**Budget Advisory Committee**
**Tuesday, April 26, 2022 @ 6:00 p.m.**
**Zoom Meeting:**
Join Zoom Meeting
https://gvsd61.zoom.us/j/64130876476?pwd=aEFtTlRTL21Ud1B1MzJQbnRoWGNDdz09

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## AGENDA

1. **Call to Order (5 min)**

2. **Acknowledgement**

3. **Approval of the Agenda (5 min)**

4. **Approval of the March 8, 2022 Minutes** **Page 2**

5. **Approval of the March 16, 2022 Minutes** **Page 4**

6. **2022-2023 Budget Process Debrief**
   A. What Worked Well in the 2022-2023 Budget Process?
   B. What Should Be Improved for the 2023-2024 Budget Process?

7. **2022-2023 Budget Decision: Three Year Summary** **Page 6**

8. **Adjournment**

# Budget Advisory Committee
# MINUTES
# Tuesday, March 8, 2022

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**In Attendance:**

Board of Education:
Trustees Duncan (Committee Chair), Tom Ferris, Angie Hentze, Elaine Leonard, Ryan Painter, Jordan Watters, Ann Whiteaker

Staff:
Deb Whitten, Interim Superintendent
Kim Morris, Secretary-Treasurer
Colin Roberts, Interim Deputy Superintendent
Harold Caldwell, Associate Superintendent
Katrina Stride, Associate Secretary-Treasurer
Chuck Morris, Director of Facilities
Julie Lutner, Director of Finance – Budgets and Financial Reporting
Connor McCoy, President, Greater Victoria Principals Vice-Principals Association
Brenna O'Connor, Vice-President, Greater Victoria Principals Vice-Principals Association

Regrets:
Shelly Niemi, Director, Indigenous Education
Stakeholders
Four Houses

The meeting was called to order at 6:01 pm

**Acknowledgement**
Chair Duncan recognized and acknowledged the Esquimalt and Songhees Nations on whose traditional territories we live, we learn, and we do our work.

**Agenda**
By consensus, the Committee approved the agenda of March 8, 2022

**Correspondence**
The Committee received correspondence from GVTA to the Secretary-Treasurer dated February 24, 2022 and from GVTA to Minister Whiteside dated March 7, 2022.

**Work Plan:**

a) Services & Supplies
Staff provided the detailed services and supplies in the draft 2022-2023 budget categorized by general ledger object (ie: services, software maintenance, membership fees etc.) and department (Secretary-

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Treasurer, Info Tech for Learning, Regular Instruction etc.).

**ThoughtExchange**

The Committee discussed the ThoughtExchange results from the March 2022 question: "What do you like about school and what can we do to help you enjoy learning even more?" found here: https://my.thoughtexchange.com/report/4d13686a23dc7b11e495586c15f23e3c#:~:text=What%20do%20you%20like%20about%20school%20and%20what%20can%20we%20do%20to%20help%20you%20enjoy%20learning%20even%20more%3F%0AMarch%202022

Themes included arts, science, choice, teachers, outdoor learning, furniture, menstrual products and fields.

**Balancing the Budget:**

a) Updated Projections
   Staff provided updated enrolment, revenues, expenses and surplus/deficit projections
b) Options Building Package
   The Committee reviewed the Options Building Package including guiding document, values and guiding principles, most recent surplus/deficit projection, savings and asks lists, high level sample options, unit costs, and a template. The Committee made suggestions around the impact and rationale being added to the savings/asks lists.

**March 10, 2022 Public Town Hall**

The Committee discussed the March 10 format confirming the agenda and reviewing the draft presentation staff had prepared. Suggested changes to the presentation were made including the timing and some content streamlining. The Committee agreed that along with workshopping options materials that a comment card also be provided, and that Trustees would be seated at tables to hear from the participants, and Staff would participate at tables or by circulating to offer clarification.

**Next Meeting: March 16, 2022 6 pm Zoom**

**Adjournment**

The meeting adjourned at 8:00 pm.

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# Special Budget Advisory Committee
# MINUTES
# Tuesday, March 16, 2022

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**In Attendance:**

Board of Education:
Trustees Duncan (Committee Chair), Tom Ferris, Angie Hentze, Elaine Leonard, Ryan Painter, Jordan Watters, Ann Whiteaker

Staff:
Deb Whitten, Interim Superintendent
Kim Morris, Secretary-Treasurer
Colin Roberts, Interim Deputy Superintendent
Harold Caldwell, Associate Superintendent
Katrina Stride, Associate Secretary-Treasurer
Chuck Morris, Director of Facilities
Shelly Niemi, Director, Indigenous Education
Connor McCoy, President, Greater Victoria Principals Vice-Principals Association
Brenna O'Connor, Vice-President, Greater Victoria Principals Vice-Principals Association

Regrets:
Julie Lutner, Director of Finance – Budgets and Financial Reporting
Stakeholders
Four Houses

The meeting was called to order at 6:04 pm

**Acknowledgement**
Chair Duncan recognized and acknowledged the Esquimalt and Songhees Nations on whose traditional territories we live, we learn, and we do our work.

**Agenda**
By consensus, the Committee approved the agenda of March 16, 2022

**Balancing the Budget:**

a) February 8, 2022 BAC#4 FAQ
The Committee reviewed and thanked staff for completing the FAQ.

b) Ministry Funding Announcement
The Secretary-Treasurer advised that the Ministry funding announcement provided no per pupil increases, despite inflationary pressures in BC, and that the funding announcement would not help to alleviate the projected deficit.

c) Updated Projections
Staff provided updated enrolment, revenue, expense and surplus/deficit projections.

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d) March 10, 2022 Public Meeting
Staff provided a detailed transcript of comment cards collected at the meeting. An analysis of balancing options created by the participants and collected at the meeting to be provided before April 4th Special Budget Board meeting.

e) Understanding the Savings/Asks
The Committee reviewed the most recent lists and asked questions of clarification.

f) Risk
Enrolment, carry forward/surplus and use of reserves risk tolerance was discussed.

g) Local Capital
Staff reported on the local capital reserves available to the Board to balance the budget in the three-year budget window, including additions to reserve from property disposal proceeds.

h) 2021-2022 Budget Decisions
The 2021-2022 budget spreadsheet was provided and reviewed to remind Trustees of the investments and reductions last year to help Trustees prepare for this budget year's debate.

**Recommendations**

Nil

**Next Meeting: April 11, 2022 5 pm Zoom**

**Adjournment**

The meeting adjourned at 8:05 pm.

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## 2022-2023 3rd and Final Reading Approved Budget Summary

| Characteristics | 3-Year Projection | 2022/23 | 2023/24 | 2024/25 |
|---|---|---|---|---|
| Balances Year 1 | Surplus/(Deficit) | (7,082,348) | (5,187,919) | (3,431,693) |
| Re-Investment | Savings | 4,422,662 | 3,357,102 | 3,357,102 |
| High Risk | Asks | (1,353,460) | (1,353,460) | (1,353,460) |
| Out of compliance | Use of Local Capital for >$5,000 F&E | 1,388,855 | 0 | 0 |
| | Surplus: Use of Projected 21-22 | 800,000 | 800,000 | 800,000 |
| | Risk | 1,824,291 | 0 | 0 |
| | Reserve: Use of Current | 0 | 0 | 0 |
| | Reserve: Addition to meet 4% target | 0 | 0 | 0 |
| | Result (Balanced = $0) | 0 | (2,384,277) | (628,051) |

| Guiding Principles: | | Discussion Points: |
|---|---|---|
| Students at Centre | ☐ | Balances Year 1 |
| Relationships | ☐ | Maintains current reserve. |
| Indigenous | ☐ | Does not meet Ministry nor SD61 Surplus/Reserve policy ($4m) |
| Alignment | ☐ | Advances some Strategic Plan, FESL and Infrastructure goals |
| Timelines | ☐ | Slows some deferred maintenance and addresses some maintenance and info tech liability |
| Collaboration | ☐ | Utilizes 100% of the available surplus |
| Sustainability | ☐ | Reduces Community LINK Youth Family Counsellor Contractors |
| | | Depletes Local Capital reserve |
| | | High impact on employees and services, and schools |
| | | Additional Music savings Year 3 to be determined |
| | | Moves some EA's to 30 hours/week |
| | | Network infrastructure paid from local capital in Year 1 |

| Result: | 2022-2023 | 2023-2024 | 2024-2025 |
|---|---|---|---|
| Operating Reserve | 1,900,000 | 1,900,000 | 1,900,000 |
| Local Capital Reserve | 1,643,217 | 1,643,217 | 1,643,217 |
| | | | |
| Risk | 1,824,291 | 0 | 0 |
| | | | |
| Strategic Plan/FESL Investment | 504,601 | 504,601 | 504,601 |
| Infrastructure/Liability Investment | 848,859 | 848,859 | 848,859 |

## 2022-2023 3rd and Final Reading Approved Budget Detail

| Draft Budget Bylaw (March 30) | Operating | Special Purpose | Capital | Consolidated |
|---|---|---|---|---|
| Revenue | 216,996,482 | 32,238,932 | 16,829,917 | 266,065,331 |
| A. Expense | 224,078,830 | 32,238,932 | 15,208,429 | 271,526,191 |
| **B. (Shortfall)/Surplus** | **(7,082,348)** | **-** | **1,621,488** | **(5,460,860)** |
| | | | | |
| **Ca. How much would you like to increase the reserve if any?** | | | | |
| **Cb. How much of other existing reserve would you like to use if any?** | - | | | |
| | | | | |
| **D. How much of the current year projected surplus (max $800k)** | 800,000 | | | |
| | | | | |
| **E. How much local capital would you like to use for Operating expenses?** | **1,388,855** | | 1,388,855 | |
| | | | | |
| **F. How much risk do you want to take?** | **1,824,291** | | | |
| Fa. Increased Revenue/Enrolment | 324,291 | | | |
| Fb. Increased Surplus Projection | 1,500,000 | | | |
| | | | | |
| G. Updated Shortfall (B+C+D+E+F) | (3,069,202) | | | |
| | | | | |
| **H. What New Spending would you like to add?** | **1,353,460** | + | | |
| EA's 20% to 30 hrs/week | 273,545 | | | |
| ITL Yr 2/5 Network Infrastructure (from Local Capital above) | 502,850 | | | |
| | | | | |
| VP Admin Time to Elementary | 23,434 | | | |
| | | | | |
| | | | | |
| | | | | |
| Maintenance - 2 Carpenters | 168,009 | | | |
| INED Teacher and CUPE Staffing | 136,349 | | | |
| | | | | |
| ITL Security Analyst (Excluded) | 110,000 | | | |
| | | | | |
| | | | | |
| Communications Assistant | 68,000 | | | |
| | | | | |
| | | | | |
| | | | | |
| INED LEA Support | 46,273 | | | |
| | | | | |
| | | | | |
| District Team Indigenous Collaboration | 25,000 | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| I. Updated Shortfall (G-H) | (4,422,662) | | | |
| | | | | |
| **J. What Reductions Are You Proposing?** | **4,422,662** | | | |
| | | | | |
| School Supply Allocation - Reduce one time | 800,000.00 | | | |
| Daytime Cust - Reduce Elem & Middle (50%) | 654,902 | | | |
| | | | | |
| Counsellors - Reduce 2 Outreach | 180,000 | | | |
| Education Assistant Relief Budget | 620,000 | | | |
| Collaboration Time | 559,418 | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Associate Superintendent - Reduce 1 FTE | 209,794 | | | |
| Elementary Strings - Reduce 1.81 FTE (100%) | 208,817 | | | |
| | | | | |
| Middle Band and Strings Option 1 | 190,478 | | | |
| | | | | |
| | | | | |
| PVP at Tolmie - Reduces 1.0 FTE | 150,174 | | | |
| International Student Program Savings one-time | 150,000 | | | |
| Career Centre Teachers - Reduce 1.0 FTE + $35k S&S | 150,000 | | | |
| | | | | |
| Late French Immersion - Reduces 1.0 FTE / 1 Class | 115,560 | | | |
| | | | | |
| | | | | |
| Counsellors - Reduces 0.8 FTE Historical Trend | 92,448 | | | |
| Reading Recovery - Reduces Contract (100%) | 73,525 | | | |
| HR - Reduces 1.0 FTE (Year 2/3 only) | 66,945 | | | |
| School Admin - Small School or Low Enrolment | 61,494 | | | |
| District Team - Literacy Savings | 37,000 | | | |
| ThoughtExchange On-line Engagement Tool | 26,064 | | | |
| | | | | |
| | | | | |
| Enrolment Projection Contractor | 15,043 | | | |
| Student and Parent Education Funds | 11,000 | | | |
| ADDITION: 5% Services & Supplies Reduction (not schools) | 50,000 | | | |
| | | | | |
| **K. Updated Shortfall (if $0 then balanced) (I+J)** | - | | | |
| | | | | |
| New bylaw amount | 219,620,773 | 32,238,932 | 16,597,284 | 268,456,989 |

| | | |
|---|---|---|
| **Target Reserves per Draft Policy:** | **4,000,000** | **2%** |
| **Current Reserves:** | **1,900,000** | **1%** |
| | | |
| **Estimated Available for 2022-2023** | **2,403,049** | |
| | | |
| **Risk: Estimated 21-22 Surplus>$800k or Increased Revenue/Enrolment** | | |

| **Spending** | | |
|---|---|---|
| EA's to 30 hours/week | 1,094,178 | On-Going |
| | | On-Going |
| ITL Decommission Classroom PC's | 385,000 | One-Time |
| ITL Reinstate Student Device Budget | 339,230 | On-Going |
| VP Admin Time to Elementary | 302,906 | On-Going |
| Transportation Snow Plow | 250,000 | One-Time |
| ITL Yr 1/2 Staff Device Replacement | 250,000 | On-Going |
| Grounds - Match Historical Spend | 231,239 | On-Going |
| Strings at all Elementary | 181,429 | On-Going |
| Early Childhood Educators | 178,000 | On-Going |
| | | On-Going |
| Maintenance - Match Hist Spend Mech | 150,836 | On-Going |
| | | On-Going |
| VP Admin Time to Middle | 116,550 | On-Going |
| Mental Health to Replace Grants | 110,000 | On-Going |
| | | On-Going |
| Transportation Dump Truck | 100,000 | One-Time |
| VP Admin Time to Secondary | 81,585 | On-Going |
| Financial Svc Business Process Advisor | 75,000 | On-Going |
| | | On-Going |
| Transportation Bobcat | 65,000 | One-Time |
| District Team Reporting Tool Support | 64,000 | On-Going |
| Maintenance Match Hist Spend Elec | 55,012 | On-Going |
| District Team Assessment & Proficiency | 55,000 | On-Going |
| Maintenance - Match Hist Spend Carp | 50,368 | On-Going |
| Learning Support Accessibility | 50,000 | On-Going |
| | | On-Going |
| ITL School Tech Top-up fr Schools to Dist. | 40,000 | On-Going |
| HR EA Bridging | 36,000 | On-Going |
| Maintenance Match Hist Spend Paint | 35,791 | On-Going |
| HR EA Professional Lrning Support | 30,000 | On-Going |
| | | On-Going |
| HR EA Advertising | 20,000 | On-Going |
| HR Recruitment Travel FRIMM Teachers | 20,000 | On-Going |
| Maintenance Temp Labourers Painting | 18,358 | On-Going |
| Transportation Flush Machines In-House | 12,500 | One-Time |
| Transpiration Salter for Snow Plow | 11,500 | One-Time |
| HR Increase Hours for System Specialist | 9,337 | On-Going |
| Transportation 2-Post Hoist | 8,500 | On-Going |
| ITL eLibrary Websites Maintenance | 3,320 | One-Time |
| | | |
| ITL Destiny Library Release Time | 2,490 | On-Going |

| **Reductions** | | |
|---|---|---|
| Middle Music - Reduce 11.03 FTE (100%) | 952,908 | On-Going |
| Counsellors - Reduce 8.00 FTE to min ratio | 924,480 | On-Going |
| | | One-Time |
| | | On-Going |
| Daytime Cust - Reduce Sm Elem(25%) & E & M (50%) | 634,016 | On-Going |
| Counsellors - Reduce 7 YFC's | 443,110 | On-Going |
| | | On-Going |
| | | On-Going |
| Middle Music - Reduce 5.52 FTE (50%) | 476,454 | On-Going |
| Daytime Cust - Reduce Elementary (100%) | 414,750 | On-Going |
| Middle Music - Reduce 4.41 FTE (40%) | 381,163 | On-Going |
| Career Centre Coordinators - Reduce 7 FTE (100%) | 342,490 | On-Going |
| Middle Music - Reduce 3.31 FTE (30%) | 285,864 | On-Going |
| Middle Band and Strings Option 2 | 285,864 | On-Going |
| Daytime Cust - Reduce Secondary (100%) | 210,883 | On-Going |
| | | On-Going |
| | | On-Going |
| Counsellors - to Community LINK | 201,537 | On-Going |
| | | On-Going |
| Clerical Staff from 12 months to 10.5 months/year | 180,139 | On-Going |
| Daytime Cust - Reduce Middle (100%) | 166,939 | On-Going |
| | | On-Going |
| | | One-Time |
| | | On-Going |
| Daytime Cust Small Elem - Reduces 2.0 FTE | 123,302 | On-Going |
| | | One-Time |
| Facilities - Reduces 1.0 FTE Asst Mgr (Year 2/3 only) | 105,268 | On-Going |
| Clerical Staff from 12/11 month to 11/10.5 month | 94,496 | On-Going |
| | | On-Going |
| | | On-Going |
| | | On-Going |
| | | On-Going |
| | | On-Going |
| | | On-Going |
| School Techs from 11 month to 10.5 months | 24,760 | On-Going |
| District Ukulele | 16,525 | On-Going |
| | | On-Going |
| | | On-Going |