

FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



January 9, 2024 – 3:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

This meeting is being held on the traditional and unceded territory of the Secwépemc People.

1. December 5, 2023, Meeting Report
2. Draft Calendar 2024-25 review
3. Financial update on Operating Revenue and Expenses
4. Transportation Transfer Report review
5. Daycare Project Update - verbal
6. 100 Mile House Jr. Property – verbal update on the RFOI
7. Minor Capital Project Request 2023-2024
8. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	February 6, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	February 28, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	April 9, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	May 14, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	June 11, 2024	3:00 p.m.	Board Office

“Learning, Growing, and Belonging Together”

Finance and Facilities & Transportation Committee Meeting Report



December 5, 2023 (3:00 p.m. – 3:56 p.m.)

Trustees in Attendance:	Mary Forbes (Chaired Mtg.), Willow Macdonald (3:12 pm)
TEAMS:	Linda Martens, Ciel Patenaude.
Regrets:	Angie Delainey, Michael Franklin, Anne Kohut.
Staff:	Deputy Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Director Wendell Hiltz, Director of Human Resources, Taryn Aumond, Director of Operations Ross Kendall. Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. November 7, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Statement of Financial Information (SOFI)	Secretary-Treasurer Hooker presented the committee with the District's SOFI report for review and approval.	THAT the Board of Education approve the Statement of Financial Information.
3. Daycare Project Update	Secretary-Treasurer Hooker showed photos of and provided the committee with an update on the Columneetza Daycare Project. Possible use of the upper floor for learning and meeting space options were discussed. IUOE inquired if the SD had intentions of running the daycare or food services from the cafeteria. The SD has been very clear since the conception of the project that we have no intention (nor are we required) of running the daycare. It will be bid on by a third-party provider. Similarly, we have no intention (nor are we required) of becoming a food service provider. These services will also be bid on by a third-party service provider.	None. Information only.

“Learning, Growing, and Belonging Together”

Agenda Item	Notes	Action																													
4. 100 Mile House Jr. Property Update	Secretary-Treasurer Hooker reviewed the process the district must take to Dispose of the 100 Mile House Jr. School property located at 485 and 595 Cedar Ave, 100 Mile House, BC. A follow-up conversation has taken place with the tenant, who has day-care space on site. They have no concerns with the possible sale of the property.	None. Information only.																													
5. Minor Capital Emergency Funding request 2024-25	Secretary-Treasurer Hooker reviewed the District's request and reasoning for Minor Capital Emergency Funding request 2024-25.	None. Information only.																													
6. Proposed Future Meeting Dates																															
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TO: Finance and Facilities & Transportation Committee

FROM: Anita Richardson

DATE: January 9, 2024

RE: Calendar

BACKGROUND

Each year, school districts must approve the school year for at least the upcoming year, ensuring they are compliant with the minimum hours of instruction as required by the *School Act*.

Boards must approve a calendar by March 31st.

The calendar sets the “book ends” and days of instruction. Professional Development days are set in consultation with the local union (red). These are only in as placeholders as of the drafting of this calendar.

DISCUSSION

Last year, the Board sent out for consultation and approved calendars for the 2023-24 and 2024-25 school years.

As such, the 2024-25 calendar has already been approved. It is attached for review, as we did encounter some issues with the placement of statutory holidays that conflicted with other parts of the public sector.

RECOMMENDATION

THAT the DRAFT school calendars for 2024-25 be distributed for review and feedback.

STANDARD SCHOOL CALENDAR 2024-2025

School District #27
(Cariboo-Chilcotin)



September 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	







March 25						
Su	M	Tu	W	Th	F	Sa
						1
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23	24	25	26	27	28	29
30	31					

April 25						
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27	28	29	30			

May 25						
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25	26	27	28	29	30	31

June 25						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

KEY

-  Parent Teacher Interviews
(Day shortened by 1 hour)
-  Statutory Holidays*
-  Vacation Days
-  Pro-D Days
(Sept. 3 - District Planning Day)
-  Administration Day
-  Last day of classes

*Easter Monday/Boxing day are not Statutory Holidays but are recognized as such within the collective agreement

Minimum Hours of Instruction

(as required by School Act)

Kindergarten	853 hours/year
Grades 1 - 7	878 hours/year
Grades 8 - 12	952 hours/year

DRAFT

TO: Finance and Facilities & Transportation Committee

FROM: Brenda Hooker, Secretary-Treasurer

DATE: January 9, 2024

RE: Operating Revenue and Expenses

BACKGROUND

The Ministry of Education and Childcare (MOECC) brought a new Financial Planning and Reporting (FPAR) Policy into provincial legislation for July 1, 2021. The provincial policy requires all districts to have an Accumulated Surplus Operating Policy, a Financial Planning and Reporting policy and publish annually a 3-year multi-year plan. SD27 is now fully compliant with the accountability requirements as Finance begins providing regular financial updates to the Board.

DISCUSSION

The Ministry of Education and Child Care (MOECC) provided the updated funding announcement on December 20th. There were no surprises or changes to per-student rates.

However, as previously discussed, the SD27 student enrollment was less than estimated last February. This translates into a reduction in revenue of approximately \$700,000. All though, with fewer students than estimated, we also have fewer expenses. So, despite the reduction in revenues, our December GRE still indicated that the District will record a small surplus at the end of the 2023-2024 Fiscal Year.

The Finance department has prepared the attached Board report of operating revenue and expenses to the end of December 2023. This report is not a projection of revenue and expenses to the end of the year but rather a reflection of the current operating status as reported to MOECC.

A projection with estimated expenses to year-end will be presented at the January board meeting. As previously explained, the timing of the fiscal month ends does not allow a quarterly projection to be prepared in time for the committee agendas. Instead, the more in-depth reports will be presented at public board meetings in October, January, April, and June. Any concerning trends, items for discussion and other financial information will flow through the committee as per District practice.

RECOMMENDATION

None. Information only.

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SD 27 Operating Financial Report - July 1 2023 to December 31, 2023

Operating Revenue	Actual	Annual Budget	% of budget received	# of Months	
Ministry of Education:					Revenues will be less than
Operating Grants	\$ 24,465,450	\$60,441,548	40.5%	12	budgeted due to enrollment
Tuition	13,750	\$18,000	76.4%	12	
Other Revenue	1,513,194	2,988,770	50.6%	12	
Rentals	71,115	105,000	67.7%	12	
Interest	271,346	350,000	77.5%	12	Interest Income increasing as rates have held higher
Total Operating Revenue	\$ 26,334,855	\$63,903,318	41.2%		Revenues are lower than budgeted
Operating Expense	Actual	Annual Budget	% of budget expended	# of Months	
Salaries					
Teachers	8,218,883	21,253,453	38.7%	10	
Principals and Vice-Principals	2,511,751	5,931,471	42.3%	12	
Educational Assistants	1,483,191	3,818,385	38.8%	10	
Support Staff	4,214,680	9,163,643	46.0%	10	
Other Professionals	961,347	2,307,250	41.7%	12	
Substitutes (TOC's)	540,687	1,467,671	36.8%	10	
	17,930,539	43,941,873	40.8%		overall lower than budgeted
Employee Benefits	4,030,055	9,399,482	42.9%	12	lower than forecast
Total Salaries and Benefits	\$21,960,594	\$53,341,355	41.2%		
Services and Supplies	3,563,005	8,438,680	42.2%	12	lower than forecast
Total Operating Expenses	\$25,523,599	\$61,780,035	41.3%		
Accumulated Surplus - Jul 1	\$4,368,241	\$4,368,241			
Capital Purchases from Operating	-\$266,128	-\$2,123,283	12.5%	12	Full asset purchases are recorded at yr end
Operating Net Revenue (Expense)	\$545,128	\$0			
Application of Local Capital	-\$177,493	\$0			
Net Changes for the Year	\$367,635	\$0			
Accumulated Surplus - June 30	\$4,735,876	\$4,368,241			

Notes to SD27 Operating Financial Report:

Overall the District revenues are lower than forecast however our expenses are also lower. This report and the December GRE report to the Ministry both indicate a small operating surplus. The numbers presented here are a snapshot to the end of December. At the January board meeting, the finance department will present an in-depth forecast as our first quarterly report to the Board ahead of the amended budget.

TO: Finance and Facilities & Transportation Committee

FROM: Brenda Hooker, Secretary-Treasurer

DATE: January 9, 2024

RE: Transfinder Report and Catchment Review

BACKGROUND

In the Spring of 2021, the District implemented a new transportation management program called Transfinder which was fully implemented for the start of the 2022-2023 school year.

Catchments in the district have not been formally reviewed or updated for more than 10 years. During this time significant changes have occurred throughout the district leading to catchments that create additional pressure on bussing and school of choice requests. Transfinder also provides catchment maps and bus route optimization, so the company was contracted to provide an analysis of the District's current bus routes (See Report).

DISCUSSION

The current district catchment map was loaded into Transfinder along with student residence information and a detailed review of student location, ridership numbers and current bus routes was undertaken.

A draft Route Efficiency Report was prepared and is attached for discussion. The report identified 5 key areas for the District to review:

1. School start times
2. Registered riders yet unused seats
3. Walk limits
4. Catchment areas
5. Courtesy riders

Historically inconsistent practice has contributed to increased pressure points on transportation. Efforts to correct these practices will need to be considered carefully as in many instances, our poor practice has become viewed as an entitlement of service.

It is important to remember that this is a consultant's report. It will require local knowledge, staff expertise and consultation before any changes are considered.

Another consideration is [Policy 770](#) and [AP 770](#). Both will need reviews to ensure alignment with both current practice and any changes considered viable.

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This report is being presented in its draft form publicly so staff and Trustees can begin the conversation to determine the next steps in considering the findings of the report.

RECOMMENDATION

None. For information only (at this time).

TO: Finance and Facilities & Transportation Committee

FROM: Brenda Hooker, Secretary-Treasurer

DATE: January 9, 2024

RE: Minor Capital Project Request 2023-2024

BACKGROUND

Facilities staff prepared and submitted the SD#27 list of priorities for minor capital projects within the scope of the various funding envelopes. Our minor capital requests for 24/25 were submitted to the Ministry on September 30, 2023.

ISSUE

In the 2024/2025 submission, a request was submitted to replace an end-of-life HVAC system at Peter Skeen Ogden Secondary. The hope was that the boiler would last until the funding was approved in the spring of 2024. Unfortunately, the boiler failed in the fall of 2023. Facilities staff have put in place temporary heating and have started a plan to replace the failed boiler.

The challenge was that a \$550,000 project is a considerable expense mid-year from our \$1,951,780 AFG grant. Staff contacted the Ministry of Education and Child Care to see if there was any emergency funding available to assist with the project. MOECC has approved the District to submit a 2023/2024 Project Request as long as the project is complete by March 31, 2024. The Ministry has sent the paperwork and staff have created a new project. The Board will need to submit a revised 2023/2024 Minor Capital plan and pass the attached bylaw authorizing a revised Annual Program Funding Agreement. Basically, the Ministry is allowing the District to move the project into the current year rather than next year, which we sincerely appreciate.

RECOMMENDATION

THAT the Board of Education for SD#27 authorize a bylaw amending the 2023/2024 Carbon Neutral Capital Program (CNCP) Minor Capital Submission at the January 23, 2024 Board meeting.

THAT the Board of Education proceed with all three(3) readings of the 2023/2024 Carbon Neutral Capital Program (CNCP) Minor Capital Submission at the January 23, 2024 Board meeting.

“Learning, Growing, and Belonging Together”

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 27 (*Cariboo Chilcotin*) hereby approves the proposed Capital Plan (Minor Capital Programs) for 20__/__, as provided on the Capital Plan Summary for 20__/__ submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Capital Plan (Minor Capital Programs) for 20__/__ adopted by the Board of Education, on this the 00^{xx} day of *Month* 20__.

Secretary-Treasurer Signature

Brenda Hooker
Secretary-Treasurer Name