005/06 while provincial funding to Saanich has only increased by \$3.3 million-forcing significant reductions to services for students and increased reliance on local revenues.

- c) The working groups also identified programs and services that needed to be restored to provide programs and services that appropriately meet student's needs of \$3.5 million. The list included the following items that were significantly supported in the public survey:
- (i) Reduce class size
 - (ii) Reinstatement of behaviour support, learning assistance, counselling
 - (iii) Automated TOC call-in system
 - (iv) Restore literacy and numeracy support
 - (v) Restore support for students with special needs
 - (vi) Increase support for aboriginal students
 - (vii) Personalized learning support
 - (viii) Improve air quality in schools
 - (ix) Restore technology support
- d) The public survey also supported by 83% that the funding to restore these programs and services should come from the province.

Implementation Processes and Concerns:

1. School Calendar changes require further consultation with parents and staff per the School Act. Both the Saanich Teachers' Association and CUPE Local 441 have indicated that implementation will require agreements through letters of understanding to implement within collective agreements.
2. Portables will need to be sold and moved during the summer months.
3. Staffing processes for teachers will need to consider the creation of more full time work to reduce benefit costs.
4. Municipal Councils will need to agree to support playgrounds and community use contracts will need to be adjusted for new rates.
5. Automated teacher on call system will require significant effort and organization to install.
6. There is a risk in inclusion of the \$100,000 revenue from staff services to others.
7. There is no contingency in this budget should funding protection change in the fall or for any new cost pressures.
8. The ongoing structural shortfall has not been addressed.

JA:rd
Attach.

School District No. 63 (Saanich)
2011/12 Draft Operating Budget Plan

DRAFT 2011/12 BUDGET PLAN

Revenue Categories	2010/11	2011/12	Difference
Provincial Grants	61,974,912	62,150,602	175,690
Pay Equity	377,315	377,415	100
Community Link	374,401	374,401	-
Education Guarantee	491,963	491,963	-
French Program	145,257	145,257	-
Sp Ed	41,250	-	(41,250)
Strong Start, etc	76,720	76,720	-
Subtotal Ministry of Education	63,481,818	63,616,358	134,540

Local Revenues:

International Students LEA	2,527,200	3,037,500	510,300
	2,235,295	2,235,295	-
Crossing Guards	25,174	27,000	1,826
Bus Fees	236,205	236,205	-
Rentals and Leases	266,047	286,047	20,000
Investment Income	175,000	175,000	-
Other:			
Instructional Cafeteria	68,000	68,000	-
STA Support for Employee Assistance	25,900	25,900	-
Arts	7,930	7,930	-
Miscellaneous	92,273	92,273	-
SIDES	483,000	120,000	(363,000)
Municipal Support for Playgrounds and programs		15,000	15,000
Offer our Services to Other Districts and the Community		100,000	100,000
DL International		-	-
Subtotal Local Revenues	6,142,024	6,426,150	284,126
Total Revenues	69,623,842	70,042,508	418,666
Reserves	1,771,030	902,380	(868,650)
Total Revenues and Reserves	71,394,872	70,944,888	(449,984)

**School District No. 63 (Saainich)
2011/12 Draft Operating Budget Plan**

Expenditures by Function and Program	Net		Difference	Reason for Differences
	2010/11	2011/12		
1 INSTRUCTION				
Regular Instruction	35,762,895	35,216,525	(546,370)	Enrolment decline, technology support, supplies, learning resources, closure days
Career Programs	689,086	689,086	-	
Library Services	1,070,200	1,070,200	-	
Counselling	467,864	467,864	-	
Special Education	10,232,770	10,176,763	(56,007)	One Time EA support from reserves
English as a Second Language	360,415	360,415	-	
Aboriginal Education	804,484	804,484	-	
School Administration	3,347,850	3,249,150	(98,700)	
Off Shore Students	1,656,056	2,061,056	405,000	International support increased to support 50 new students
SIDES	6,444,176	6,081,176	(363,000)	Reduction of staffing to manage within revenues
Total Function 1	60,835,796	60,176,719	(659,077)	
% of total budget	85.21%	84.82%		
4 DISTRICT ADMINISTRATION				
Educational Administration	670,147	657,147	(13,000)	Professional services
School District Governance	158,228	148,228	(10,000)	Supplies
Business Administration	1,487,068	1,658,105	171,037	Increases for TOC central call in and office of the Secretary-Treasurer
Total Function 4	2,315,443	2,463,480	148,037	
% of total budget	3.24%	3.47%		
5. Operations and Maintenance				
Operations and Maintenance Administration	466,912	509,944	43,032	Insurance cost increase
Maintenance Operations	4,561,570	4,566,758	5,188	Savings for portables and closure days, cost of full day K classrooms
Maintenance of Grounds	609,053	618,676	9,623	
Utilities	1,324,133	1,318,067	(6,066)	Utilities cost increases partially offset by closure days
Total Function 5	6,961,668	7,013,445	51,777	
% of total budget	9.75%	9.89%		
7. Transportation and Housing				
Transportation and Housing Administration	135,276	136,250	974	Employee Benefits
Student Transportation	1,146,689	1,154,994	8,305	Employee Benefits
Total Function 7	1,281,965	1,291,244	9,279	
% of total budget	1.80%	1.82%		
Total Expenditures	71,394,372	70,944,388	(449,984)	
Difference between Revenue and Expenditures	-	-	-	