



AGENDA

Special Board Education and Business Committee

Thursday, April 20, 2023

4:00 p.m.

Boardroom - Public Participation will be via Zoom and not at the Board Office:
<https://sd79.zoom.us/j/65341273882>

Pages

1. CALL TO ORDER

We respectfully acknowledge that we are meeting on the traditional and ancestral lands of the Coast Salish people where we live, learn and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

"That the Board Education and Business Committee adopts the agenda of the April 20, 2023 Special Board Education and Business Committee meeting."

3. BUSINESS AND OPERATIONS

3.1 2023/2024 Annual Budget

"That the Board Education and Business Committee directs staff to prepare the 2023/2024 Annual Budget in accordance with the information presented at the April 20, 2023 Special Board Education and Business Committee Meeting and bring a balanced 2023/2024 Annual Budget to the April 25, 2023 Board Education and Business Committee for recommendation to the Board."

2 - 19

4. ADJOURNMENT

4.1 Motion to Adjourn

"That there being no further business, the meeting be adjourned."



COWICHAN VALLEY

School District

2023/2024 Annual Budget

Board Education and Business Committee

Meeting – April 20, 2023

Budget Guiding Principles

2023/2024 BUDGET GUIDING PRINCIPLES

The School District's budget is a financial plan that helps the Board prepare all learners in the Cowichan Valley School District for a world they will create. The Board does this by properly allocating funding that aligns with the Strategic Plan and reflects priorities within that plan. The budget also communicates how the District utilizes its financial resources and allows for detailed, and public, monitoring of expenditures.

Budget Guiding Principles

Guiding Principles for Budget Development:

- Budget decisions must align with the priorities of 'Beyond Education' Strategic Plan 2020-2024;
- Is developed as a mechanism to aid in Reconciliation;
- Is developed on the principle of equity;
- Must be developed in a transparent process and must include public and partner input through communication, consultation and reporting back;
- Accounts for uncertainties of inflationary pressures;
- Complies with the *School Act*, collective agreements and other regulatory requirements and Board policy;
- Considers multi-year implications of decisions;
- Balances short-term and long-term priorities;
- Maintains appropriate contingency balance.

The Main
Theme of the
2023/2024
Annual Budget
(Again!)



The Budget Process so Far

- The Board has been actively engaging the community to collect information in order to establish priorities for the 2023/2024 Annual Budget.
- To date the Board has:
 - Established the 2023/2024 Budget Guiding Principles;
 - Issued a survey on the Budget;
 - Held a liaison meeting with Rights Holders;
 - Held liaison meetings with DSAC, CVTF, USW, CUPE, PVPA, and DPAC;
 - Held a public feedback meeting on the Budget;
 - Asked the Advisory Committee for feedback on the budget assumptions and options;
 - Received information from staff at Board Education and Business Committee meetings and a Board meeting.

The Budget Process so Far

- The Budget Guiding Principles were reviewed and recommended to the Board at the January 24, 2023 Regular BEBC meeting;
- Following the January 24, 2023 Regular BEBC meeting the Board and partner groups received a comprehensive overview of the budgeting process called “Understanding School District Budgeting”;
- The Board adopted the Budget Guiding Principles at the Regular Open Meeting of the Board on February 7, 2023;
- At the February 28, 2023 Regular BEBC meeting, the Board received the following information:
 - The enrolment estimate for 2023/2024;
 - A preliminary budget report containing assumptions and risk factors;
 - Consolidated feedback from the budget survey.

The Budget Process so Far

- At the March 28, 2023 Regular BEBC meeting, the Board received the following information:
 - A review of the Ministry funding announcement;
 - Changes in the operating grant rates;
 - Changes in the operating revenues;
 - Changes in the operating expenditures;
 - Assumptions used to create the opening budget position;
 - An updated surplus reconciliation.
- At the April 13, 2023 Special BEBC meeting, the Board received the following information:
 - An updated year-end surplus projection;
 - A list of options to reduce the shortfall;
 - A list of options that add to the shortfall;
 - Information on the two primary special purpose funds.
- On April 18, 2023 the Board heard feedback from the Advisory Committee on the budget options and use of surplus.

The Budget Process so Far

- At this meeting we will:
 - Present an updated list of options and possible balanced budget;
 - Align the options to the Board's Strategic Priorities;
 - Review the two capital reserve balances;
 - Invite Trustees to provide feedback and recommendations.

Aligning the Options to the Board's Strategic Priorities While Achieving a Balanced Budget

Description	Revenues	Surplus	Expenditures	(Shortfall)	Strategic Priority
Opening Balance March 28, 2023	\$102,443,669		\$105,325,503	-\$2,881,834	
Restriction of 2022/2023 Surplus		\$2,000,000			
Interest Revenue	50,000				
Distributed Learning Supply Adjustment			-50,000		
CLINK Food Program to Feeding Futures			-250,000		All
Mental Health Supports		30,000	30,000		Culture of Care
Assessments		40,000	40,000		Culture of Care
Operations / Transportation Equipment		25,000	50,000		Future Focused Systems
Automated Dispatch System			-35,000		Future Focused Systems
Average Teacher Salary Balancing			-250,000		
Absenteeism Replacements			-100,000		Culture of Care
Additional Surplus to Balance		171,834			
Balanced Budget	\$102,493,669	\$2,266,834	\$104,760,503	\$0	

Items Not Contemplated in the Sample Balanced Budget

- Principal / Vice-Principal and Exempt Compensation % Adjustment \$655,000. The Board values the contributions of the non-unionized employees and recognizes the challenges that compression creates in the compensation structure with other unionized employee groups. To date there has been no approval from the Public Sector Employers Council (PSEC) to permit compensation improvements for the 2023/2024 school year. It is suggested that this item is revisited in the 2023/2024 Amended Annual Budget process if a compensation adjustment is approved by PSEC.

Surplus Reconciliation

Surplus Reconciliation	
2021/2022 Unrestricted Surplus	\$4,288,521
2022/2023 Projected Surplus as at March 31, 2023	1,099,306
Total Surplus Available	\$5,387,827
Surplus Utilized to Balance 2023/2024 Annual Operating Budget	2,266,834
Remaining Surplus	\$3,120,993
Percentage of Budget	2.98%

Capital Balances

	MINISTRY RESTRICTED	LOCAL CAPITAL	TOTAL
OPENING	2,468,830	2,512,899	4,981,729
PROJECTED INTEREST	106,768	108,406	215,174
COMMITMENTS - CUSTODIAL EQUIPMENT		(20,000)	(20,000)
COMMITMENTS - FRANCES KELSEY PORTABLES		(636,000)	(636,000)
SUBTOTAL BEFORE CSS CONTRIBUTION	2,575,598	1,965,305	4,540,903
CSS CONTRIBUTION COMMITMENT	(800,000)	(1,400,000)	(2,200,000)
CSS SCOPE LADDER ADDITIONS		(480,621)	(480,621)
ESTIMATED CAPITAL BALANCE AVAILABLE	1,775,598	84,684	1,860,282

Operations and Transportation Equipment 3-Year Plan

- The Board currently is in year 2 of a 5-year custodial equipment replacement program.
- Budget feedback and discussions have suggested that an equipment replacement program for the Maintenance and Transportation Departments (combined) should also be considered. The next slide will provide details on how to best allocate \$50,000 per year towards this program.

Operations and Transportation Equipment 3-Year Plan

Tools and Equipment (50K each year for 3 years)			
Priorities	Year 1	Year 2	Year 3
Bus Pass Scanning System (3 Phases)	\$30,000	\$30,000	\$30,000
Repair Sander \$4000	\$4,000		
1-2 small pick up mounted Sanders/sanders	\$4,000	\$4,000	
Used Small dump Truck			
buy used HIAAB or other truck mount crane	\$11,000	\$9,000	
Drain auger \$6000		\$6,000	
Misc hand and Cordless tools \$10000	\$1,000	\$1,000	\$2,500
Extended Stop Arm for Buses			\$17,500
	\$50,000	\$50,000	\$50,000

Feedback from Trustees on the Options



2023/2024 Annual Budget Recommendation

If the Board is satisfied with the budget options as presented, the following recommendation is proposed:

- *“That the Board Education and Business Committee directs staff to prepare the 2023/2024 Annual Budget in accordance with the information presented at the April 20, 2023 Special Board Education and Business Committee Meeting and bring a balanced 2023/2024 Annual Budget to the April 25, 2023 Board Education and Business Committee for recommendation to the Board.”*

The Next Steps

- The Regular Board Education and Business Committee will be held to review the balanced 2023/2024 Annual Budget and make a recommendation to the Board.
- The Board will receive a balanced budget for consideration at the May 2, 2023 Open Board Meeting;
- Staffing processes for the 2023/2024 school year will begin on May 3, 2023.