



Budget Advisory Committee 2011-12

Friday, March 16, 2012

9:00 - 11:00 a.m., Boardroom

Committee Members:

Monica Schulte, Secretary-Treasurer (Chair)
Keven Elder, Superintendent of Schools
Nicole Bittante, Director of Finance
Jim Standen, Trustee
Cathy Fountas, COPACS
Nancy Borden, COPACS
Dean Coates, CUPE
Rafe Sunshine, CUPE

Sean Hayes, STA
Mark Fraser, SAA
Peter Westhaver, SAA
Bob Lee, SAA
Monica Braniff, SAA
Erika Moser, SAA
Kevin White, SIDES

Guests: Trustees
Marlene Dergousoff, Assistant Superintendent

AGENDA

1. Welcome
2. March 12th Ministry of Education Grant Announcement
3. Budget Priorities from Management Team
4. Review of background materials
 - (a) Breakdown of appropriated surplus (reserves) from the 2010/11 financial statements
 - (b) Graphs from pages 9 & 10 of the Facts Package in dollars
 - (c) Spreadsheet with revenue generating opportunities and draft list of cost-savings during the 2011/12 budget development process
5. Discussion and questions - feedback on ways to manage anticipated shortfall
6. Meeting schedule and adjournment
 - ▶ **Next meeting:** Tuesday, April 17th, time: *to be determined*

SCHOOL DISTRICT NO. 63 (SAANICH)**ANALYSIS OF MINISTRY OF EDUCATION OPERATING GRANT****MARCH 12TH, 2012**

Ministry of Education Operating Grants are calculated every school year based on enrolment at the end of September, February and May. In order to budget for the following school year, enrolments are estimated and a preliminary operating grant is calculated and communicated. This preliminary grant will be recalculated after the September, February and May enrolments are known, but must be used to develop a preliminary budget for the upcoming school year.

The announcement made March 12th, 2012 advised of the estimated operating grant for the 2012/2013 school year.

Significant points to note:

- The September 2012 calculation generates 98.5% of the September 2011 calculation. This results in \$931,453 less funding than in the prior year. This decrease is due to decreased general and unique student needs enrolment, not reductions in per student grant amounts. Per student grant amounts have remain unchanged from the 2011/2012 year and are as follows:
 - Regular \$6,784
 - Distributed Learning \$5,851
 - Level One \$36,600
 - Level Two \$18,300
 - Level Three \$9,200
- In addition to the above, a grant to assist in implementing the BC Education Plan of \$141,948 has been provided. It should be noted that this is likely a one-time grant and should therefore be used on one-time expenditures and we are awaiting Ministerial direction on how this must be spent.
- Also in addition to the above, a grant from the Learning Improvement Fund of \$406,941 has been provided. We are awaiting Ministerial direction on how this must be spent as well.
- Other grants such as the Annual Facilities Grant and Community Link are unchanged.
- School District No. 63 (Saanich) is generating \$2,532,760 in funding protection, therefore any increased enrolment in September will not generate additional funds unless the amount generated is in excess of this amount.
- In addition to the decreased Ministry Operating Grant of \$931,453 School District No. 63 has a 2011/12 structural deficit of \$959,842 which it must find for the 2012/13 budget.
- As School District No. 63 is in funding protection, a contingency should be maintained in the preliminary budget in order to address system pressures if enrolment increases. The district is currently working to determine an appropriate amount and it is intended that this contingency would be fully allocated at the time of the final budget.
- Work is currently underway to develop a balanced 2012/2013 budget which will be presented to the public on April 25th at Bayside Middle School at 7:00 pm.
- The Board will debate the budget at a special board meeting on May 2nd, 2012 at the school board office.

BUDGET PRIORITIES

Management Team Meeting - March 8, 2012
School District 2012/13 Budget

	What MUST be retained?	What COULD be considered for reduction?	What would be the implications of those reductions?
1	E.A., I.S.T., L.A. maintained or increased.		
2	No reductions in admin time (due to cuts in counselling, special ed., so that we can continue to provide services to children) – (2 times)		
3	School Counsellors (need longer sessions)		
4	Keep counselling		
5	Support for mental health		
6	CUPE support for scheduling		
7	Youth & Family Counsellor Service		
8	Student service supports		
9	School clerical support		
10		Eliminate K-3 F.S.L. with teacher librarians doing prep coverage.	Displacement of teachers.
11		Non-enrolling teachers with school-based decisions around where reductions could occur.	
12		Reduction of teacher librarian time. (2 times)	Teacher librarian becomes more of a curriculum teacher/guide for technology and personalized learning.
13		Reduce Learning Resources by 25%	Could be difficult at first as we make the transformation from textbook to a digital focus.
14		Replace custodians and E.A.'s by zone	
15		Reduce clerical & admin time	
16		Learning Resources can be modernized so that Open Source considerations can be made but in-service would be needed for staff	In-service would be needed for staff We need revenue generating ideas: - corporate (for Technology) - facilities for community
17		Review custodial supervision	

BUDGET PRIORITIES

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School District 2012/13 Budget

Revenue Generating Opportunities:

1. Two week Spring break – without reduction of CUPE. Wellness – less sick time, DL/CE summer programs (5 times)
2. Tri-semester system
3. Parkland pilot summer programming and International Summer School through CE (e.g. CISCO Program 80 hours)
4. Sailing academy
5. Remove caps on International Program
6. Consider increasing corporate sponsorship, especially around technology and perhaps around supplies/facilities
7. Review possibilities of International Distributed Learning (3 times)
8. Computer Science Academy – focus on programming and/or networking
9. Grants – hiring a grant writer (whose salary is dependent upon success) to go after grant money (research opportunities, technology, etc.)
10. Foundation for large scale fundraising
11. EA Tech. Annual Conference – to lead Ed Tech and generate some small income
12. Video Conferencing Classes – to sell seats to other districts (e.g. Physics 12), SD 73 could do this.

BUDGET PRIORITIES

Management Team Meeting - March 8, 2012
School District 2012/13 Budget

Other Thoughts:

1. Contracting out as a possibility
2. Review benefit plans
3. Video conferencing for virtual field trips
4. Reducing number of MS windows workstations
5. More Open Source software
6. Develop Open Student and others will ultimately reduce our FTE costs for software and could extend to library, HR, payroll, finance, transportation, callout, etc:
 - ▶ BCeSIS → Open Student
 - ▶ \$10 FTE/yr → \$5 FTE/yr
7. Sick Leave time paybacks as incentives.
8. Renting out Schools Community Use (alcohol).

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School District # 63 (Saanich)
2010/11 Surplus as Allocated to 2011/12 Spending Plans

		Total
Budget 2011/12	\$	959,843
Schools		568,283
International Program		77,663
SIDES		813,610
French Immersion Program		114,468
CUPE Pro D		44,848
Ready Set Learn		1,592
VIHA Grant		4,969
Fetal Alcohol Syndrome Grant		11,334
Strong Start Grant		93,827
First Nations		11,934
Friends Project 2011-12		30,000
Instruction Support		70,925
EA Budget /Class Size		95,394
Achievement Grant		32,544
Music Equipment		85,903
Computer Equipment		15,217
Literacy Grant		14,071
Industry Training Authority Grant		64,709
2010 Legacies Now Grant		60,667
Middle Literacy Grant		60,592
Personalized Learning		3,870
Equipment/Local Capital (Budget 10/11)		406,452
North Saanich school furnishings		150,000
IT dept-professional development-tech plan		200,000
District Energy Program Grant		30,000
Legal issues - teacher arbitration		118,325
Maintenance vehicle replacement		30,000
Additional Unappropriated Surplus		113,826
Unappropriated Surplus		111,168
TOTAL	\$	4,396,035

School District No. 63 (Saanich)
June 30, 2011
School Carryforwards

SCHOOL		SURPLUS (DEFICIT)
Brentwood Elementary	\$	23,986
Cordova Bay Elementary		10,474
Deep Cove Elementary		31,156
Children's Development Center		39,550
Keating Elementary		13,236
Lochside Elementary		(7,801)
Prospect Lake Elementary		27,652
Kelset Elementary		(4,842)
Sidney Elementary		30,740
Stelly's Secondary		101,858
Claremont Secondary		138,116
Parkland Secondary		37,794
ILC		(9,855)
ILC Continuing Education		55,125
North Saanich Middle School		44,941
Royal Oak Middle School		0
Bayside Middle School		36,155
GRAND TOTAL	\$	568,283
Total School Allocation 2011/12 Budget	\$	6,857,795
% Surplus of Total Allocation		8.29%

SCHOOL DISTRICT NO. 63 (SAANICH)
DISTRICT TREND ANALYSIS
AS A PERCENTAGE OF THE TOTAL BUDGET

From 1701	2011/2012	2010/2011	2009/2010	2008/2009
School age and adult FTE	7,220	7,798	7,968	7,694

REVENUE

MOE Operating Grant	59,861,550	59,887,342	59,411,072	59,288,254
Other MOE Revenue	3,754,808	3,399,520	3,626,137	2,384,054
Offshore Tuition	3,037,500	2,527,200	1,990,570	2,330,000
LEA Revenue	2,235,295	2,192,000	2,160,112	1,921,486
Rentals and Leases	286,047	266,047	266,047	180,546
Investment Income	175,000	200,000	450,000	670,000
Miscellaneous Revenue	694,019	877,277	973,146	827,661
	<u>70,044,219</u>	<u>69,349,386</u>	<u>68,877,084</u>	<u>67,602,001</u>

EXPENSES BY OBJECT

Teachers	30,465,115	30,680,643	29,361,214	30,093,879
Principals and Vice Principals	3,629,271	3,559,949	3,561,481	3,477,334
Education Assistants	4,047,583	3,942,539	3,854,582	3,725,193
Support Staff	6,868,759	6,835,464	7,020,602	7,086,778
Other Professionals	2,150,957	2,023,781	2,089,000	1,931,726
Substitutes	2,331,154	2,193,440	2,151,964	2,145,395
Benefits	12,711,596	12,463,450	12,440,282	12,596,158
Services	2,553,622	2,211,903	2,087,276	1,559,406
Pro-D and Travel	471,697	399,326	447,435	510,006
Rentals and Leases	117,283	117,283	114,411	111,500
Dues and Fees	150,183	151,246	170,666	299,620
Insurance	190,195	189,295	188,384	217,938
Interest	0	0	544,167	0
Supplies	4,224,897	4,057,640	4,193,107	5,621,194
Utilities	1,205,576	1,123,427	1,067,079	1,070,579
	<u>71,117,888</u>	<u>69,949,386</u>	<u>69,291,650</u>	<u>70,446,706</u>

SCHOOL DISTRICT NO. 63 (SAANICH)
DISTRICT TREND ANALYSIS
AS A PERCENTAGE OF THE TOTAL BUDGET

EXPENSES BY PROGRAM

Regular Instruction	35,475,417	35,216,553	34,312,730	36,146,624
Career Programs	868,904	604,968	653,344	845,930
Library Services	1,072,507	1,080,282	1,163,513	1,323,363
Counselling	468,122	671,378	746,746	768,273
Special Education	10,070,130	10,224,844	9,894,128	8,505,886
ESL	360,596	319,470	238,590	254,616
Aboriginal Education	805,212	696,931	686,819	551,258
School Administration	3,073,931	3,273,348	3,310,424	4,409,900
Offshore Students	2,061,630	1,516,526	1,554,047	1,497,268
Distributed Learning	6,179,380	6,266,355	5,992,956	6,107,603
Educational Admin	671,080	668,287	662,191	637,645
Governance	148,228	148,109	153,919	168,720
Business Admin	1,528,062	1,386,150	1,425,470	1,386,804
O & M Admin	505,651	476,568	490,080	514,505
Maintenance Operations	4,599,958	4,304,374	4,580,776	4,462,101
Maintenance of Grounds	583,769	583,975	579,186	564,823
Utilities	1,354,067	1,265,051	1,067,079	1,080,579
Transportation Admin	135,342	104,497	100,196	95,883
Transportation	1,155,902	1,141,720	1,135,289	1,124,925
Interest	0	0	544,167	0
	<u>71,117,888</u>	<u>69,949,386</u>	<u>69,291,650</u>	<u>70,446,706</u>

School District No. 63 (Saanich)

List of Revenue Generating Ideas for 2012/13 Budget Development Process

Options

Implications

1	Introduce an Administrative fee under our Joint Use Agreements	Municipalities may not be able to afford in their budgets Reduced recreation for residents
2	School Bus service reductions and/or Increase Bus Fees	Increase fees to avoid reducing services Will require more stringent rules around ridership and paying fees
3	Pay for Equipment, Technology and Maintenance Costs from Local Capital	Local capital will deplete and then this will become an operating pressure in future Not able to utilize local capital for new program improvements like the Mount Newton Legacy
4	Local Revenue Opportunities - Specialized Programs	A number of groups indicated that further local revenue opportunities and opportunities to increase enrolment through the addition of specialized programs should be investigated
5	Shared Services - externally	Look for efficiencies that may come from shared services with our neighbouring districts which can result in savings at the management level
6	Shared Services - internally	Investigate shared services within our district in the areas of technology, library services, accounting, replacement staffing, counselling
7	Crossing Guards	Consideration for an increase to the sharing ratio by local municipalities towards the cost of crossing-guards, since this is not a requirement of the School Act, but a public safety responsibility of the communities served.
8	Standards for After-School Program Play structures	The requirement of Vancouver Island Health Authority for differing standards for after-school program play structures poses a requirement that diverts current staff resources. o Encourage daycare licenses to exclude play-structures from their operation or provide for a fee of \$50 per month per structure to defray increased labour costs o Alter policy to provide for parent advisory groups to deposit a maintenance/replacement fund for failed or unsafe parts as well as \$6,500 annual fall protection
9	International Program	Increasing revenue from the international program. We understand from the SISP working group that it is feasible to increase revenue to the district by as much as \$400,000. In relation to administration, this would see the SISP infrastructure needing to be enhanced in a number of ways including having the principal position be increased to full-time. This could result in having the Parkland administration team reshaped with reduced costs and enhanced services.

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List of Revenue Generating Ideas for 2012/13 Budget Development Process

Options		Implications
10	International Distributed Learning	Generating revenue through international distributed learning. As described in the DL working group report, the province is poised to offer BC distributed learning courses to off-shore international students, and SIDES is ideally situated to do just that.
11	Contracting Information Technology	Generating revenue through contracting information technology services to other districts. Perhaps also through a business company, offering contracted services from our IT department would serve three purposes: generating revenue; allowing our very strong staff to be retained as we move toward anticipated downsizing that comes with efficiencies (planned self-obsolescence); and, allowing our staff to be retained rather than be attracted to better opportunities elsewhere.
12	Specialized Programs or Specialized Schools	<p>Attracting students to specialized programs or perhaps even specialized schools.</p> <p>One example of a specialized program is the new climbing academy at Stelly's.</p> <p>Examples given were:</p> <ul style="list-style-type: none"> o Due to low enrollment at Parkland it might be wise to consider reconceiving Parkland as a specialized magnet school of some kind o Policy 2210 – take a hard look to see whether there are options for external source funding or partnerships, such as support/sponsorship from local businesses o Continue to expand Continuing Education opportunities, especially at Saanichton where there is room to offer programs to the community, e.g. Early Childhood Education diploma through Camosun (maximize provincial funding) o Continuation of the French Immersion and Core French Programs

School District 63 (Saanich) List of Reduction Options for 2012/13 Budget Development Process

Option	Implications
1 School and District Based Non-Enrolling Teachers	Reduced counselling, learning assistance, integration support and ESL at schools Difficult to implement the comprehensive school model at the middle school level without this support and Professional Staff Less support for students and more st
2 Enhanced Spring and/or Winter Break	May reduce absenteeism as healthier for staff and students Possible day care cost for parents Significant cost to lower paid staff
3 Reduce School Clerical	Difficult for smaller schools with only basic support at this time
4 Crossing Guard Program	Student safety may be at risk School Administrators will see additional workload Need to develop a student crossing guard program or parent volunteers
5 Trustee advocacy/community relations	Reduced advocacy/community relations from the Board
6 Conference & Travel for other than teaching staff	Reduced attendance at educational conferences Reduced opportunity to provide input into Government decision making
7 Reduce Learning Resources	Classrooms will have less resources Option is suggested to reduce class size
8 Reduce security to weekends	Custodians will ensure buildings are secure May result in more vandalism
9 Reduce cost of Custodial Supervision/Replacement staffing	Custodial supervisor will concentrate on replacement staffing rather than monitoring of staff work Cleanliness of schools will suffer
10 Reduced Absenteeism	Need to reduce these costs to retain continuing staff Less services when staff are absent
11 Replacement Staffing	Cost of replacement staffing may be a result of added stress and pressures to meet student needs. All groups expressed an interest in reducing the cost of staff replacements in some manner.
12 Non-Enrolling Teachers	Cuts to non-enrolling teachers in 2010/11 did not affect all non-enrolling teachers, primarily those in student services both at the district and school levels which adversely affect services to students with special needs. Any future reductions to non-enrolling staff need to be more fairly distributed.

School District 63 (Saanich) List of Reduction Options for 2012/13 Budget Development Process

Option	Implications
13 Energy Conservation	Engaging staff and students in energy conservation and waste management with savings coming from enhanced recycling and reduced usage of heat and light.
14 Counselling	Manage elementary and middle school counselling by our school zones
15 Support Staff Replacement Staffing	Change the support staff replacement staffing process to reduce costs especially in the area of replacement for reasons other than illness such as vacation, joint meetings, union business.
16 Portable Classrooms	Reduction of surplus portable classrooms as enrolment declines.
17 Transportation Allowances/Services	Investigation of alternate transportation allowances or services that may allow full-service special education routes to be modified or more efficient.
18 E-Learning or E-Books	Increased e-learning or e-book resources to replace hardcover textbooks.
19 District Level Supplies/Services	Reduce supplies and services at the district level.
20 School Admin Supplies/Equipment	Reduce school administration costs in the area of supplies and equipment.
21 Employee Benefit Costs	Review the number of part time teaching positions to reduce employee benefit costs.
22 Secondary Counsellors	Explore the role of secondary counsellors, especially as it relates to student scheduling, timetabling, with the thought that some of these jobs can be done by other staff.
23 Reduce Supplies Budget to Schools	Reduction in supplies for schools
24 Staffing	Reducing staffing by x FTE teachers. This option is subject to a number of parameters outlined in the regular instruction group report.
25 Special Education	Savings in Special Education through a reduction in occupational therapists and supply and equipment budgets
26 Computer Technical Support	Reduce elementary computer technical support.