

FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



May 9, 2023 – 3:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

This meeting is being held on the traditional and unceded territory of the Secwépemc People.

1. April 11, 2023, Meeting Report
2. Budget
3. School Fees
4. Emergency Planning
5. Security Systems
6. Capital Project Request: New Marie Sharpe “Concept”
7. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office

“Learning, Growing, and Belonging Together”

Finance and Facilities & Transportation Committee Meeting Report



April 11, 2023 (3:00 p.m. – 4:10 p.m.)

Trustees in Attendance: Angie Delainey (Chaired Mtg.) Anne Kohut, Mike Franklin.

TEAMS: Willow Macdonald, Mary Forbes.

Regrets: Ciel Patenaude, Linda Martens.

Staff: Superintendent / Acting ST Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Directors of Instructions Sean Cameron, Director of Human Resources, Taryn Aumond. Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action		
Acknowledgment of Traditional Territory				
1. March 14, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.		
2. Budget - Yearly Projections - 2023-2024 Development	Superintendent van der Mark provided a snapshot of the yearly projections and the outline for the 2023 – 2024 Budget development. Trustees appreciated the new graphic developed by our incoming Secretary-Treasurer, Ms. Hooker.	None. Information only		
3. 2022/23 Annual five Year Capital Plan submission	Superintendent van der Mark provided an overview of the Minor Capital grant requiring a bylaw to be passed in order to accept the funding.	Recommendation that the Board of Education proceed with three readings of the Capital Bylaw		
4. District Intrusion System	Director of Instruction Sean Cameron provided an update to the committee on the current state of the Districts intrusion systems, and the proposed plan moving forward.	None. Information only.		
5. Proposed Future Meeting Dates				
	MEETING	DATE	TIME	LOCATION
	Finance/Facilities Committee	May 9, 2023	3:00 p.m.	Board Office
	Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office

“Learning, Growing, and Belonging Together”

TO: Finance, Facilities & Transportation

FROM: Chris van der Mark

DATE: May 9, 2023

RE: Budget Development 2023-24

BACKGROUND

Preliminary information for 2023-24 budget planning is positive. The Ministry released the base funding allocation information and there have been increases in student allocations. Based on projections, we will be building a budget on \$60,918,421 for the 2023-24 school year, up from \$55,699,652 this past year. Beyond the per pupil increase, there is also the increased wages through the public sector bargaining settlements.

Special purpose funds such as LINKS, AFG, and other Capital Grants. We also expect a continuation of a fund to support food programs in schools.

2023-24 Op Block	CEF	LIF	LINK	AFG (Op portion)	Pay Equity	Transportation	Feeding Futures (NEW)	Labour Settlement
60,918,421	4,356,939	230,585	719,732	311,807	665,837	739,024	637,732	

The labour settlement for bargaining units is fully funded. We have yet to hear if PSEC will fund the lifts for excluded and exempt staff, as they did in 2022-23. This additional funding was unexpected and appreciated, but it is not guaranteed to continue for the remaining 2 years. The 2023-24 which could exceed 7% with COLA.

DISCUSSION

Staffing: HR continues to work hard hiring. We are far ahead of last year with the first two rounds of posting already completed. We have no planned reductions in staffing. We have some re-allocations/additions of administration.

VP Trades and Careers: This is a new position to provide succession planning and transition of this highly successful program.

Human Resources Generalist: We continue to rebuild our business department, including this addition to continue building capacity.

Director of Instruction- Child Care, Early Learning and Inclusive Education: This position replaces the oversight of Inclusive Education left vacant by a retirement and adds the emerging portfolios of Child Care and Early learning.

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These administrative additions are cost neutral through re-allocation of existing administration positions and new Ministry funding for the Child Care portfolio.

Continuing Priorities

As mentioned earlier, once staffing is allocated, the other 11% is everything else. Supplies, white fleet, gas, utilities and any other “wish list” items we may have. As discussed in Finance and Facilities, over the past few years, we have been able to add:

Annual IT Lease Commitment	\$500 k
School Supplies and Resources	\$490 k
Learning Initiatives	\$150 k
Mentorship*	\$100 k
Recruitment	\$250 k
Additional Custodial**	\$190 k
Counselling Ratio above CA	\$220 k
Lifts for Exempt and Excluded***	\$180 k
Helping Teachers	\$220 k
	\$2.4 M

These will be maintained.

This year (2023-24), we have been working with the Finance Team to also find funds for new requests:

White Fleet replacements	\$400 k
Mini Bus for Sport/Extra Curricular (x2)	\$300 k
Learning Initiative increase (1 time)	\$80 k
Exempt and Excluded Lifts (year 2)*	\$240 k
Additional Tech/Network Upgrade	\$700 k
Careers/Trades Supplement	\$30k
	\$1.7 M

Additionally, we have also encountered escalating costs for high priority projects such as:

Fire security systems	\$150 k (year 2 above AFG)
Alarm security systems	\$400 k (above AFG)
School PA systems	\$150 k (year 1)
	\$700 k

Based on initial budget development, these last three projects, and potentially the mini-bus purchases, will be funded from surplus.

Other Surplus Considerations

The budget overview shows that we have continued to show increased financial efficiency while increasing core services. We continue to have significant historical elements resulting from a long practice of deferring maintenance. We will need to continue planning for use of the accumulated surplus. An intended use of a portion of the surplus is to be available to support unique elements of a potential new school build (Marie Sharpe). We will also want to consider:

1. Fully funding from the 2023-24 year, rather than over multiple years, the:
 - a. Fire alarm system upgrades (\$1M)
 - b. Security system upgrades (\$400)
 - c. PA systems at schools (\$250)

Total funding needed to complete these projects in the next fiscal year: \$1.65 M (approx.)

2. Move \$3 M from operating surplus to local capital in order to fast track some of the most urgent facility projects not able to be captured under AFG.

See budget presentation.

RECOMMENDATION

THAT the Board of Education proceed with the first two (2) readings of the Annual Budget Bylaw at the May 25th, 2023, Board Meeting.



2023- 2024 Budget MAY 2023

SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN)

Agenda

Where do we get our funding?

How do we allocate our funding?

Budget Priorities

Funding Per FTE - Historical Data

Reserve Summary

Budget Risks

Budget Timelines

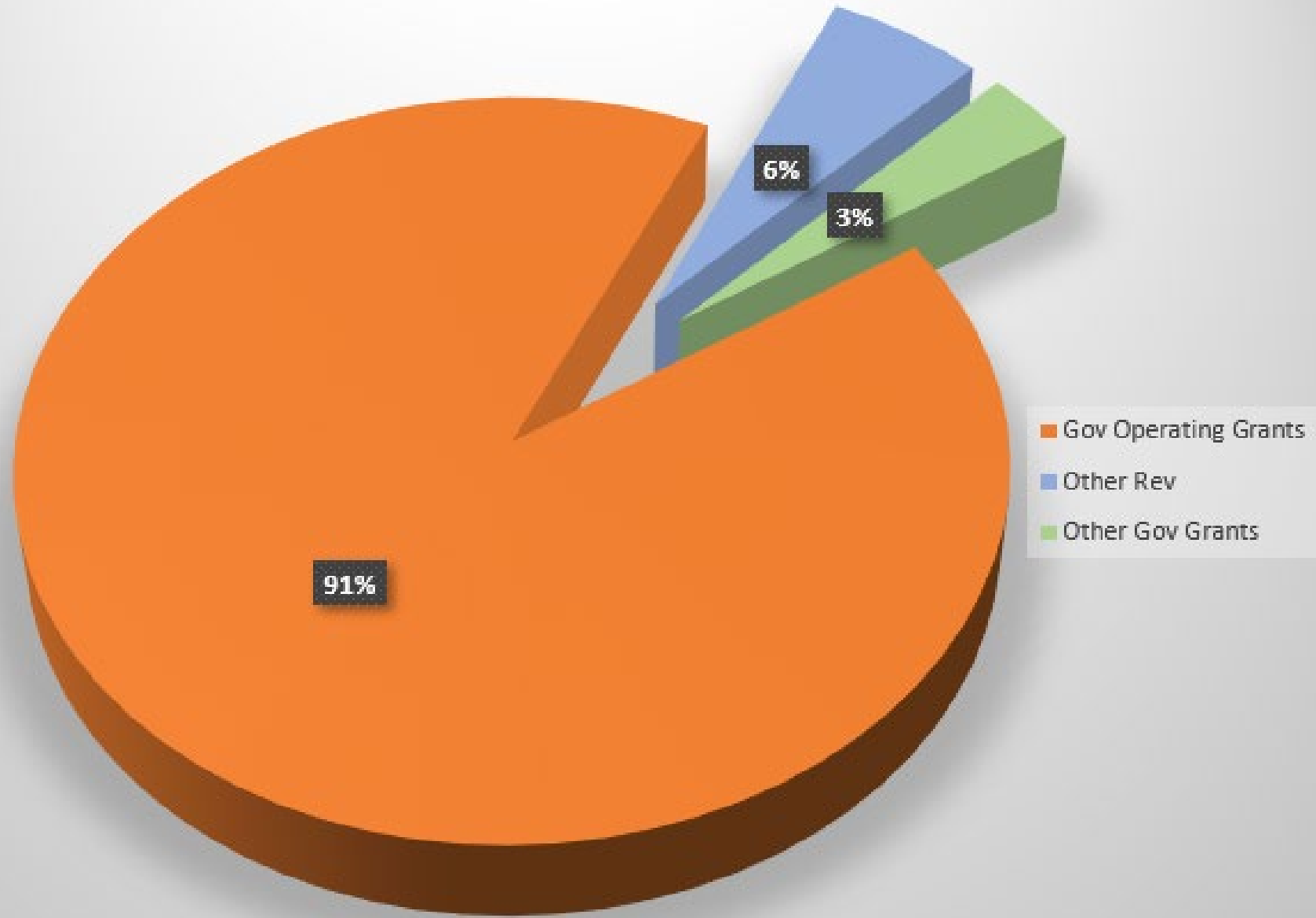
What makes a budget more robust?

2023-2024 Budget Projections

Where do we get our funding?

2023-2024
Operating
Revenues
\$63.9 Million

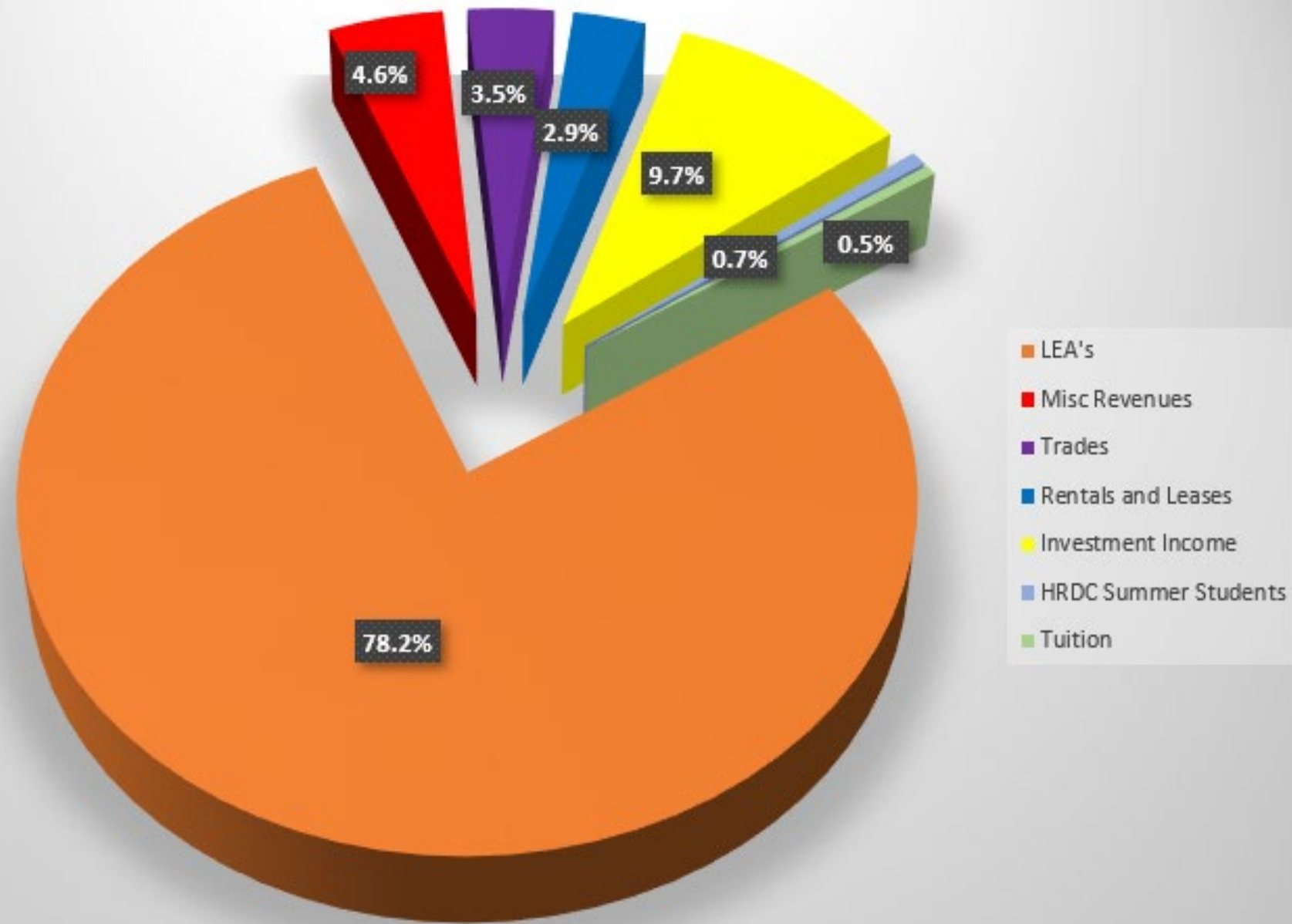
Schedule 2A



Where do we get our funding?

2023-2024
Other Revenues
\$3.6 Million

Schedule 2A



Other Funds



Operating Budget

- Student Supports
- Instruction
- Administration
- Maintenance / Transportation



Special Purpose Funds

- Specific Time Frame (1-2 years)
- Specific Function
 - School Trust Fund
 - Annual Facilities Grant
 - Community Links



Capital Budget

- Buildings
- Land Improvements
- Equipment
- Site Purchases



How do we allocate our funding?

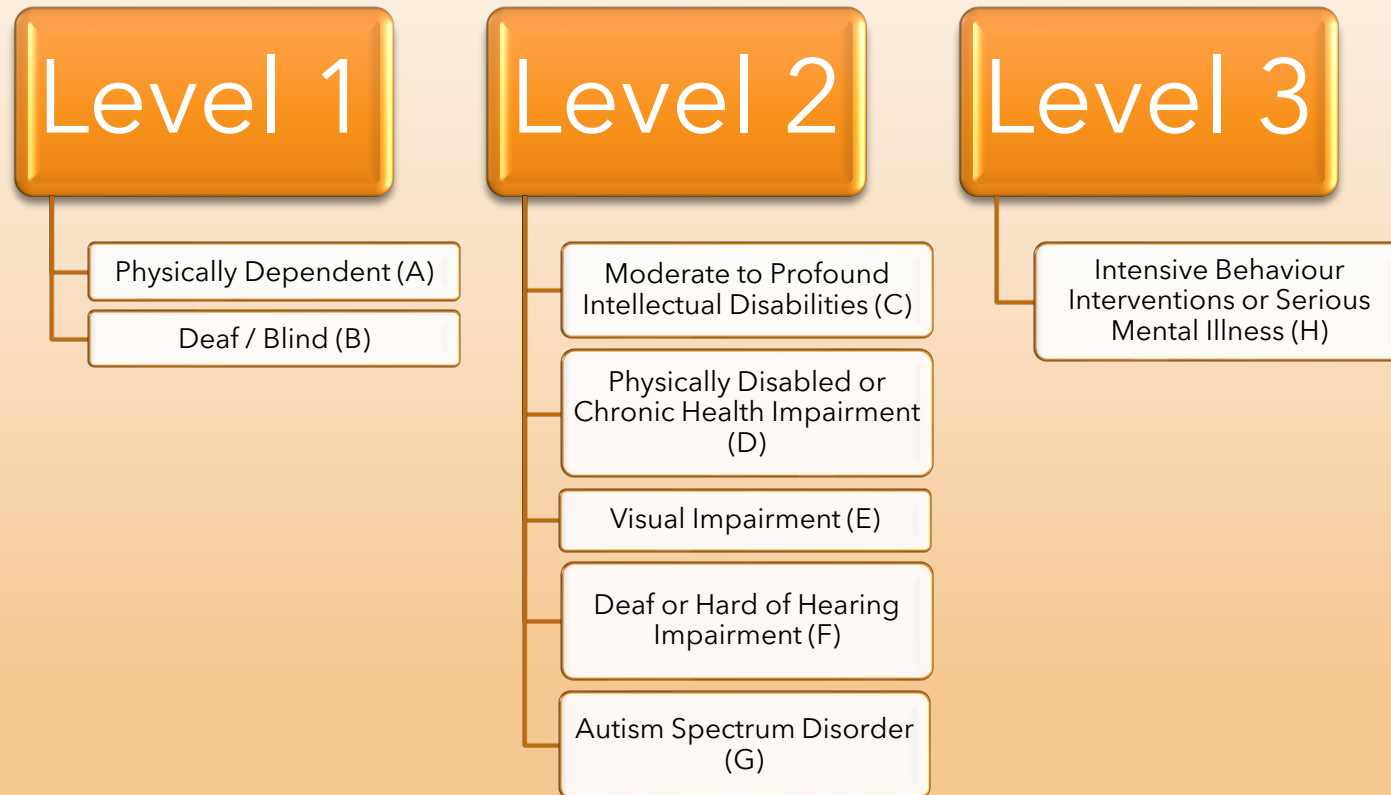
Teacher Allocations are made according to collective agreement and additional need.

For example, one of our elementary schools has 310 students and 13.3 FTE classroom teachers

FTE	Position
2.14	Learning Assistance/Special Ed. Resource/ELL
0.60	Librarian/Technology
0.74	Preparation Time
1.3	Administration

How do we allocate our funding?

Special Needs - Allocations



How do we allocate our funding?

Clerical Support Staff – according to Collective Agreement

Upon ratification, the District will establish baseline allocations for schools based on the following:

Category 1 13 hrs/wk	Category II 17.5 hrs/wk	Category III 28 hrs/wk	Category IV 35 hrs/wk	Category V 94.5 hrs/wk	Category VI 105 hrs/wk
Anahim Lake	Forest Grove	Chilcotin Rd	Cataline	PSO	LCS – Columneetza
Alexis Creek	Horsefly	Mountview	Nesika		LCS - WL
Dog Creek	Skyline	Horse Lake	100 Mile		
Naghtaneqed	DL	Marie Sharpe			
Lac La Hache		Mile 108			
Likely		150 Mile			
Big Lake					
Tatla Lake					

Upon ratification a fund of thirty-five (35) hours per week shall be established to address emergent or variable situations.

Allocation of this fund shall be in consultation between the union and the employer.

Allocations will be made as part of the Spring staffing cycle.

Once allocations are set, there will not be reductions in September, unless the position becomes vacant. Any adjustments will be made by October 15.



How do we allocate our funding?

School Administrator Allocations

Elementary Schools WL and 100MH	
Less than 300 Students	0.8 - 1.0
300+ Students	1.1 - 1.3
Secondary Schools in WL and 100 MH	
1.75 - 4.0	
Rural	
.20 - .40	



How do we allocate our funding?

Support Staff-
Custodial Staff

Secondary	
School	Allocation Hours per week
LCSS-C	180
LCSS-WL	180
PSO	160
Rural	
Alexis	25
Anahim	30
Big Lake	10
Dog Creek	12.5
Forest Grove	20
LLH	13
Likely	15
Naghtaneqed	12
Tatla	15

Elementary	
School	Allocation Hours per week
100 MH	70
150 MH	50
Cataline	60
Chilcotin	50
GROW	20
Horsefly	22.5
Horse Lake	40
Marie Sharpe	50
Mile 108	50
Mountview	40
Nesika	50

Other	
Location	Allocation Hours per week
100 MH Transportation	10
Administration	25
WL Maintenance	20

Budget Priorities Continuing Priorities

	2023-2024
Annual IT Lease Commitment	\$522,000
School Supplies and Resources	\$490,000
Learning Initiatives	\$150,000
Mentorship	\$100,000
Recruitment	\$250,000
Additional Custodial	\$190,000
Counselling Ratio above CA	\$220,000
Lifts for Exempt and Excluded	\$180,000
Helping Teachers	\$220,000
Total	\$2,322,000

Budget Priorities Additional Priorities:

-New Funding Requests

-One Time Additional
Funding Requests

New Funding Requests	2023-2024
White Fleet Replacements	\$400,000
Mini-Bus for Sport/Extra Curricular (x2)*	\$300,000
Learning Initiative Increase	\$80,000
Exempt and Excluded Lifts (Year 2)	\$240,000
Additionally, Tech/Network Upgrade	\$700,000
Careers/Trades Supplement	\$30,000
Total	\$1,750,000
Additional Funding Requests	
Fire Alarm Security System*	\$150,000 (Year 2 above AFG)
Alarm Security Systems*	\$400,000 (Above AFG)
School PA Systems*	\$150,000 (Year 1)
Total	\$700,000

*could be paid from surplus as one-time money if necessary

Funding Per FTE

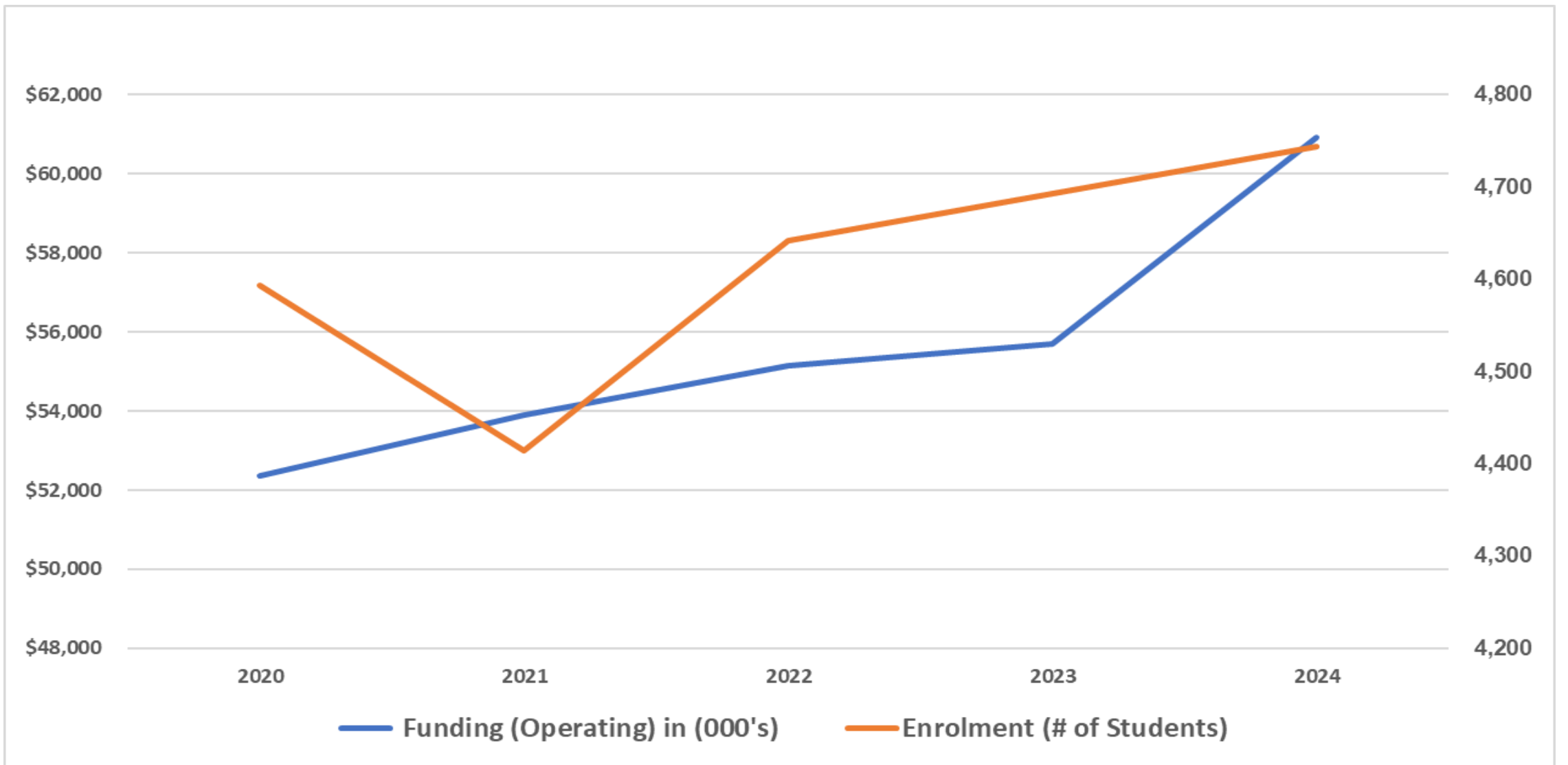
Grant Type	2023-2024 Budget	2022-2023	2021-2022	2020-2021
Regular/CE/Alternate	\$8,625	\$7,885	\$7,885	\$7,560
Distributed Learning	\$6,960	\$6,360	\$6,360	\$6,100
Adult Education	\$5,505	\$5,030	\$5,030	\$4,823
Level 1 Special Needs	\$49,070	\$44,850	\$44,850	\$43,000
Level 2 Special Needs	\$23,280	\$21,280	\$21,280	\$20,400
Level 3 Special Needs	\$11,760	\$10,750	\$10,750	\$10,300
English Lang. Learning	\$1,735	\$1,585	\$1,585	\$1,520
Indigenous Education	\$1,710	\$1,565	\$1,565	\$1,500
Home School	\$250	\$250	\$250	\$250
Course Challenges	\$270	\$246	\$246	\$236

Revenues - Operating Grants

SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN)

Special Education Funding

Grant Type	Budget 2023-2024
Level 1 Special Needs	\$294,420
Level 2 Special Needs	\$4,644,360
TOTAL FUNDING	\$4,938,780
Expenditures	\$3,248,150
Additional Allocated District Funds	\$1,690,629



Funding and Enrolment - Historical

SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN)

Reserve Summary

	Budget 2024	Fcst 2023	Actual 2022	Actual 2021
Operating Fund				
Restricted -School Based	300,000	300,000	333,396	491,772
Restricted -First Nations	350,000	350,000	439,608	387,320
* Unrestricted Surplus	7,209,509	7,209,509	6,009,509	4,042,705
Total Operating Surplus	7,859,509	7,859,509	6,782,513	4,921,797
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Special Purpose Funds (Restricted)	15,000	15,000	15,000	15,000
<hr/>				
Capital Fund				
* Local Capital (Future Capital Purchases)	4,477,084	4,477,084	4,477,084	3,277,085
Invested in Tangible Capital Assets (Amort)	10,919,021	9,545,000	15,753,401	17,500,198
Total Capital Surplus	15,396,105	14,022,084	20,230,485	20,777,283
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Total SD27 Accumulated Surplus	23,270,614	21,896,593	27,027,998	25,714,080
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* Unrestricted Spending				
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Other Potential Funding Sources				
<hr/>				
Restricted MECC Capital Fund				
Additions /Removals	-	806,243	428,980	-
Restricted MECC Capital Fund	2,654,991	2,654,991	1,848,748	1,419,768



Budget Risks

- Collective Agreements
- Enrolment
- Government Funding
- Average Wage Costs
- Regulatory Decisions
- Budget Estimates / Forecasts
- Inflation
- Weather
- Sick Leaves/ Absences
- Utilities

Budget Timeline

Sept 30
Student
Count

Oct. - Jan.
Budgets are reviewed and amended to reflect the
Sept. 30th students count, current staffing, and any
additional updated budget information.

Jan - Feb
Amended budget to
Finance Committee for
review and to Board for
three readings.

Preliminary
Budget and Bylaw
due to MOE
By Feb. 28

Oct > Nov > Dec > Jan > Feb > Mar > April > May > June

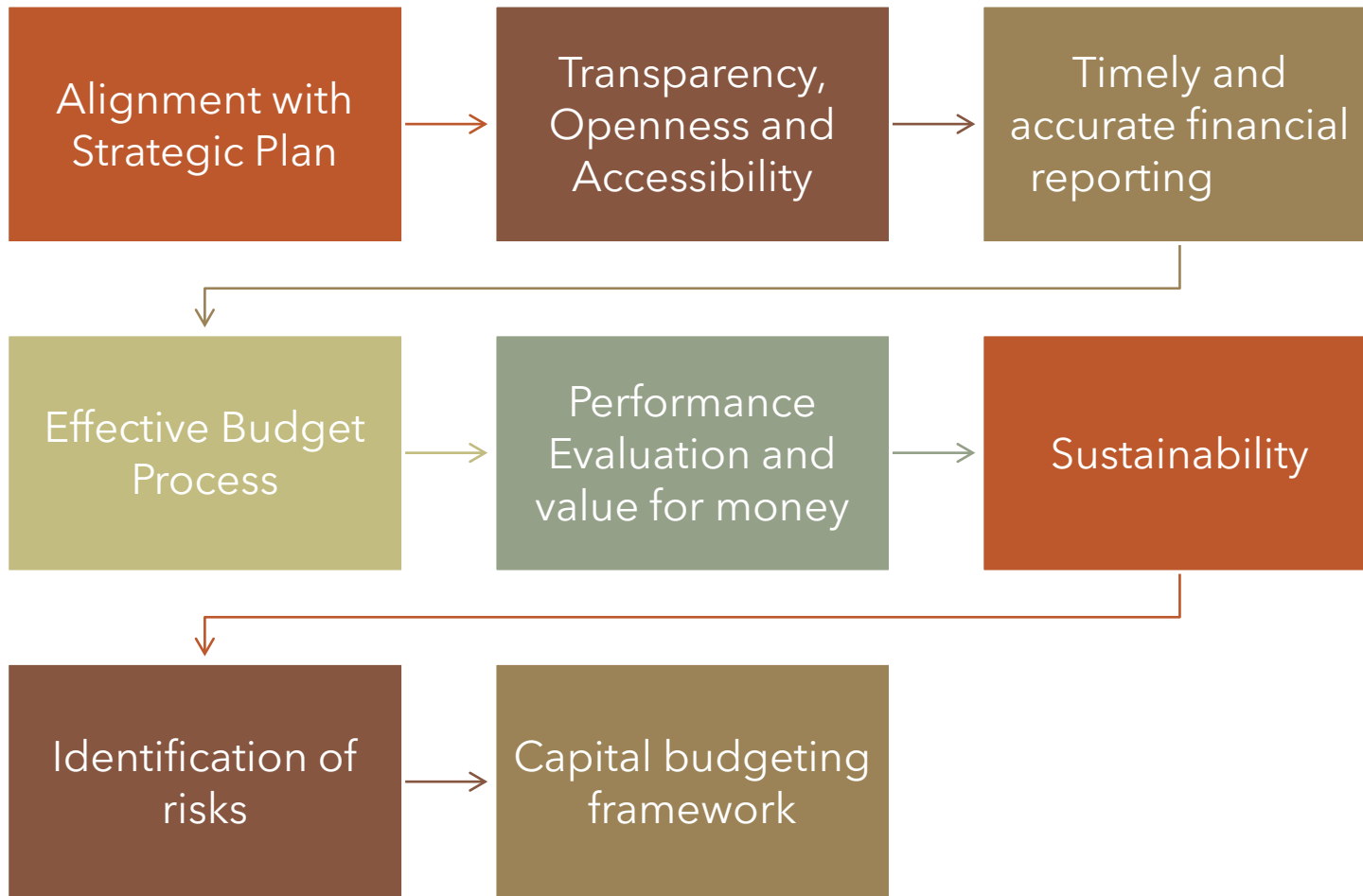
Nov - Mar
Preliminary Budget Planning begins for the next school year

Apr - June
To Board for
three readings

Mar - Apr
To Finance Committee, Staff,
and Public for review.

Preliminary
Budget
due to MOE
By June 30

Preliminary

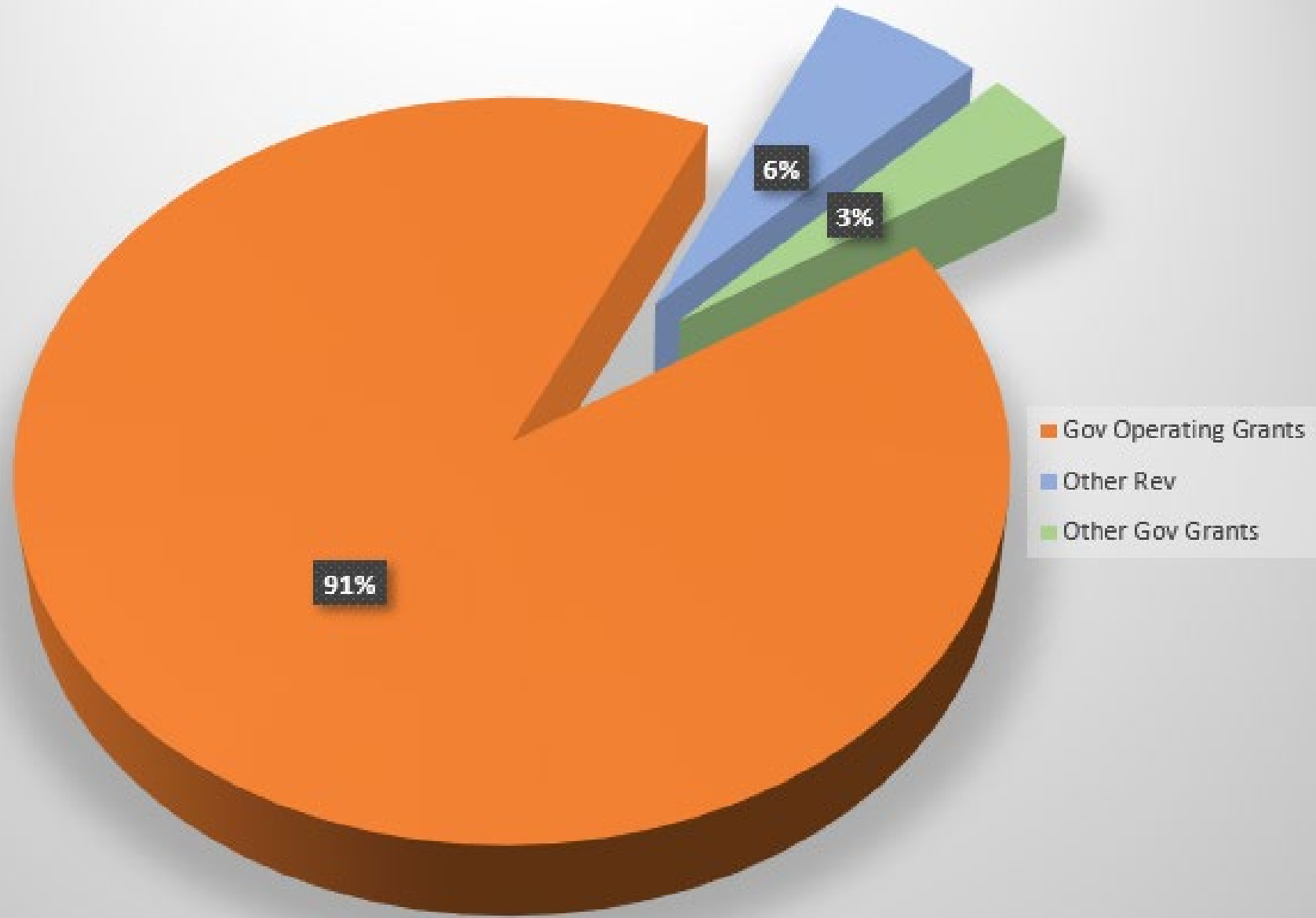


What makes a budget more robust?

Where do we get our funding?

2023-2024
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\$63.9 Million

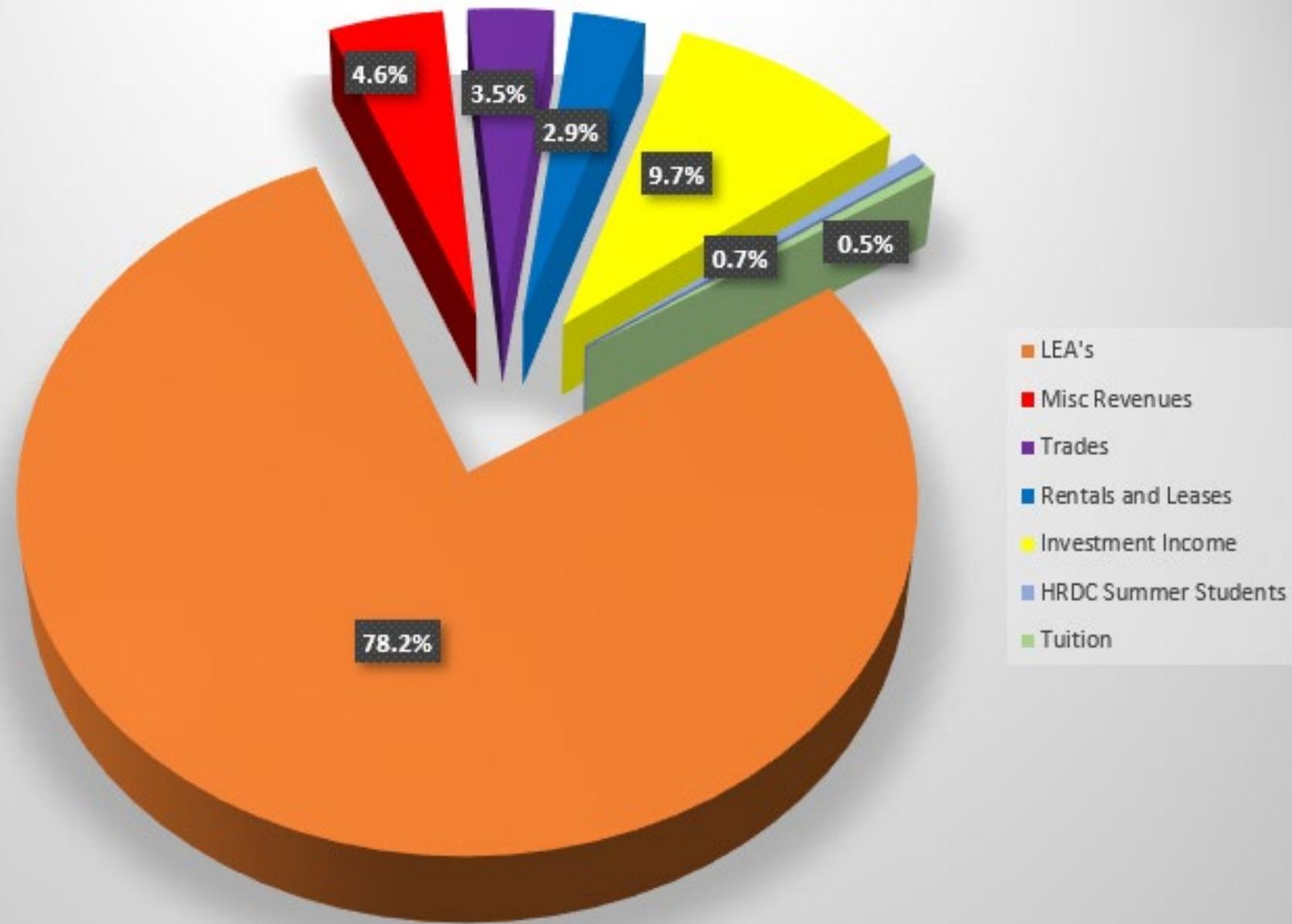
Schedule 2A



Where do we get our funding?

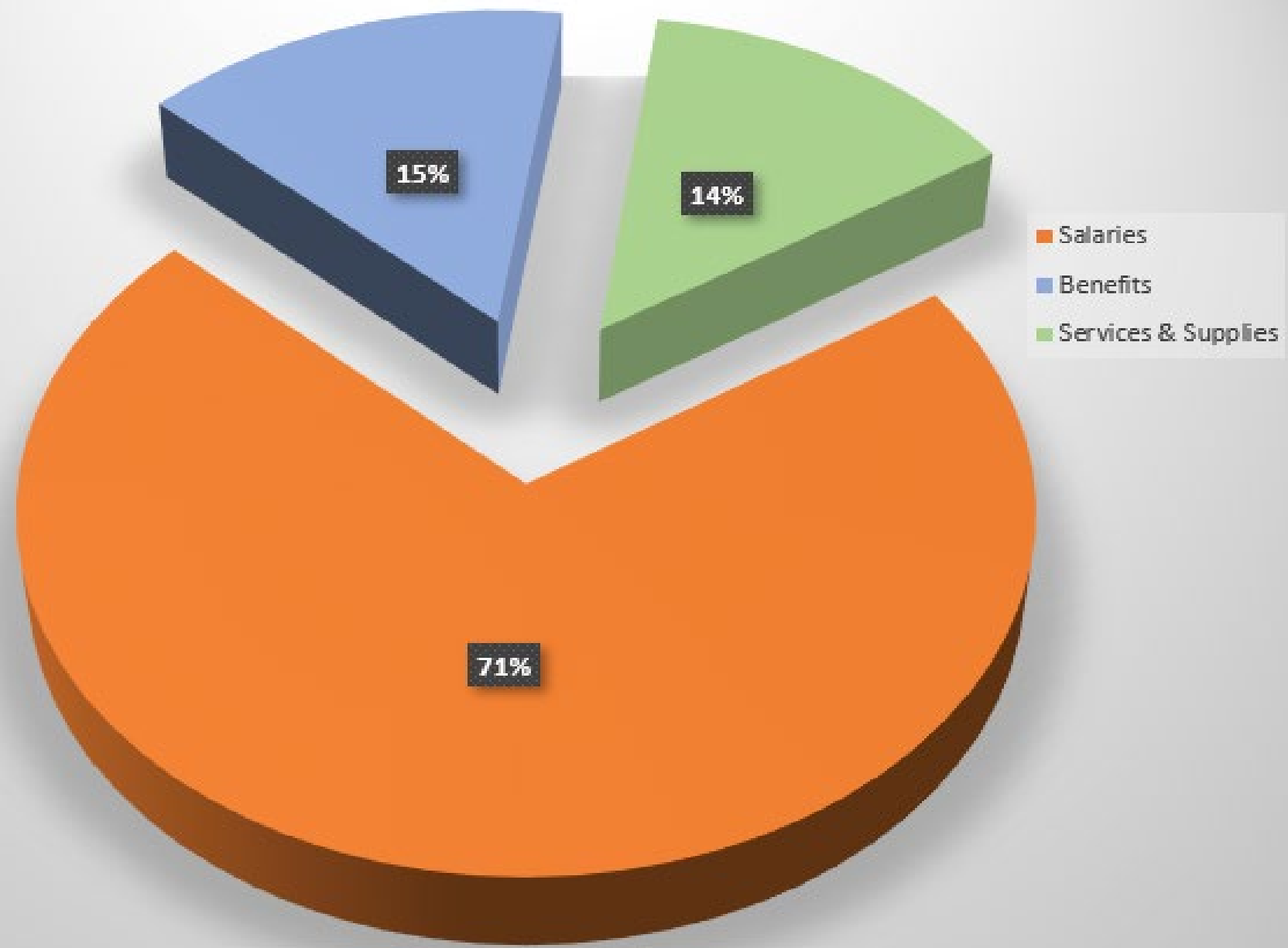
2023-2024
Other Revenues
\$3.6 Million

Schedule 2A



2023-2024
Budgeted
Operating
Expenditures
\$61.8 Million

Schedule 2B





Questions / Comments

Chris Van der Mark,
Superintendent & Acting Secretary Treasurer

Paul Wallin CPA,CGA,
Manager of Finance

TO: Finance, Facilities & Transportation

FROM: Chris van der Mark

DATE: May 9, 2023

RE: School Fees

BACKGROUND

BOARD POLICY: [Policy 325 – School Fees](#)

The Board of Education of School District No. 27 (Cariboo-Chilcotin) will provide curricular instruction, activities, programs, and resource materials free of charge to school age students subject to exceptions authorized by the School Act. Deposits may be required for educational resource materials and fees charged for optional supplementary materials, musical instruments, costs associated with specialty academies and trades programs, and other purposes defined by the School Act or Ministerial Order. The Board will annually approve and publish the schedule of deposits and fees to be charged in the following school year by schools. The Board will ensure fees and deposits will not become a barrier to student participation in required activities or programs by requiring each school to clearly communicate the process for waiving a school fee in the case of financial hardship.

Changes this year include:

- Supplies up \$5 to \$35
- Aquatics down \$75 to \$50

RECOMMENDATION

THAT the Board approve the publication of all school fee schedules for the 2023-2024 school year.

1. Planners: No Fees.
2. Supplies: Thirty-five Dollars (\$35.00). Optional Participation in a bulk order.
3. Artists Fees: No Fees.
4. Hockey Academy: Two Hundred Dollars (\$200.00).
5. Aquatics Program: Fifty Dollars (\$50).

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TO: Finance, Facilities & Transportation

FROM: Anita Richardson

DATE: May 9, 2023

RE: Emergency Response Plan

BACKGROUND

Being prepared for various types of emergencies, both natural and human caused, that can occur while school is in session is important for the well-being of students and staff. To be prepared, employees must have a solid working knowledge of the emergency plans and have a current plan readily available to them.

The SD27 Emergency Response Plans located around the district are considerably out of date. Employees are not always aware of where to find them or what is contained in them. As such, it became a priority to create a modernized emergency response plan which contains procedures for the broad variety of emergencies that may occur while school is in session and have the up-to-date plans readily available in classrooms, offices, and workspaces across the district.

We have only recently been able to dedicate the time to providing the necessary updates.

DISCUSSION

Over the current and previous school year, our emergency response plan was reviewed by members of the senior team and the maintenance department to look at outdated, deficient, or unclear procedures. Emergency response plans from other districts were consulted for further clarity on procedures as well as gaps in our plan. This information was collated into a draft emergency response plan and has been used to gather further feedback and input from the Principal's and Vice-Principal's, the IUOE executive, and the CCTA executive. Updates were made after these consultations. The draft plan is also currently being reviewed by the District Joint Occupational Health and Safety Committee and may receive further updates.

The new emergency response plan will be ready for implementation for September 2023, and we will host sessions at our August retreat with Directors, Principals and Vice-Principals to familiarize them with the plan and provide guidance on the required elements for their accompanying school/site specific emergency plans.

All employees will review the details of the emergency response plan and site-specific plans with their site-based leadership at the start of every school year.

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The improved format of the emergency response plan will allow for more efficient updates, and it will become practice to review and update the plan on a yearly basis. Copies of the plan will be available in the office and utilized rooms of every school in the district as well as in key accessible locations in our other work sites.

RECOMMENDATION

None. For information only.

TO: Finance, Facilities & Transportation

FROM: Sean Cameron & Patrick McCarron

DATE: May 9, 2023

RE: District Intrusion System

BACKGROUND

District intrusion system refers to the alarm system that notifies a monitoring company and district staff of break-ins or unexpected entrance to our facilities. All district sites are required to have a reliable alarm system.

DISCUSSION

Over the last three months the IT department has been researching product options for alarm panel upgrades. Our team contacted numerous school districts across BC and vendors directly. The majority of districts we contacted are currently using the same DSC alarm panel as SD 27. A number of the districts, including SD 39 and 34, have upgraded to newer version of DSC panel called “DSC Neo.” Three of the districts we contacted are using a product called Bosch. Bosch is the product recommended by the local alarm installation company O-Netrix.

The current DSC panel is incredibly reliable from a hardware perspective but does not allow for modern remote management. The system is designed to be managed at the site level leading to limitations noted in the background section of shared codes and compromised codes. This appears to be most used panel in BC and is used by trusted district partners like WLFN. This is the panel that is being installed in all current and new builds by WLFN. WLFN has less staff and buildings so site management of the panel is not a problem, and they are choosing the product based on the reliability of the hardware.

The new DSC Neo product has more modern features than the classic panel but does not have auto arming capability and has limitations with remote management. DSC is planning to release a new enterprise panel in 2024 that will include all the features the district has listed as requirements. DSC is owned by the same parent company as Kantech and has direct integration with this product for keyless entry. The large market share of DSC across BC explains the high utilization of Kantech by districts for keyless entry. DSC has the ability to work with all keyless entry solutions utilizing third party integration.

The Bosch system is a new product offering in Canada after years of existence in USA. This product is used by SD 51, SD 23, and SD 67. Bosch supports all the identified requirements for SD 27. Integration with keyless entry is supported by this product. The product distributor and O-Netrix recommended not using Salto as a keyless entry solution.

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The primary concern with moving forward with Bosch is the low market utilization in the BC education sector.

In our research it also became prevalent the majority of districts still operate within silos between IT and Operations. In all districts we contacted the decision and responsibility for alarms and keyless entry was the operations department with little involvement from other departments and district leadership.

The high-level estimate to update all the alarm panels and sensors in the district is \$383,500.

RECOMMENDATION

None. For information only.

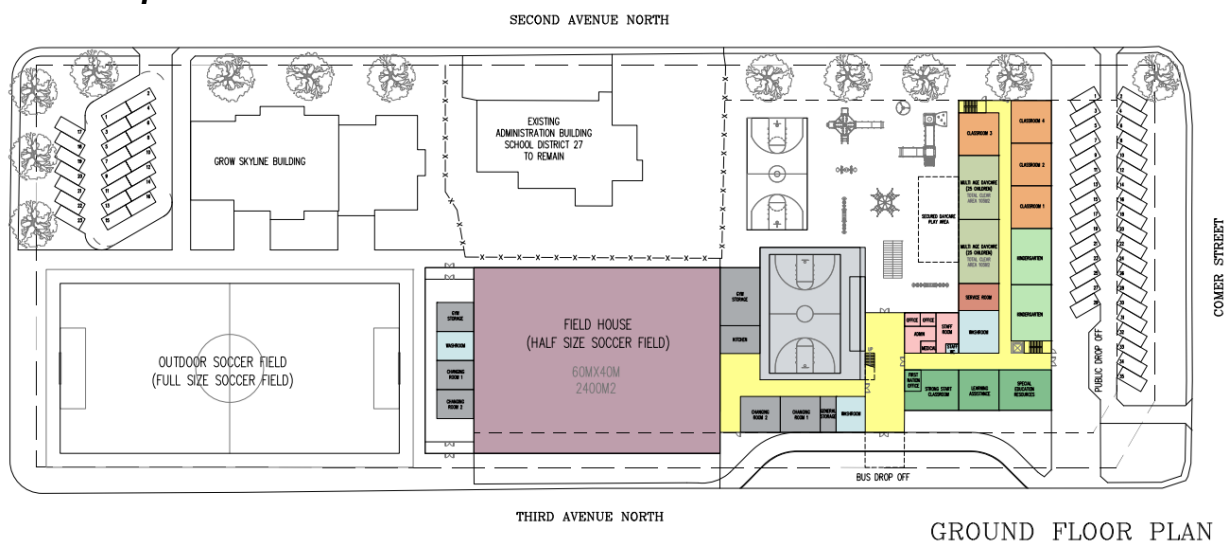
TO: Finance, Facilities & Transportation
FROM: Chris van der Mark
DATE: May 9, 2023
RE: Capital Projects: Marie Sharpe

BACKGROUND

SD27 continues to work with the Ministry Capital Team to have Marie Sharpe qualify for new school funding. We have had excellent support, but it is challenging given the growing populations of other areas, seismic upgrades, and general demands for capital projects (health, education) due to aging infrastructure.

DISCUSSION

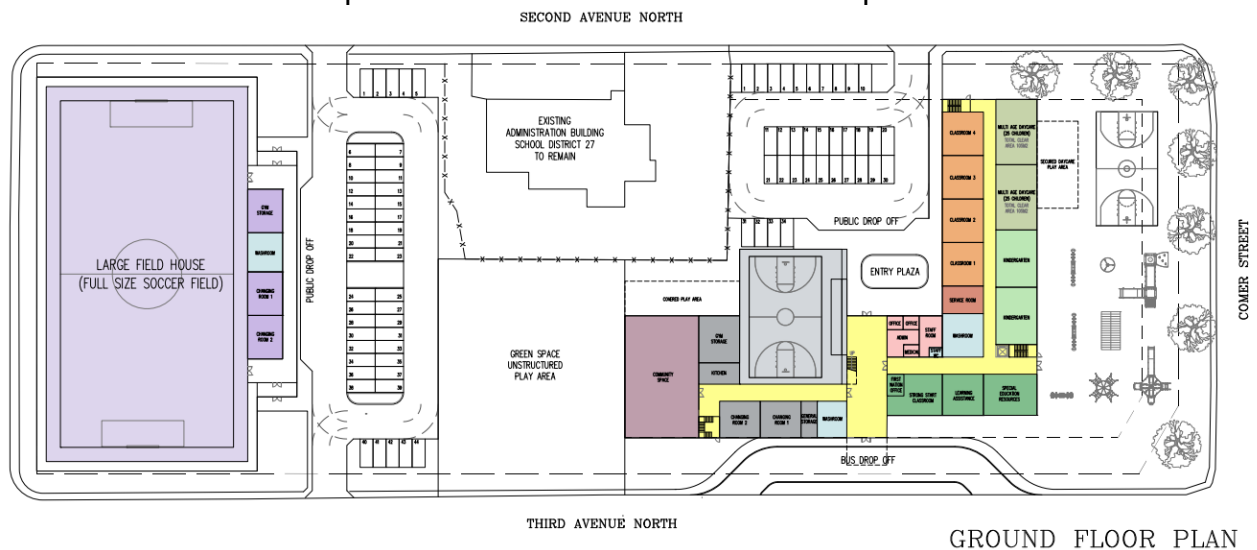
Our past several submissions have featured a simple replacement request on the existing site. We have been working hard with partners to find potential avenues of joint interest and support to think “bigger” in terms of community use and partnership. One consideration is to seek partners to support a “Fieldhouse” or covered turf venue, building on some of the existing community support for this need. ***Any enhancements beyond funding provided by the ministry for school specific replacement based on enrolment and usage would require additional revenue sources.***



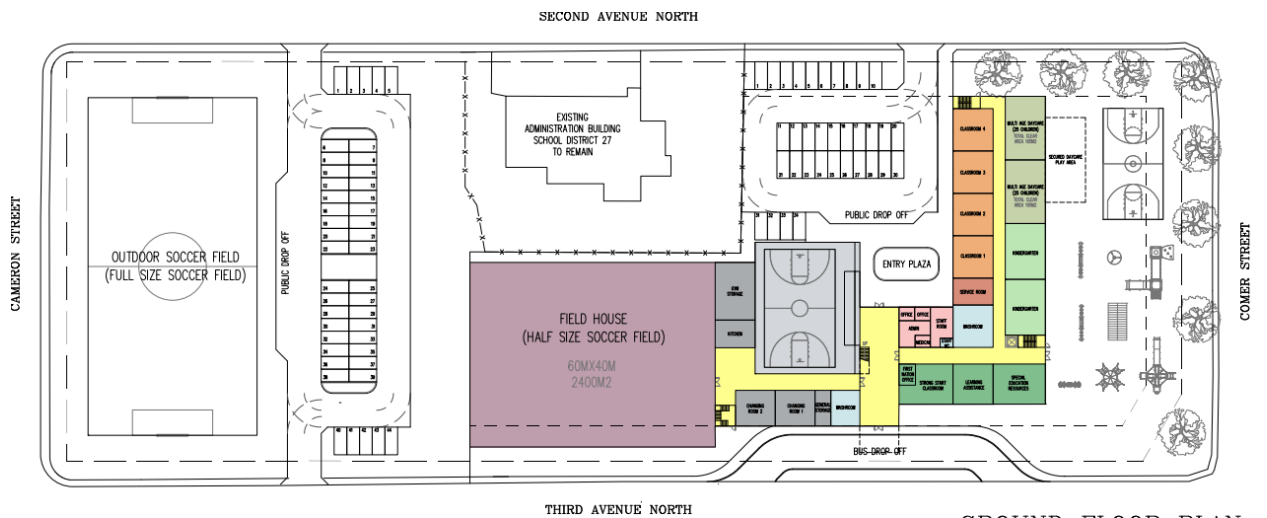
While attractive, some may consider the smaller Fieldhouse (60 x 40) not adequate. Working within the site footprint, it may be possible to have a larger Fieldhouse, but this would require the elimination of the GROW/Skyline building. This should not be problematic

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as the DL component (Skyline) is being relocated to a more central location, and ideally, new vibrant classroom space for alternate students could be part of a new build.



Under this concept, an option could include the half-size Fieldhouse and a full outside surface as well.



All scenarios include the administrative office staying on its current site. It would be cost prohibitive to use capital funds to create a new administrative office.

We will continue to engage with community partners as appropriate. We have had tremendous support from WLFN on our general applications to date and plan to engage with other organizations as well.

RECOMMENDATION

None. Information only.