



RESOURCES COMMITTEE
School Board Office
3143 Jacklin Road
February 11, 2020 – 7:00 p.m.

A G E N D A

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

*We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuuchahnulth.
(words gifted by the three nations SD62 works with)*

2. REPORT

3. PRESENTATIONS (10 min.)

4. NEW BUSINESS

- 4.1 19/20 Financial Forecast
- 4.2 19/20 Amended Budget Bylaw
- 4.3 20/21 Budget Development Process
- 4.4 20/21 District/School Fees
- 4.5 Old Business Update:
 - 4.5.1 School Traffic Crossing Hwy 14
 - 4.5.2 Energy Management Policy
 - 4.5.3 Transportation Review

5. ADJOURNMENT

6. NEXT MEETING DATE: March 4, 2020



Committee Report of Decisions/Discussions Resources Committee Meeting January 27, 2020

Attendees:

Bob Beckett, Trustee (Committee Chair)
Allison Watson, Trustee (Committee Member)
Ed Berlando, STA
Amanda Dowhy, SPEAC
Krista Leakey, SPVPA
Bruce Woodcock, CUPE
Dmitriys Djabkins, CUPE

Staff:

Harold Cull, Secretary Treasurer

Absent:

Wendy Hobbs (Committee Member)

1 Territorial Acknowledgement

Bob Beckett, Committee Chair, called the meeting to order and read the acknowledgement of the first nations' territories.

4.1 20/21 Budget Development Process

- Staff presented the proposed Budget Development Process for the District to consider for the 20/21 school and fiscal year
- The process is expected to run similar to last year where the roles of the Board, Resources Committee, Leadership Team and Executive are clearly defined
- It was recommended that staff look at live streamlining the public budget meeting
- The Committee supports the Board considering the following motion:

Proposed Motion: That the Board of Education of School District #62 (Sooke) approve the proposed 20/21 budget development process as outlined at the January 27, 2020 Resources Committee meeting

4.2 19/20 Amended Budget

- The Committee was provided an update on the amended budget process the District is required to follow
- Based on the actual September enrolment, the Board must pass the Amended Budget Bylaw by the end of February
- Staff provided a summary look at the actual September enrolment and will provide the details of the proposed changes from the initial budget passed by the Board at the February Resources Committee meeting
- As the Board is being requested to pass all 3 readings of the Amended Budget Bylaw at the February meeting, a motion is required, and must pass unanimously, to have all 3 readings done at once
- The Committee supports the Board considering the following motion:

Proposed Motion: That the Board of Education of School District #62 (Sooke) allow all three readings of the 2019/20 Amended Budget Bylaw at its meeting of February 25, 2020

4.3 Energy Management Policy

- The Committee discussed the proposed approach to be taken to meet Clean BC's required targets for 2030
- Part of this approach includes updating the District's energy management policy and Regulation (F-201) and to develop an Energy Sustainability Plan (ESP) to clearly define the necessary steps to be taken to meet these targets
- The Committee supports the Board considering the following motion:

Proposed Motion: That the Board of Education of School District #62 (Sooke) direct staff to work towards updating policy and regulation F-201 and to develop an Energy Sustainability Plan in order for the District to meet the CleanBC standards set for 2030 and beyond

4.4 School Traffic Crossings Hwy 14

- The Committee discussed the need to meet with the highways ministry and the District of Sooke to discuss the traffic challenges with Highway 14 in front of the District's schools
- Staff were asked to bring back a visual of each crossing for the Committee to review and discuss possible safety options
- Staff were also asked to provide an update once the meeting with MoTI/Sooke is held

Committee Info Note
Resources Committee Meeting
February 11, 2020
Agenda Item: 4.1 – 19/20 Forecast Update

- Attached are the summary documents outlining the estimated year-end financial position of the District based on the quarter 2 forecasting process
- Summaries based on expenditures by **function** and **STOB** (standard object of expenditure) have been provided for the Committee's review
- The actual financial information (revenues and expenditures) as at December 31st (Q2) have been used in the preparation of this forecast
- The District is estimated to end the fiscal year on budget (slight excess of \$8,192)
- Staff are cognizant that the Q2 forecast has the potential to understate the actual expenditures that will be realized by the end of the fiscal year (June 30)
- As a result of the potential for the forecast to be understated, staff are preparing a list of potential year end expenditures that could be made if a larger excess materializes
- These expenditures would be used to lessen the expenditure burden on the 20/21 budget
- Staff will continue to manage the budget and will present the Q3 forecast to the Committee in early May

School District Six Two

Summary of Q2 Forecast by Financial Statement Function

	BUDGET	DEC 31 YTD	Q2 FORECAST	VARIANCE
Revenues				
Provincial Grants				-
Ministry of Education	106,364,727	43,201,629	106,789,109	(424,382)
Municipal Grants Spent on Sites				-
Tuition	6,970,260	4,953,657	6,956,614	13,646
Other Revenue	895,195	179,051	883,787	11,408
Rentals and Leases	388,500	178,532	447,357	(58,857)
Investment Income	353,875	231,403	411,403	(57,528)
Amortization of Deferred Capital Revenue				-
Amortization of Deferred Capital Revenue - for long term lease				-
Total Revenue	114,972,557	48,744,273	115,488,270	(515,713)
Expenses				
Instruction	97,891,268	45,960,476	98,491,785	(600,518)
District Administration	4,951,475	2,244,224	4,778,046	173,429
Operations and Maintenance	10,646,086	4,936,493	10,829,126	(183,040)
Transportation and Housing	2,619,805	1,216,913	2,757,236	(137,431)
Total Expense	116,108,634	54,358,106	116,856,194	(747,560)
Net Revenue (Expense)	(1,136,077)	(5,613,833)	(1,367,924)	231,847
Budgeted Prior Year Surplus Appropriation	2,061,497			
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	(925,420)	(430,565)	(685,381)	(240,039)
Surplus (Deficit), for the year	-	(6,044,398)	(2,053,305)	(8,192)

School District Six Two

Summary of Q2 Forecast by Financial Statement Expenditure Type Page 16 of 33

	BUDGET	DEC 31 YTD	Q2 FORECAST	VARIANCE
SALARIES				
TEACHERS	43,821,569	21,719,498	44,023,117	(201,548)
PVP	7,591,659	3,718,709	7,579,639	12,020
EA	8,719,485	3,469,664	9,081,601	(362,116)
SUPPORT STAFF	11,793,322	5,413,066	12,080,627	(287,305)
OTHER PROF	3,897,096	1,772,292	3,823,973	73,123
SUBSTITUTES	3,820,202	2,103,580	4,488,056	(667,854)
TOTAL SALARIES	79,643,333	38,196,807	81,077,012	(1,433,680)
EMPLOYEE BENEFITS				
	20,796,833	9,566,469	20,048,956	747,877
SERVICES AND SUPPLIES				
SERVICES	6,222,772	3,329,337	6,652,952	(430,180)
STUDENT TRANSPORTATION				-
PROFESSIONAL DEVELOPMENT AND TRAVEL	1,642,837	495,737	1,287,617	355,221
RENTALS AND LEASES	268,349	158,254	319,596	(51,247)
DUES AND FEES	197,842	127,328	244,432	(46,590)
INSURANCE	339,580	292,554	385,779	(46,199)
SUPPLIES	5,172,244	1,645,629	5,157,492	14,752
UTILITIES	1,774,044	540,814	1,657,180	116,864
BAD DEBT	50,800	5,177	25,177	25,623
TOTAL SERVICES AND SUPPLIES	15,668,468	6,594,829	15,730,225	(61,757)
TOTAL OPERATING EXPENSE	116,108,634	54,358,106	116,856,194	(747,560)
TANGIBLE CAPITAL ASSETS PURCHASED	925,420	430,565	685,381	240,039

2019-20 Q2 OPERATING FORECAST SUMMARY

	AMOUNT	
	\$	
SAVINGS		
TEACHER SAL/BEN	230,115	CEF (\$430K), BUDGETED TEACHER BENEFIT RATE 1.2% (25.7%) HIGHER THAN FORECAST (2
PVP SAL/BEN	367,520	3 TEACHERS IN ACTING VP POSITIONS
OTHER PROVINCIAL GRANTS	287,964	ANTICIPATED GRANT FOR CUPE COLLECTIVE AGREEMENT INCREASE
FY19 ENHANCEMENTS	187,864	PORTABLES (\$168K)
WESTSHORE LANGFORD	184,822	SAL/BEN (\$134K) FROM REDUCED # OF POSITIONS & GENERAL SUPPLIES (\$35K)
DISTRICT LEGAL	40,000	
FINANCE DEPT	140,111	PURCHASING/OFFICE MANAGER POSITION (\$125K)
SBO BUSINESS ADMINISTRATION	27,861	BAD DEBT (\$25K) AND SUPPLIES (\$20K)
UTILITIES	116,864	
NEW SCHOOL DIVISIONS	97,000	ONLY \$2K ALLOCATED (SASEENOS) AGAINST \$99K STRUCTURAL BUDGET
RENTAL REVENUE	58,857	
INTEREST REVENUE	57,528	
TOTAL SAVINGS	1,796,507	
PRESSURES		
TOC SAL/BEN	(298,030)	YTD USAGE SIGNIFICANTLY HIGHER THAN PRIOR YEAR
LUNCHTIME SUPERVISORS AND REPLACEMENT	(90,364)	
SCHOOL CLERICAL AND REPLACEMENT	(94,125)	
LIBRARY ASSISTANTS	(63,513)	
EDUCATIONAL ADMINISTRATION	(39,438)	EVALUATION SERVICES (\$15K) AND THOUGHT EXCHANGE SOFTWARE (\$24K)
ELL	(37,695)	EA POSITION NOT BUDGETED FOR
INTERNATIONAL	(119,554)	\$30K SHORTFALL IN REVENUES AND \$90K PRESSURE IN MSP EXPENSES
SEL / CSH	(35,450)	FOCUS GROUP (\$20K)
STUDENT SUPPORT SERVICES - incl FEB ENROL	(416,512)	CUPE 2% CA INCREASE (APPROX \$200K)
HR DEPT	(9,562)	OSH (\$30K), STAFFING (\$17K), EFAP LIFEWORKS (\$10K)
FACILITIES	(236,750)	MAINTENANCE SERVICES (\$150k), WESTSHORE LEASE (\$30K), AND SUPPLIES
TRANSPORTATION	(137,431)	REPLACEMENT SAL/BEN (\$55K) AND BUS FUEL (\$25K)
MISCELLANEOUS REVENUE	(83,520)	DOMESTIC FEES (\$35K)
MISCELLANEOUS OTHER PRESSURES	(126,370)	
TOTAL PRESSURES	(1,788,314)	
NET SAVINGS / (PRESSURE)	8,192	NOTE 1

SIGNIFICANT RISKS:

- CEF
- MORNEAU BENEFIT SURPLUS
- SSS
- UTILITIES
- TOC SAL/BEN
- TEACHER SAL/BEN
- FEB & MAY ENROLMENT

NOTES

1 For many budgets assumed will spend to budget but likely will not. For some budgets this will result in further savings, and for others, further pressures.

Info Note

Resources Committee

February 11, 2020

Agenda Item: 4.2 – 19/20 Amended Budget Bylaw

- Pursuant to Section 156 of the *School Act* (Accounting Practices), Boards of Education are required to prepare and submit budgets to the Minister, in the form, with the information, and at the time required by the Minister.
- The Minister is requiring Amended Annual Budgets to be prepared, adopted by bylaw and submitted by February 29, 2020.
- This Amended Annual Budget is the Board of Education’s own financial plan for the 2019/20 school year.
- The total budget bylaw amount, which includes expenses and asset purchases from all funds, is presented at the end of Statement 2.
- The Amended Annual Budget Bylaw amount of \$149,587,570 is an increase of \$6,527,887 from the Annual Budget bylaw amount of \$143,059,683 approved by the Board on May 28, 2019.
- The \$6,527,887 increase is due to the following:

	Amended	Annual	Incr / (Decr)
	\$	\$	\$
Budget Bylaw Amount			
Operating - Total Expense	116,108,634	114,548,820	1,559,814
Operating - Tangible Capital Assets Purchased	925,420	0	925,420
Special Purpose Funds - Total Expense	22,079,374	19,158,634	2,920,740
Capital Fund - Total Expense	9,389,545	9,352,229	37,316
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,084,597	0	1,084,597
Total Budget Bylaw Amount	149,587,570	143,059,683	6,527,887

- The \$1,084,597 Tangible Capital Assets Purchased from Local Capital increase is due to the purchases of portables from the remaining Local Capital Fund accumulated surplus.
- The \$37,316 Capital Fund Expense increase is due to an adjustment of the Annual Facilities Grant (AFG) expenditures more in line with historical usage.
- The \$2,920,740 Special Purpose Fund Expense increase is largely (\$2.3 million) due to the Classroom Enhancement Fund allocations having been finalized. The Annual Budget only included the notional

CEF Staffing allocation for 2019/20 released by the Ministry back in March 2019. The Amended Budget now includes the finalized CEF Staffing and Overhead allocations for 2019/20.

- The \$1,559,814 Operating Fund Expense increase, \$925,420 Operating Fund TCA Purchased increase, and \$2,654,118 Operating Fund Budgeted Accumulated Surplus at the end of year (noted in Schedule 1), total \$5,139,352.
- The \$5,139,352 change is due to \$4,715,615 in carry forward amounts from 2018-19 and \$423,737 increase in Revenues.

Schedule 2		OPERATING FUND		
		Amended	Annual	Incr / (Decr)
		\$	\$	\$
Revenues				
Provincial Grants				
	Ministry of Education	106,364,727	106,120,530	244,197
	Tuition	6,970,260	6,996,209	(25,949)
	Other Revenue	895,195	841,051	54,144
	Rentals and Leases	388,500	388,500	0
	Investment Income	353,875	202,530	151,345
	Total Revenue	114,972,557	114,548,820	423,737
Expenses				
	Instruction	97,891,267	96,549,035	1,342,232
	District Administration	4,951,476	4,895,314	56,162
	Operations and Maintenance	10,646,086	10,484,666	161,420
	Transportation and Housing	2,619,805	2,619,805	0
	Total Expense	116,108,634	114,548,820	1,559,814
	Net Revenue (Expense)	(1,136,077)	0	(1,136,077)
	Budgeted Prior Year Surplus Appropriation	2,061,497		2,061,497
	Net Transfers (to) from other funds			
	Tangible Capital Assets Purchased	(925,420)		(925,420)
	Surplus (Deficit), for the year	0	0	0

- The \$925,420 Tangible Capital Assets projects are a continuation of the projects that were started in 2018/19 and, as noted in the 2018/19 Financial Statements, restricted for this purpose from the \$4,715,615 Operating Fund Accumulated Surplus.
- The \$1,559,814 increase in Operating Fund Expenses is due to the \$1.1M 2018/19 carry forward amounts that weren't restricted for Tangible Capital Asset projects or financial reserve and a \$423,737 increase in Operating Fund Revenues.
- The reallocation within the expenditure function groups better reflect the latest financial plan.

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the Amended Annual Budget Bylaw of the Board for the fiscal year 2019/2020 as presented.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2019/2020 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 62 (Sooke) Amended Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$149,587,570 for the 2019/2020 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 25th DAY OF FEBRUARY, 2020;

READ A SECOND TIME THE 25th DAY OF FEBRUARY, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF FEBRUARY, 2020;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the 25th DAY OF FEBRUARY, 2020.

Secretary Treasurer

Amended Annual Budget

School District No. 62 (Sooke)

June 30, 2020

School District No. 62 (Sooke)

June 30, 2020

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

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(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the 25th DAY OF FEBRUARY, 2020.

Secretary Treasurer

School District No. 62 (Sooke)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	11,248,625	11,360,688
Adult	58,813	57,000
Total Ministry Operating Grant Funded FTE's	11,307,438	11,417,688
Revenues		
	\$	\$
Provincial Grants		
Ministry of Education	139,882,030	122,268,149
Municipal Grants Spent on Sites	582,000	
Tuition	6,970,260	6,996,209
Other Revenue	5,666,841	5,120,651
Rentals and Leases	388,500	388,500
Investment Income	386,992	232,530
Amortization of Deferred Capital Revenue	7,369,239	7,389,098
Amortization of Deferred Capital Revenue - for lease	61,477	61,477
Total Revenue	161,307,339	142,456,614
Expenses		
Instruction	119,633,827	115,370,855
District Administration	4,951,476	4,895,314
Operations and Maintenance	19,922,284	19,710,702
Transportation and Housing	3,069,966	3,082,812
Total Expense	147,577,553	143,059,683
Net Revenue (Expense)	13,729,786	(603,069)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,061,497	
Budgeted Surplus (Deficit), for the year	15,791,283	(603,069)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	15,791,283	(603,069)
Budgeted Surplus (Deficit), for the year	15,791,283	(603,069)

School District No. 62 (Sooke)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	116,108,634	114,548,820
Operating - Tangible Capital Assets Purchased	925,420	
Special Purpose Funds - Total Expense	22,079,374	19,158,634
Capital Fund - Total Expense	9,389,545	9,352,229
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,084,597	
Total Budget Bylaw Amount	149,587,570	143,059,683

Approved by the Board

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer Date Signed

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Surplus (Deficit) for the year	13,729,786	(603,069)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(925,420)	
From Local Capital	(1,084,597)	
Total Acquisition of Tangible Capital Assets	(2,010,017)	-
Amortization of Tangible Capital Assets	8,141,113	8,367,752
Total Effect of change in Tangible Capital Assets	6,131,096	8,367,752
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	19,860,882	7,764,683

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	4,715,615	642,839	103,650,315	109,008,769
Changes for the year				
Net Revenue (Expense) for the year	(1,136,077)		14,865,863	13,729,786
Interfund Transfers				
Tangible Capital Assets Purchased	(925,420)		925,420	-
Net Changes for the year	<u>(2,061,497)</u>	<u>-</u>	<u>15,791,283</u>	13,729,786
Budgeted Accumulated Surplus (Deficit), end of year	<u>2,654,118</u>	<u>642,839</u>	<u>119,441,598</u>	<u>122,738,555</u>

School District No. 62 (Sooke)
 Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	106,364,727	106,120,530
Tuition	6,970,260	6,996,209
Other Revenue	895,195	841,051
Rentals and Leases	388,500	388,500
Investment Income	353,875	202,530
Total Revenue	114,972,557	114,548,820
Expenses		
Instruction	97,891,267	96,549,035
District Administration	4,951,476	4,895,314
Operations and Maintenance	10,646,086	10,484,666
Transportation and Housing	2,619,805	2,619,805
Total Expense	116,108,634	114,548,820
Net Revenue (Expense)	(1,136,077)	-
Budgeted Prior Year Surplus Appropriation	2,061,497	
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(925,420)	
Total Net Transfers	(925,420)	-
Budgeted Surplus (Deficit), for the year	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	104,464,657	104,216,626
ISC/LEA Recovery	(323,885)	(370,051)
Other Ministry of Education Grants		
Pay Equity	931,052	931,052
Funding for Graduated Adults	40,000	40,000
Transportation Supplement	358,365	358,365
Economic Stability Dividend		50,000
Carbon Tax Grant	45,000	45,000
Employer Health Tax Grant	837,538	837,538
FSA and Monitored Marking	12,000	12,000
Total Provincial Grants - Ministry of Education	106,364,727	106,120,530
Tuition		
Continuing Education	110,000	110,000
International and Out of Province Students	6,860,260	6,886,209
Total Tuition	6,970,260	6,996,209
Other Revenues		
Funding from First Nations	323,885	370,051
Miscellaneous		
Grants for Crossing Guards	80,000	80,000
Rebates	91,000	91,000
SGF Discretionary	261,360	200,000
Miscellaneous	138,950	100,000
Total Other Revenue	895,195	841,051
Rentals and Leases	388,500	388,500
Investment Income	353,875	202,530
Total Operating Revenue	114,972,557	114,548,820

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Salaries		
Teachers	43,821,569	44,272,507
Principals and Vice Principals	7,591,659	7,436,644
Educational Assistants	8,719,485	7,605,103
Support Staff	11,793,322	11,760,835
Other Professionals	3,897,096	3,644,396
Substitutes	3,820,202	3,858,742
Total Salaries	79,643,333	78,578,227
Employee Benefits	20,796,833	20,883,636
Total Salaries and Benefits	100,440,166	99,461,863
Services and Supplies		
Services	6,222,772	5,623,207
Professional Development and Travel	1,642,837	1,427,020
Rentals and Leases	268,349	368,074
Dues and Fees	197,842	189,733
Insurance	339,580	324,480
Supplies	5,172,244	5,329,599
Utilities	1,774,044	1,774,044
Bad Debt	50,800	50,800
Total Services and Supplies	15,668,468	15,086,957
Total Operating Expense	116,108,634	114,548,820

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	35,599,186	96,553	136,347	1,779,234	335,143	2,399,489	40,345,952
1.03 Career Programs	207,245			162,056		21,495	390,796
1.07 Library Services	1,282,077			189,433		5,537	1,477,047
1.08 Counselling	1,802,677						1,802,677
1.10 Special Education	2,575,208	253,617	8,221,138	89,000	890,966	804,000	12,833,929
1.30 English Language Learning	886,615						886,615
1.31 Indigenous Education	600,500	136,000	362,000	89,350	30,000	17,000	1,234,850
1.41 School Administration		6,850,489		2,256,280		184,436	9,291,205
1.61 Continuing Education				22,000			22,000
1.62 International and Out of Province Students	858,192	255,000		356,040			1,469,232
Total Function 1	43,811,700	7,591,659	8,719,485	4,943,393	1,256,109	3,431,957	69,754,303
4 District Administration							
4.11 Educational Administration					769,305		769,305
4.40 School District Governance					111,500		111,500
4.41 Business Administration	9,869			465,051	1,431,025	103,082	2,009,027
Total Function 4	9,869	-	-	465,051	2,311,830	103,082	2,889,832
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				112,650	136,511		249,161
5.50 Maintenance Operations				4,249,498	97,037	210,769	4,557,304
5.52 Maintenance of Grounds				505,361			505,361
5.56 Utilities							-
Total Function 5	-	-	-	4,867,509	233,548	210,769	5,311,826
7 Transportation and Housing							
7.41 Transportation and Housing Administration				109,850	95,609	586	206,045
7.70 Student Transportation				1,407,519		73,808	1,481,327
Total Function 7	-	-	-	1,517,369	95,609	74,394	1,687,372
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	43,821,569	7,591,659	8,719,485	11,793,322	3,897,096	3,820,202	79,643,333

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	40,345,952	10,859,730	51,205,682	4,763,460	55,969,142	55,503,144
1.03 Career Programs	390,796	107,912	498,708	301,978	800,686	797,638
1.07 Library Services	1,477,047	401,569	1,878,616	64,854	1,943,470	1,945,298
1.08 Counselling	1,802,677	468,696	2,271,373	7,487	2,278,860	2,278,860
1.10 Special Education	12,833,929	3,145,740	15,979,669	558,385	16,538,054	15,942,205
1.30 English Language Learning	886,615	230,520	1,117,135	30,000	1,147,135	1,147,135
1.31 Indigenous Education	1,234,850	325,090	1,559,940	187,310	1,747,250	1,700,850
1.41 School Administration	9,291,205	2,383,509	11,674,714	770,910	12,445,624	12,232,552
1.61 Continuing Education	22,000	1,522	23,522	31,612	55,134	55,134
1.62 International and Out of Province Students	1,469,232	366,130	1,835,362	3,130,550	4,965,912	4,946,219
Total Function 1	69,754,303	18,290,418	88,044,721	9,846,546	97,891,267	96,549,035
4 District Administration						
4.11 Educational Administration	769,305	168,806	938,111	57,681	995,792	969,349
4.40 School District Governance	111,500	3,500	115,000	147,088	262,088	262,088
4.41 Business Administration	2,009,027	480,539	2,489,566	1,204,030	3,693,596	3,663,877
Total Function 4	2,889,832	652,845	3,542,677	1,408,799	4,951,476	4,895,314
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	249,161	63,300	312,461	341,972	654,433	654,490
5.50 Maintenance Operations	4,557,304	1,261,562	5,818,866	1,271,486	7,090,352	6,928,875
5.52 Maintenance of Grounds	505,361	126,090	631,451	166,731	798,182	798,182
5.56 Utilities	-	-	-	2,103,119	2,103,119	2,103,119
Total Function 5	5,311,826	1,450,952	6,762,778	3,883,308	10,646,086	10,484,666
7 Transportation and Housing						
7.41 Transportation and Housing Administration	206,045	51,549	257,594	21,268	278,862	278,862
7.70 Student Transportation	1,481,327	351,069	1,832,396	508,547	2,340,943	2,340,943
Total Function 7	1,687,372	402,618	2,089,990	529,815	2,619,805	2,619,805
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	79,643,333	20,796,833	100,440,166	15,668,468	116,108,634	114,548,820

School District No. 62 (Sooke)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2020

	<u>2020 Amended Annual Budget</u>	<u>2020 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	17,279,462	14,879,034
Other Revenue	4,771,646	4,279,600
Investment Income	28,266	
Total Revenue	<u>22,079,374</u>	<u>19,158,634</u>
Expenses		
Instruction	21,742,560	18,821,820
Operations and Maintenance	336,814	336,814
Total Expense	<u>22,079,374</u>	<u>19,158,634</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Rural Education Enhancement Fund
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	18,266	644,538	48,614	2,896	-	84,222	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	336,814	391,077			192,000	44,100	182,420	755,222	242,000
Other				3,200,000				20,000	
Investment Income			10,000						
	336,814	391,077	10,000	3,200,000	192,000	44,100	182,420	775,222	242,000
Less: Allocated to Revenue	336,814	391,077	28,266	3,844,538	240,614	46,996	182,420	859,444	242,000
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	336,814	391,077			240,614	46,996	182,420	839,444	242,000
Other Revenue				3,844,538				20,000	
Investment Income			28,266						
	336,814	391,077	28,266	3,844,538	240,614	46,996	182,420	859,444	242,000
Expenses									
Salaries									
Teachers							36,000		80,000
Principals and Vice Principals								33,000	
Educational Assistants		305,529							20,000
Support Staff				10,000	185,000			103,500	52,000
Other Professionals								157,000	
Substitutes				20,000		19,329		15,000	12,000
	-	305,529	-	30,000	185,000	19,329	36,000	308,500	164,000
Employee Benefits		85,548		12,000	38,000	1,980	9,000	73,350	33,500
Services and Supplies	336,814		28,266	3,802,538	17,614	25,687	137,420	477,594	44,500
	336,814	391,077	28,266	3,844,538	240,614	46,996	182,420	859,444	242,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2020

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Mental Health in Schools	Changing Results for Young Children	Quality Teaching	Nature K	ACE-IT	Academies	Ab Ed Commercial Fishing
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	239,756			130	5,200	-	245,759	11,975
Add: Restricted Grants									
Provincial Grants - Ministry of Education	1,604,033	13,086,808	26,500	36,000					
Other							30,000	730,000	
Investment Income									
	1,604,033	13,086,808	26,500	36,000	-	-	30,000	730,000	-
Less: Allocated to Revenue	1,604,033	13,326,564	26,500	36,000	130	5,200	30,000	730,000	11,975
Deferred Revenue, end of year	-	-	-	-	-	-	-	245,759	-
Revenues									
Provincial Grants - Ministry of Education	1,604,033	13,326,564	26,500	36,000					
Other Revenue					130	5,200	30,000	730,000	11,975
Investment Income									
	1,604,033	13,326,564	26,500	36,000	130	5,200	30,000	730,000	11,975
Expenses									
Salaries									
Teachers	27,500	10,618,776					25,000	55,000	
Principals and Vice Principals								50,000	
Educational Assistants	170,000								
Support Staff	220,000							50,000	
Other Professionals	80,000								
Substitutes	759,000		10,000	10,000				7,600	
	1,256,500	10,618,776	10,000	10,000	-	-	25,000	162,600	-
Employee Benefits	297,300	2,707,788	1,000	1,000			5,000	35,000	
Services and Supplies	50,233		15,500	25,000	130	5,200		532,400	11,975
	1,604,033	13,326,564	26,500	36,000	130	5,200	30,000	730,000	11,975
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Art Starts	Donations	Theatres	United Way	GISP	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	2,731	6,526	62,772	174	7,000	1,380,559
Add: Restricted Grants						
Provincial Grants - Ministry of Education						16,896,974
Other	7,600	20,000	30,000			4,037,600
Investment Income						10,000
	7,600	20,000	30,000	-	-	20,944,574
Less: Allocated to Revenue	10,331	26,526	92,772	174	7,000	22,079,374
Deferred Revenue, end of year	-	-	-	-	-	245,759
Revenues						
Provincial Grants - Ministry of Education					7,000	17,279,462
Other Revenue	10,331	26,526	92,772	174		4,771,646
Investment Income						28,266
	10,331	26,526	92,772	174	7,000	22,079,374
Expenses						
Salaries						
Teachers						10,842,276
Principals and Vice Principals						83,000
Educational Assistants						495,529
Support Staff						620,500
Other Professionals						237,000
Substitutes						852,929
	-	-	-	-	-	13,131,234
Employee Benefits						3,300,466
Services and Supplies	10,331	26,526	92,772	174	7,000	5,647,674
	10,331	26,526	92,772	174	7,000	22,079,374
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget			2020 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	16,237,841		16,237,841	1,268,585
Municipal Grants Spent on Sites	582,000		582,000	
Investment Income		4,851	4,851	30,000
Amortization of Deferred Capital Revenue	7,369,239		7,369,239	7,389,098
Amortization of Deferred Capital Revenue - for lease	61,477		61,477	61,477
Total Revenue	24,250,557	4,851	24,255,408	8,749,160
Expenses				
Operations and Maintenance	1,248,432		1,248,432	984,477
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,690,952		7,690,952	7,904,745
Transportation and Housing	450,161		450,161	463,007
Total Expense	9,389,545	-	9,389,545	9,352,229
Net Revenue (Expense)	14,861,012	4,851	14,865,863	(603,069)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	925,420		925,420	
Total Net Transfers	925,420	-	925,420	-
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,084,597	(1,084,597)	-	
Total Other Adjustments to Fund Balances	1,084,597	(1,084,597)	-	
Budgeted Surplus (Deficit), for the year	16,871,029	(1,079,746)	15,791,283	(603,069)

Committee Info Note
Resources Committee Meeting
February 11, 2020
Agenda Item: 4.3 – 20/21 Budget Development Process

- Staff will provide a presentation updating the Committee on the recent budget development actions and related materials will be provided to the Committee on February 10

Committee Info Note
Resources Committee Meeting
February 11, 2020
Agenda Item: 4.4 – District & School Fees

- Attached are the district and school fees for the Committee’s review prior to go to the Board for approval
- Staff will speak to the proposed fees at the meeting

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the proposed 20/21 district and school fees as presented at the February 11th Resource Committee meeting.

**DRAFT****2020– 21 SCHOOL FEES - Middle Schools**

STANDARD FEES	COST	Notes
Text Books	\$50	Flat fee for all texts which are damaged beyond use or lost
Lost Novel	\$10	Flat fee for all novels.
Locks	\$10	Dunsmuir, Spencer and John Stubbs only
OPTIONAL FEES	COST	Notes
Athletic Participation	\$40	One fee (\$40) allows students to participate on as many teams as they wish. Additional costs for travel, accommodation and meals may be required.
Yearbook	\$40	optional
Food Safe	\$55	If offered
Applied Design, Skills & Technology / Exploratory		As needed throughout year (see examples below)
Band Instrument Rental	\$150	Less depending on instrument.
Band Uniform Rental & Cleaning	\$25	optional
<i>Please note: a 2.5% administrative fee will be added to cover costs related to the processing of credit card payments.</i>		
Other fees may be charged prior to a course for value-added products which students chose to purchase as an option, or for projects taken home. Cost lists will be provided:		
<u>Examples:</u>		
<ul style="list-style-type: none"> • Wood Tech (a) projects taken home (b) specialty wood • Sewing/Fashion/Design (a) projects taken home (b) specialty materials • Art/Theatre Arts (a) projects taken home (b) specialty materials • Cooking (a) specialty ingredients (b) food taken home 		
Other fees may occur in association with Optional Curricular Events such as:		
<u>Examples:</u>		
<ul style="list-style-type: none"> • Dance outfits for performances • Travel, accommodations, meals and registrations • Exploratory Program (busing, projects to take home) 		
No student will be denied educational opportunities if they do not have the ability to pay.		
Please contact your assigned principal, vice-principal or counsellor to request for fees to be waived due to financial hardship.		

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2020 – 21 SCHOOL FEES - Secondary Schools

STANDARD FEES	COST	Notes
Band Instrument Rental	\$150.00	Dependent on instrument.
Band Uniform & Cleaning	\$25.00	Dependent on individual band program needs (reflects maximum fee charge).
Text Books	\$10.00 - \$100.00	Replacement fee will range for all texts/novels which are damaged beyond use or lost.
Workbooks – LOST/DAMAGED	\$ 5.00 - \$25.00	Workbooks are consumable and are not required – can be used free in the classroom if not written in. They are used primarily in math and science classes.
Athletic Participation	\$50.00	One fee allows students to participate on as many teams as they wish to try out for. Additional costs for travel, accommodation and meals may be required.
Yearbook/Annual	\$55.00	Optional - Prices will fluctuate based on production costs.
Food Safe Training	\$55.00	Fee applies only if offered.
Student Activity Fee	\$20.00	Includes school-wide events, student locks, school appointments online & locker app.
Active Living	\$50.00	Various activities outside the building.
Outdoor Ed./Enviro Science	\$150.00	Grades 11/12
Outdoor Education	\$100.00	Grades 9/10
P.E. 11/12 Recreation	\$75.00	Various activities outside the building that incur travel & amenity costs.
Life Saving 10-12	\$100.00	Hosted at the Y.M.C.A (Belmont only).
ADST – Wood	\$35.00	Optional for personal projects/take home.
ADST – Metal	\$35.00	Optional for personal projects/take home.
ADST – Auto	\$20.00	Optional for personal consumables.
ADST – Electronics	\$35.00	Optional for personal projects/take home.
ADST – Cosmetology	\$80.00	Optional for personal use & to keep: Mannequin, nail polish, make-up.
Food Studies	\$20.00	Optional for personal projects/take home.
Environmental Science	\$150.00	Various activities outside the building.
Metal TASK Program (EMCS)	\$150.00	Materials for personal projects/take home.

Please note: a 2.5% administrative fee will be added to cover costs related to the processing of credit card payments.

Other fees may be charged prior to a course for value-added products which students choose to purchase as an option, or for projects taken home. Cost lists will be provided:

Examples:

- Wood Tech (a) projects taken home (b) specialty wood.
- Sewing/Fashion/Design (a) projects taken home (b) specialty materials.
- Art/Theatre Arts (a) projects taken home (b) specialty materials.
- Cooking (a) specialty ingredients (b) food taken home.
- Workbooks if a student wants to write in the book and/or keep it.
- Materials for elective programs required beyond the basic curriculum.

Other fees may occur in association with Optional Curricular Events such as:

Examples:

- Grad Ceremony, Prom, Winter Formal, School Dances & Student Conferences.
- Dance outfits for performances.
- Travel, accommodations, meals and registrations.
- Technical Education Program (busing, projects to take home).

No student will be denied educational opportunities if they do not have the ability to pay.

Please contact your assigned administrator or counsellor to request for fees to be waived due to financial hardship.



DRAFT
2020 – 2021 SCHOOL FEES
WESTSHORE CENTRE FOR LEARNING AND JdFDL

ITEM	AMOUNT	NOTES
Textbook Deposit	Up to \$100	To be paid by all students entering Westshore Centre's Continuing Education School or Juan de Fuca Distributed Learning when they have a course or courses that require a textbook deposit. Refundable upon withdrawal from the school if all textbooks have been returned.
Workbooks (consumable items that students write in and keep)	Up to \$25	Used by some math and science courses.
Textbooks	\$20 - \$100	Actual cost of textbook will be charged if lost or damaged. Charge will be deducted from the textbook deposit or an additional charge may be levied.
Texas Instruments Mathematics Graphing Calculators	\$185	To be paid by students registered in some Math 11/12 courses at Westshore Centre's Continuing Education School or Juan de Fuca Distributed Learning IF they choose to use a school owned graphing calculator. Refundable upon return of the calculator in the same/similar condition as when it was issued.

No student will be denied educational opportunities if they do not have the ability to pay fees. Please contact your assigned administrator or counsellor to ask for fees to be waived due to financial hardship.

Committee Info Note
Resources Committee Meeting
February 11, 2020
Agenda Item: 4.5 – Old Business Update

- An update will be provided at the meeting on Old Business from previous meetings