

# FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



**February 27, 2024 – 4:15 p.m.**

## **WELCOME AND ACKNOWLEDGEMENT**

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

1. February 6, 2024, Meeting Report
2. 2024-2025 Calendar
3. 2024-2025 Committee & Board Calendar
4. Budget 2024-25 Development and Timeline
5. Early Budget 2024-25 Considerations
6. Transfinder Update
7. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	April 9, 2024	4:15 p.m.	Board Office
Finance/Facilities Committee	May 14, 2024	4:15 p.m.	Board Office
Finance/Facilities Committee	June 11, 2024	4:15 p.m.	Board Office

**“Learning, Growing, and Belonging Together”**

# Finance and Facilities & Transportation Committee Meeting Report



February 6, 2024 (4:15 p.m. – 5:12 p.m.)

<b>Trustees in Attendance:</b>	Angie Delainey (Chaired Mtg.), Mary Forbes, Anne Kohut.
<b>TEAMS:</b>	Willow Macdonald, Michael Franklin, Linda Martens, Ciel Patenaude, Superintendent Chris van der Mark.
<b>Regrets:</b>	
<b>Staff:</b>	Deputy Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Director Wendell Hiltz, Director of Human Resources, Taryn Aumond, Director of Operations Ross Kendall. Manager Finance Paul Wallen, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. January 9, 2024, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Amended Budget	<p>Secretary-Treasurer Hooker reviewed the District's Amended 23/24 Budget with the committee and provided an opportunity for questions. The budget is projecting a surplus despite decreased enrolment operating expenses are also reduced and we are receiving higher than forecast interest rates.</p> <p>Unanimous consent was given by the committee for the recommendation to be presented at the February 20, 2024, Public Board Meeting. This will mean all three readings of the budget bylaw will occur at one meeting.</p>	<p><b>Recommendation:</b>  <b>THAT</b> School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for the fiscal year 2023-2024 in the amount of <b>\$74,536,000</b> be read a <b>first</b> time this 20th day of February 2024.  <b>THAT</b> School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for the fiscal year 2023-2024 in the amount of <b>\$74,536,000</b> be read the <b>second</b> time this 20th day of February 2024.  <b>THAT</b> School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for the fiscal year 2023-2024 in the</p>

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Agenda Item	Notes	Action																					
		amount of <b>\$74,536,000</b> be read the <b>third</b> time this 20th day of February 2024.																					
<p><b>3. Daycare Project Update - Verbal</b></p>	<p>Secretary-Treasurer Hooker reviewed the status of the Daycare Project. The Daycare is at lockup, and the interior work has begun.</p> <p>Will staff get priority around space within the Daycare?</p> <ul style="list-style-type: none"> <li>- No provisions have been discussed at this time. It is important to remember to give priority to one group, which can be a disadvantage to another group.</li> </ul> <p>The certificate of approval for the Columneetza Kitchen fire was approved by the insurance adjuster on February 5, 2024. Thus, the construction team can move forward with repair work.</p>	None. Information only.																					
<p><b>4. Community Engagement for District Plan Update</b></p>	<p>Deputy Superintendent Lenardon provided the committee with an update on the progress of the District Plan for Learner Success Public Engagement and walked them through what the survey looks like.</p>	None. Information only.																					
<p><b>5. Proposed Future Meeting Dates</b></p>																							
<table border="1"> <thead> <tr> <th data-bbox="212 1268 654 1304">MEETING</th> <th data-bbox="654 1268 992 1304">DATE</th> <th data-bbox="992 1268 1170 1304">TIME</th> <th data-bbox="1170 1268 1455 1304">LOCATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 1304 654 1346">Finance/Facilities Committee</td> <td data-bbox="654 1304 992 1346">February 27, 2024</td> <td data-bbox="992 1304 1170 1346">4:15 p.m.</td> <td data-bbox="1170 1304 1455 1346">Board Office</td> </tr> <tr> <td data-bbox="212 1346 654 1388">Finance/Facilities Committee</td> <td data-bbox="654 1346 992 1388">April 9, 2024</td> <td data-bbox="992 1346 1170 1388">4:15 p.m.</td> <td data-bbox="1170 1346 1455 1388">Board Office</td> </tr> <tr> <td data-bbox="212 1388 654 1430">Finance/Facilities Committee</td> <td data-bbox="654 1388 992 1430">May 14, 2024</td> <td data-bbox="992 1388 1170 1430">4:15 p.m.</td> <td data-bbox="1170 1388 1455 1430">Board Office</td> </tr> <tr> <td data-bbox="212 1430 654 1472">Finance/Facilities Committee</td> <td data-bbox="654 1430 992 1472">June 11, 2024</td> <td data-bbox="992 1430 1170 1472">4:15 p.m.</td> <td data-bbox="1170 1430 1455 1472">Board Office</td> </tr> </tbody> </table>				MEETING	DATE	TIME	LOCATION	Finance/Facilities Committee	February 27, 2024	4:15 p.m.	Board Office	Finance/Facilities Committee	April 9, 2024	4:15 p.m.	Board Office	Finance/Facilities Committee	May 14, 2024	4:15 p.m.	Board Office	Finance/Facilities Committee	June 11, 2024	4:15 p.m.	Board Office
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**TO:** Finance and Facilities & Transportation Committee

**FROM:** Chris van der Mark

**DATE:** February 27, 2024 (March)

**RE:** Calendar

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## **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 31<sup>st</sup>.

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 place holders as of the drafting of this calendar.

The 2024-25 was already approved in last years’ submission.

## **DISCUSSION**

We recently recirculated the 2024-25 Calendar in light of questions that emerged this year related to the placement of holidays. Feedback has been positive, though limited.

We are currently reviewing the placement of non-instructional days (they are currently placeholders) with the CCTA and should have those finalized by the time of the meeting.

## **RECOMMENDATION**

***THAT the Board send the 2024-25 calendar out for circulation.***

# 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
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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
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24						
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	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
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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
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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, Facilities and Transportation Committee**

**FROM: Brenda Hooker, Secretary-Treasurer**

**DATE: February 27, 2024**

**RE: 2024-2025 Committee&Board Calendar**

**BACKGROUND**

Each year a new calendar of meeting dates for the year ahead is brought forward for the committees and Board to review.

**DISCUSSION**

March Break is 17-28, 2025. This means to follow our normal meeting schedule, our Board meeting would fall on the second week of March break on March 25, 2025. Currently the public board meeting is set for March 12<sup>th</sup>.

Three possible options are available to adjust our meeting schedule, and the orange highlighted days are the meeting dates indicated below to give you a reference.

**Option 1**

- Finance, Facilities and Transportation – March 11, 2025
- Policy Committee March 11, 2025
- Education Committee, March 12, 2025
- Board Meeting March 25, 2025

**Option 2**

- Board Meeting April 1, 2025
- Move April committees a week later
- Finance, Facilities and Transportation – April 15, 2025
- Policy Committee – April 15, 2025
- Education Committee – April 16, 2025
- Board Meeting – April 29, 2025

**\*\*\* April 18, and 21 are Statutory Holidays.**

**Option 3** – No committee meetings or Board meeting in March. April 1 could be the “March” Board Meeting with the agenda flowing from the February 27<sup>th</sup> committee meetings. Preliminary Budget information will be available from the Ministry by April committee dates either the 9<sup>th</sup> or 15<sup>th</sup>.

**RECOMMENDATION**

None. For discussion.

March 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					

April 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30			

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**TO:** Finance, Facilities & Transportation Committee  
**FROM:** Brenda Hooker, Secretary-Treasurer  
**DATE:** February 27, 2024 (March)  
**RE:** Budget 2024-25 Development and Timeline

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**BACKGROUND**

The Board of Education must prepare an annual budget and have it fully adopted by the Board through a bylaw process no later than June 30, 2024, as per Section 113 of the school act.

**DISCUSSION**

The District submitted its 3-year enrollment projections to the Ministry on February 15, 2024. From those projections, we will prepare our 3-year financial plan. As well, we are now entering the start of our annual finance cycle, of which a major requirement is the preparation of an Annual Budget for the 2024-2025 school year. A key part of the annual budget process will be a public meeting opportunity for stakeholder feedback.

Staff has prepared the following timeline for annual budget preparation, consultation, and finalization.

<b>2024-2025 ANNUAL BUDGET CALENDAR</b>	
<b>DATE</b>	<b>TASK</b>
15-Mar-24	Ministry of Education Funding announcement
9-Apr-24	Finance Committee: Review of high-level Draft Budget
23-Apr-24	Board of Education: Draft 1 of Budget
14-May-24	Finance Committee: Review Draft 2 Budget
16-May-24	Public Consultation (Board Office & Virtual)
28-May-24	Board of Education: 1st & 2nd Reading of Annual Budget
25-Jun-24	Board of Education: Final Reading of Annual Budget

**RECOMMENDATION**

None. For information only.

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**TO:** Finance, Facilities & Transportation Committee

**FROM:** Brenda Hooker

**DATE:** February 27, 2024 (March)

**RE:** Early Budget 2024-25 Considerations

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### **BACKGROUND**

The 2024-2025 Annual Budget needs to be finalized by June 30, 2024

### **DISCUSSION**

Our finance team will begin gathering financial information for the annual budget once the Ministry funding announcement is released on March 15, 2024.

A key part of the budget process is an SLT review of the enrollment projections connected to an in-depth review of staffing requirements prior to Spring Break. As in previous years, we expect that staff and benefit costs will be roughly 85% of the overall Operating Budget.

Next, we will consider other 2024-2025 initiatives connected to our strategic priorities.

First though, we start with a roll-over or status quo budget to ensure we are continuing to fund learning initiatives, technology acquisition, school budgets, facilities, and custodial for our ongoing commitments before we consider new allocations.

Another key part of the budget process is making sure our Special Purpose Funds are fully allocated and balanced.

Lastly, we ensure that our Capital funding from the Ministry is fully accounted for. In addition, we have capital projects the Board is self-funding through the application of previous operating surplus, local capital projects and the Ministry Restricted funds. We will provide an update for these projects and reallocate any commitments that we don't anticipate to be fully spent in this fiscal year.

If, after we have ensured that we are following Policy 630 – Accumulated Operating Surplus and Policy 665 – Financial Planning and Reporting, there are any additional surplus funds, we will consider new Capital initiatives.

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Capital projects that staff have identified for possible consideration are:

- The upper floor at Columneetza finished for usage as District meeting room space.
- Addressing needs in the Facilities/Transportation yard.

### **RECOMMENDATION**

None. Information only at this point.

**TO:** Finance, Facilities & Transportation Committee

**FROM:** Brenda Hooker, Secretary-Treasurer

**DATE:** February 27, 2024 (March)

**RE:** Transfinder Report and Catchment Review

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## **BACKGROUND**

In the Spring of 2021, the District implemented a new transportation management program called Transfinder.

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 provides catchment maps and bus route optimization services, so the company was contracted to provide an analysis of the District's current bus routes.

## **DISCUSSION**

The current district catchment map was loaded into Transfinder along with student residence information. Then 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 for optimization:

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

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 and AP 770. Both will need reviews to ensure alignment with both current practice and any changes considered viable.

This report was presented in draft form publicly in January 2024, so staff and Trustees could begin the conversation to determine the next steps in considering the findings of the report.

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Staff will conduct an in-depth review of the report to determine what, if any, of the recommendations should be considered further. As well, a timeline for consultation and implementation will be generated.

Staff will present recommendations at the April 9<sup>th</sup> F&F Committee meeting.

**RECOMMENDATION**

None. For information only.