

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 | - | - | - | |