

Open Committee of the Whole Meeting Report to the Board May 14, 2024

In Attendance at Meeting:

Trustees:

Michelle Waite, Board Chair
Susan Leslie, Vice-Chair
Chelsea McCannel-Keene, Trustee
Cristi May Sacht, Trustee
Sarah Jane Howe, Trustee
Shannon Aldinger, Trustee

Staff:

Dr. Jeremy Morrow, Superintendent
Carrie McVeigh, Secretary Treasurer
Dr. Vivian Collyer, Associate Superintendent
Jennifer Nelson, Assistant Secretary Treasurer
Candice Hilton, Director of Finance

Regrets: Janice Caton, Trustee

Recording Secretary: Heidi Bell, Senior Executive Assistant

A. Welcome

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

B. Call to Order

Trustee Howe called the meeting to order at 5:31 pm.

C. Adoption of Agenda

THAT the agenda be approved as presented.

[May Sacht/Leslie]

CARRIED

D. Presentations / Delegations

1. **Environmental Outdoor Learning Update** – Serina Allison, Lead Teacher in Environmental Sustainability & Numeracy, and Sarah Nolin, Teacher.

Pages 1-6

Dr. Vivian Collyer, Associate Superintendent, introduced Serina Allison and Sarah Nolin, and expressed gratitude for the work that Serina Allison has been doing. Highlights included what will be continuing into the next school year (district bikes and snowshoes), garden-based learning framework, youth climate action conference 2024, and answered trustee questions.

E. Information Items

1. Strategic Planning – Verbal Update, Jeremy Morrow, Superintendent

The Superintendent spoke to the Strategic Plan Writing Team sessions. The third session took place last week, and the fourth session will take place next week. The Superintendent noted his gratitude for the writing teamwork over four full days. The work has included data dives, grouping, theming out feedback from the communities and some writing on the third writing day. The writing team will be ready to present a draft at June's Board Meeting.

2. 2024-25 Annual Operating Budget Preliminary Report and PowerPoint Carrie McVeigh, Secretary-Treasurer

Pages 7-34

The Secretary-Treasurer introduced Jennifer Nelson, Assistant Secretary-Treasurer and supported by Candice Hilton, Director of Finance to do the presentation. Ms. Nelson thanked Ms. Hilton for her work putting together the budget information, which is focused on the operating portion of the budget. Ms. Nelson and Ms. Hilton answered questions from Trustees and the public.

The Superintendent spoke to the education administration cost of \$205,000 for a proposed District Principal position to focus on anti-racism, diversity, and equity (safe and caring schools).

F. Adjournment – 6:52 pm

THAT the meeting be adjourned.

[McCannel-Keene/Sacht]

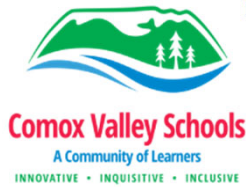
CARRIED

Environmental and Outdoor Learning Update

Presented to the Committee of the Whole

by **Serina Allison** - Lead Teacher, Environmental Sustainability and Numeracy
and **Sarah Nolin**, Teacher, Airport Elementary

May 14, 2024



1



SCHOOL CYCLING PROGRAM- SD71






- 2-day program for all grade 4/5 student
- Partnership with Comox Valley Cycling Coalition
- Day 1 – Bike handling skills
- Day 2 – Safe road riding
- **NEW** – Non rider / diverse needs pilot

DISTRICT BIKES

Fully Booked until June 29th, 2024












- Bookable bikes
- Teacher driven
- Explore place
- Active transportation

2



District Snowshoes

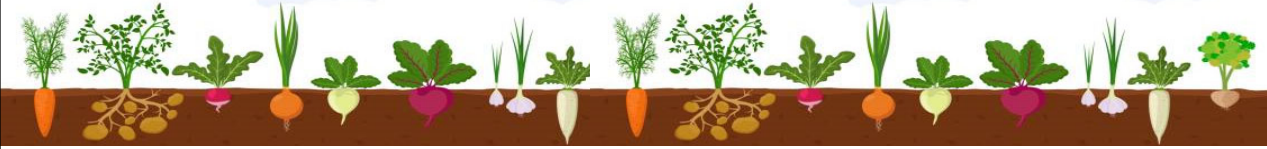
- Explore Place
- Alpine & winter environment
- Physical Literacy
- Climate Literacy
- Risk Assessment
- Self-care
- Caring for self, others, and environment










3





What garden-based learning approaches, structures, and practices foster environmental stewardship and connections to place?



How can schools develop and sustain garden spaces as an ongoing learning environment?

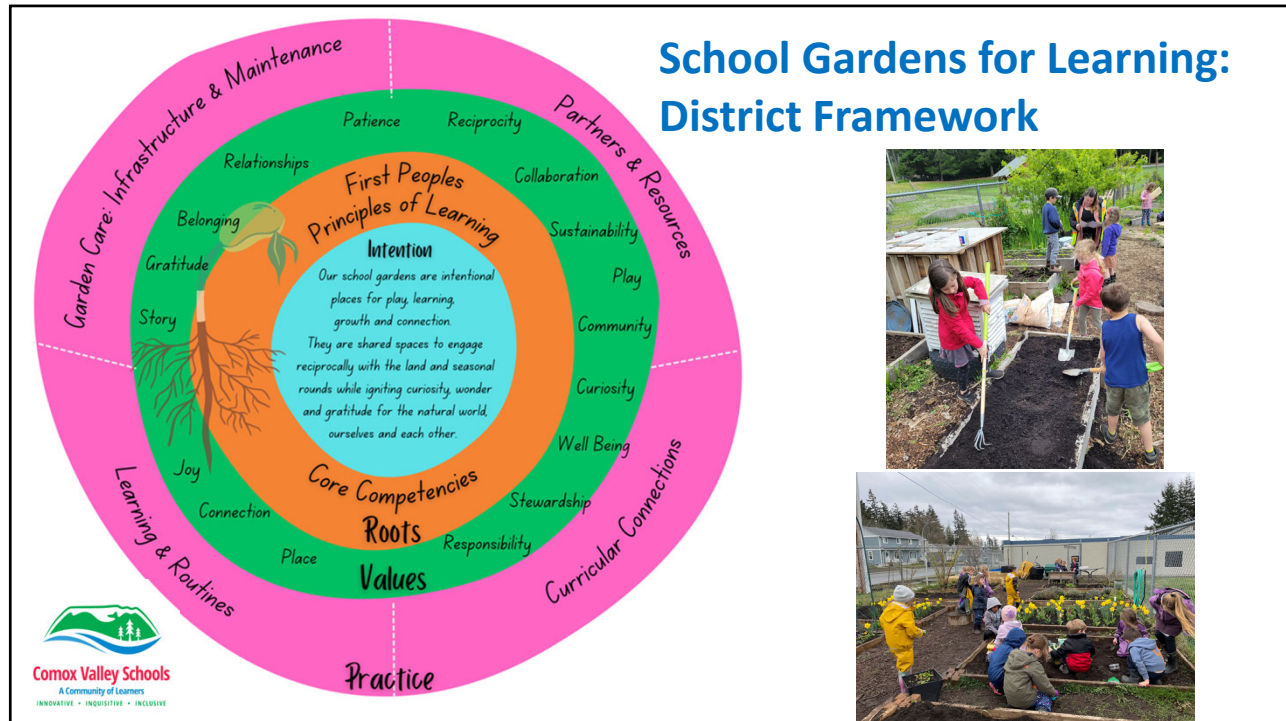
Lead Garden Schools & Teachers

Denman
NIDES
Arden

Huband Park
Brooklyn

Queneesh
Ecole Puntledge Park
Airport

4



5



6

Collaborative Process





Communication Station



School Gardens for Learning

Learning Themes:

- Core Competencies
- First Peoples Principles of Learning
- Reciprocity
- Place Based
- Nature as co-teacher
- Seasonal Rounds
- Environmentally friendly practices
- UN Sustainability Goals
- Play & Risky Play

"The plants are our oldest teachers – our role is not to control or change the world as humans, but to learn from the world how to be human – we humans are the newest arrivals on earth, the youngsters, just learning to find our way" (pp. 205-206).

Braiding Sweetgrass ~ Robin Wall-Kimmer (2013)

7



P h j d q # h q l

Resources & Community



Mentorship



LUSH VALLEY



LEARN71





8



9



10



2024-25 ANNUAL OPERATING BUDGET PRELIMINARY REPORT

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

May 14, 2024

2024-25 Annual Budget

Introduction

As required by the *School Act*, the Board of Education must prepare and adopt an Annual Budget on or before June 30th of each year.

For the 2024-25 school year, School District No. 71 is in a position to adopt a balanced budget which represents:

- Setting priorities for the delivery of student learning
- Projecting student enrolment
- Cost pressures related to maintaining the ongoing level of programs and services in the district that are out of the district's control and are not funded by the Ministry
- Projecting revenues (international student fees, rental fees, interest revenue, Ministry grants, etc.)
- Identifying strategies and options to address the net budget position (projected revenues less projected expenditures)
- Reviewing the budget against the Board's strategic priorities

Development of the 2024-25 Annual Budget includes an open process allowing for consultation and two-way communication. This includes ensuring public awareness of the budget process and the expenditure of public funds to support the educational programs and operations of the District.

Budget Background Information

The Annual Budget is a consolidation of three separate funds which are restricted for certain purposes – Operating Fund, Special Purpose Fund, and Capital Fund.

The focus of this report will be on the Operating Fund only.

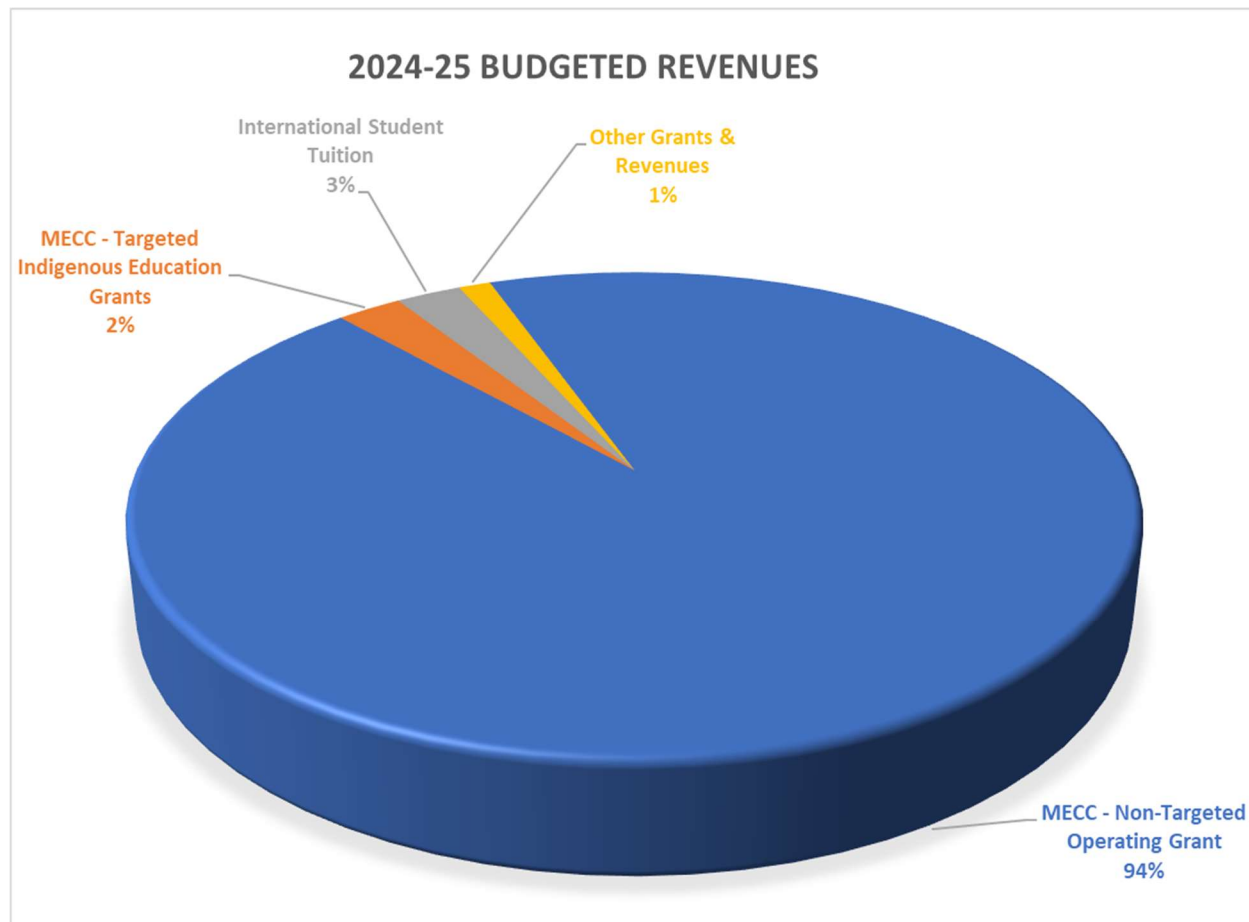
OPERATING FUND

The Operating Fund includes operating grants and other revenues which are used to fund instructional programs, school and district administration, facilities operations, maintenance and transportation.

This is the majority of the school district funding and provides for the salary and benefit costs of employees and other services and supplies related to the ongoing operations of the school district.

Operating Fund – Revenues

The majority of the Districts' operating revenue (96%) is derived from the Ministry of Education and Child Care Operating Grant. The Province establishes this grant annually for public education using a funding allocation system (FAS) that is intended to ensure equity across all districts in British Columbia.

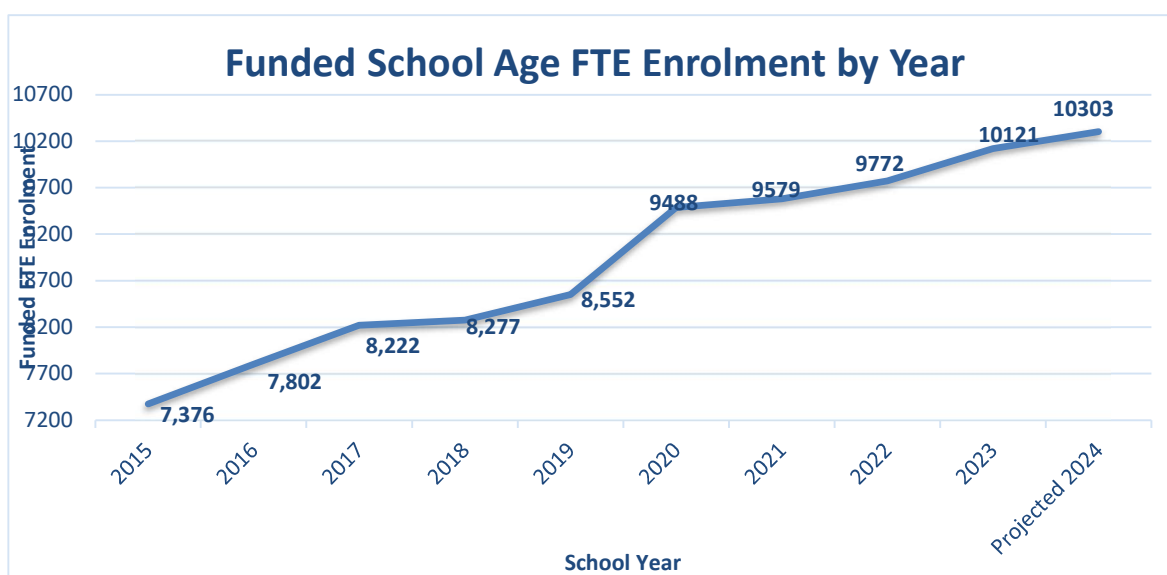


The allocation system is based primarily on enrolment with further allocations based on unique demographic, geographic or district characteristics.

Given that student enrolment is the primary driver in the operating grant revenue formula, all budget planning begins with the projected enrolments for the next school year.

Projected September enrolment for the 2024-25 school year is 10,303 FTE.

The chart below illustrates the growth in September enrolment over the last ten years.



Projected September enrolment changes for the 2024-25 school year include the following:

- An increase in funded school aged students – 168.93 FTE
- An increase in online learning students – 18.44 FTE
- An overall reduction in alternate learning students – 5 FTE
- An increase in Indigenous Education students – 37 FTE
- An increase in students with unique student needs – 8 FTE

Revenue fluctuations related to enrolment changes are mainly offset by increases or decreases in expenditures since staffing or services and supplies are directly related to enrolment.

Budgets and staffing are typically conservative in the preliminary annual budget to reflect the risk of actual enrolment being lower than projected. In September, once actual enrolment is determined, revenues are finalized and the budget is adjusted accordingly to reflect the actual staffing levels required. These changes are approved in the Amended Annual Budget each year and submitted to the Ministry by the end of February.

Operating Fund – Expenditures

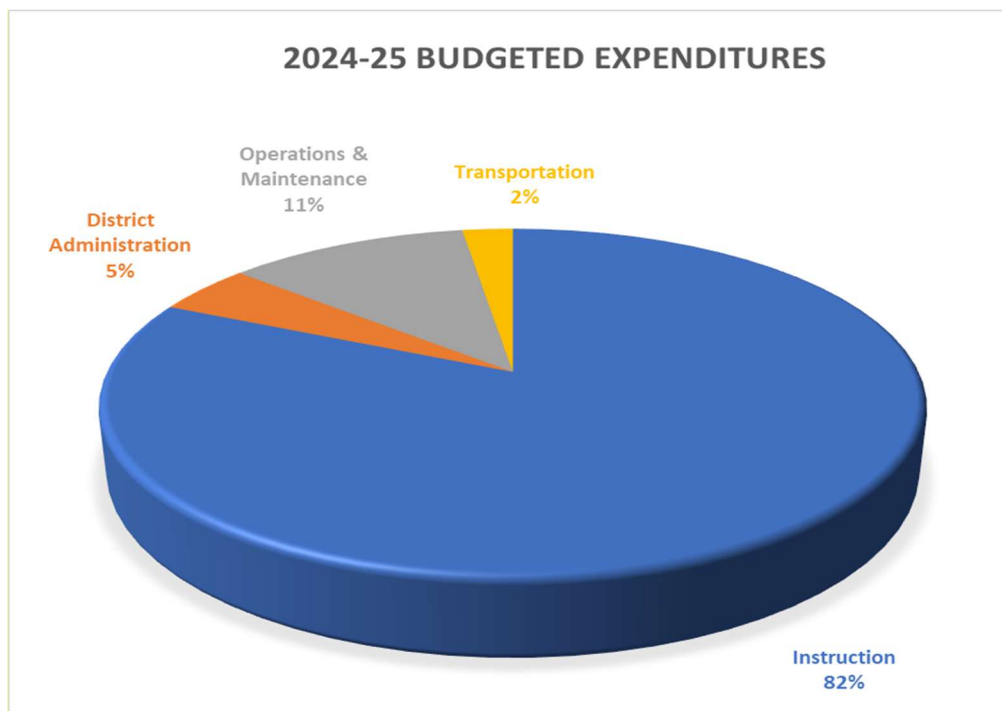
Boards of Education manage and distribute their operating funding allocation based on local spending priorities. Allocations are then identified and categorized into four major program areas which include:

Instruction – approximately 82% of the operating budget will be spent on instruction related costs. These include school-based teachers, education assistants, school administrators, school-based support staff, and services and supplies. Instructional programs are categorized as Regular Instruction, Career Programs, Library Services, Counselling, Special Education, Early Learning and Child Care, English Language Learning, Indigenous Education, School Administration, International and Out of Province Students, and Other.

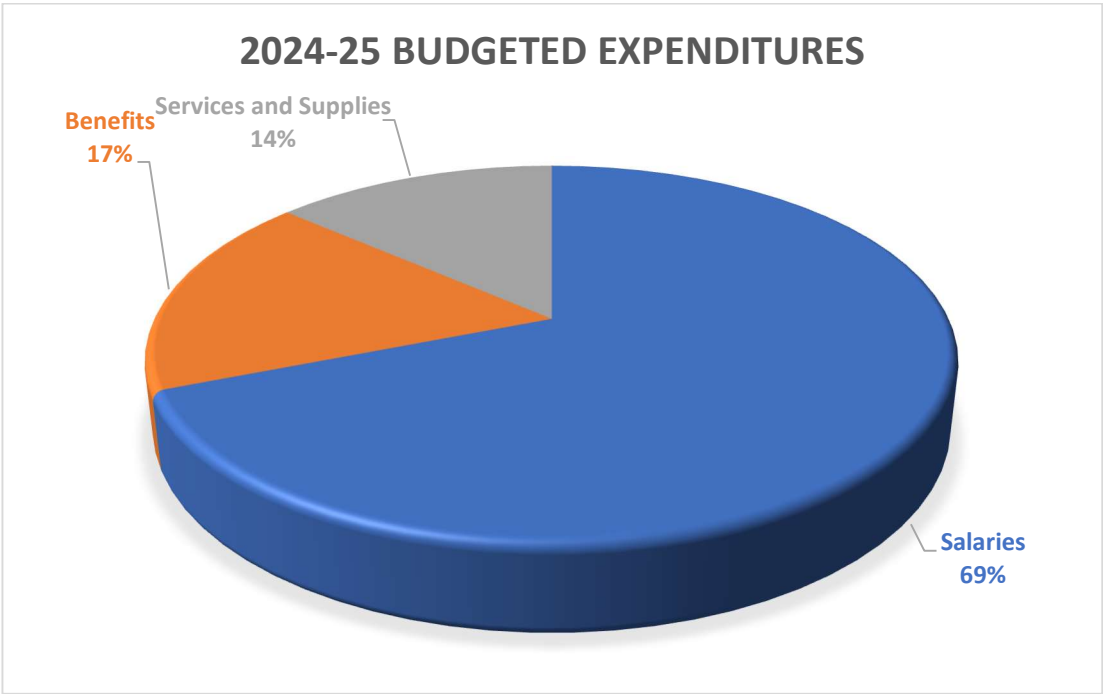
District Administration – approximately 5% of the operating budget is spent on district administration. This includes Educational Administration, Early Learning and Child Care, School District Governance, and Business Administration.

Operations and Maintenance – approximately 11% of the operating budget is spent on operations and maintenance related services which are required to operate and maintain all school district facilities and grounds.

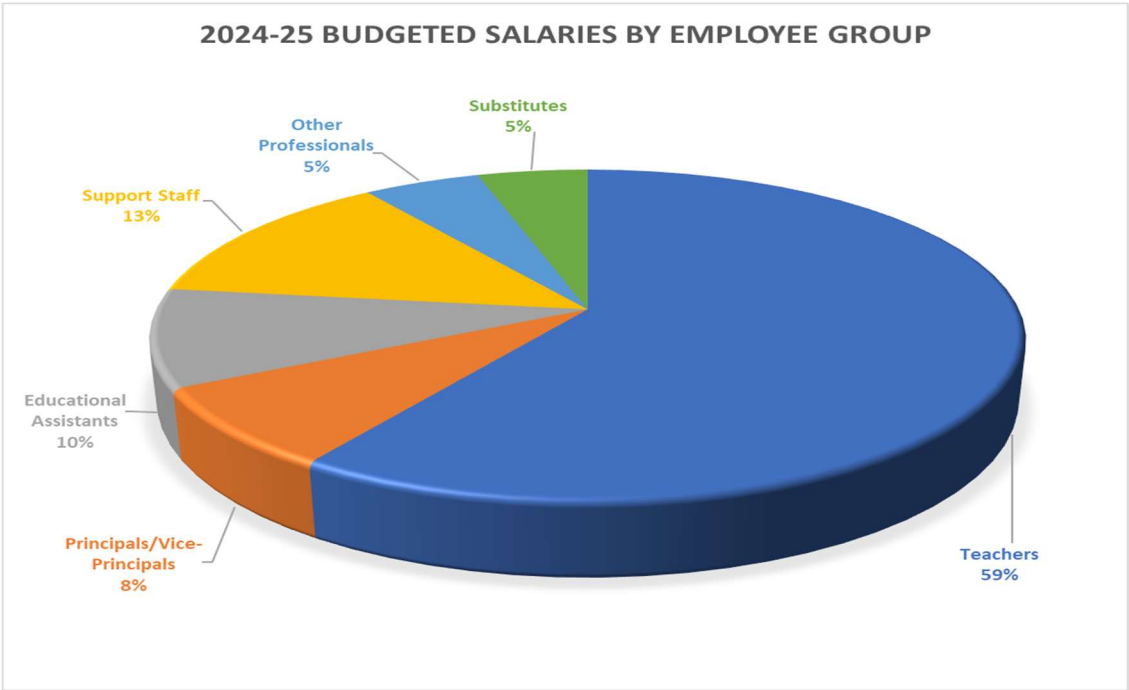
Transportation – approximately 2% of the operating budget is spent on the transportation of students to and from school.



Approximately 86% of the operating budget is spent on salaries and benefits, while services, supplies and utilities represent 14%.



Salaries are broken down into six main categories: Teachers, Support Staff, Educational Assistants, Principals/Vice-Principals, Other Professionals and Substitutes.



2024-25 Annual Operating Fund Budget

Operating Revenue Changes

The Ministry announced the preliminary operating grant for 2024-25 on March 14, 2024. The Ministry has provided additional funds for enrolment growth and increased the per pupil FTE rates to offset the costs of negotiated salary increases for Teachers, CUPE support staff, and non-educator exempt positions; excluding the cost of living adjustment (COLA). No additional funding has been added for other cost pressures including general inflation. A special grant intended to cover the cost of living adjustment (COLA) is expected to be announced in June. At the time this report was drafted this announcement had not been communicated by the Ministry.

Based on the 2024-25 preliminary operating grant announcement, the district is projected to receive approximately \$4.7million in additional Ministry enrolment related revenue in 2024-25 as reflected in Attachment #1.

International Student Program

The international student program contributes to the operations of the district each year through tuition revenues received from international students. For the 2024-25 school year, there will be a \$206,500 increase to the revenue as tuition fees have increased in comparison to the 2023-24 school year along with the revenues from other programming. The overall FTE enrolment is budgeted to remain the same as the current year at 195 FTE, however, it is anticipated that we will have 200 FTE attending our schools. The ISP program is currently budgeted to contribute \$303,917 to the overall district operations (\$245,985 in 2023-24).

Interest Revenue

The Districts' cash balances are held with the Province of British Columbia's Central Deposit Program (CDP) and the operating bank account. The CDP recently reduced the interest rate on March 1, 2024 and it is anticipated that the Bank of Canada will be reducing the prime interest rate in the near future. District cash balances are also decreasing as capital projects near completion. This budget reflects the anticipated reduction of \$285,000 in interest revenue.

North Island Distance Education School (NIDES)

NIDES programs are located throughout BC, supported from central operations in the Comox Valley. Some programs are fully online while others have small percentages of face-to-face time blended with home learning. Two of the program partnerships with external organizations (Nanaimo Unique Kids Organization & Penticton Excel) will no longer be in place for the 2024-25 school year. The loss of these programs may have a negative impact on revenues in the operating budget. NIDES is in the process of securing new programs which are anticipated to mitigate this impact.

Cost of Living Adjustment (COLA)

The Province approved a 1% Cost of Living Adjustment for both teachers and CUPE support staff contracts. This amount is funded by government and is expected to be announced as a separate special Labour Settlement grant in late June. Since the amount of the grant is unknown at the time of this report the grant has been excluded from the preliminary budget and will be incorporated into the amended budget once confirmed.

**The overall known increase in projected revenues for 2024-25
is approximately \$4,266,731**

Operating Fund Cost Pressures

There are a number of cost pressures related to maintaining the ongoing level of programs and services in the district that are out of the Districts' control and for the most part are not funded by the Ministry of Education & Child Care. For 2024-25, these include the following:

Negotiated Wage and Salary Increases – Funded

Costs associated with negotiated wage increases are funded by the Ministry of Education and included in the preliminary operating grant formula. Both CUPE and the BCTF negotiated wage increases will have cost implications for the 2024-25 school year.

CUPE employees are entitled to a 2.0% salary increase effective July 1, 2024 (excluding COLA). The estimated cost of the increase is \$417,750.

Teachers are entitled to a 2.0% salary increase effective July 1, 2024 (excluding COLA). The estimated cost of the increase is \$2,266,832.

The expense related to the Province approved 1% Cost of Living Adjustment for both teachers and CUPE staff has not been incorporated into the preliminary budget at the date of this report. Once the funding has been confirmed in June the associated expense will be recognized in the amended budget. This will not impact employees receiving their 1% entitlement and is strictly to ensure the preliminary budget position is not negatively impacted by recognizing the expense without the known revenue.

Negotiated Salary Increases – Partially Funded (by Operating Grant Allocation & Special Grant)

The BC Public School Employer's Association (BCPSEA) and the Public Sector Employer's Council (PSEC) have approved regionalized salary grids for the principals and vice-principals (PVP); and have developed a K-12 sectoral Exempt Staff Compensation plan for exempt staff. Districts are still waiting on specific details.

The PVP and exempt salary grids are typically increased consistent with the increases provided to teachers and support staff. For the 2024-25 school year, government has agreed to fund Non-Educator Exempt positions through operating grant allocations. Administrators in Leadership Roles which includes PVP will be funded by a special grant which is expected to be announced in late June. For the 2024-25 annual budget the exempt and PVP cost increases calculated at a 2% cost pressure is approximately \$261,394.

Trustee Remuneration

At the October 2023 Board meeting, Trustees approved a motion to increase the rates each subsequent July 1st by the BC Consumer Price Index (All items) for the May-to-May comparison. The estimated cost pressure for 2024-25 is \$5,461.

Replacement (Substitutes) Costs

Given the increased wages, an additional \$76,527 is required in the budget for replacement costs in 2024-25.

Extended Health and Dental Benefit Plans

Costs for benefit plans typically increase each year from increased usage and cost increases of existing plans.

Estimated cost increases to maintain existing plans (EHC/Dental) for all employee groups in 2024-25 is \$774,607. This increase is higher than experienced in previous years and represents approximately 20% increases to premiums. Increased premiums can be attributed to increased plan usage experience among all employee groups while recognizing rate adjustments for teacher bargained plan enhancements.

Maintenance Supplies/Utility Costs

Inflation as well as the addition of buildings and classroom spaces will result in an increase in utility and supply costs of approximately \$27,400 in 2024-25.

Indigenous Education

The increase in per pupil rates for targeted Indigenous funding along with a projected increase in student enrolment will require an additional \$168,270 to be spent on Indigenous programs and services.

New this school year is the introduction of a targeted grant to support the implementation of Indigenous Education Councils. SD71 is expected to receive \$69,614. Further information is

expected to follow in the near future to provide districts with guidance on how these funds can be spent.

Administration (PVP/Exempt)

As the District experiences growth and staff turnover there is a need to realign positions and build capacity to ensure sustained operations. This is anticipated to cost \$217,278.

Education Administration

In recent years, there has been an increasing recognition of the importance of creating safe, inclusive, and equitable learning environments for all students. Districts across the Province have been implementing various initiatives to address issues of discrimination, racism, and inequality within schools. The role of a District Principal – Anti-Racism, Diversity & Equity (Safe and Caring Schools) is pivotal in driving these initiatives forward.

This aligns with the Districts' strategic priorities of promoting student well-being, equity, and academic success. By investing in this position, the District demonstrates its commitment to providing a supportive learning environment for all students.

The estimated salary and benefit cost for this position is \$204,648.

Software Licenses

Contractual software license fees continue to increase with inflation, as well as the number of licenses required as enrolment increases and the number of employees requiring technology increases. The impact on the 2024-25 operating budget is approximately \$143,062.

Transportation Costs

Increased fuel and transportation costs are expected to impact the budget by approximately \$138,125 in 2024-25.

Local Capital Contributions

Annually, the operating budget includes transfers to the Local Capital Fund for the purchase of capital items that are not directly funded by the Ministry. The 2023/24 budget included contributions of \$2.84M primarily to purchase modulars, support the purchase of and evergreening of technology for students and staff, refresh the district's fleet of vehicles, and purchase furniture & equipment. The annual contribution to local capital has been reduced to \$1.46M in 2024-25 as it is anticipated that the approval of capital project submissions may postpone the need for modulars.

This is a one-time recommended option and should be noted that a significant portion of the contribution will likely need to be restored in the 2025-26 budget year.

**The overall increase in projected costs for 2024-25
is approximately \$5,271,095.**

Preliminary Operating Budget Position

After considering all of the cost pressures and potential savings that are related to maintaining the ongoing level of programs and services in the District, the preliminary budget position for 2024-25 is a budget deficit of approximately **\$1,004,364**. A summary of the preliminary budget position can be found in Attachment #2.

Accumulated Operating Surplus – Contingency Reserve

The Board of Education is responsible for ensuring the District is protected financially from extraordinary circumstances which would negatively impact school district operations and the education of students. A key strategy in the Board's fiduciary duty is maintaining an accumulated operating reserve which shall be used to mitigate any negative impact on students.

The Contingency Reserve is intended to be sufficient to reduce, to an appropriate level, financial risk that results from emergent operating issues and/or to offset unrealized revenues. Policy 18 of the Board's Policy Handbook states that the amount of Unrestricted Operating Surplus at the end of a fiscal year should be a minimum of 1.5% and maximum of 3.0 % of actual Operating Expenses in the fiscal year. Based on the latest quarter 3 projections the 2023-24 range for the contingency reserve would be \$1.78M to \$3.56M. The current balance of \$1,759,354 equates to 1.64% of operating expenses (actual 2022-23).

Following is a summary of the projected 2024-25 Budgeted Accumulated Surplus/Contingency Reserve at the time of this report:

2023/2024 Budgeted Accumulated Surplus - Contingency Reserve, end of Year	\$ 1,759,354
2023/2024 Q3 Projected Annual Surplus, end of Year (Appendix 3)	1,906,400
2023/2024 Anticipated Internally Restricted Funds - Carry Forward & One Time Expenses	- 744,000
Anticipated Internally Restricted Funds - Targeting Newly Adopted Strategic Priorities	- 300,000
2024/2025 Use of Unrestricted Reserve to Balance Operating Budget	- 1,004,364
Projected 2024/2025 Budgeted Accumulated Surplus - Contingency Reserve, end of year	<u>\$ 1,617,390</u>
2024/2025 Estimated Pending Ministry Approval of Other Special Grants (Revenue)	182,976
Projected 2024/2025 Budgeted Accumulated Surplus - Contingency Reserve, end of year	<u>\$ 1,800,366</u>

This balance represents 1.51% of the anticipated 2023-24 year end operating expenses.

It should be noted that balancing the operating budget with prior year surpluses will become unsustainable over time. Further operational reviews will be taking place over the coming year to reduce the reliance on surplus to maintain existing operations; as well as to realign funds to support the newly adopted Board strategic priorities going forward.

Next Steps

The Board is required to approve an Annual Budget on or before June 30, 2024 for the 2024-25 school year.

The budget development process and timelines have been structured to facilitate a consultation process that will ensure timely decisions are made in order to adopt a balanced budget and allow for implementation of the budget for the 2024-25 school year. The process allows the Human Resources Department time to process any staffing changes in compliance with collective agreements and allows schools and departments to prepare for the following year.

Stakeholders and the public are invited to attend public meetings and are provided with opportunities to provide input and suggestions to the Board. All budget reports and presentations are posted on the dedicated budget webpage as they become available and an opportunity for submission of feedback through the website will be made available May 14 – May 22, 2024.

Staff will summarize and bring feedback to the Board throughout the process.

The 2024-25 Annual Budget and Bylaw will be prepared in the required format and will be tentatively presented for adoption at the Board Meeting on May 28, 2024. However, if further review and adjustments are required there is time to delay until the June 25, 2024 Board Meeting and meet the statutory deadline of June 30th.

Attachment #1 - Ministry of Education Operating Grant Estimated Revenue Impact 2024-25

Attachment #2 - 2024-25 Preliminary Budget Position

Attachment #3 – Quarter 3 Financial Update, 2023-24 Amended Annual Budget

SCHOOL DISTRICT NO. 71 (Comox Valley)
Ministry of Education Operating Grant - ESTIMATED - for the 2024-25 Year

	2023-24 Actual Amended Annual Budget (based on actual Sept enrolment)			2024-25 ESTIMATED Annual Budget (based on projected Sept enrolment)		
	FTE	Grant	Total	FTE	Grant	Total
Enrolment Based Funding						
Standard (Regular) schools	8,272.06	8,625	71,346,535	8,441.00	8,915	75,251,515
Continuing education	11.38	8,625	98,109	11.38	8,915	101,408
Alternate schools	176.00	8,625	1,518,000	171.00	8,915	1,524,465
Online Learning	1,661.56	6,960	11,564,478	1,680.00	7,200	12,096,000
	10,121.00			10,303.38		
Home Schooling	43.00	250	10,750	43.00	250	10,750
Course Challenges	4.00	270	1,080	4.00	279	1,116
Total September Enrolment Based Funding			\$ 84,538,953			\$ 88,985,254
Unique Student Needs						
English as a second language	196.00	1,735	340,060	200.00	1,795	359,000
Indigenous Education	1,713.00	1,710	2,929,230	1,750.00	1,770	3,097,500
Level 1 Special Needs	3.00	49,070	147,210	3.00	50,730	152,190
Level 2 Special Needs	513.00	23,280	11,942,640	515.00	24,070	12,396,050
Level 3 Special Needs	74.00	11,760	870,240	80.00	12,160	972,800
Adult Education (Non Graduated)	18.50	5,505	101,843	18.50	5,690	105,265
Equity of Opportunity Supplement			462,154			435,454
Total September Enrolment Based Funding			16,793,377			17,518,259
Salary differential			2,705,523			2,771,390
Unique geographic factors			6,780,984			7,147,853
Transportation			0			0
Holdback allocation			0			0
Formula transition			0			1
Funding protection			0			0
Subtotal September Operating Grant			110,818,837			116,422,757
Curriculum and Learning Support Fund			87,949			91,089
Total September Operating Grant			\$ 110,906,786			\$ 116,513,846
Summer learning			49,000			50,500
Estimated enrolment based funding - February			2,338,610			2,874,975
Estimated enrolment based funding - May			1,036,725			1,504,450
Indigenous Education Councils - NEW 2024-25						69,614
Total Aggregate Funding Announced			\$ 114,331,121			\$ 121,013,385
						\$ 6,682,264
Labour Settlement Funding in the Amended Budget Tables that has now been rolled into the Operating Block Above (24/25)						-\$ 1,931,944
Revised Aggregate Funding Announced - Budget Impact						\$ 4,750,320

School District No. 71 (Comox Valley)
2024-25 Preliminary Budget Position (as of May 7, 2024)

		Preliminary Budget Changes 2024-25
REVENUE INCREASES (DECREASES)		
Ministry - Operating Grant		
Enrolment Change	Projected increase in overall enrolment grants	4,750,320
Enrolment Change	Projected ISP Enrolment and Other Revenues	206,500
Other Ministry Revenues	Labour Settlement Funding - COLA Special Grant - TBA	TBA
Other Revenue Changes		
	Prior Year Surplus Appropriation	-387,089
Other Revenue	Other Revenues	-28,000
Rentals and Leases	Increased Facilities Rentals	10,000
Investment Income	Decrease in estimated future rates	-285,000
TOTAL REVENUE INCREASES (DECREASES)		4,266,731
COST INCREASES (DECREASES) - Required		
Teacher Staffing	Anticipated Staffing costs for Fall 2024 - enrolment changes	1,650,396
Teacher Staffing	Increased Teacher Mentorship (.4 FTE)	50,217
Teacher Wage Increases	Base/Minimum 2%	2,266,832
CUPE Wage Increases	Base/Minimum 2%	417,750
PVP/Excluded Wages	Estimated wage 2%	261,394
Trustee Wages	Estimated wage 2%	5,461
Teacher & Support Staffing	Substitute Wage 2%	76,527
Teacher Wage Increases	COLA 1% TBA	TBA
CUPE Wage Increases	COLA 1% TBA	TBA
PVP/Excluded Wages	COLA 1% TBA	TBA
Teacher & Support Staffing	Substitute COLA 1% TBA	TBA
Teacher & CUPE	Contractual ProD costs	18,500
CUPE Custodial	Increase District Space	70,530
Staff Benefit Premium Increases	Approx 20% premium increases across employee groups	774,607
Maintenance Supplies & Utility Costs	Costs for Supplies and Services, Hydro, Fortis, Propane, Oil & Gas	27,400
Indigenous Education	Targeted funding - projected increase in enrolment	168,270
Indigenous Education	Targeted funding - NEW IEC Implementation	69,614
International Program	Increased Service & Supply Expenses	72,000

School District No. 71 (Comox Valley)

2024-25 Preliminary Budget Position (as of May 7, 2024)

Ministry Recoveries	SPP Premium Increase	7,460
ST/HR	Increased Audit Fees, services and supplies	4,500
School and Exempt - Administration	Restructure and Capacity Building	217,278
Education Administration	District Principal - Anti-Racism, Diversity & Equity (Safe and Caring Schools)	204,648
Information Technology	Increase Licencing Costs - due to enrolment, increased staff, contractual increases	143,062
School Budgets	Increased Enrolments = Increased Supply & Resources	26,476
Early Learning	Strong Start and Ready Set Learn additional Cost pressure	5,848
Inclusive Education	Targeted ICY Expenses (projected surplus carryforward)	-30,800
Transportation	Busing Contractual Increase	138,125
Total Required Cost Changes		6,646,095
COST INCREASES (DECREASES) - Other		
Local Capital Transfers	Transfer to Local Capital - updated for annual budget	-1,375,000
Total Other Cost Changes		-1,375,000
TOTAL COST INCREASES (DECREASES)		5,271,095
BUDGET CHANGE REQUIRED FOR ALL COST INCREASES		-\$ 1,004,364

APPENDIX A - SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at March 31, 2024

Attachment #3


	2023-24 AMENDED ANNUAL BUDGET	2023-24 ACTUAL Revenues & Expenditures to Mar 31st	2023-24 PROJECTED Revenues & Expenditures to June 30th	2023-24 PROJECTED Revenues & Expenditures for the year	VARIANCE from Amended Annual budget	
OPERATING FUND						
REVENUE						
Provincial Grants						
Ministry of Education	117,524,674	81,950,454	36,363,668	118,314,122	(789,448)	1
Other	222,000	93,300	133,200	226,500	(4,500)	
Tuition	2,970,250	3,499,725	(516,000)	2,983,725	(13,475)	
Other Revenue	509,117	498,347	111,000	609,347	(100,230)	2
Rentals and Leases	150,000	96,703	41,444	138,147	11,853	3
Investment Income	975,000	866,065	131,187	997,253	(22,253)	
TOTAL OPERATING REVENUE	122,351,041	87,004,595	36,264,500	123,269,094	(918,053)	
EXPENSES						
Salaries						
Teachers	48,397,124	34,230,463	14,542,585	48,773,048	(375,924)	
Principals/Vice-Principals	6,613,341	4,810,442	1,640,664	6,451,106	162,235	
Educational Assistants	8,083,663	5,187,336	1,885,995	7,073,330	1,010,333	4
Support Staff	11,150,964	7,816,940	2,872,788	10,689,728	461,236	
Other Professionals	4,185,835	3,027,334	1,009,111	4,036,445	149,390	
Substitutes	4,492,918	2,762,720	1,366,023	4,128,743	364,175	5
Total Salaries	82,923,845	57,835,234	23,317,166	81,152,401	1,771,444	
Employee Benefits	20,215,855	14,701,629	6,300,698	21,002,328	(786,473)	
Total Salaries and Benefits	103,139,700	72,536,864	29,617,865	102,154,728	984,972	
Services and Supplies						
Services	4,233,576	3,405,938	969,688	4,375,626	(142,050)	
Student Transportation	2,802,508	1,699,968	1,082,407	2,782,375	20,133	
ProD and Travel	1,069,083	697,467	346,094	1,043,561	25,522	
Rentals & Leases	237,239	144,103	81,758	225,861	11,378	
Dues and Fees	106,400	67,169	36,596	103,765	2,635	
Insurance	232,800	219,626	4,000	223,626	9,174	
Supplies	6,003,221	3,665,281	2,095,835	5,761,116	242,105	
Utilities	2,438,360	1,523,470	693,323	2,216,793	221,567	6
Total Services and Supplies	17,123,187	11,423,022	5,309,701	16,732,723	390,464	
TOTAL OPERATING EXPENSES	120,262,887	83,959,886	34,927,566	118,887,451	1,375,436	
Surplus Appropriation	4,191,846	-	3,804,757	3,804,757	(387,089)	7
Transfer to Local Capital	(5,905,000)	(5,905,000)	-	(5,905,000)	-	
Tangible Capital Assets Purchased	(375,000)	-	(375,000)	(375,000)	-	
OPERATING SURPLUS (DEFICIT)	\$ -	(2,860,291)	4,766,691	1,906,400	1,906,400	8

Variances from budget greater than 5% are explained on following page.

Results may vary from actual.
Each successive projection will be more reliable as the period being projected becomes shorter and there is more time spent understanding the underlying reasons for emerging trends.
For information purposes only.

APPENDIX A - SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at March 31, 2024

- 1** Ministry of Education February Online Learning Enrolment Count increase, and adjustments to February Inclusive Education Enrolment.
- 2** Other Revenues are exceeding the value in the amended budget. This is mainly due to the course delivery recoveries from providing services to Nisga'a (SD#92) students.
- 3** Rentals and leases are projected to be slightly less than budgeted due to the timing of prior year summer rentals received.
- 4** Education Assistants salaries are under budget due to employees on leave and the number of daily unfilled EA positions.
- 5** Substitutes budgets are projected to be slightly less due to the amount of unused release time.
- 6** Utilities budgets are projected to be slightly less due to anticipated energy savings resulting from the continuous optimization project.
- 7** At this time we are projecting to allocate only the year-end surplus appropriations as the current expenses can be covered by the current year increased revenues and reduced spending.
- 8** Estimated annual operating surplus at Mar 31, 2024 is approximately \$1,906,400. It is anticipated that the District will be able to maintain the Board's contingency reserve as described in Policy 18.









Comox Valley Schools
A Community of Learners
INNOVATIVE • INQUISITIVE • INCLUSIVE

SD71 Preliminary Budget

2024-25 SCHOOL YEAR
MAY 14, 2024

1

2024/25 Annual Budget Process Updated Schedule

-  **March 15 – Preliminary Operating Grant Announcement**
-  **April 9 – Budget Process Overview Presentation**
-  **April 23 – First Review of Implications from the Operating Grant Announcement**
-  **May 14 – Preliminary Budget Presentation – Review Full Impact of Cost Pressures and provide Options for Balancing the Budget**
-  **May 14 to 22 – Compile Public Feedback**
-  **May 28 – Share Public Feedback and Tentative Approval 2024-25 Annual Budget Bylaw. Possible Approval in June if Required**

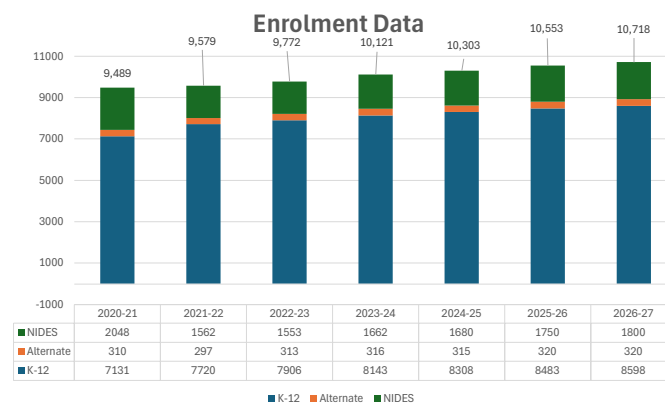
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2024/25 Preliminary Operating Budget

- **School Act requires adopted Budget by June 30th**
- **2024/25 Balanced Budget Represents:**
 - **Setting priorities for the delivery of student learning**
 - **Projecting student enrolment**
 - **Cost pressures to maintain current levels of programs and services**
 - **Projecting revenues**
 - **Strategies and options to address the net budget position**

3

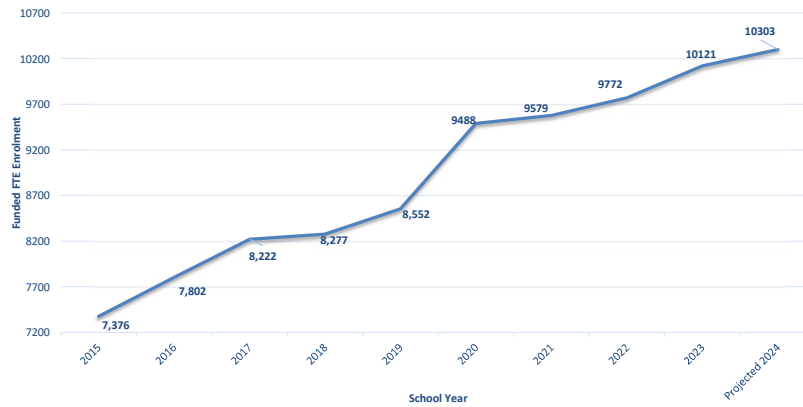
2024-25 Enrolment Projection



4

Enrolment – Historical and Projected (Sept)

Funded School Age FTE Enrolment by Year



5

Operating Revenue – Ministry Grant

- **Ministry of Education and Child Care Operating Grant \$121 M (Increase of \$4.7 M)**
- **September Enrolment Est = 10,303 FTE (increase of 182 FTE)**
- **Funding Covers Enrolment Growth & Negotiated Salary increases for Teachers, CUPE support staff, non Education Exempt. (2%)**
- **Excludes COLA – TBA**

	2023-24 Actual Amended Annual Budget Total	2024-25 ESTIMATED Annual Total
Total September Enrolment Based Funding	\$ 84,538,953	\$ 88,985,254
Unique Student Needs		
English as a second language	340,060	359,000
Indigenous Education	2,929,230	3,097,500
Level 1 Special Needs	147,210	152,190
Level 2 Special Needs	11,942,640	12,396,050
Level 3 Special Needs	870,240	972,800
Adult Education (Non Graduated)	101,943	105,265
Equity of Opportunity Supplement	462,154	435,454
Total September Enrolment Based Funding	16,793,377	17,518,259
Salary differential	2,705,523	2,771,390
Unique geographic factors	6,780,984	7,147,853
Curriculum and Learning Support Fund	87,949	91,089
Total September Operating Grant	\$ 110,906,786	\$ 116,513,846
Summer learning	49,000	50,500
Estimated enrolment based funding - February	2,338,619	2,874,975
Estimated enrolment based funding - May	1,036,725	1,504,450
Indigenous Education Councils - NEW 2024-25		69,614
Total Aggregate Funding Announced	\$ 114,331,121	\$ 121,013,385
		\$ 6,682,264
Labour Settlement Funding in the Amended Budget Tables that has now been		
	\$ 1,931,944	
Revised Aggregate Funding Announced - Budget Impact		\$ 4,750,320

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Operating Revenue – Overall Projected Increase

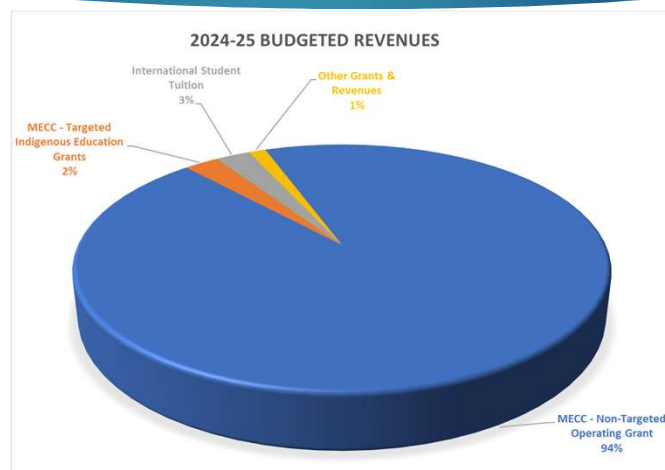
➤ **Overall Increase to Projected Revenues for 2024-25 = \$4,266,731**

- ▶ **International Student Program – Increased Tuition Fees (195 FTE) = \$206.5K**
- ▶ **Interest rates expected to drop & capital projects nearing completion (\$285K)**
- ▶ **Other Revenue/Rentals and Leases (\$18K)**

		Preliminary Budget Changes 2024-25
REVENUE INCREASES (DECREASES)		
Ministry - Operating Grant		
Enrolment Change	Projected increase in overall enrolment grants	4,750,320
Enrolment Change	Projected ISP Enrolment and Other Revenues	206,500
Other Ministry Revenues	Labour Settlement Funding - COLA Special Grant - TBA	TBA
Other Revenue Changes		
	Prior Year Surplus Appropriation	-387,089
Other Revenue	Other Revenues	-28,000
Rentals and Leases	Increased Facilities Rentals	10,000
Investment Income	Decrease in estimated future rates	-285,000
TOTAL REVENUE INCREASES (DECREASES)		4,266,731

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Total Revenues – Operating



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Operating – 2024/25 Cost Pressures (Funded)

- ▶ **BCTF & CUPE Contractual Salary Increases (2%) = \$2.76M**
- ▶ **Increased Enrolment (182 FTE) = \$1.7M**
- ▶ **Increased Teacher Mentorship (.40 FTE) = \$50K**
- ▶ **Increased Indigenous Education/IEC = \$238K**

COST INCREASES (DECREASES) - Required		
Teacher Staffing	Anticipated Staffing costs for Fall 2024 - enrolment changes	1,650,396
Teacher Staffing	Increased Teacher Mentorship (.4 FTE)	50,217
Teacher Wage Increases	Base/Minimum 2%	2,266,832
CUPE Wage Increases	Base/Minimum 2%	417,750
Teacher & Support Staffing	Substitute Wage 2%	76,527
Teacher & CUPE	Contractual ProD costs	18,500
CUPE Custodial	Increase District Space	70,530
Indigenous Education	Targeted funding - projected increase in enrolment	168,270
Indigenous Education	Targeted funding - NEW IEC Implementation	69,614
Inclusive Education	Targeted ICY Expenses (projected surplus carryforward)	-30,800
Total Funded Cost Pressures		4,757,836

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Operating – 2024/25 Cost Pressures (Un-Funded/New Cost Drivers)

- ▶ **Average 20% premium increases to employee benefits = \$775K**
- ▶ **Inflation – Supplies and Services = \$425K**
- ▶ **Administration PVP/Exempt – Realign & Capacity Building = \$217K**
- ▶ **Education Admin – District Principal Anti-Racism, Diversity & Equity = \$205K**
- ▶ **PVP/Excluded Wage Increases (2%) = \$267 (Special Grant Anticipated to be announced in June)**

COST INCREASES (DECREASES)		
PVP/Excluded Wages	Estimated wage 2%	261,394
Trustee Wages	Estimated wage 2%	5,461
Staff Benefit Premium Increases	Approx 20% premium increases across employee groups	774,607
Maintenance Supplies & Utility Costs	Costs for Supplies and Services, Hydro, Fortis, Propane, Oil & Gas	27,400
International Program	Increased Service & Supply Expenses	72,000
Ministry Recoveries	SPP Premium Increase	7,460
ST/HR	Increased Audit Fees, services and supplies	4,500
School and Exempt - Administration	Restructure and Capacity Building	217,278
Education Administration	District Principal - Anti-Racism, Diversity & Equity (Safe and Caring Schools)	204,648
Information Technology	Increase Licencing Costs - due to enrolment, increased staff, contractual increases	143,062
School Budgets	Increased Enrolments = Increased Supply & Resources	26,476
Early Learning	Strong Start and Ready Set Learn additional Cost pressure	5,848
Transportation	Busing Contractual Increase	138,125
Total Un-Funded/New Cost Pressures		1,888,259

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Operating – 2024/25 Cost Pressures

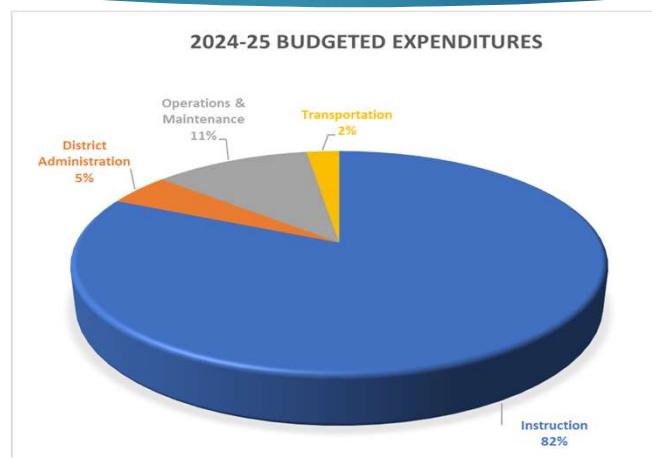
➤ **Overall Increase to Projected Expenses for 2024-25 = \$5,271,095**

- ▶ **Reduce Transfer to Local Capital by \$1.375M.**
- ▶ **Anticipated Capital Project Submissions may postpone the need for modulars**
- ▶ **Plan to reinstate transfer in 2025/26 budget**

Total Funded Cost Pressures	\$ 4,757,836
Total Un Funded Cost Pressures	1,888,259
Transfer to Local Capital - Reduction	-1,375,000
Overall Total Cost Pressures	\$ 5,271,095

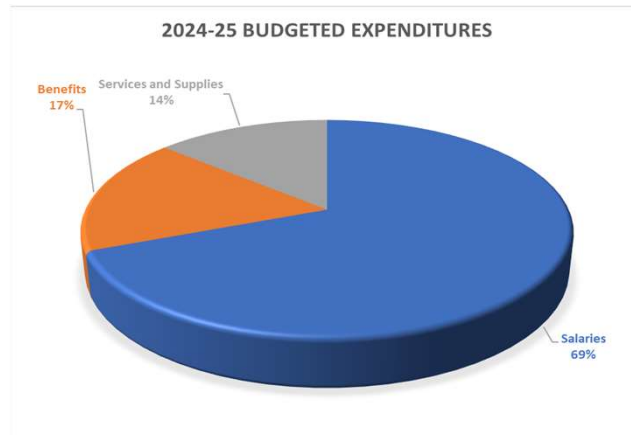
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How The Funds Are Spent



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Expenditures – Operating



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Expenditures – Salaries



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Preliminary Operating Budget Position

➤ **Overall Projected 2024/25 Operating Budget Deficit = \$1,004,364**

- ▶ This Preliminary Budget utilizes prior year surplus to maintain operations in 2024/25
- ▶ Recommend further operational budget reviews to reduce reliance on surplus in future budget years
- ▶ Realignment of funds to support future Board approved strategic initiatives

TOTAL REVENUE INCREASES (DECREASES)	\$	4,266,731
TOTAL COST INCREASES (DECREASES)		5,271,095
PRELIMINARY BUDGET POSITION	-\$	1,004,364

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District Operating Contingency Reserve

Policy 18

ACCUMULATED OPERATING SURPLUS AND INTERNALLY RESTRICTED FUNDS

Unrestricted Operating Surplus (Contingency Reserve)

In conjunction with the Board of Education's review and approval of the annual financial statements, the Board of Education will restrict a portion of accumulated operating surplus for the purpose of forming a Contingency Reserve.

The amount of Unrestricted Operating Surplus at the end of a fiscal year should be a minimum of 1.5% and maximum of 3.0 % of actual Operating Expenses in the fiscal year.

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<div> District Operating Contingency Reserve 2023/24 Budget </div> <div> \$1,759,354 = 1.6% </div>	<div> School District No. 71 (Comox Valley) </div> <div> Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund </div> <div> Year Ended June 30, 2024 </div>			
	Operating Fund	Special Purpose Fund	Capital Fund	2024 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	5,951,200		34,652,212	40,603,412
Changes for the year				
Net Revenue (Expense) for the year	2,088,154		(2,757,165)	(669,011)
Interfund Transfers	(375,000)		375,000	-
Tangible Capital Assets Purchased	(5,905,000)		5,905,000	-
Local Capital	(18,191,269)		3,522,835	(669,011)
Net Changes for the year	1,759,354	-	38,175,047	39,934,401
Budgeted Accumulated Surplus (Deficit), end of year				

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<div> Projected Operating Contingency Reserve 2024/25 Budget </div> <div> \$1,800,366 = 1.51% </div>	<div> 2023/2024 Budgeted Accumulated Surplus - Contingency Reserve, end of Year </div> <div> \$ 1,759,354 </div>	
	<div> 2023/2024 Q3 Projected Annual Surplus, end of Year </div> <div> 1,906,400 </div>	
	<div> 2023/2024 Anticipated Internally Restricted Funds - Carry Forward Expenses </div> <div> - 744,000 </div>	
	<div> Anticipated Internally Restricted Funds - Targeting Newly Adopted Strategic Priorities </div> <div> - 300,000 </div>	
	<div> 2024/2025 Use of Unrestricted Reserve to Balance Operating Budget </div> <div> - 1,004,364 </div>	
	<div> Projected 2024/2025 Budgeted Accumulated Surplus - Contingency Reserve, end of year </div> <div> \$ 1,617,390 </div>	
	<div> 2024/2025 Estimated Pending Ministry Approval of Other Special Grants (Revenue) </div> <div> 182,976 </div>	
	<div> Projected 2024/2025 Budgeted Accumulated Surplus - Contingency Reserve, end of year </div> <div> \$ 1,800,366 </div>	

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Projected 2023/24 Internally Restricted Funds

- ▶ **2023/24 \$1.906M projected surplus is estimate only.**
- ▶ **Anticipate restricting \$744K at Year End for one time carry forward commitments into 2024/25**
- ▶ **Anticipate restricting \$300K towards newly adopted Board strategic priorities**

2023/24 - Targeted ICY Expenses Carry Forward	\$	30,800
2023/24 - Carry Forward Projects/PO commitments		360,700
2023/24 - Indigenous Education Targeted Surplus Carry Forward		250,000
2023/24 - School Surplus Carry Forward		2,500
Estimated Pending Liability		100,000
2023/24 Anticipated Internally Restrictd Funds	<u>\$</u>	<u>744,000</u>

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Next Steps

- ▶ **May 14 - 22, 2024 – Opportunity for public feedback through SD71 Budget webpage:**

<https://www.comoxvalleyschools.ca/preliminary-budget-process/>

- ▶ **May 28, 2024 - Public feedback provided to the Board**

Tentative approval of Ministry Template & Bylaw

- ▶ **June 25, 2024 - Last Board meeting to adopt Bylaw if needed**

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Questions

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