

**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE –
PRELIMINARY DRAFT BUDGET DISCUSSION**

AGENDA

TUESDAY, APRIL 23, 2024

1:30 PM – 3:30 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 2024-2025 Review (p. 4)

App. 10A

11. Comments or Questions from the Public

12. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for May 14, 2024.

13. Adjournment of Meeting



**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE
MINUTES**

TUESDAY, MARCH 12, 2024

Board:

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

Partners

K. Centrone, CUPE
C. Martin, CUPE
N. Nazaroff, DPAC
C. Wilson
C. Yates, Red River Metis

District Staff:

T. Smillie, Superintendent
C. MacArthur, Secretary-Treasurer
B. Eaton, Director of Instruction – Innovative Learning
D. Holitzki, Assistant Superintendent
C. Kerr, Director of Operations
C. Singh, Director of Human Resources
S. Bruskowski, Executive Assistant

Regrets:

M.J. Blackmore
K. Etheridge

1. Call to Order

The meeting was called to order at 3:30 PM.

2. Acknowledgement of Aboriginal Territory

3. Changes to Proposed Agenda

4. Adoption of Agenda

The agenda for this March 12, 2024 meeting was adopted as circulated.

5. Receiving Presentations - Nil

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

7. Correspondence - Nil

8. Adoption of Minutes

The minutes were adopted as circulated.

9. Unfinished Business – Nil

10. New Business – Secretary Treasurer

A. 2024-2025 Budget Schedule



Secretary-Treasurer MacArthur presented the updated 2024-2025 Budget Schedule as provided in the agenda package. A consultation process started March 13, 2024. Feedback from the consultation process will be considered when the draft budget is created.

B. 2024-2025 Enrolment Projections and Projected Revenue

Secretary-Treasurer MacArthur presented the 2024-2025 Enrolment Projections and Projected Revenue. As a result of a projected decrease in student enrolment of approximately 70 FTEs and changes to special needs, Indigenous and English Language learners, the district anticipates a \$603,000 reduction in funding based on 2023-2024 per student FTE operating grants. Funding protection does not apply as the decline in student enrolment is below the threshold determined by the ministry. The Ministry of Education and Child Care will publish the 2024-2025 per student FTE funding rates on March 15, 2024 which will allow for accurate budget planning.

Secretary-Treasurer MacArthur and Superintendent Smillie answered questions from partners and Trustees:

- The projected decrease in enrolment is a result of more students graduating than entering the schools. While this also applies to students with a designation, students are continuously assessed and the number of students with designations will be adjusted accordingly throughout the year.
- Block funding provided by the Ministry of Education and Child Care is distributed through the district to ensure all students have the support they need.
- Resources invested by the district to support students' needs by far outweigh the funds received through block funding. Supports for students include but are not limited to: adaptations in the curriculum, equipment for students, learning environment adjustments. Schools inform the district of human resources needs which the district is then trying to accommodate. Parents can find resources and information on inclusive education procedures at the bottom section of the SD8 website [here](#).

11. Comments or Questions from the Public

12. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for May 14, 2024.

13. Adjournment of Meeting

The meeting was adjourned at 3:53 PM.

Committee Chair

Secretary-Treasurer



FROM: Cathy MacArthur, Secretary-Treasurer
DATE: April 23, 2024
SUBJECT: 2024-2025 Preliminary Draft Budget Discussion

For Information

Introduction

This memorandum provides information on the 2024-2025 preliminary draft budget.

Information

The Board of Education must approve a budget by June 30th of each year. The 2024-2025 budget is 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.

Enrolment-based funding drives most of the operating funding for school districts. The Ministry of Education and Child Care (MoECC) is increasing the basic enrolment-based funding for standard, continuing, and alternate student FTEs and the funding for unique student needs by 3.4% for 2024-2025. The MoECC funding amounts are also determined through unique geographical features and other factors.

The enrolments for the preliminary budget are based on estimated enrolment figures submitted to the MoECC on or before February 15th. For 2024-2025, SD8 is projecting an estimated enrolment of 4,411 regular K-12 full-time equivalent students FTEs, 16 alternate school student FTEs, and 275 online learning FTEs. This is a projected decline of 72 student FTEs in the regular K-12 and alternate school student FTEs and an increase of 2 online learning student FTEs.

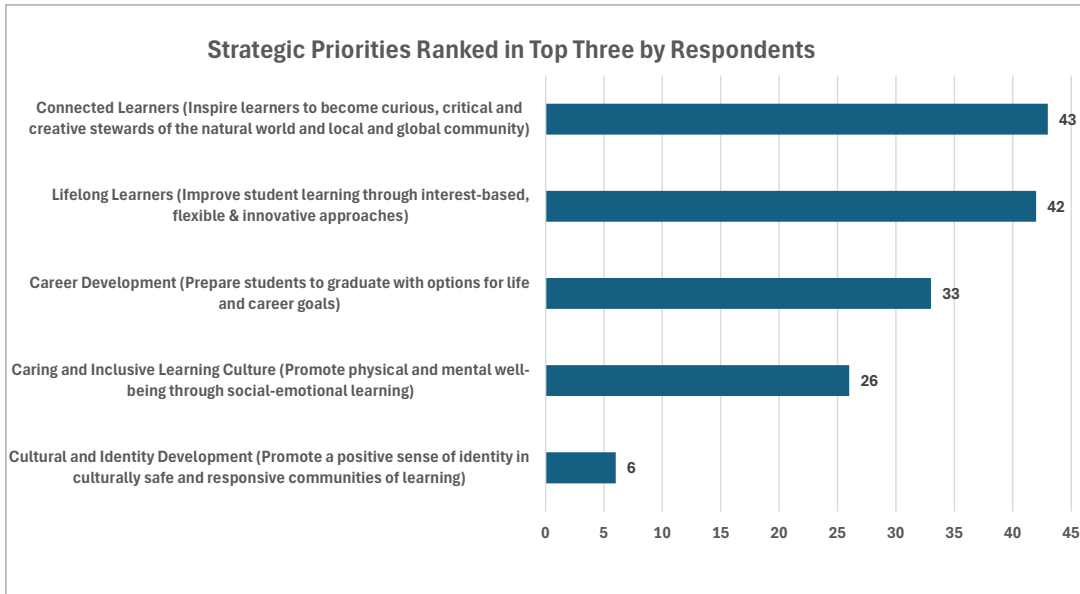
PUBLIC INPUT

Public input on budget priorities was requested through a budget survey. Fifty-six people completed the survey with forty-nine respondents being parents/guardians and the remainder being staff and educational partners. When asked which education level was a priority for them, the response was fairly evenly split between elementary, middle and secondary followed by early learning.

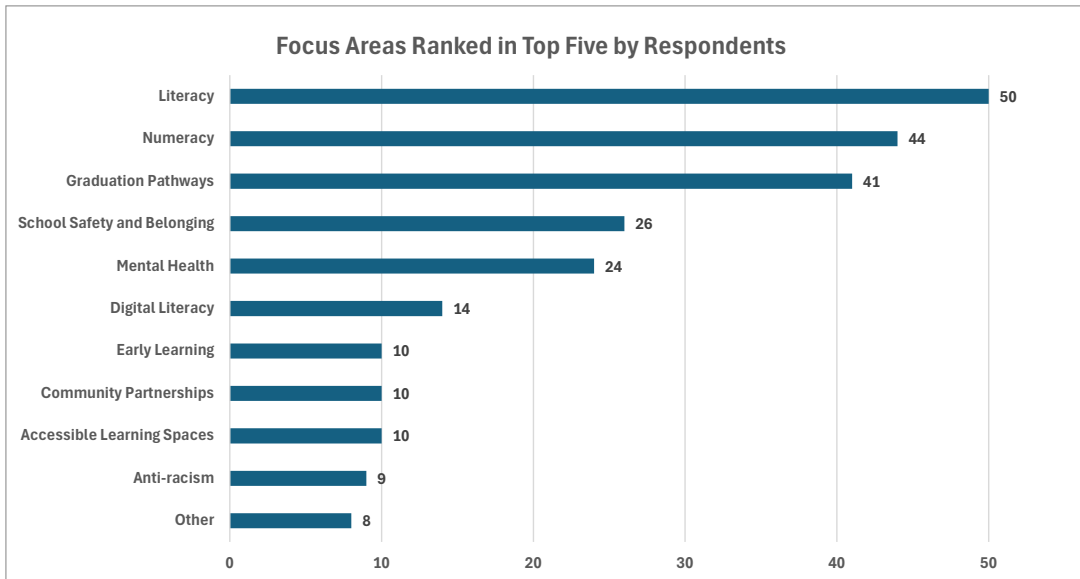
The survey asked respondents to rank and comment on their budget priorities based on the district's strategic priorities, focus areas, use of additional available funding, and use of accumulated operating surplus.

As shown below, the ranking order for strategic priorities was connected learners, lifelong learners, career development, caring and inclusive learning culture and cultural and identity development.



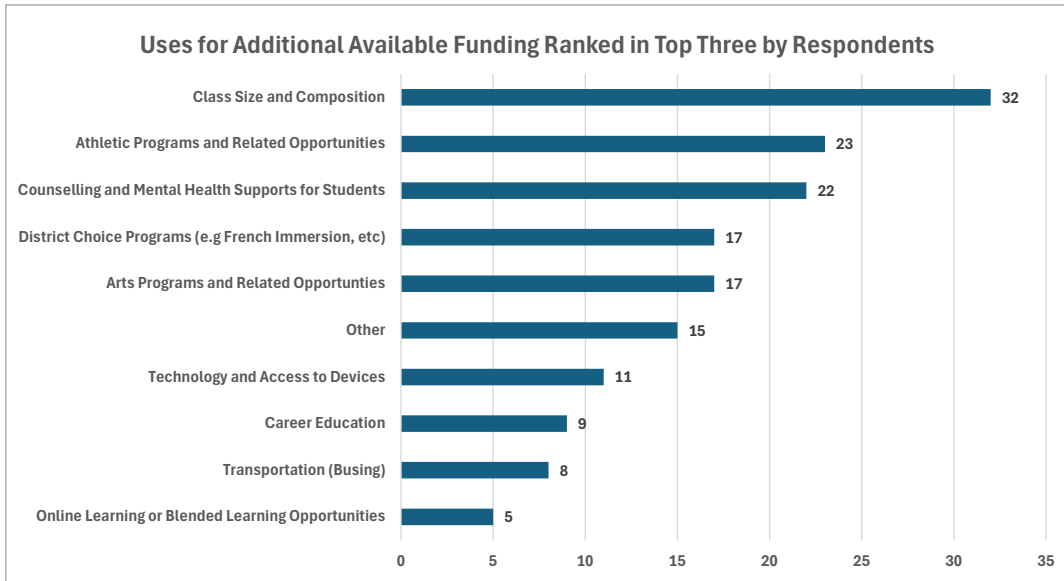


As shown below, the ranking order for focus areas was literacy, numeracy, graduation pathways, school safety and belonging, mental health, digital literacy, early learning, community partnerships, accessible learning spaces, and anti-racism.

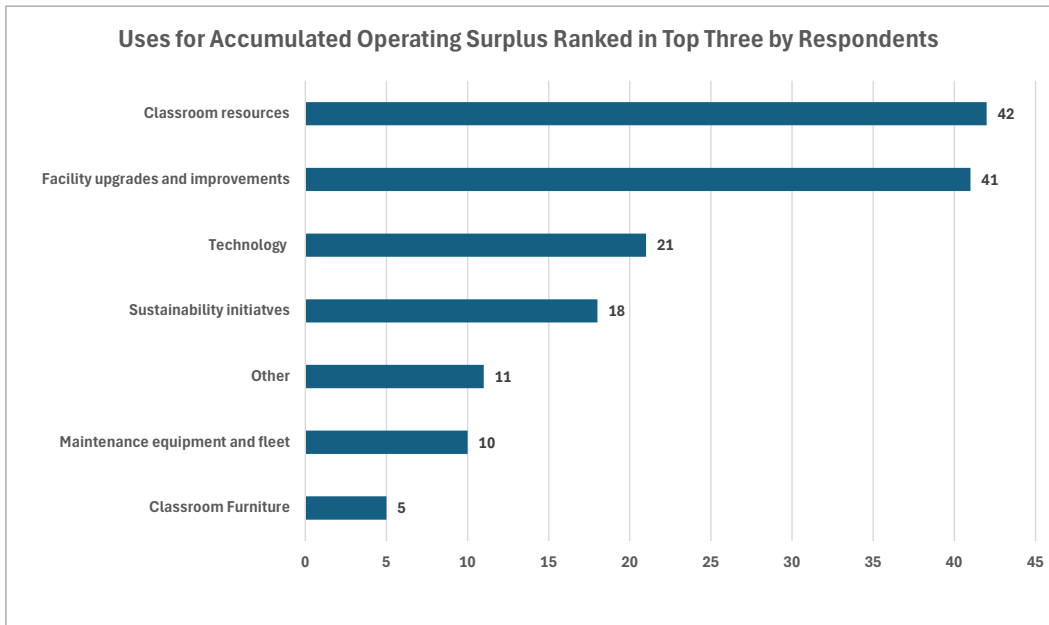


As shown below, the ranking order for uses of additional available funding was class size and composition, athletic programs, counselling and mental health supports for students, district choice programs, arts programs, other, technology and access to devices, career education, transportation, and online learning.





As shown below, the ranking order for uses of accumulated operating surplus were classroom resources, facility upgrades and improvements, technology, sustainability initiatives, other, maintenance equipment and fleet, and classroom furniture.



PRELIMINARY BUDGET

The preliminary budget focuses on the priorities indicated in the survey and the educational resources for student achievement and success as supported by the SD8 2024-2029 Strategic Plan.

Operating Surplus

As shown below, the preliminary budget represents a balanced budget with \$66.6 million in revenues and operating expenses.



	2024-2025 Preliminary Budget	2023-2024 Amended Budget	Increase (Decrease)	
	\$	\$	\$	%
Projected Surplus	66,629,150	66,186,084	443,066	0.7%
Total Revenue	66,629,150	65,186,084	1,443,066	2.2%
Total Operating Expense	-	1,000,000	(1,000,000)	(100.0%)
Transfer to Capital for Tangible Capital Assets	-	(1,000,000)	(1,000,000)	100.0%
Projected Surplus after Transfers to Capital Fund	-	-	-	

In the 2023-2024 amended budget, revenues exceeded operating expenses by \$1.0 million, leaving \$1.0 million available for transfer to capital for the purchase of tangible capital assets.

Although additional funding of 3.4% per student FTE was announced for 2024-2025, the decline in enrolments resulted in an increase in overall operating revenue of 0.7%. An increase in salaries and benefits were offset by decreases in services and supplies, resulting in a 2.2% increase in total operating expenses.

Operating Revenues

The operating revenues as shown below is projected to increase by \$0.4 million (0.7%) compared to 2023-2024.

	2024-2025 Preliminary Budget	2023-2024 Amended Budget	Increase (Decrease)	
	\$	\$	\$	%
Revenues				
Operating Grant Revenue & Other MoECC Grants	64,097,502	63,567,090	530,412	0.8%
Other Provincial Grants	295,000	296,176	(1,176)	(0.4%)
Tuition	1,208,150	1,198,450	9,700	0.8%
Other Revenue	553,498	551,368	2,130	0.4%
Rentals and Leases	95,000	90,000	5,000	5.6%
Investment Income	380,000	483,000	(103,000)	(21.3%)
Total Revenue	66,629,150	66,186,084	443,066	0.7%

The operating grant revenue and the other MoECC grants are projected to increase by \$0.5 million (0.8%). The increase in per student funding of 3.4% is being offset by lower enrolments. Investment income is projected to decrease due to lower investment balances and lower interest rates.

Operating Expenses

The operating expenses as shown below are projected to increase by \$1.4 million (2.2%) compared to 2023-2024.



	2024-2025 Preliminary Budget	2023-2024 Amended Budget	Increase (Decrease)	
	\$	\$	\$	%
Expenses				
Salaries				
Teachers	23,433,275	22,759,615	673,660	3.0%
Principals and Vice-Principals	4,388,137	4,420,655	(32,518)	(0.7%)
Educational Assistants	3,901,355	3,614,535	286,820	7.9%
Support Staff	8,027,350	7,440,581	586,769	7.9%
Other Professionals	2,938,064	2,602,102	335,962	12.9%
Substitutes	3,178,553	3,371,661	(193,108)	(5.7%)
Total Salaries	45,866,734	44,209,149	1,657,585	3.7%
Employee Benefits	11,632,262	11,255,197	377,065	3.4%
Total Salaries and Benefits	57,498,996	55,464,346	2,034,650	3.7%
Services and Supplies				
Services	2,346,019	2,552,661	(206,642)	(8.1%)
Student Transportation	350,202	340,309	9,893	2.9%
Professional Development and Travel	781,155	932,742	(151,587)	(16.3%)
Rentals and Leases	120,751	79,891	40,860	51.1%
Dues and Fees	121,185	118,682	2,503	2.1%
Insurance	192,353	177,539	14,814	8.3%
Supplies	3,448,611	3,745,465	(296,854)	(7.9%)
Utilities	1,769,878	1,774,449	(4,571)	(0.3%)
Total Services and Supplies	9,130,154	9,721,738	(591,584)	(6.1%)
Total Operating Expenses	66,629,150	65,186,084	1,443,066	2.2%

The salaries and benefits are projected to increase by \$2.0 million (3.7%). As a percentage of total operating expenses, they have increased from 85.1% in 2023-2024 to 86.3% in 2024-2025.

Salaries and wages for all staffing groups have been increased by 3% as per the collective agreement and BCPSEA directive for exempt staff. In addition to this change, other changes include:

- Replacement of one District Principal position with a Director of Instruction which shifts salaries from Principals and Vice-Principals to Other Professionals
- Increase in Educational Assistants funded through the Operating Fund which were previously funded from Special Purpose Funds
- Anticipated higher levels of filled positions which shifts wages from substitutes to support staff

Supplies and Services are projected to decrease by \$0.6 million (6.1%) due to a concerted effort to reduce costs in services, professional development and travel and supplies to retain funding for staff positions.



Special Purpose Funds

The revenue from Special Purpose Funds as shown below is projected to decrease by \$1.4 million (9.2) compared to 2023-2024.

	2024-2025 Preliminary Budget	2023-2024 Amended Budget	Increase (Decrease)	
	\$	\$	\$	%
Revenue				
Annual Facility Grant	279,640	279,640	-	0.0%
After School Sports & Arts Grant	62,134	77,509	(15,375)	(19.8%)
Classroom Enhancement Fund	9,517,962	10,658,832	(1,140,870)	(10.7%)
Community Link	750,517	776,078	(25,561)	(3.3%)
Donations	25,000	25,000	-	0.0%
Early Care & Learning (ECL) Funding to Schools	175,000	175,000	-	0.0%
Early Years to Kindergarten (SEY2KT)	19,000	19,000	-	0.0%
Feeding Futures Fund	615,090	644,263	(29,173)	(4.5%)
First Nation Student Transportation	24,697	24,697	-	0.0%
Health Promoting Schools	27,000	27,000	-	0.0%
Learning Improvement Fund	223,017	233,351	(10,334)	(4.4%)
Mental Health in Schools	55,000	55,000	-	0.0%
Changing Results for Young Children	-	9,966	(9,966)	(100.0%)
Early Childhood Education Dual Credit Program	80,156	162,881	(82,725)	(50.8%)
OLEP	89,101	115,909	(26,808)	(23.1%)
Ready, Set, Learn	39,200	43,314	(4,114)	(9.5%)
Seamless Day Kindergarten	55,400	63,872	(8,472)	(13.3%)
Scholarships and Bursaries	38,000	38,000	-	0.0%
School Generated Funds	1,250,000	1,250,000	-	0.0%
Strong Start	230,549	230,549	-	0.0%
Student & Family Affordability Fund	200,000	244,058	(44,058)	(18.1%)
Total Revenue	13,756,463	15,153,919	(1,397,456)	(9.2%)

The most significant decrease of \$1.1 million (10.7%) relates to the Classroom Enhancement Fund which provides additional funding for teachers based on required class size and composition.

Decreases in the After School Sports & Arts Grant, Changing Results for Young Children, Early Childhood Education Dual Credit Program, OLEP, Seamless Day Kindergarten, and Student & Family Affordability Fund, totalling \$0.2 million relate to the assumption of no carry forward amounts being available in 2024-2025 compared to 2023-2024.

The remaining decrease in Community Link, Feeding Futures Fund and Learning Improvement Fund, totalling \$0.1 million relates to lower funding due to lower enrolments.

Overall, SD8 is pleased to maintain a budget that supports the Board of Education’s Strategic Plan and focuses on staffing and support in the classroom.

