



The Board of Education of School District No. 61 (Greater Victoria)
Special Board Budget Meeting, Wednesday, April 23, 2014 @ 7:00 p.m.
Tolmie Boardroom, 556 Boleskine Road

AGENDA

A. COMMENCEMENT OF MEETING

A1. Approval of the Agenda (p 01-02)

B. PUBLIC PRESENTATIONS ON THE 2014/2015 BUDGET (5 minutes per presentation)

C. 2014/2015 ANNUAL BUDGET

a) 2014/2015 Annual Budget Debate (p 03-08)

Recommended Motions:

i)

That the Board of Education of School District No. 61 (Greater Victoria) approves carrying forward the \$6,300,000 to the 2014-2015 school year to be applied against the deficit.

ii)

That the Board of Education of School District No. 61 (Greater Victoria) approves the list of proposed budget options for the 2014-2015 school year and approves carrying forward the \$53,501 to the 2015-2016 school year to be applied against the deficit.

iii) Notice of Motions:

a) Trustee Horsman

That the Board of Education of School District No. 61 (Greater Victoria) approves using the unallocated budget amount of \$53,501 to fund learning mentors at the following schools based on CommunityLINK data: Craigflower, George Jay, Victoria West, Tillicum, and Quadra.

b) 2014/2015 Annual Budget Bylaw (p 09)

Recommended Motions:

i)

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of the 2014/2015 Annual Budget Bylaw at the meeting of April 23, 2014.

Motion to be Carried Unanimously

- ii) That the Board of Education of School District No. 61 (Greater Victoria) 2014/2015 Annual Budget Bylaw in the amount of \$195,330,769 be:

Read a first time the 23rd day of April, 2014;
Read a second time the 23rd day of April 2014;
Read a third time, passed and adopted the 23rd day of April, 2014;

And that the Chairperson and the Secretary Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.

D. ADVOCACY/NEEDS LETTER TO THE MINISTER SUPPLEMENTAL DOCUMENT

E. ADJOURNMENT



OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4106 FAX (250) 475-4110

TO: Board of Education
FROM: Debra Laser
Secretary-Treasurer
DATE: April 23, 2014
RE: **2014/2015 ANNUAL BUDGET BYLAW**

The 2014-2015 Annual Budget Bylaw has been prepared using the new Public Sector Accounting standards which requires the budget to include the operating, special purpose and capital funds. Consequently, the budget bylaw amount of \$195,330,769 includes the total budgeted expenses in the operating, special purpose and capital funds as follows:

• Operating Budget Total Expense	\$171,061,405
• Special Purpose Funds Total Expense	\$15,778,767
• Capital Fund Total Expense	\$8,490,597
Total 2014-2015 Annual Budget Bylaw	<u>\$195,330,769</u>

The special purpose funds include the Annual Facilities Grant (\$0.6M), Provincial Resource Programs (\$1.9M), Learning Improvement Fund (\$2.4M), CommunityLINK (\$3.8M), Strong Start Centres (\$0.2M), Ready Set Learn (\$0.1M), French Grant (\$0.4M), School Generated Funds (\$6.2M), and Scholarship/Charitable Funds (\$0.2M). The special purpose funds are funds received for specific purposes and must be used for those purposes.

The capital fund expense includes the amortization of tangible capital assets and the maintenance portion of the annual facilities grant bylaw allocation.

Although the annual budget bylaw amount includes expenses for all funds, the board's budget deliberations are with respect to the operating budget only. The 2014-2015 operating budget is in a deficit position of \$8,114,887 before applying the projected 2013-2014 carry forward funding of \$6,300,000. The Board has made the decision to relocate the Sundance program which has resulted in a budget reduction of \$316,182. Therefore, to balance the budget, the board needs to deliberate on budget reductions totaling \$1,498,705.

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Recommended Motion:

That the Board of Education of School District No. 61 approves carrying forward the \$6,300,000 to the 2014-2015 school year to be applied against the deficit.

Upon completion of the operating budget deliberations, in order to pass the 2014-2015 Annual Budget Bylaw at one meeting, the Board must unanimously agree to give the bylaw all three readings at one sitting. The following motions are therefore recommended:

Recommended Motion:

That the Board of Education of School District No. 61 agrees to give all three readings of the 2014/2015 Annual Budget Bylaw at the meeting of April 23, 2014.

Motion to be Carried Unanimously

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) 2014/2015 Annual Budget Bylaw in the amount of \$195,330,769 be:

Read a first time the 23rd day of April, 2014;

Read a second time the 23rd day of April, 2014;

Read a third time, passed and adopted the 23rd day of April, 2014;

And that the Chairperson and the Secretary-Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.

Attachments

2014-2015 Proposed Budget Options

	<u>FTE</u>	<u>Amount</u>
Reduce School Supplies Budget		\$337,764
Reduce Operations & Maintenance Supplies		\$245,000
Reduce District Department Supplies Budgets		\$ 72,100
Close District Resource Centre	0.94	\$ 52,601
Reduce Supt Office Senior Mgmt Assistant	0.80	\$ 42,136
Reduce Learning Initiatives Admin Assistant	1.00	\$ 52,849
Eliminate School Learning Mentors	4.40	\$397,480
Relocate Girls Alternative Program	1.15	\$107,021
GAP Facility Rental Revenue		\$ 90,000
Increase Facility & Field Rental Rates		\$155,255
	<u>8.29</u>	<u>\$1,552,206</u>
REVISED BUDGET SHORTFALL		(\$1,498,705)
Difference		\$53,501

**School District No. 61 (Greater Victoria)
2014-2015 Proposed Budget Options
Impact Statements**

Ref No.	Description	FTE	Amount
1	Reduce School Supplies Budgets		\$337,764
	<p>Secondary school supply budgets will be reduced by 15%; middle school supply budgets will be reduced by 10% and elementary school supply budgets will be reduced by 5%. The reduction will mean less purchasing capability for supplies, equipment, technology and learning resources. It will be more difficult to have the funds to replace or repair equipment. School staff will need to manage resources carefully to ensure that they stay within the reduced budget levels.</p>		
2	Reduce Operations and Maintenance Supplies Budgets		\$245,000
	<p>Due to the ongoing energy management program, including the introduction of longer lasting more efficient lighting tubes and mechanical upgrades, a reduction in the electrical and mechanical supplies budget can be achieved without significantly impacting on service levels. The introduction of some new equipment in operations and maintenance has resulted in less repairs and lower maintenance costs. In the Operations Department favorable pricing is being experienced on some larger cost items such as paper towels and a new and less expensive floor finish product is being used at all schools resulting in lower cost without sacrificing quality. In the Painting Department some savings have been achieved by transferring some of the exterior painting program to the annual facilities grant allowing a reduction within the painting supplies budget without reducing service.</p>		
3	Reduce District Department Supplies Budgets		\$72,100
	<p>The Human Resources, Information Technology, Superintendent, Associate Superintendents, Secretary-Treasurer and Financial Services department supplies budgets will be reduced by 10%. The reduction will mean less flexibility to purchase office supplies and equipment.</p>		

**School District No. 61 (Greater Victoria)
2014-2015 Proposed Budget Options
Impact Statements**

4	Close District Resource Centre	0.94	\$52,601
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Less than 10% of the district resource centre collection is being accessed on a regular basis. Resources will be distributed to schools based on usage. The Cooper-Smith Choral Library will continue to operate with clerical support from SJ Willis. Two hours per week of clerical support will be added to SJ Willis.

5	Reduce Superintendent's Office Senior Management Assistant	0.80	\$42,136
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The Office of the Superintendent of Schools and the Office of the Secretary-Treasurer will be combined and reorganized. This allows for the reduction of one Senior Management Assistant. It will take longer to complete assigned tasks and the level of support will be reduced.

6	Reduce Learning Initiatives Administrative Assistant	1.00	\$52,849
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The administrative support services for Learning Initiatives and Student Support Services will be reorganized to achieve the budget reduction. It will take longer to complete assigned tasks and the level of support will be reduced.

7	Eliminate School Learning Mentors	4.40	\$397,480
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Currently every elementary and middle school has a 0.1 FTE Learning Mentor. For the past ten years, the learning mentors have provided in-school collaboration time, modelled, mentored and facilitated opportunities for all teachers in the school to share new ideas and to learn with colleagues. The elimination of the school learning mentors will reduce in-school teacher collaboration time to support

**School District No. 61 (Greater Victoria)
2014-2015 Proposed Budget Options
Impact Statements**

8 (a)	Relocate Girls Alternative Program (GAP)	1.15	\$107,021
8 (b)	GAP Facility Rental Revenue		\$90,000

The Girl's Alternative Program will be moved to SJ Willis which will result in teaching, clerical support and custodial savings. Artemis Options Society will continue to provide daycare at no cost to the students. Artemis Place Society is interested in renting the space at 3020 Richmond Road to expand their daycare services and to move their programs to this location.

9	Increase Facility and Field Rental Rates 25%; 15% for Out of School Care		\$155,255
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The rental rates for school district facilities and fields will be increased 25% to generate additional revenue. The current rates were set in 2010 and have not been updated since. The out of school care rates will be increased 15% to reflect cost recovery.

TOTAL	8.29	\$1,552,206
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ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2014/2015 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. The Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 61 (Greater Victoria) Annual Budget Bylaw for fiscal year 2014/2015.
3. The attached "Statement 2" showing the estimated revenue and expense for the 2014/2015 fiscal year and the total budget bylaw amount of \$195,330,769 for the 2014/2015 fiscal year was prepared in accordance with the Act.
4. Statement 2, Statement 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2014/2015.

READ A FIRST TIME THE 23rd DAY OF APRIL, 2014;

READ A SECOND TIME THE 23rd DAY OF APRIL, 2014;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF APRIL, 2014.

(Corporate Seal)

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Annual Budget Bylaw 2014/2015, adopted by the Board the 23rd day of April, 2014.

Secretary-Treasurer