

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Agenda

- Committee Members: Trustee Martin, Chair
Trustee McMurphy
Trustee VanWell
- Staff Support: Jason Reid, Secretary-Treasurer
Dave Eberwein, Superintendent of Schools
Megan Cimaglia, Director of Finance
Rob Lumb, Director of Facilities
Cody Henschel, Director of Information Technology
- Partner Representatives: Don Peterson, STA
Dean Coates, CUPE
David Mark, SAA
James Taylor, COPACS
- Other Attendees:

Tuesday, April 6, 2021
10:00 am, MS Teams

A. PRESENTATIONS AND QUESTIONS

1. Keating Flyover Presentation/Question & Answer

B. ITEMS FOR DISCUSSION

No Items.

C. ITEMS FOR RECOMMENDATION

1. Saanich International Student Program Tuition Fees 2022/23

Staff Recommendation:

That the Board approve increasing the international tuition fees from \$13,750 to \$14,750 effective September 2022.

2. ILC Broadmead Expansion

Staff Recommendation:

That the Board approve expansion of the ILC Broadmead location and negotiation of a five year lease for the expanded space.

D. ITEMS FOR INFORMATION

1. Fiscal Forecast – attachment
- 2/ 2021/22 Funding Rate Announcement [2021/22 Funding Announcement](#)
2. 2021/22 Capital Plan Response Letter - attachment
3. White Road Funding Application

E. FUTURE AGENDA ITEMS

1. Parkland Track 2021 Steering Committee Report (May)
2. Energy Plan Report (May)
3. 2021/22 Capital Plan Bylaw (May/June)
4. Capital Plan Submission 2022/23 (June)

To: Finance Facilities and Technology Committee

Prepared By: Jason Reid

Subject: International Tuition Revenues

Date: March 30, 2021

Purpose

The purpose of this briefing note is to recommend that the tuition fee for international program students be increased from \$13,750 to \$14,750 effective September 2022.

Background

The Board establishes tuition and homestay fees for international students, and adjustment is recommended at this time to accommodate recruitment planning for the 2022/23 school year.

Tuition fees were last adjusted from \$12,750 to \$13,750 effective September 2018. Historically, when reviewing fees the school district's approach has been to set fees between those charged by SD61 (Victoria) and SD62 (Sooke).

Homestay fees were last adjusted from \$925 to \$975 for September 2020, and a further increase is not recommended for September 2022.

Proposed Tuition Fee Adjustment

The rationale for the increase is to fund inflationary costs of program delivery, and to keep pace with fees charged by neighbouring school districts. This proposed adjustment represents an increase of 7.3% over 4 years (2018 to 2022).

Current tuition fees charged by regional school districts:

- SD61 (Victoria): \$15,000/year
- SD62 (Sooke): \$13,500/year
- SD68 (Nanaimo-Ladysmith): 13,250/year
- SD71 (Comox Valley): \$13,000/year
- SD79 (Cowichan): \$14,000/year

SD61 (Victoria) and SD62 (Sooke) last adjusted their tuition fees effective September 2021 and September 2020 respectively.

Staff Recommendation:

That the Board approve increasing the international tuition fees from \$13,750 to \$14,750 effective September 2022.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jason Reid".

Jason Reid
Secretary Treasurer

JR/klg

To: Finance Facilities and Technology Committee

Prepared By: Jason Reid

Subject: Expansion of ILC Broadmead

Date: March 30, 2021

Purpose

The purpose of this briefing note is to recommend expansion of the Broadmead location of the Individual Learning Centre (ILC) by leasing additional space available on the second floor in same building as the existing school.

Background

The school district currently leases a 2,591 square foot storefront location for the Individual Learning Centre (ILC) Broadmead location at 4420 Chatterton Way. The district has leased this space since December 1, 2003. As program success and enrolment demand has grown, the size of the space has become a limitation to the program.

In 2018, ILC implemented a program called the “Junior Cohort” to support at risk vulnerable Grade 9 students who needed more wrap around support in their transition to secondary school. The data collected prior to this decision reflected an increase (over the previous three years) in the number of Grade 9 students transitioning from neighbourhood secondary schools into ILC in the second half of their school year after having completed no courses at the Grade 9 level. The goal of the program is to offer a gradual transition that builds academic success for vulnerable students, rather than having students enter ILC only after failing to succeed in a neighbourhood school. This program has been successful with strong results and is necessary for supporting vulnerable students.

For the past two years, this program has operated at both campuses (Saanichton and Broadmead); however, enrolment has been limited at Broadmead by the space available. As a separate classroom was not available, the program has been operating at ILC Broadmead in the corner of the existing learning space.

The Broadmead location serves the south zone, but is also more accessible for all students due to its location, which is well served by transit. Program demand currently exceeds available spaces at ILC Broadmead and demand is expected to increase as the district supports students post Covid.

For a few years the district has been considering options for expansion and recently worked with Colliers International to identify potential alternate space in the area. While an appropriate alternate location was not identified, a suitable space for an additional classroom has recently become available on the second floor of 4420 Chatterton and is

easily accessible from the current storefront location. The additional space is 1,168 square feet and the annual cost for rental and operating costs is \$45,000. The annual rental/operating cost of the existing storefront location is \$96,768.

Proposed Expansion

As program demand currently exceeds available spaces at ILC Broadmead, expansion of the space is needed to increase our capacity to support vulnerable students. Expansion will also reduce density within the space addressing concerns that have been raised (particularly during the pandemic).

This addition will increase the number of spaces by 8-10 FTE at Broadmead without the need for additional staffing cost (space is the limiting factor). As the program will increase the retention of students in Saanich Schools (into ILC and other district secondary schools) it is anticipated that the cost of the space will be funded by increased district funded enrolment.

The cost to renovate the space is estimated to be \$15,000 to \$20,000 and can be funded from existing maintenance and equipment replacement budgets. However, successful negotiation of the lease is dependent on receiving permission to remove walls to create a larger single learning space.

The lease for the existing store front location ends June 2021, and if the additional space (Suite 202) is secured the intention is to renew the lease of the expanded space for five years.

Staff Recommendation:

That the Board approve expansion of the ILC Broadmead location and negotiation of a five year lease for the expanded space.

Respectfully submitted,



Jason Reid
Secretary Treasurer

JR/klg

Saanich School District
2020/21 Year-End Projection (Operating Fund w/CEF)

Actual and Forecasted Results

As at March 31, 2021

	Prior Year Actual 2019	Prior Year Actual 2020	Amended Budget	Current Budget	Revenue/ Expenditures to February 28, 2021	Projected Revenue and Expenditure	Variance From Budget	Notes
Revenue								
621 Consolidated Revenue Grants	(68,251,286)	(69,978,199)	(72,902,887)	(73,026,935)	(43,870,343)	(73,026,935)	-	
627 Indig. Northern Affairs Canada (INAC) Recovery	2,984,092	3,281,144	3,048,231	3,148,859	1,889,315	3,148,859	-	
629 Other Ministry Of Ed Grants <i>includes Pay Equity, Ad hoc MOE grants, Grad adult funding</i>	(1,277,918)	346,623	(3,145,336)	(3,287,019)	(1,837,300)	(3,287,019)	-	
629 Classroom Enhancement Fund (CEF)	(7,832,734)	(7,617,267)	(7,697,396)	(7,697,396)	(4,443,236)	(7,697,396)	-	
630 Federal Grants <i>French Odyssey Grant, Jordan's Principle</i>	-	(52,923)	-	-	-	-	-	
645 Instructional Cafeteria Revenue	(158,687)	(111,259)	(68,000)	(68,000)	(68,642)	(68,642)	642	
646 Local Education Agreements/Direct Funding Indig.	(2,984,092)	(3,281,144)	(3,048,231)	(3,148,859)	(1,889,315)	(3,148,859)	-	
647 International and Out of Province Students	(7,445,332)	(7,086,493)	(2,238,500)	(2,238,500)	(3,088,441)	(2,800,000)	561,500	Note 1
649 Misc. Fees & Revenues <i>includes ad hoc grants received, recovery revenue from shared services, funding from municipalities</i>	(738,841)	(439,018)	(209,434)	(264,247)	(332,434)	(332,434)	68,187	
650 Text Book Deposit Receipts	-	-	-	-	-	-	-	
651 Community Use Of Facilities	(20,229)	(12,874)	-	-	(7,344)	(7,344)	7,344	
659 Other Rentals & Leases	(373,872)	(378,889)	(390,000)	(390,000)	(214,310)	(354,000)	(36,000)	
660 Exchange (Gain) Loss	(2,659)	15,273	-	-	(947)	(947)	947	
661 Interest On Short Term Deposits	(387,270)	(369,858)	(200,000)	(200,000)	(132,336)	(212,000)	12,000	
662 Appropriated Surplus (prior years carry forward amounts)	-	-	(5,457,235)	(5,954,376)	-	(5,954,376)	-	
672 Student Fees/Certifications	(64,207)	(101,790)	(75,000)	(75,000)	(52,850)	(75,000)	-	
Total Revenue	(86,553,035)	(85,786,674)	(92,383,788)	(93,201,473)	(54,048,183)	(93,816,093)	614,620	
Expenses								
105 Salaries - P/VP	4,535,583	4,548,388	4,523,136	4,683,763	3,106,270	4,631,998	51,765	
111 Salaries - Teachers <i>(incl. POSR)</i>	35,158,350	35,048,397	40,028,990	39,765,465	22,687,213	38,847,397	918,068	Note 2
307 - Teacher remedy	1,217,910	973,130	827,473	1,085,486	426,388	1,085,486	-	Note 3
Teacher remedy unspent	-	-	-	-	-	-	-	
122 Salaries - Support Staff <i>(incl. In Service, WCB and First Aid)</i>	8,335,824	8,034,024	8,751,825	8,915,521	5,861,942	8,830,273	85,248	
123 Salaries - Other Professionals	2,727,455	3,076,688	3,122,822	3,176,386	1,927,855	3,199,191	(22,805)	
131 Salaries - Educational Assistants	4,596,491	4,910,856	5,682,599	5,689,905	3,284,216	5,463,891	226,015	Note 4
143 Support Staff Replacement Costs	518,363	390,629	394,383	393,228	336,619	439,786	(46,558)	
146 Teacher Replacement Costs	2,576,226	2,242,596	2,729,460	2,687,461	1,635,475	2,733,671	(46,210)	
	59,666,202	59,224,708	66,060,688	66,397,215	39,265,978	65,231,694	1,165,521	
200 Benefits	14,687,466	14,261,495	16,515,275	16,595,975	9,345,389	16,277,485	318,490	Note 5
	14,687,466	14,261,495	16,515,275	16,595,975	9,345,389	16,277,485	318,490	
Services & Supplies								
Services	4,696,799	4,650,249	2,979,979	2,890,998	1,861,317	3,330,998	(440,000)	Note 6
Pro-D & Travel	671,213	528,389	757,260	742,506	241,362	742,506	-	
Rentals & Leases	94,027	92,429	125,012	125,012	74,199	125,012	-	
Dues & Fees	272,919	336,159	342,400	364,400	290,861	364,400	-	
Insurance	168,378	167,891	172,000	174,000	158,102	174,000	-	

	Prior Year Actual 2019	Prior Year Actual 2020	Amended Budget	Current Budget	Revenue/ Expenditures to February 28, 2021	Projected Revenue and Expenditure	Variance From Budget	Notes
Supplies	3,042,502	1,960,575	3,334,453	3,786,726	1,844,189	2,271,726	1,515,000	Note 7
Utilities	1,531,380	1,357,815	1,599,580	1,627,500	704,429	1,627,500	-	
	10,477,218	9,093,507	9,310,684	9,711,142	5,174,459	8,636,142	1,075,000	
Total Expenses	84,830,886	82,579,710	91,886,647	92,704,332	53,785,826	90,145,322	2,559,011	
Transfer from operating for purchase of capital assets	615,580	1,677,301	396,003	396,003	-	396,003	-	
Transfer from operating to support special purpose funds	6,947	-	-	-	-	-	-	
Transfer to local capital for asset replacement reserve	57,060	92,138	101,138	101,138	-	101,138	-	
(Surplus)/Deficit	(1,042,562)	(1,437,525)	-	0	(262,357)	(3,173,630)	3,173,631	
					Opening Unrestricted Surplus	(723,702)		
					Estimated School and District Carry Forwards	1,000,000		
					Estimated Closing Unrestricted (Surplus)/Deficit	(2,897,332)		

Amended Budget is the February *Amended Annual Budget*, which was approved by the Board on February 17, 2021.

Current Budget is the current working budget.

Certain comparative figures have been restated to conform with current year's presentation

Variance comments:

Note 1 - International and Out of Province Students positive variance is due to having approximately 20 more students than budgeted (approximately 130 FTE instead of 110FTE) and higher homestay revenue (offset by additional homestay fees) due to more students than budgeted and longer stay due to the quarantine period. Figures here are subject to change based on entry decisions by Immigration, Refugees and Citizenship Canada (IRCC).

Note 2 - If any teacher salary savings occur, to the extent that these savings are attributable to the Classroom Enhancement Fund, it may result in claw back of funding. Teacher salary savings may be required to offset higher teacher replacement costs. Teacher salaries positive variance is due to:

- Current average teacher salary being lower than budgeted.
- In the fall, we deployed fewer teachers than budgeted due, in part, to hiring lag in filling positions.
- \$1,206,452 budget reallocation from from Federal Safe Return to Class Fund to fund additional teacher staffing (neighborhood schools) is now reflected.

Note 3 - We currently assume that teachers will use all remedy they are entitled to during the year. This assumption may need to be adjusted as the year progresses based on elected usage by teachers and ability of the District to provide teachers on call to deliver the remedy. Funding for remedy is targeted and cannot be used for any other purpose.

Note 4 - Education Assistant (EA) salaries positive variance is due to several factors:

- This budget is allocated across the 17 school budget centres and each centre maintains conservatism in deployment of resources to remain on budget.
 - Schools fill as many full time EA positions as they can but inevitably, EAs take unpaid time off and are not replaced or are replaced with a lower cost temporary employee (when we budgeted the role to be filled by a full time permanent employee).
 - Hiring lag in deployment of September EA funding.
- Now being offset by increases to existing EA assignments where possible.

Note 5 - Benefits are currently expected to be under budget due to a number of small factors.

Note 6 - Additional homestay costs associated with higher than budgeted international student revenue.

Note 7 - Assumption made in preparing this forecast is that departments and schools will spend their services and supplies budgets as allocated, other than the following:
(\$1,000,000) expected school and district carry forward
(\$515,000) accumulated estimated unspent departmental services and supplies budgets

\$1,515,000



March 18, 2021

Ref: 245302

To: Secretary-Treasurer and Superintendent
School District No. 63 (Saanich)

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2021/22

The Ministry is approaching Capital Plan Response Letters for the upcoming fiscal year in two stages, in response to school districts' 2021/22 Annual Five-Year Capital Plan submission as submitted to the Ministry prior to July 31, 2020.

This **initial** Capital Plan Response Letter identifies approved projects from the School Enhancement Program (SEP) and Carbon Neutral Capital Program (CNCP), and has been determined using the known base budgets for these programs for the 2021/22 fiscal year.

An **amended** Capital Plan Response Letter will follow in May to identify any additional approved projects under SEP and CNCP, reflecting any changes to program allocations announced through the Budget on April 20th. **Amended** letters will also identify supported and approved capital projects for the other minor and major capital programs, including:

- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)
- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)

The table below identifies the minor capital projects from the Ministry's 2021/22 annual capital programs that are approved for funding, and are able to proceed to procurement at this point in time.

MINOR CAPITAL PROJECTS

New projects for SEP and CNCP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Children's Development Center	SEP - HVAC upgrades	\$200,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Claremont Secondary	SEP - Roofing upgrades	\$500,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Bayside Middle	SEP - HVAC upgrades	\$420,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Children's Development Center	CNCP - Energy Systems Upgrade	\$50,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

An Annual Programs Funding Agreement will accompany the **amended** Capital Plan Response Letter in May, which will outline specific Ministry and Board related obligations associated with all approved capital projects for the 2021/22 fiscal year.

Boards of Education will be required to adopt a single Capital Bylaw for their approved 2021/22 Five-Year Capital Plan, as identified in the **amended** Capital Plan Response Letter in May.

Lastly, the Ministry will provide Capital Plan Instructions for the upcoming 2022/23 Annual Five-Year Capital Plan submission in the coming weeks, in alignment with the launch of the Ministry's new online Capital Asset Planning System (CAPS) platform.

Please contact Capital Management Branch Director Michael Nyikes with any questions regarding this **initial** Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



François Bertrand, Acting Executive Director
Capital Management Branch

pc: Michael Nyikes, Director, Capital Management Branch
Ravnit Aujla, Planning Officer, Capital Management Branch