



BUSINESS COMMITTEE OF THE WHOLE AGENDA

January 14, 2020, 4:00 pm
SCHOOL BOARD OFFICE
425 Jermyn Avenue

Pages

1. **Call to Order**
2. **Adoption of Agenda**

RECOMMENDED MOTION:
That the agenda be approved.
3. **Presentations**
4. **Approval of Minutes of Previous Meetings** 1

RECOMMENDED MOTION:
That the Board of Education approve the minutes of the meeting held December 3, 2019.
5. **Information Items**
 - 5.1 **Monthly Financial and Staffing Report** 3

Secretary-Treasurer Lorenz will review the monthly financial and staffing report for the period ended November 30, 2019.
 - 5.2 **2020/2021 Budget Development** 5

Secretary-Treasurer Lorenz will review the process for the 2020/2021 budget development.
6. **Action Items**
7. **Question Period**
8. **Adjournment**

RECOMMENDED MOTION:
That the meeting be adjourned.



School District No. 67 (Okanagan Skaha)
BUSINESS COMMITTEE OF THE WHOLE
MINUTES

Tuesday, December 3, 2019, 4:00 P.M.
SCHOOL BOARD OFFICE
425 Jermyn Avenue

MEMBERS PRESENT **Tracy Van Raes, Chair**
James Palanio, Trustee
Shelley Clarke, Trustee
Kathy Pierre, Trustee
Barb Sheppard, Trustee
David Stathers, Trustee
Linda Van Alphen, Trustee

ALSO PRESENT **Kevin Lorenz, Secretary-Treasurer**
Todd Manuel, Assistant Superintendent
Helena Drury, Assistant Secretary-Treasurer
Matt Williams, Director of Information Technology
Karen Botsford, Executive Assistant

1. Call to Order

Trustee Van Raes called the meeting to order at 4:00 p.m.

2. Adoption of Agenda

Trustee Pierre arrived at the meeting at 4:01 p.m.

MOTION: Duly moved and seconded

That the agenda be approved.

CARRIED

3. Presentations

4. Approval of Minutes of Previous Meetings

MOTION: Duly moved and seconded

That the Board of Education approve the minutes of the meeting held
November 12, 2019.

CARRIED

5. Information Items

5.1 Monthly Financial and Staffing Report

Secretary-Treasurer Lorenz reviewed the monthly financial and staffing report for the period ended October 31, 2019.

6. Action Items

7. Question Period

8. Adjournment

MOTION: Duly moved and seconded
That the meeting be adjourned.

CARRIED

The meeting was adjourned at 4:11 p.m.

Tracy Van Raes, Chair

Kevin Lorenz, Secretary-Treasurer



School District No. 67 (Okanagan Skaha)
Office of the Secretary-Treasurer

MEMORANDUM

TO: Business Committee of the Whole
RE: Financial and Staffing Report

FROM: Secretary Treasurer
DATE: January 14, 2019

OUR FILE NO.: 00310
OPR: SECTR

This report is presented for information. It includes a review of operating revenues, expenditures, and staffing for the five months ended November 30, 2019, compared to budgeted estimates. Budget information presented is the original budget submitted to the Ministry of Education in June of 2019. The budget is based on September 2018 enrollment and facts known at the time.

Revenues

Payments to the District vary from monthly to annually as indicated in the percentages in the table below. To date, revenue received is \$20.3 Million, or 34% of budgeted annual revenue. An additional \$40.2 Million is expected to be received over the remainder of the fiscal year. This estimate is based on the original budget which will be amended in February 2020 to reflect final September 2019 student enrollment.

	Ytd Revenue	Annual Budget	\$ Budget Remaining	YTD revenue as % of budget
Operating Grant	\$ 17,409,452	\$ 56,580,008	\$ 39,170,556	31%
LEA/INAC Recovery	-	(775,396)	(775,396)	0%
Other Ministry Grants	493,916	1,511,334	1,017,418	33%
Provincial Grants	20,060	50,000	29,940	40%
Other School Districts	270,795	260,000	(10,795)	104%
Hockey School	340,000	300,000	(40,000)	113%
International Students Tuition	623,600	1,000,000	376,400	62%
LEA/INAC Funding	775,396	775,396	-	100%
Miscellaneous Revenue	46,761	175,000	128,239	27%
Rentals & Leases Revenues	330,855	600,000	269,145	55%
Interest Revenue	15,725	75,000	59,275	21%
Total	\$ 20,326,560	\$ 60,551,342	\$ 40,224,782	34%

Expenditures

Expenditures for the five months ended November 30, 2019 are \$21.4 Million, or 35% of the annual budget and overall tracking as expected.

Looking ahead to the end of fiscal 2019/2020, as a result of the student enrollment decline, the District will have to make some adjustments once the impact on revenue is known. Staff continue to work on identifying potential cost savings that will have minimal impact on student outcomes.

Description	YTD Expenditure	Annual Budget	\$ Budget Remaining	YTD expenditure as % of budget
PRINCIPALS & VP SALARIES	\$ 1,612,238	\$ 3,750,129	\$ 2,137,891	43%
TEACHERS SALARIES	7,488,372	25,939,253	18,450,881	29%
SUPPORT STAFF SALARIES	1,841,051	4,906,815	3,065,764	38%
EDUCATION ASST SALARIES	1,358,241	4,304,520	2,946,279	32%
OTHER PROFESSIONAL SALARIES	884,176	2,002,708	1,118,532	44%
SUBSTITUTE SALARIES	757,647	1,999,562	1,241,915	38%
EMPLOYEE BENEFITS	3,432,746	10,232,149	6,799,403	34%
SERVICES AND SUPPLIES	4,066,124	7,736,944	3,670,820	53%
Total	\$ 21,440,595	\$ 60,872,080	\$ 39,431,485	35%

Staffing

The majority of variances noted are the result of approved leaves, resulting in an additional assignment being posted for replacement staff.

Administration: This variance is the result of cross training for the HR Manager, plus 1.1 FTE of various paid and unpaid leave.

Teaching Staff: In order to accommodate TTOC call outs for various school-based activities, there are 19.625 “non-Vacant” assignments in the HR system. These assignments are reflected in the variance but do not have an impact on salary costs. Finally, there is remaining variance of 1.848 FTE comprised of unfilled positions and teachers that converted to regular teaching assignments from TTOC positions as a result of 20 continuous days in an assignment.

Support Staff (CUPE): The variance shown here reflects “non-Vacant” assignments of 110 hrs. As well, 89.095 hours of budgeted positions are unfilled including hours held in reserve pending assessment of student need. Finally, staffing in Aboriginal Ed has been increased by 56 hrs. This is the result of bringing some work in house and will be offset by cost savings in the Ab Ed budget for Contracted services.

	Approved Staffing	Current Assignments	Contractual Leaves	Variance
Excluded Staff	22.414 FTE	24.014	1.1	+ .5
Principals/VPs	30.4 FTE	30.4	0	0
Teachers	343.010 FTE	399.830	35.347	+ 21.473
Support Staff	8955.025 hrs./Wk.	9241.73 hrs.	209.8	+ 76.905



School District No. 67 (Okanagan Skaha)
Office of the Secretary-Treasurer

M E M O R A N D U M

TO: Business Committee

FROM: Kevin Lorenz, Secretary-Treasurer

RE: 2020/2021 Budget Planning

DATE: January 14th 2020

In accordance with Section 111 (2) of the School Act the Board, by bylaw, must submit to the Ministry an annual budget in the form and containing the content specified by the minister. Below is a summary of the process and timelines that will be adhered to by staff in preparing the budget for the coming year.

[January 2019 – Enrollment projections and revenue estimates](#)

As part of the annual reporting supplied to the ministry, the District gathers enrollment projections for all schools using historical data, student projections based on census and other data, staff knowledge and expertise, and other resources as appropriate. These projections will form the basis of the revenue projections for the District's upcoming fiscal year.

[February - Staff planning and expense estimates](#)

Senior management will review current service levels, programing, and activities against the goals and priorities established by the district's strategic plan. Any anticipated changes to service levels or programing will be reviewed with staff to identify the impact of potential adjustments. Managers with budget authority will review their requirements for the coming year based on the assumptions identified and provide budget estimates to the Secretary-Treasurer by the end of February. These estimates will form the basis of the expense projections for the districts upcoming fiscal year.

[February - Community Consultation](#)

A survey will be made available on the District's web site throughout February to invite feedback from the public on District priorities. District employee groups, the

Aboriginal Education Council, and District Parent Advisory Council will be invited to provide written submissions (see attached draft). If the District's enrollment and revenue projections indicate any need for reduced service levels, this will be communicated as part of the initial consultation. In such a case, additional opportunities for feedback will be scheduled in March and April after the draft budget has been prepared.

March - Draft Budget Preparation

The Ministry of Education will provide districts with revenue projections in March based on their review of the District's enrollment projections and the current funding formula. The Secretary-Treasurer will prepare a draft budget based on the Ministry of Education's funding estimates and the revised expense estimates prepared by staff. Feedback from stakeholders will be incorporated into the draft budget where appropriate in consultation with department managers.

April - Board Approval of the Budget

The draft budget will be presented to the Business Committee in April, along with any feedback received. If the Committee identifies areas where the budget does not best reflect the District's strategic plan, the budget will be referred back to staff with comments. If the committee is in agreement with the budget, it will be brought forward to the April Regular Board Meeting for 3 readings. In addition, once forwarded to board, the Draft budget will be Shared with the District Parents Advisory Committee at their April meeting. Once the Board has approved the budget it will be submitted to the Ministry of Education no later than June 30th as required by the School Act.

Respectfully Submitted,

Kevin Lorenz,
Secretary Treasurer



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

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Office of the Secretary-Treasurer

Address

Re: 2020/2021 School District Budget

Dear _____,

As the District begins to prepare its Annual Budget for the 2020/2021 fiscal year, I would like to invite _____ as a valued stakeholder to share its views on what should be the district's priorities moving forward.

I hope you will consider making a written submission around the educational priorities that _____ would like to see reflected in the budget for the coming year. You can direct any submissions and/or supporting information to my attention. Please ensure we receive all documents no later than March 6th 2020.

After the District receives its initial funding allocation from the Ministry of Education on March 15th, a preliminary budget that incorporates stakeholder feedback will be prepared for the Boards Business Committee meeting to be held on April 14th 2020. If you would like to make a presentation at this meeting to accompany your submission, I would be happy to make arrangements for you to do so. The public is encouraged to participate at committee meetings and I hope you will consider attending.

In addition, the district has made a survey available on its website for anyone who would like to share their thoughts on the district's budget priorities for the coming year. I encourage you to invite your members to consider completing the survey.

If you have any questions at all, please feel free to contact me at your convenience.

Yours truly,

Kevin Lorenz, CPA CGA
Secretary Treasurer