

**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE  
AGENDA**

**TUESDAY, APRIL 11, 2023**

**1:30 PM – 2:30 PM**

In person: School Board Office, 811 Stanley Street, Nelson BC

Via video conference: [Zoom](#) - Webinar ID: 657 3277 9733 – Password: 495118

**1. Call to Order**

**2. Acknowledgement of Aboriginal Territory**

*We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.*

**3. Changes to Proposed Agenda**

**4. Adoption of Agenda**

**5. Receiving Presentations - Nil**

**6. Opportunity for Comments by the Public regarding items on this Agenda**

*The public may post comments or questions in the Q&A area on the webinar. These will be read aloud during the meeting.*

**7. Correspondence - Nil**

**8. Adoption of Minutes (p. 2)**

App. 8

**9. Unfinished Business – Nil**

**10. New Business – Secretary Treasurer**

A. Preliminary Draft Budget 2023-2024 Review (p. 4)

App. 10A

**11. Comments or Questions from the Public**

**12. Meeting Schedule & Reminders (p. 8)**

App. 12

The next meeting of the Committee is scheduled for May 09, 2023.

**13. Adjournment of Meeting**



**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE  
MINUTES  
TUESDAY, MARCH 14, 2023**

**Board:**

K. Etheridge, Committee Chair  
L. Trenaman, Chair  
D. Lang, Vice-Chair (*via video conference*)  
M. J. Blackmore  
J. Bremner (*via video conference*)  
S. Chew (*via video conference*)  
A. Gribbin  
S. Nazaroff (*via video conference*)  
M. Shunter

**District Staff:**

T. Smillie, Superintendent  
J. Glaudemans, Secretary-Treasurer  
B. Eaton, District Director of Instruction – Innovative Learning  
D. Holitzki, District Director of Instruction – Equity, Inclusion & Diversity  
C. Kerr, Director of Operations  
C. Singh, Director of Human Resources  
R. Winter, Executive Assistant

**Partners:**

C. Bayly – DPAC (*via video conference*)  
R. Bens – CUPE (*via video conference*)  
K. Centrone – CUPE (*via video conference*)  
J. Francis – KLPVPA (*via video conference*)  
D. Kunzelman – KLTF (*via video conference*)  
T. Rice – DPAC  
R. Sherman – KLPVPA (*via video conference*)  
C. Wilson – KLTF (*via video conference*)

**Regrets:**

*Nil*

**1. Call to Order**

The Meeting was called to order at 1:30 PM.

**2. Acknowledgement of Aboriginal Territory**

**3. Changes to Proposed Agenda – Nil**

**4. Adoption of Agenda**

The agenda for this March 14, 2023, meeting was adopted as amended, as circulated.

**5. Receiving Presentations - Nil**

**6. Opportunity for Comments by the Public regarding items on this Agenda – Nil**

**7. Correspondence - Nil**

**8. Adoption of Minutes**

There was a date change in the February 14, 2023, minutes.



The minutes from the February 14, 2023, Operations & Finance Partner Advisory Committee Meeting were adopted as amended.

**9. Unfinished Business – Nil**

**10. New Business – Secretary Treasurer**

A. Enrolment Projections and Projected Revenues 2023-2024

The Secretary-Treasurer presented the Enrolment Projections and Project Revenues 2023-2024 report.

Secretary-Treasurer Glaudemans and Superintendent Smillie responded to questions asked by Trustees and partners related to the process for projections and enrolment demographics, including the influx of people new to British Columbia.

B. Annual Budget Consultation Plan

The Secretary-Treasurer presented the Annual Budget consultation plan. A working session of the Board is scheduled for on April 5<sup>th</sup>, 2023. A public webinar will be held on April 25<sup>th</sup>, 2023.

**11. Comments or Questions from the Public – Nil**

**12. Meeting Schedule & Reminders**

The next meeting of the Committee is scheduled for April 11, 2023.

**13. Adjournment of Meeting**

The meeting was adjourned at 2:15 PM.

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Committee Chair

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Secretary-Treasurer



**FROM:** Johan Glaudemans, Secretary-Treasurer  
**DATE:** April 11, 2023  
**SUBJECT:** 2023-2024 Preliminary Budget

**For Information**

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## Introduction

This memorandum outlines the 2023-24 preliminary annual budget, as determined by the Ministry of Education and Child Care (MoECC) operating grant estimates for the 2023-2024 school-year.

## Information

Each year, on or before February 15, school districts provide estimated enrolment figures for the upcoming school year to the MoECC. By March 15, the MoECC provides operating grant estimates and revenue projections to school districts based on the projections. This information then is used to develop the district's operating budget.

Enrolment-based funding drives the majority of operating funding for school district. The MoECC funding amounts are also determined through unique geographical features and other factors. While these rate increases are shown as enrolment-based funding, they are calculated to cover the entirety of operations of the district. The enrolment generated funding is not intended to be provided directly to individual students, schools, or classrooms.

The ministry is increasing the basic enrolment-based funding amounts for standard, alternate and continuing education schools to an average of 9.4% for 2023/24. Estimated operating grants for 2023-2024 can be found on the [MoECC website](#). This increase offsets increases in salary and benefits costs for the labour settlements reached during the 2023-2024 school year on a percentage basis. Funding for non-salary expenditures, such as the inflation for fuel, gas and other expenses has increased at rate higher than of 9.4% and as such the district will remain conservative in allocating its financial resources for the 2023-2024 school year.

For 2023-24, SD8 is projecting an estimated enrolment of 4,478 Regular K-12 Schools full-time equivalent (FTE) student enrolment, 18 Alternate Schools FTE and 230 Online Learning FTE. This is a projected decline of 6.5625 FTE which is predominantly made up of regular K-12 school enrolment.



The estimated 2023- 24 operating grant revenue of \$61,649,241 is detailed in the table below:

Estimated Operating Grants Overview - 2023/24 School Year

School District 8 (Kootenay Lake)

September 2023 Enrolment Count				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	4,478,000	\$8,625	\$38,622,750	
Continuing Education	0.0000	\$8,625	\$0	
Alternate Schools	18.0000	\$8,625	\$155,250	
Online Learning	230.0000	\$6,960	\$1,600,800	
Home Schooling	64	\$250	\$16,000	
Course Challenges	3	\$270	\$810	
<b>Total Enrolment-based Funding (September)</b>	<b>4,726.0000</b>			<b>\$40,395,610</b>
Supplement for Enrolment Decline				
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	-6.5625	\$4,313	\$0	
4%+ Enrolment Decline		\$6,469	\$0	
Significant Cumulative Decline (7%+)	71.0000	\$4,313	\$0	
<b>Supplement for Enrolment Decline</b>				<b>\$0</b>
Supplement for Unique Student Needs				
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	5	\$49,070	\$245,350	
Level 2 Special Needs	226	\$23,280	\$5,261,280	
Level 3 Special Needs	51	\$11,760	\$599,760	
English Language Learning	72	\$1,735	\$124,920	
Indigenous Education	846	\$1,710	\$1,446,660	
Adult Education	2.0000	\$5,505	\$11,010	
Equity of Opportunity Supplement			\$253,069	
<b>Supplement for Unique Student Needs</b>				<b>\$7,942,049</b>
Supplement for Unique Geographic Factors				
	Change	Funding	Funding	Total Supplement
Variance from Provincial Average	\$1,485			
Estimated Number of Educators	262.667	\$390,060		
<b>Supplement for Unique Geographic Factors</b>				<b>\$11,710,809</b>
Supplement for Salary Differential				
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	4,728.0000	\$180.33	\$852,600	
<b>Supplement for Salary Differential</b>				<b>\$1,242,660</b>
Supplement for Curriculum and Learning Support Fund				
				\$0
				\$42,593
<b>September 2023 Enrolment Count, Total</b>				<b>\$61,333,721</b>

July 2023 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$245	\$0	
Summer Learning Grade 8-9	0	\$245	\$0	
Summer Learning Grade 10-12	0	\$490	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	0	\$490	\$0	
<b>Summer Learning, Total</b>				<b>\$0</b>
February 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,625	\$0	
Adult FTE - Continuing Education	0.0000	\$5,505	\$0	
K-Gr 9 School-Age FTE - Online Learning	10.0000	\$3,480	\$34,800	
Gr 10-12 School-Age FTE - Online Learning	35.0000	\$6,960	\$243,600	
Adult FTE - Online Learning	0.0000	\$5,505	\$0	
Level 1 Special Needs Enrolment Growth	0	\$24,535	\$0	
Level 2 Special Needs Enrolment Growth	0	\$11,640	\$0	
Level 3 Special Needs Enrolment Growth	0	\$5,880	\$0	
Newcomer Refugees	0.0000	\$4,313	\$0	
ELL Supplement - Newcomer Refugees	0	\$868	\$0	
<b>February 2024 Enrolment Count, Total</b>				<b>\$278,400</b>
May 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,625	\$0	
Adult FTE - Continuing Education	0.0000	\$5,505	\$0	
K-Gr 9 School-Age FTE - Online Learning	1.0000	\$2,320	\$2,320	
Gr 10-12 School-Age FTE - Online Learning	5.0000	\$6,960	\$34,800	
Adult FTE - Online Learning	0.0000	\$5,505	\$0	
<b>May 2024 Enrolment Count, Total</b>				<b>\$37,120</b>
2023/24 Full-Year Estimated Total				
				<b>\$61,649,241</b>
Estimated 2023/24 Operating Grant from Indigenous Services Canada				\$68,880
Estimated 2023/24 Operating Grant from Ministry of Education				\$61,580,361

The preliminary draft budget operating revenue projections of \$64,994,435 are detailed below:

2023-2024 Projected Operating revenue				
Sources of revenue	2023-2024 Annual Budget	2022-2023 Amended Budget	Increase (Decrease)	
	\$	\$	\$	
<b>Operating Grant Revenue</b>	61,649,241	56,549,165	5,100,076	
<b>ISC/LEA Recovery</b>	(68,880)	(68,880)	-	
<b>Other Ministry of Education Grants</b>	786,132	788,421	(2,289)	
<b>Operating Grant, Ministry of Education</b>		2,111,042	(2,111,042)	
<b>Other Provincial Grants</b>	296,176	320,076	(23,900)	
<b>Tuition</b>	1,654,150	1,770,150	(116,000)	
<b>Other Revenue</b>	513,616	560,010	(46,394)	
<b>Rentals and Leases</b>	64,000	72,000	(8,000)	
<b>Investment Income</b>	100,000	100,000	-	
<b>Total Operating Revenue</b>	<b>64,994,435</b>	<b>62,201,984</b>	<b>2,792,451</b>	

Expenses in the preliminary budget have considered reductions of one-time expenses, salary increases, addition monies for transportation costs, and added cost pressures for facilities and operations due to increased inflation and have removed the one-time costs for trustee elections and orientation costs. Currently, the preliminary budget represents a balanced budget.

The Board of Education must approve a balanced budget by June 30 of each year. The 2023-24 annual budget will be prepared in accordance with [section 23.1 of the Budget Transparency and Accountability Act](#) of the Province of British Columbia and [Section 111 of the School Act](#) and reflect the vision, mission and values of the strategic plan, while focusing on educational resources for student achievement and success outlined in the strategic plan priorities as required by the [Framework for Enhancing Student Learning](#).





School District 8  
Kootenay Lake

# 2023-2024 Preliminary Draft Budget Overview

[sd8.bc.ca](http://sd8.bc.ca)





## School District No. 8 (Kootenay Lake)

### 2023-2024 Annual Budget - Preliminary Draft Overview

#### 2023-2024 Projected Operating revenue

Sources of revenue	2023-2024 Annual Budget	2022-2023 Amended Budget	Increase (Decrease)
	\$	\$	\$
Operating Grant Revenue	61,649,241	56,549,165	5,100,076
ISC/LEA Recovery	(68,880)	(68,880)	-
Other Ministry of Education Grants	786,132	788,421	(2,289)
Operating Grant, Ministry of Education		2,111,042	(2,111,042)
Other Provincial Grants	296,176	320,076	(23,900)
Tuition	1,654,150	1,770,150	(116,000)
Other Revenue	513,616	560,010	(46,394)
Rentals and Leases	64,000	72,000	(8,000)
Investment Income	100,000	100,000	-
<b>Total Operating Revenue</b>	<b>64,994,435</b>	<b>62,201,984</b>	<b>2,792,451</b>

#### Preliminary Budget estimated Operating expenses for 2023-2024

	2023-2024 Annual Budget	2022-2023 Amended Budget	Increase (Decrease)
	\$	\$	\$
<b>Salaries</b>			
Teachers	23,869,155	22,854,414	1,014,741
Principals and Vice Principals	4,497,197	4,042,282	454,915
Educational Assistants	3,271,177	3,160,859	110,318
Support Staff	7,417,949	7,029,432	388,516
Other Professionals	2,584,129	2,450,122	134,007
Substitutes	3,300,529	3,228,923	71,606
<b>Total Salaries</b>	<b>44,940,136</b>	<b>42,766,032</b>	<b>2,174,104</b>
<b>Employee Benefits</b>	<b>11,155,793</b>	<b>10,650,678</b>	<b>505,116</b>
<b>Total Salaries and Benefits</b>	<b>56,095,929</b>	<b>53,416,710</b>	<b>2,679,220</b>
<b>Services and Supplies</b>			
Services	2,048,206	1,980,506	67,700
Student Transportation	350,309	270,309	80,000
Professional Development and Travel	884,511	884,511	(0)
Rentals and Leases	34,441	34,441	-
Dues and Fees	89,682	89,682	-
Insurance	177,539	152,539	25,000
Supplies	3,418,694	3,541,162	(122,469)
Utilities	1,871,625	1,808,625	63,000
<b>Total Services and Supplies</b>	<b>8,875,006</b>	<b>8,761,775</b>	<b>113,231</b>
<b>Total Operating Expense</b>	<b>64,970,935</b>	<b>62,178,484</b>	<b>2,792,451</b>
Capital Expenses	23,500	23,500	-
<b>Total Expense</b>	<b>64,994,435</b>	<b>62,201,984</b>	<b>2,792,451</b>
<b>Projected Surplus / (Shortfall)</b>			
Total Revenues	64,994,435		
Total Operating Expense	64,994,435		
<b>Preliminary draft Surplus / (Shortfall)</b>			<b>(0)</b>



Date	Time	Meeting	Meeting Description/Tasks	Attendees/Responsible	Location
March 15, 2023	n/a	Surveys to KLPVPA, Students & Public	Invitation to comment. Preliminary Draft Budget Posted Online.	Public, Partner Groups and Students	Online Survey & Invitation to Comment
April 5, 2023	9:00PM – 3:00PM	Board Working Session	Preliminary Draft Budget Review.	Trustees	Board Office & Zoom
April 6, 2023	2:00PM – 4:30PM	LKB, ACE, KLPVPA, CUPE, KLTF, DPAC	Focused Draft Budget Discussion.	Trustees, Senior Staff & Partner Groups	Board Office & Zoom
April 11, 2023	3:30PM – 4:30PM	O&F Committee Meeting	Preliminary Draft Budget Review.	Trustees, Senior Staff & Committee Members	Board Office & Zoom
April 25, 2023	6:00PM – 7:30PM	Public Webinar	Presentation of Updated Budget, Survey Results, Public Q&A.	Partner Groups & Public	Zoom Webinar
May 9, 2023	3:00PM – 4:30PM	O&F Committee Meeting	Supt.'s Recommended Budget.	Committee Members	Board Office & Zoom
May 9, 2023	5:00PM – 7:00PM	Meeting of the Board held in Public	Supt.'s Recommended Budget. Planned Readings 1, 2 & 3 of Budget Bylaw.	Trustees	Board Office & Zoom

