



Supplement to: **OPERATIONS POLICY & PLANNING COMMITTEE**

Date: May 12, 2020

Submitted by: Karim Hachlaf, Superintendent & Bettina Ketcham, Secretary-Treasurer

Item: Requiring Action Yes No For Information

Subject: 2020-21 Budget Review and Superintendent Recommendations

Background:

The Board of Education received the preliminary 2020-21 budget recommendations by the Superintendent as presented at the [March 10, 2020](#) Board meeting. This provided an initial overview outlining the current budget pressures in addition to align our upcoming annual budget to our new strategic plan. Since this presentation, the Board has received budget updates at the [April 21, 2020](#) Operations Policy and Planning meeting and the [April 28, 2020](#) Board meeting. These budget updates have highlighted the unique pressures and financial impacts related to COVID-19 and subsequently, we have continued making adjustments. Between these presentations, it was shown that the current year operating shortfall was \$2M, which would significantly reduce the operational surplus reserves to \$417K, well below what the Ministry of Education and District considers to be a healthy balance (\$2M) to deal with unexpected operating changes throughout a school year. These presentations did not yet factor into account any operational efficiencies, operational priorities or any other savings adjustments.

The following proposed operational efficiencies have been contemplated in a manner, which will serve as long-term adjustments to our service delivery model:

Administrative/Exempt Staff Reductions

School Administrative Time (1.5 FTE) – \$124,157 (including benefits)

District Administration re-structuring – \$20,370 (including benefits)

Total Savings from Administrative/Exempt Staff Reductions = \$144,527

Clerical Adjustments

Pearson Adult Learning Centre (10 hours) – \$12,921 (including benefits) (in addition to the re-structuring of program to evening only to make equitable for expected enrolment)

Elementary Schools (40 hours across multiple sites) – \$43,878 (due to equitable re-structuring consistent with enrolment)

School Board Office Records Management (35 hours) – \$61,875 (including benefits)

Total Savings from Clerical Adjustments = \$131,187



Teaching Adjustments

Teacher Librarian Collaboration Model (1.85 FTE) – \$155,617 (including benefits)

DL Ratio (2.0 FTE) - \$168,235 (including benefits) (consistent application of 1:35 ratio)

Total Savings from Teaching Adjustments = \$323,852

The Total Operational Efficiencies Amounts to \$599,567.

Additionally, there have been identified a number of other operational savings, which include adjustments due to changes in enrolment, optimization of special purpose funds and the finalization of the portable costs for the 2020-21 school year, which have resulted in savings and/or adjustments of **\$346,777**.

Moving forward, the annual budget process is aligned with our five-year strategic plan and our four strategic priorities:

Transform the Student Experience

Build Meaningful Relationships

Lead Into Our Future

Ensure Full Participation of Learning

To that end, the following are the recommended operational priorities to be activated at this time, which will be discussed in depth during the May 12th Operations meeting:

- Additional resources to support the recommendations of the Inclusive Education Review undertaken in the 2019-20 school year.
- Additional resources to support online learning and the district's overall long-term technology strategy. This is an area which has been accelerated by the COVID-19 pandemic but one that was already considered a priority for the District.

It still remains uncertain as to whether the government will allow districts to retain any savings resulting from the suspension of in-class instruction during the 2019-20 school year. Should our District be able to keep the savings, this will help to fund the 2020-21 pressures currently anticipated.

2020-21 Preliminary Budget -School Allocation

ELEMENTARY SCHOOLS

	LOCATION	10	09	02	01	04	47	05	03	48	17	18	08	63	08	64	06	65	62															
	SCHOOL	Connaught	FW Howay	Spencer Lord	Kelvin Lord	Tweedsmuir	Qayqayt Queen	Elizabeth	Richard McBride	FRMS	GMS	QMS	NWSS	RCAP	SIGMA	POWER	HLP	New West Online	PALC															
Dual Track School?	Enrolment (FTE)	158	105	487	503	381	566	451	421	546	711	355	1,861	26	33	35	109	210	97															
	Description																																	
	SUPPLIES	6,320	4,200	19,480	20,120	15,240	22,640	18,040	16,840	24,570	31,995	15,975	139,575	1,170	2,475	2,625	91,564	30,449	27,993															
	PHOTOCOPY	2,650	1,805	5,820	9,759	7,454	9,937	7,139	6,349	7,344	9,055	5,055	40,942	408	517	549	-	-	-															
	EQUIPMENT	1,580	1,050	4,870	5,030	3,810	5,660	4,510	4,210	8,190	10,665	5,325	31,637	390	316	335	-	-	-															
	TELEPHONE	3,500	3,800	4,200	5,200	4,400	6,100	4,500	5,000	6,500	7,000	5,000	35,000	1,500	NWSS	2,000	-	-	-															
	POSTAGE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-															
	LEARNING RESOURCES	4,740	3,150	14,610	15,090	11,430	16,980	13,530	12,630	17,472	22,752	11,360	68,857	832	1,221	1,295	-	-	-															
	STAFF DEVELOPMENT	588	558	771	779	712	814	751	734	803	895	697	2,127	536	557	553	-	-	-															
	CURRICULAR TRAVEL	474	315	1,461	1,509	1,143	1,698	1,353	1,263	1,638	2,133	1,065	5,583	78	99	105	-	-	-															
	SMALL SCHOOL BASE	3,000	4,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-															
	INCLUSION SUPPLIES	500	500	974	1,006	762	1,132	902	842	1,092	1,422	710	3,722	500	500	500	-	-	-															
	Flexible Furniture	3,517	3,008	6,677	6,830	5,659	7,435	6,331	6,043	8,743	10,328	6,909	22,871	750	NWSS	836	1,547	2,517	NWSS															
	2019-2020 CARRY FORWARD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD														
		18,750																																
	2020-2021 Allocation	26,869	22,387	58,862	65,323	50,609	72,397	57,056	53,910	76,353	96,245	52,097	350,314	6,163	5,685	8,797	93,111	32,966	27,993															
	2019-2020 Allocation (without CF)	38,573	27,508	74,264	75,365	58,792	81,678	70,446	66,779	82,749	104,350	60,879	291,493	4,843	10,658	9,845	116,296	32,404	96,435															
	2018-2019 Allocation (without CF)	21,125	17,125	62,415	56,970	43,670	64,460	58,315	54,650	71,370	93,310	42,735	383,250	6,250	14,020	10,660	106,740																	
	Increase/(Reduction) from 2019-20	-	11,704	-	5,121	-	15,402	-	10,042	-	8,183	-	9,281	-	13,390	-	12,868	-	6,396	-	8,105	-	8,783	58,821	1,320	-	4,973	-	1,048	-	23,185	562	-	68,442
	Allocation per student (excluding phone)	\$ 147.91	\$ 177.02	\$ 112.24	\$ 119.53	\$ 121.28	\$ 117.13	\$ 116.53	\$ 116.18	\$ 127.94	\$ 125.52	\$ 132.67	\$ 169.43	\$ 179.36	\$ 172.27	\$ 194.21	\$ 854.23	\$ 156.98	\$ 288.59															
	2020-21 up a division						Yes			Yes	Yes	Yes																						
	Average cost allocated to Elementary Students	117.15	(excludes connaught and howay)																															
	Average cost allocated to Middle School Students	128.71																																
	Cost allocated to high school	169.43																																
	Average cost allocated to Alternate Programs	181.95																																