

FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



June 11, 2024 – 4:15 p.m.

WELCOME AND ACKNOWLEDGEMENT

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

1. May 14, 2024, Meeting Report
2. Cybersecurity Presentation
3. Transportation Optimization Update
4. Annual Budget Update
5. Major Capital Funding Plan
6. School Fees 2024/25
7. Trustee Remuneration
8. Future Meeting Dates:

| MEETING | DATE | TIME | LOCATION |
|------------------------------|-------------------------|-----------|--------------|
| Finance/Facilities Committee | September 10, 2024 | 4:15 p.m. | Board Office |
| Finance/Facilities Committee | October 8, 2024 | 4:15 p.m. | Board Office |
| Finance/Facilities Committee | November 12, 2024 | 4:15 p.m. | Board Office |
| Finance/Facilities Committee | December 10, 2024 | 4:15 p.m. | Board Office |
| Finance/Facilities Committee | January 7, 2025 | 4:15 p.m. | Board Office |
| Finance/Facilities Committee | February 11, 2025 | 4:15 p.m. | Board Office |
| Finance/Facilities Committee | No Mtg. in March | | |
| Finance/Facilities Committee | April 15, 2025 | 4:15 p.m. | Board Office |
| Finance/Facilities Committee | May 14, 2025 | 4:15 p.m. | Board Office |
| Finance/Facilities Committee | June 11, 2025 | 4:15 p.m. | Board Office |

“Learning, Growing, and Belonging Together”

Finance and Facilities & Transportation Committee Meeting Report



May 14, 2024 (4:15 p.m. – 7:01 p.m.)

| | |
|--------------------------------|---|
| Trustees in Attendance: | Angie Delainey (Chaired Mtg.), Mary Forbes, Anne Kohut. Michael Franklin, Ciel Patenaude. |
| TEAMS: | Willow Macdonald. |
| Regrets: | Linda Martens. |
| Staff: | Superintendent Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Education - Sean Cameron, Anita Richardson, Director of Human Resources, Taryn Aumond, Executive Assistant Jodi Symmes. |

| Agenda Item | Notes | Action |
|---|--|--|
| Acknowledgment of Traditional Territory | | |
| 1. April 9, 2024, Committee Report | The committee reviewed the report and recommended no changes. | None. |
| 2. Transportation Update | <p>Secretary-Treasurer Hooker provided an update for the committee and community members on the Transfinder Report and Catchment review that the district has been undertaking since early 2023. The five (5) considerations, along with the detailed information related to the pros and cons of each.</p> <p>Question/Comments: Trustees asked clarifying questions regarding what is considered SoC and how wildlife concerns could be addressed in rural areas. Staff also clarified that when families request a SoC, they are clearly advised that transportation will not be provided. The challenge we are facing is our historically inconsistent practice.</p> <p>Big Lake Community parents came in person, and online bringing forward the following concerns for their children:</p> <ul style="list-style-type: none"> - Walk limits for their rural area, - SoC – length of time to receive busing confirmation for students accepted to Columneetza School for grade 7. Proximity and historic consideration as a “bowl school” feeder for grade 7. | <p>RECOMMENDATIONS: THAT The Board of Education directs staff to continue to operationalize transportation route optimization to align practice with Policy and AP 770 which may include developing an application process for courtesy and school-of-choice riders, contingent on bus routes having available seats.</p> <p>Staff will continue to revise AP to include considerations from the discussion as part of the optimization, including grandfathering options.</p> <p>THAT the Board of Education receive an update at the June committee meeting on details of the operational changes to be implemented for September 2024.</p> |

“Learning, Growing, and Belonging Together”

| Agenda Item | Notes | Action |
|-------------|---|--------|
| | <ul style="list-style-type: none"> - Lack of adequate communication with the process – School Administration and District do not seem to be in alignment. <p>IUOE – President Sue Sim:</p> <ul style="list-style-type: none"> - Raised concerns regarding the Districts used in financial comparison and the fear that if routes are optimized the result will be job loses. - Staff verified that Northern Districts with similar transportation challenges were used in the analysis. It was also stated that if any changes were approved by the Board, the District hoped to absorb any bus driver staff affected but that the collective agreement would be followed regardless. <p>Community Member –</p> <ul style="list-style-type: none"> - Here to advocate for the proposed changes. As a teacher and a parent whose children are picked up and dropped off, I believe these funds are desperately needed for schools and our students. <p>Trustees agreed that communication can be improved and that the last four years have been a lot of work, and we are trying to get back on track. We have been working through District Policies, many of which are outdated, and do not align with the District's mission or values. Having these conversations is necessary, we encourage them and will continue to work on communication. As trustees, we are governors for the District and have a fiduciary responsibility to look into these types of cost concerns.</p> <p>Possible Options: Secretary-Treasurer – if the Board wishes to create a process for SoC, that can be done, but we need to start with efficiency and a place to start.</p> <p>Trustee Delaney – requested an additional meeting next week, for further discussion.</p> | |

| Agenda Item | Notes | Action |
|-------------------------------------|--|--------------------------------|
| | <p>Superintendent – Given we will bring suggested changes to public Board Meeting, and then review in committee again in June, probably not necessary. May need to consider grandfathering out SoC, if there is space on the run, the child can go on it, but it is on a year-by-year basis, with no guarantee.</p> <p>Community Member: Grandfathering – wanted to ensure siblings would also be included.</p> <p>Trustee Franklin: how long would it take to give decisions to parents?</p> <ul style="list-style-type: none"> - The board will discuss the recommendations at the May board meeting which will then inform staff direction at the June committee and Board meeting. Staff will inform affected families as soon as possible. The District will continue to look at operational efficiencies, as the bus service often changes and demographics and needs change. | |
| <p>3. Emergency Planning</p> | <p>Directory of Instruction Richardson walked through a PowerPoint of information for the committee on the District's Emergency Plans that have been developed. With the unfortunately dry summer ahead, the district wanted to have everyone aware of what the plan of the district is.</p> <p>WM – questions related to the CRD – during the 2017 fires: Do we have something about this written down about communication and school use?</p> <ul style="list-style-type: none"> - We have contacts in place now. <p>AK – have we received a plan from the CRD?</p> <ul style="list-style-type: none"> - The district is having a meeting on May 30. | <p>None. Information only.</p> |

| Agenda Item | Notes | Action | | | | | | | | |
|--|--|---|--------------|------|------|----------|------------------------------|---------------|-----------|--------------|
| <p>4. Facilities & Transportation Works Yard</p> | <p>Secretary-Treasurer Hooker brought forward information on the Facilities and Transportation works yard and the findings to date of the feasibility study. Currently this is a high-level plan and the staff is looking for Board support to proceed to in-depth costing and planning. A presentation, possible site layout, survey information and cost breakdown have been provided.</p> <p>WM – The proposed plan is good. AD – Do we own the current facility yard property? - Yes. - If Glendale stays, would the studio Theater be able to stay? - Until such time that we demolish the closed school.</p> | <p>RECOMMENDATION: THAT the Board of Education for SD#27 (Cariboo-Chilcotin) approves staff to conduct detailed planning and costing for a replacement Facilities and Transportation Works Yard at the Glendale property, with the understanding that information will then be brought back to the Board for a final decision.</p> | | | | | | | | |
| <p>5. Annual Budget 2024-25</p> | <p>Secretary-Treasurer Hooker presented the preliminary information for the 2024-2025 budget planning. She advised that the amounts may change slightly prior to full adoption of the bylaw as the draft still needs Ministry review and further funding may be announced.</p> <p>WM – Are there flags where the schools are not spending their operational funds? - Secretary-Treasurer – Some schools struggle to spend all their special purpose funds due to timelines, or scope of use for the funds.</p> | <p>RECOMMENDATION THAT the Board of Education proceed with the first two (2) readings of the Annual Budget Bylaw at the May 28th, 2024, Public Board Meeting.</p> | | | | | | | | |
| <p>6. New Spaces Fund – Minor Capital Daycare Application</p> | <p>Secretary-Treasurer Hooker reviewed information with the committee regarding an application for New Spaces Fund for a possible after school care location at Chilcotin Road. - All Trustees present agree that the recommendation should be moved forward.</p> | <p>RECOMMENDATION THAT the Board of Education for School District #27 approve staff to submit an application for a minor capital childcare project at Chilcotin Rd Elementary School.</p> | | | | | | | | |
| <p>7. Proposed Future Meeting Dates</p> | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th data-bbox="212 1799 662 1833">MEETING</th> <th data-bbox="662 1799 1003 1833">DATE</th> <th data-bbox="1003 1799 1182 1833">TIME</th> <th data-bbox="1182 1799 1458 1833">LOCATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 1833 662 1871">Finance/Facilities Committee</td> <td data-bbox="662 1833 1003 1871">June 11, 2024</td> <td data-bbox="1003 1833 1182 1871">4:15 p.m.</td> <td data-bbox="1182 1833 1458 1871">Board Office</td> </tr> </tbody> </table> | | | MEETING | DATE | TIME | LOCATION | Finance/Facilities Committee | June 11, 2024 | 4:15 p.m. | Board Office |
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| Finance/Facilities Committee | June 11, 2024 | 4:15 p.m. | Board Office | | | | | | | |

TO: Finance, Facilities & Transportation

FROM: Sean Cameron, Director of Learning and Innovation

DATE: June 11, 2024

RE: Cybersecurity threat landscape update

BACKGROUND

Over the last 10-15 years the online world has expanded exponentially. This expansion has brought many benefits and positive services, but it has also brought a variety of new dangers. In recent years one of the biggest threats is the concept of cyberattack either impacting the ability of a company to function or data breaches comprising private information.

All public-school districts receive internet service through Telus and a provincially designed network called Provincial Learning Network (PLNET). Under this partnership, the province provides the district with Palo Alto firewalls to filter and manage internet traffic coming into the district. The province provides a basic security configuration on these firewalls and no support with threat management and remediation.

SD 27 has worked with IBM and IX Solutions to significantly “harden” the firewall configuration in the district. IT has implemented additional enhanced security measures throughout the district to restrict access to both user accounts and the network itself. IBM completes a yearly security audit on the district and has found the district to be a provincial leader in school district security. It is important to understand that the district is still incredibly vulnerable to cyberattack threats.

Over the last 10 years, at least one district per year in BC has been the victim of some variation of cyberattack with either an impact to business or significant cost for remediation. SD 27 has been targeted twice in this time span with an interruption of service attack that impacted the ability to complete business as usual but did not result in a data breach, full shutdown of service, or monetary impact. In the last 4 months, a BC school district and the Ministry of Education were victims of significant cyberattacks.

Palo Alto has a branch of the company dedicated to threat research and response called Unit 42. This division is one of the leading threat response firms in the world. SD 27 has contracted Unit 42 to be on a security retainer to respond to major cybersecurity attacks. In addition, Unit 42 will be working with the district to create response plans and will complete sanctioned “white hat” attacks to evaluate readiness and security.

DISCUSSION

At the quarterly security call for the provincial network in May Jeff Budzinski, Principal Consultant for Unit 42, provided a presentation on the current threat landscape impacting education. The presentation outlined the variety of threats present, the impact on education, and observations on why threats to education will continue to rise.

Jeff has agreed to provide a variation of his presentation to the board of education for SD 27. Jeff will introduce himself, provide an overview of Unit 42, walk through his threat landscape presentation, and then provide the Board with an opportunity for questions.

RECOMMENDATION

None. District staff will continue working with Unit 42, IX, and IBM to ensure the district is as secure as possible with the best remediation and response plan in place. Regardless of security measures in place cybersecurity will remain a constant threat to business operations and a financial liability.

TO: Finance, Facilities & Transportation

FROM: Chris van der Mark/Brenda Hooker

DATE: June 11, 2024

RE: Transportation Optimization - September 2024

ISSUE

Over time, practices developed throughout the District leading to catchments and bus routes that were inconsistent with the district Transportation Policy and AP 770. The district will continue to revise the AP to reflect current and better practices. Bus route changes are ongoing to provide the foundation for more consistent, transparent, and efficient practice.

BACKGROUND

While there is a clear understanding that in the district historic practices are inefficient, it is also clear that a thoughtful, multi-year approach is necessary for implementing change. At the public board meeting, the SD27 Board accepted the following direction from the May committee meeting: to grandfather current school of choice (SoC) and courtesy riders, build bus routes with a 3 km walk limit (where it is safe to do so), and no longer accept new SoC/Courtesy bus riders applications until September each year when the district is certain there are vacant seats on the route.

A new, annual SoC/Courtesy rider application process for bus transportation is being developed that will make clear that SoC/Courtesy riders will only have access to transportation if the seats are not needed for catchment students and the bus route is economically viable.

DISCUSSION

Given the range of options available for creating consistency, the initial steps are outlined below and will begin the process of annual optimization with minimal interruption to existing users.

School of Choice and Courtesy Riders

Grandfathering current SoC/Courtesy Riders: 2023-24 was the first year SD27 made an effort to adhere to policies and procedures with regard to transportation. In 2024-2025, the Transportation Department will verify every bus registrant to ensure that only catchment students are registered in the regular process. Existing SoC/Courtesy riders will be allowed to re-register annually until they attend secondary school.

Until then, access to existing transportation services for grandfathered SoC/Courtesy riders will be maintained, where feasible. For clarity, existing Courtesy riders (as per the definition in AP 770 - to childcare, and extra-curricular activities) are also grandfathered.

“Learning, Growing, and Belonging Together”

The Senior Team is also reviewing the question regarding Big Lake and the historic practice of grade 7 students attending Columneetza with the ‘bowl’ school cohort, even though we staff/run Big Lake as a k-7 school. This consideration does not impact busing, at this time, but we need a consistent approach.

Route Optimization:

The current 57 bus routes are being reviewed for adherence to walk limits and with the intention of the development of transportation ‘hubs’ at safe locations for the bus and students.

Riders will still be provided transportation, but families are responsible for ensuring their child(ren) get to the bus stop. Consideration exists to have lower walk limits where possible in rural settings but ultimately will provide a safer, more efficient service.

An immediate benefit is the time students spend on the bus is minimized.

The specific routes that will be impacted for September 2024 are:

- Route 53 - will be eliminated and the riders who are currently on this route will now be on Route 45 and 50 in the AM. In the PM the route will not be required due to the change in walk limits, coverage by another route and paying some travel assistance for 3 students. This run previously covered 103 Mile area in the AM, and Horse Lake/Deka in the PM. We are confident we can absorb the employee affected.
- Route 47 - this run will be changed and be only serviced by one bus. Previously this run did part of Run 52. With the change, it will repeat its own section 3 times per day. This will make for efficient operations - one driver and create student comfort of knowing which bus to be getting on. There will be some changes on this run increasing some distance between stops and thus decreasing stops overall. This run is a Forest Grove area route.
- Route 52 - this run will be changed and will only be serviced by one bus. This will make for efficient operation and the same safety aspects mentioned above. There will also be some changes on this run increasing some walking to stops and decreasing stops overall. This run is a Bradley Wilcox Rd area route and will result in increased hours for the driver.
- Route 39 – will be shortened. This bus primarily is the Deka Lake bus, however it also did an early afternoon run for Forest Grove. Going forward this deleted section will be done by the Route 47 bus. This will create a one-hour reduction of time on this run but will increase the field trip opportunities for the driver.

There will also be other multiple routes with walk limits aligned with our Policy and AP in the Mile 108, Horse Lake Area, as well in Williams Lake: Westridge, Golf course, and the end of South Lake Side Dr - Russet Bluff.

Transportation Assistance:

In unique situations, the District receives transportation applications from isolated riders in a remote area and it is simply prohibitive to run a bus route. In these circumstances, the consideration will be supporting families through transportation assistance to the nearest catchment bus stop.

OVERALL

Transportation will continue to review additional routes and identify optimizations within the direction provided by the Board. Students and Parents/Caregivers will be provided reasonable notice if the bus stop location or route is changing.

Part of the optimization process includes ongoing review to deal with operational issues or unforeseen implications related to the optimization process and adherence to the AP.

The Transportation Department understands that adjustments to routes/stops while school is in session are disruptive to families and, where possible, these changes will only occur during summer break. If route changes mid-school year are necessary, the Department will plan for implementation after winter and spring breaks.

As the grandfathered SoC/Courtesy rider students transition into catchment schools, the bus routes will need ongoing review and optimization. Early estimates are that by the 2026/2027 school year, up to 50% of the grandfathered riders will either be serviced by regular routes or not require a ride.

[Link to Transportation Sept 2024 Route Adjustments](#)

RECOMMENDATION

THAT the Board of Education accepts the Transportation changes to be implemented for September 2024 and the ongoing optimization and the alignment with Policy and AP 770.

Transportation

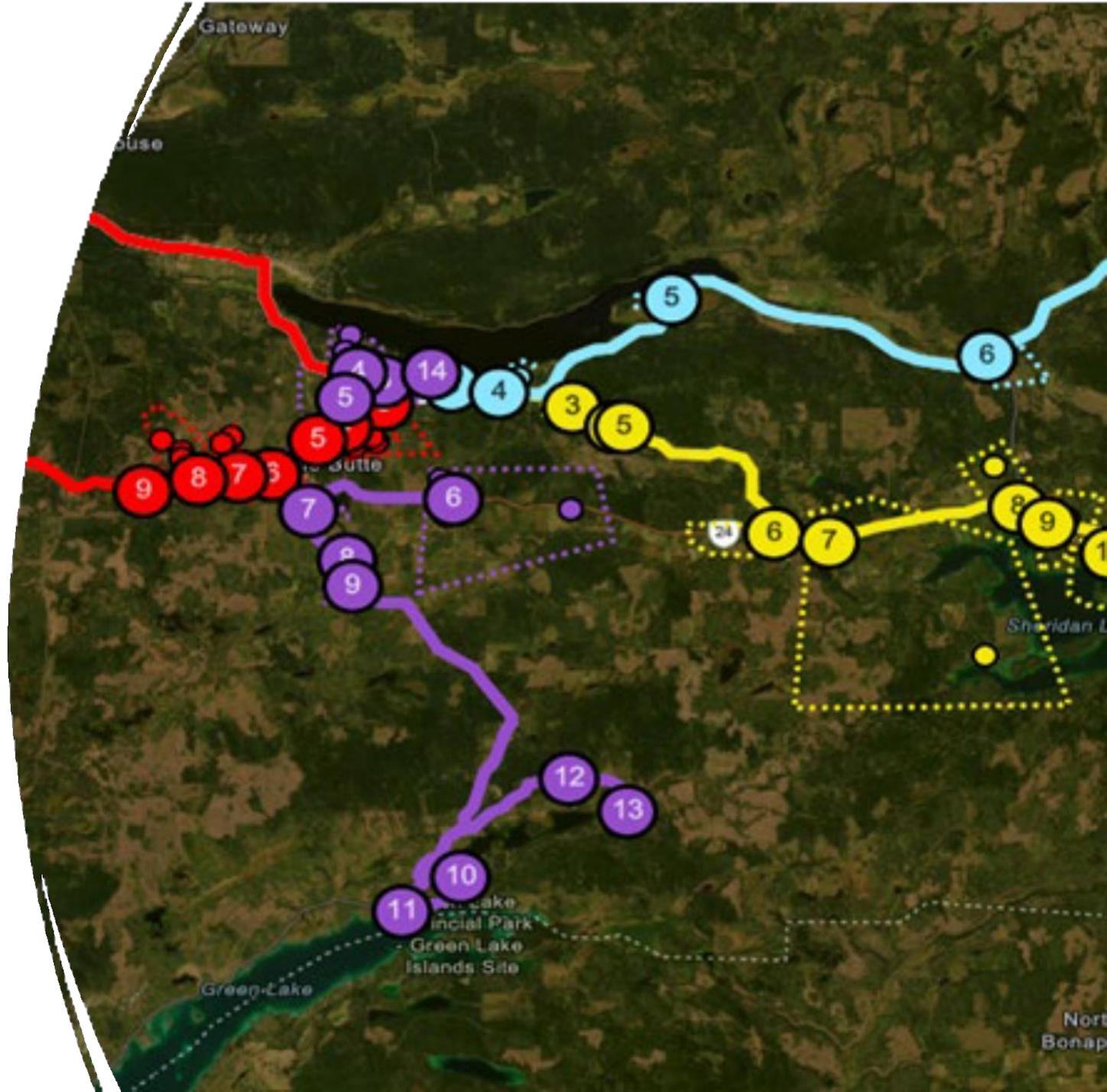
**September 2024 Route
Adjustments and
Optimization: Phase 1**



Route 53 Area

Route 53 – 103/Horse Lake is the Teal Route

- In the AM, it will be absorbed by routes 45 and 50
- In the PM, it is eliminated by enforcing walk limits within 3 km's. EG – stops 3 & 4 are with 1 km of the school
- Riders will be covered by another route and offering some transportation assistance

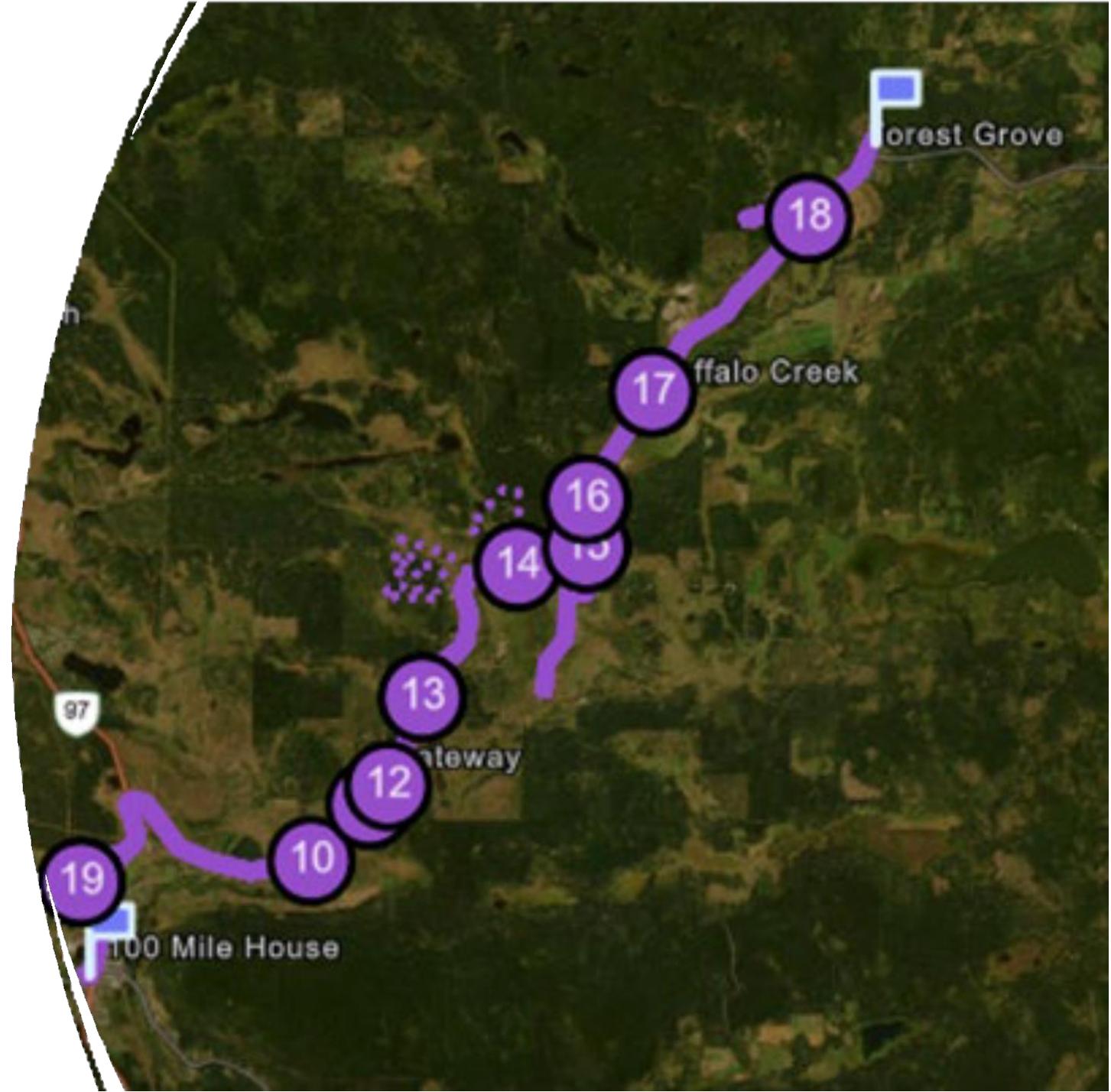


Forest Grove Area

Route 47

Previously this stretch was covered by 2 buses

- By decreasing the number of stops and increasing some walking to stops, coverage becomes more efficient
- This section previously had 13 stops and will now have 10

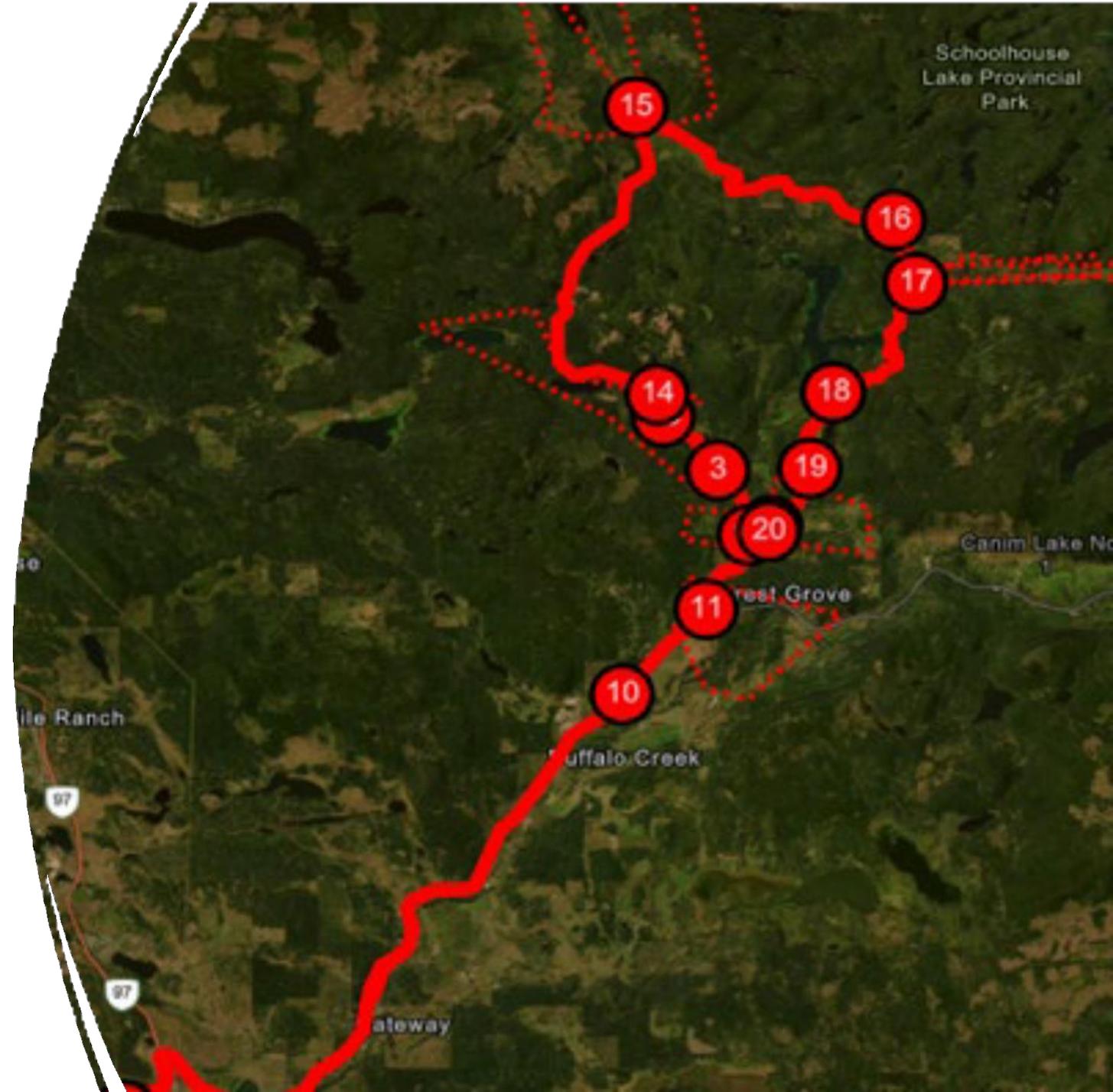


Forest Grove Area

Route 52

Will be serviced by one bus by:

- Increasing walking to stops
- Reducing number of stops from 21 between the two routes to 12 on the one route
- Will increase the driver hours

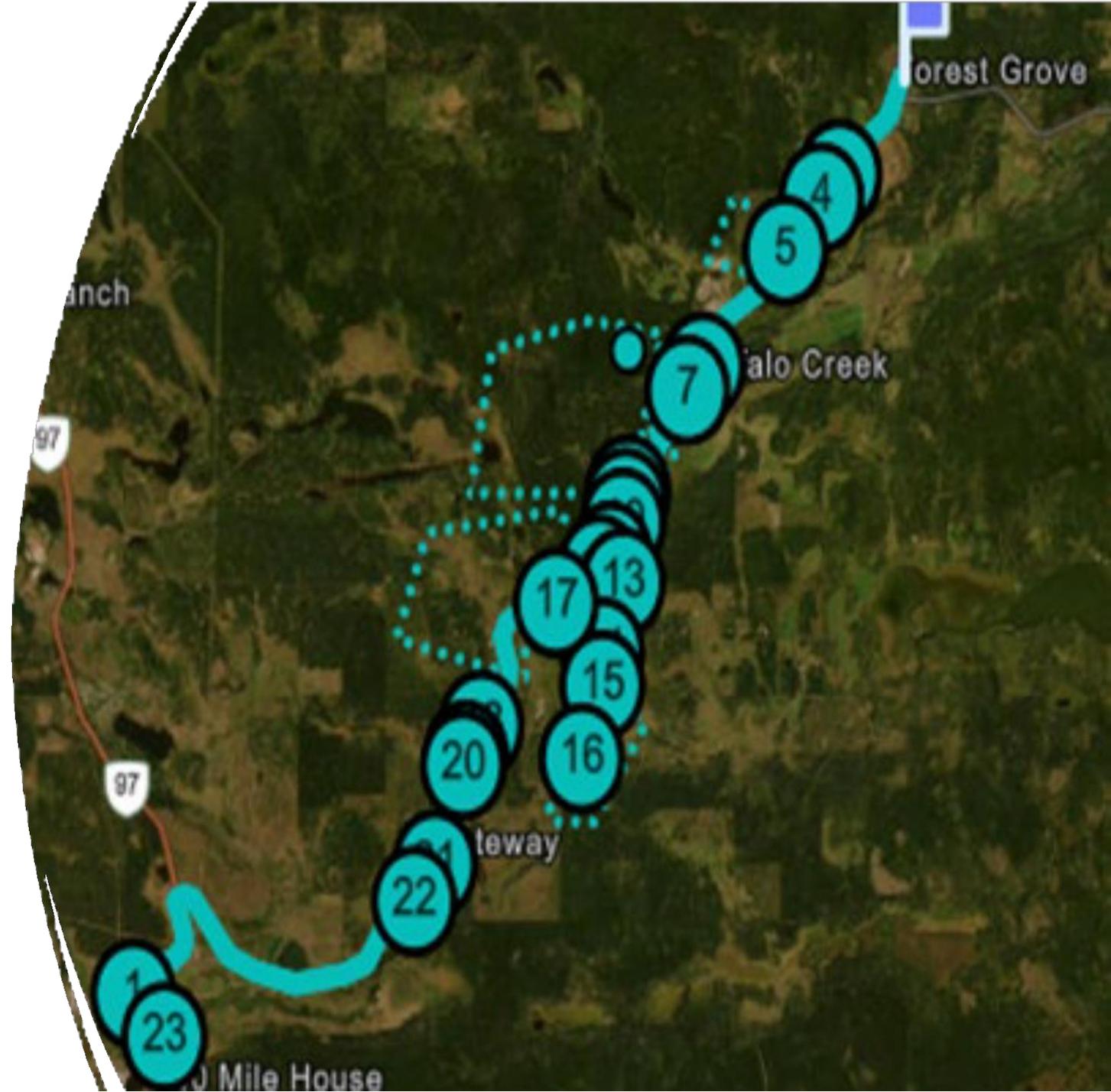


Deka Lake Area

Route 39

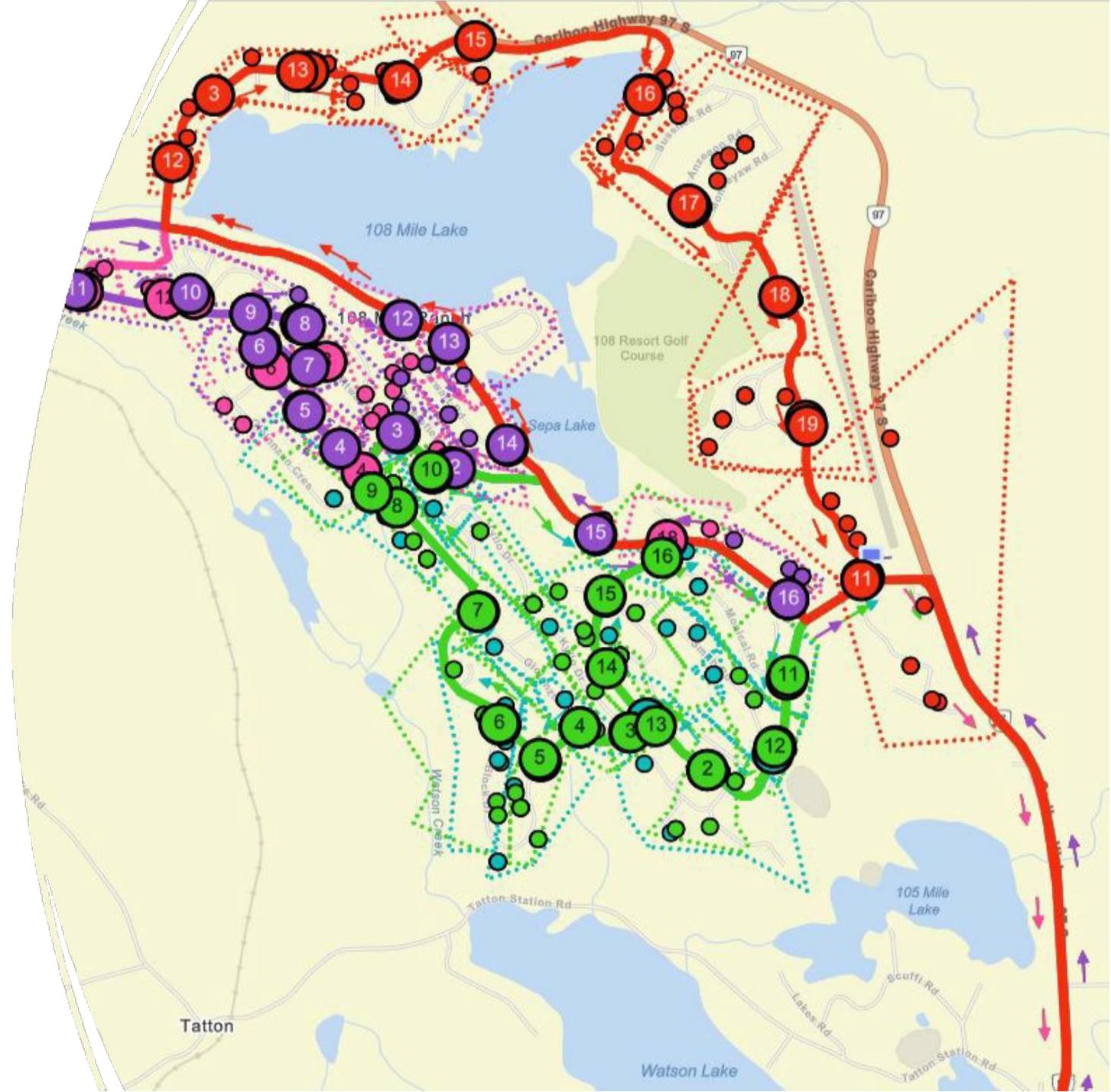
Will be reduced by:

- No longer doing the afternoon Forest Grove section
- There were 23 stops on this route which will now be covered in 13.
- Reduces regular hours for driver but will free up their availability for field trips



108 Mile Bus Routes

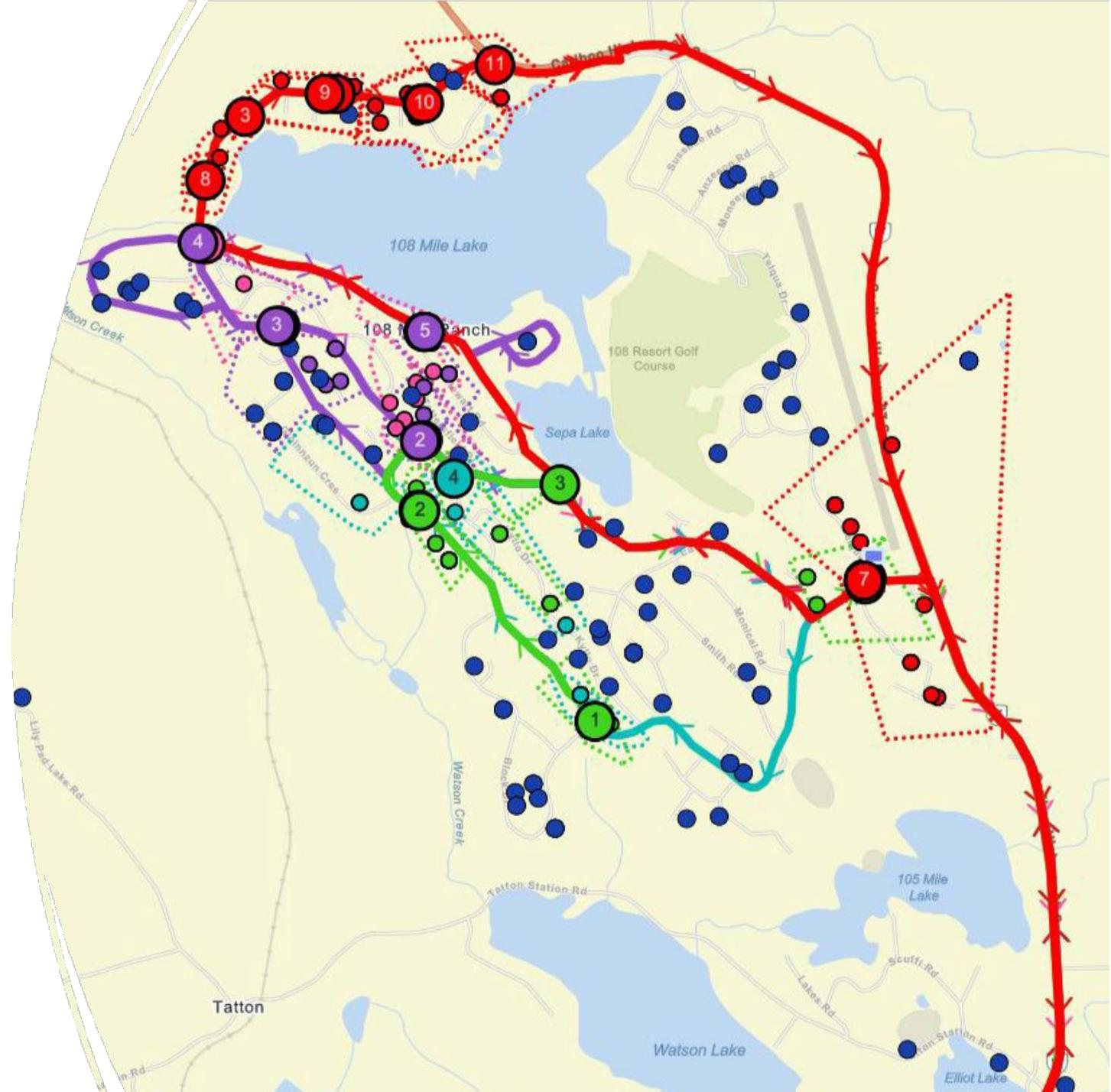
Current Routes / Stops



Revised 108 Mile Bus Routes

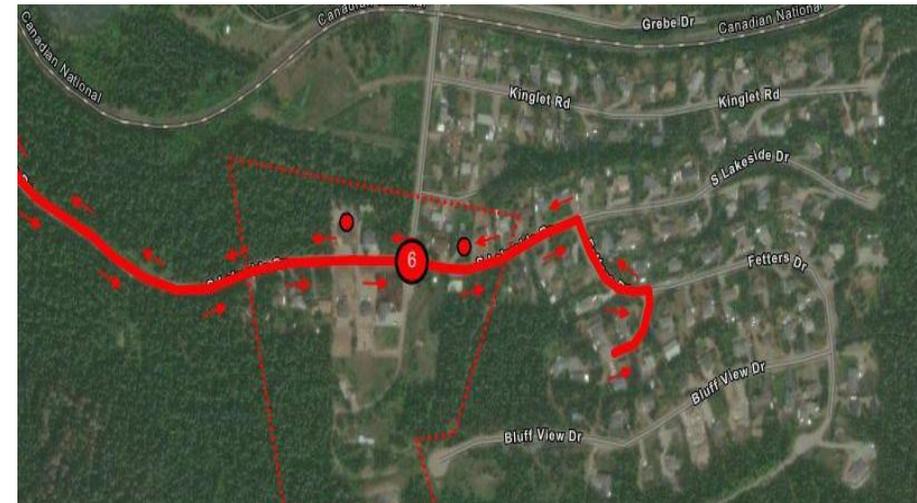
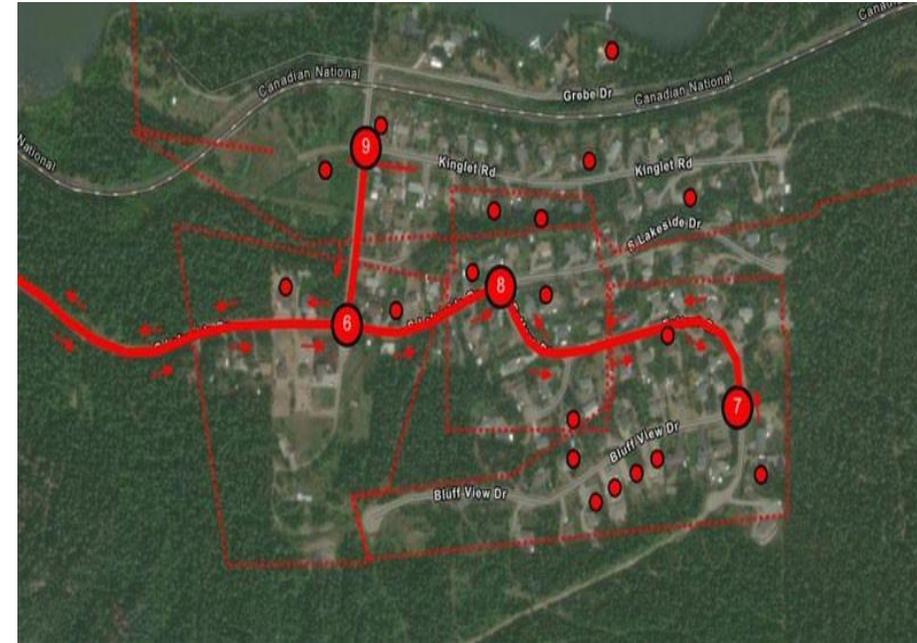
September Route Changes by:
Implementing reasonable walk
limits averaging 2.5 km's

- Number of stops reduced-
the green run: 15 to 4, the
purple run: 15 to 4, the red
run: 11 to 7
- Time on bus reduced



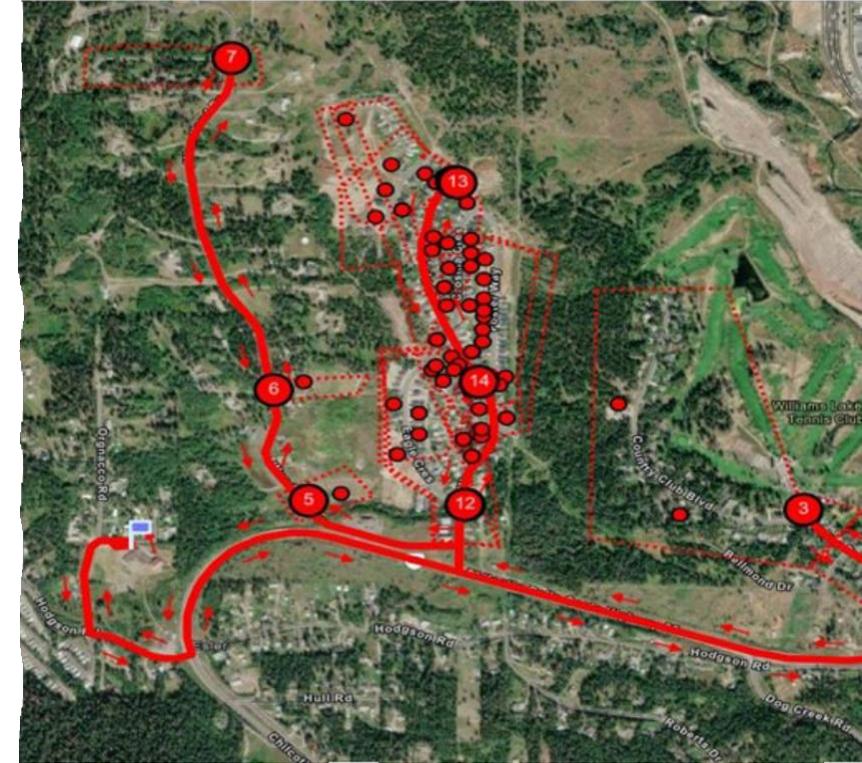
South Lakeside - revised

- Previously the run had 4 stops which will be reduced to one central hub.
- These other stops required the bus to turn around at the intersection of residential roads which is a safety concern for staff and students.



Westridge / Golf Course Areas - Revised

- The previous stops on this section of the route were 7. They have been reduced to 4 stops.
- The walk distance remains unchanged for stops 5 & 6.
- It will be less than 2 kms for the Westridge and Golf Course subdivisions.
- The new locations for the transportation hubs are in safer locations for the bus to pick-up students



TO: Finance and Facilities Committee
FROM: Brenda Hooker
DATE: June 11, 2024
RE: Annual Budget 2024-25

BACKGROUND

Section 113 of the B.C School Act states

*113 (1)A board, by bylaw,
(a) must adopt an annual budget on or before June 30 of each year for the next fiscal year,*

This BN outlines the draft annual budget that staff have prepared for the Board to consider.

DISCUSSION

The additional labour settlement funding is still not announced so the 24/25 Budget is finalized without recognizing this additional revenue and expenses.

The budget review by the Ministry of Education and Childcare did not result in significant changes to the draft budget. The review recommended not to include the FNEC Transportation SPF as that funding has not been confirmed, recording interest revenue for our Local Capital balance, and adjusting how we were showing our FTE.

Based on our student enrollment projections, we have finalized an Operating budget with \$62,458,200 million in government operating revenue for the 2024-25 school year. Beyond the per pupil increase, there are also funded wage increases for both the public sector bargaining units and excluded staff. In addition to our Ministry operating funding, there is revenue we generate locally for a total anticipated operating revenue of \$64,792,917.

In addition, we also receive special purpose funds such as CEF, LINKS, AFG, FF and other Grants. We have also been advised that the Student & Family Affordability Fund has been supplemented for 2023/24 by \$100,000.

| 2024-25 Op Block & LEA | CEF | LIF | LINK | AFG (Op portion) | Pay Equity | Transprtn | Feeding Futures | Labour Settlement |
|---|-----------|---------|---------|---------------------|---------------|-----------|--------------------|----------------------------------|
| 62,458,200 | 4,435,232 | 221,153 | 733,079 | 311,807 | 665,837 | 739,024 | 609,911 | Not announced yet |
| | | | | | | | | |

As per Statement 2, the budget bylaw we are presenting for consideration is \$77,558,144

“Learning, Growing, and Belonging Together”

Senior Staff reviewed school enrollment projections and staffing levels for September 2024 prior to Spring Break. Elementary schools submit projections and proposed class configuration based on collective agreement (CA) language, while secondary plan based on an enrolling FTE allocation. Non-enrolling staffing is driven by the District Ratio under the CA. Since 85% of the budget is people, getting this as accurate as possible is important.

This budget is built based on staffing costs for the following FTE and allocations:

- Teachers – 278 FTE
- Education Assistants – 106 FTE
- TTOC – \$1.45 Million budgeted
- Support Staff – 153 FTE
- Principal/VP's – 38 FTE
- Excluded Staff – 27 FTE

Staffing levels are similar to last year with the exception of restructuring administration at two elementary schools and additional VP positions at the secondary level.

The other 15% of the budget is everything else. Supplies, white fleet, gas, utilities and any other “wish list” items we may have. We have maintained the additions from recent years as well as increasing school supply and field trip allocations by 10%.

| | |
|-------------------------------|-----------|
| Annual IT Lease Commitment | \$550 k |
| School Based Allocation | \$1,075 k |
| Learning Initiatives | \$150 k |
| Mentorship | \$133 k |
| Recruitment | \$100 k |
| Additional Custodial | \$190 k |
| Counselling Ratio above CA | \$220 k |
| Lifts for Exempt and Excluded | \$240 k |
| Helping Teachers | \$220 k |

Operating expenses are projected at \$ \$63,823,286 which would leave an operating surplus of \$969,631.

In our budgeting process, we also want to continue the practice of accounting for Capital projects through our Local Capital allocations. Accounting for capital projects within local capital rather than operating allows for greater transparency and easier tracking of projects over multiple years. Staff recommends that the projected operating surplus be transferred from operating to local capital to set aside funds for critical capital needs.

Overall, the preliminary information for 2024-25 budget planning is positive with a fair, balanced budget draft for the Board to consider. However, we are seeing cost escalations, rising benefit costs and have been more successful at recruiting certified staff which will combine to fully allocate our funding envelope and reduce operating surpluses.

See draft budget template.

RECOMMENDATION

THAT the Board of Education School District No. 27 (Cariboo-Chilcotin) Annual Budget Bylaw for fiscal year 2024-2025 in the amount of \$77,558,144 be read the third time this 25th day of June 2024.



2024-2025 Budget

MAY 2024

Agenda

Where do we get our funding?

Enrolment

Budget Priorities

What makes a budget more robust?

Budget Risks

2024-2025 Budget Projections

Reserve Summary

Where do we
get our
funding?

2024-2025
Operating
Revenues
\$64.8 Million



FTE Students 4595

Other Students

English-language learners

2,856

10

Indigenous students

1,378

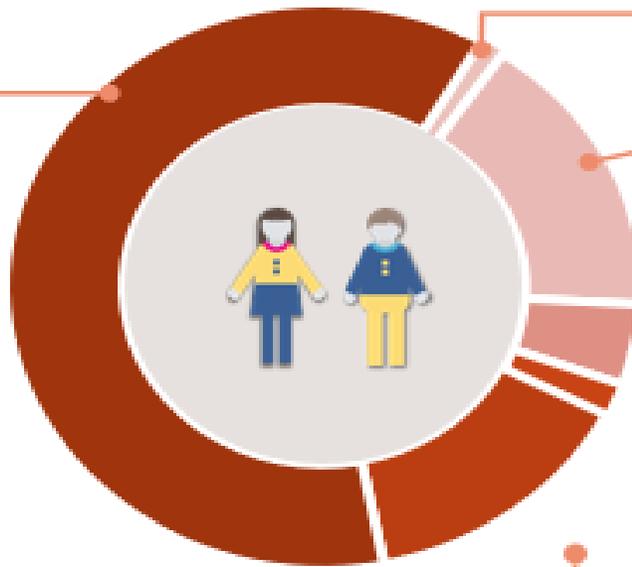
Ministry of
Education
designated

247

International
students

2

Other 102



Enrolment



Budget Priorities

Continuing Priorities

| | 2024-2025 |
|-------------------------------|-------------|
| Annual IT Lease Commitment | \$550,000 |
| School Based Allocations | \$1,075,000 |
| Learning Initiatives | \$150,000 |
| Mentorship | \$133,000 |
| Recruitment | \$100,000 |
| Additional Custodial | \$190,000 |
| Counselling Ratio above CA | \$220,000 |
| Lifts for Exempt and Excluded | \$240,000 |
| Helping Teachers | \$220,000 |
| Total | \$2,878,000 |



| | |
|----------------------------------|-----------|
| Annual Operating Capital Spend | 2024-2025 |
| White Fleet Replacements | \$80,000 |
| Custodial Equipment Replacements | \$80,000 |
| Tech/Network Upgrades | \$50,000 |
| Total | \$210,000 |

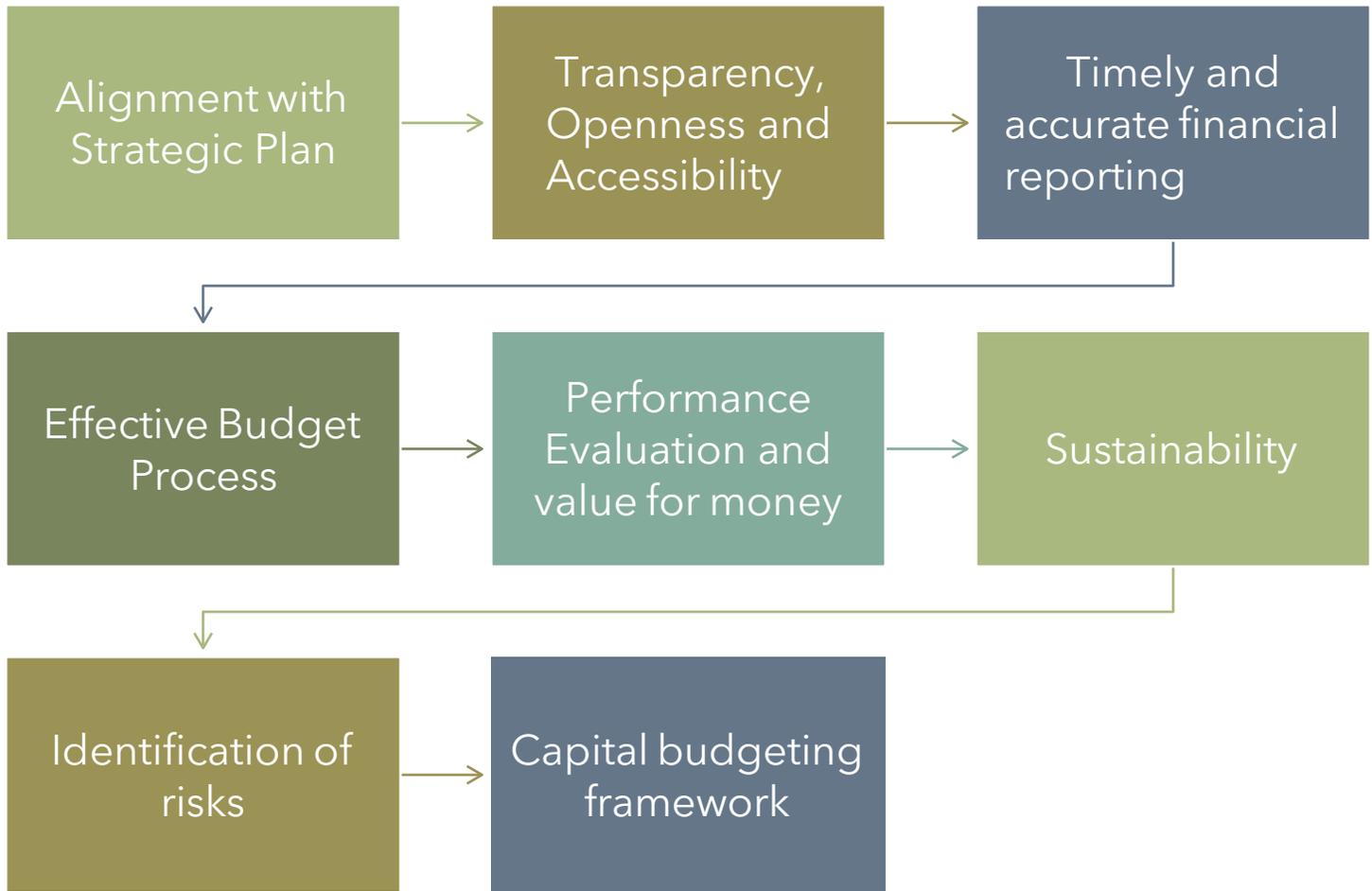
Upcoming planned capital investments

- 
\$1,000,000
 Security/PA Upgrades
- 
\$1,800,000
 School Roof Replacements
- 
\$1,800,000
 Daycare Upper Floor
- 
\$ 800,000
 one Building Envelope retrofit



Budget Priorities

Capital Priorities



What makes a budget more robust?





Budget Risks

- Collective Agreements
- Enrolment
- Government Funding
- Average Wage Costs
- Regulatory Decisions
- Budget Estimates / Forecasts
- Inflation
- Weather
- Sick Leaves/ Absences
- Utilities

Expenditures

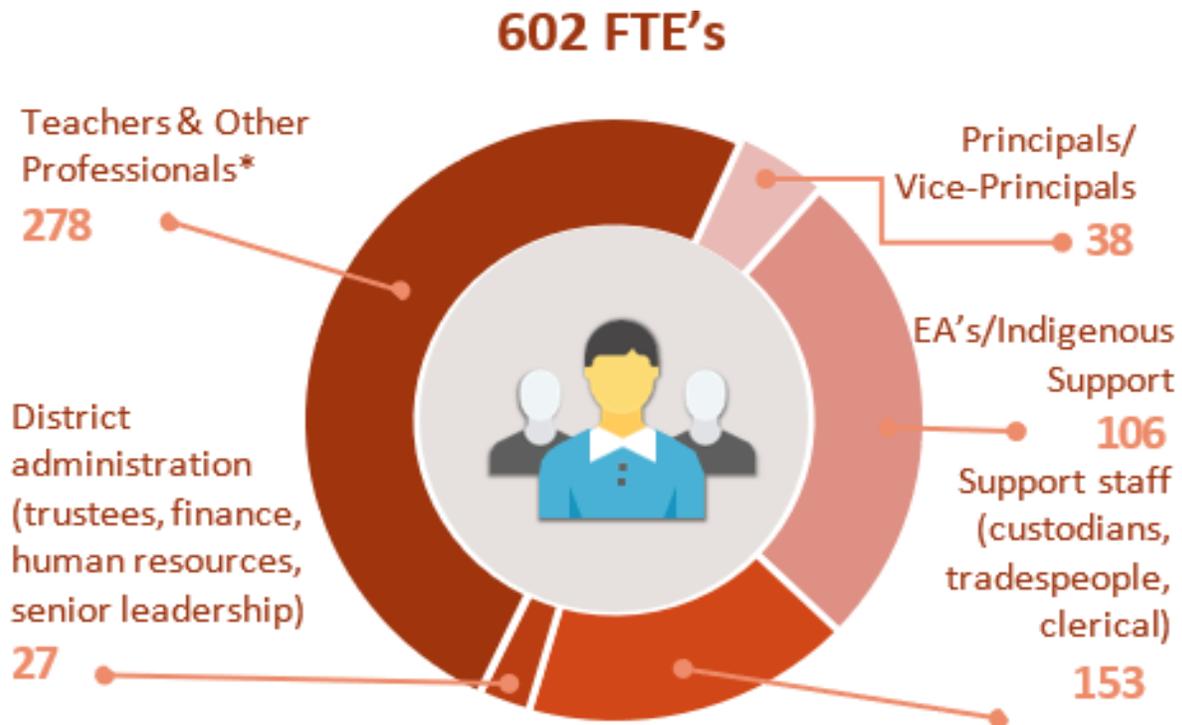
Salaries and
employee
benefits
\$53.9 million
(84.5 %)



Supplies,
services, and
equipment
\$9.87 million
(15.5 %)

Where the
money goes



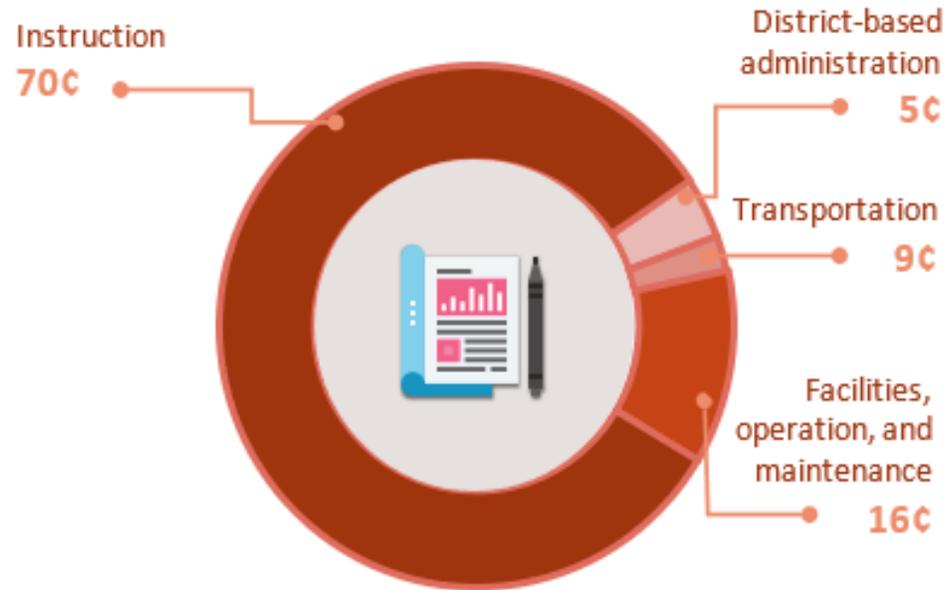


Our Staff Team

The total # of employees is 894 and includes P/T, TTOC's, casual & leaves.



How each dollar is spent



  **\$13,890**
one student total spent

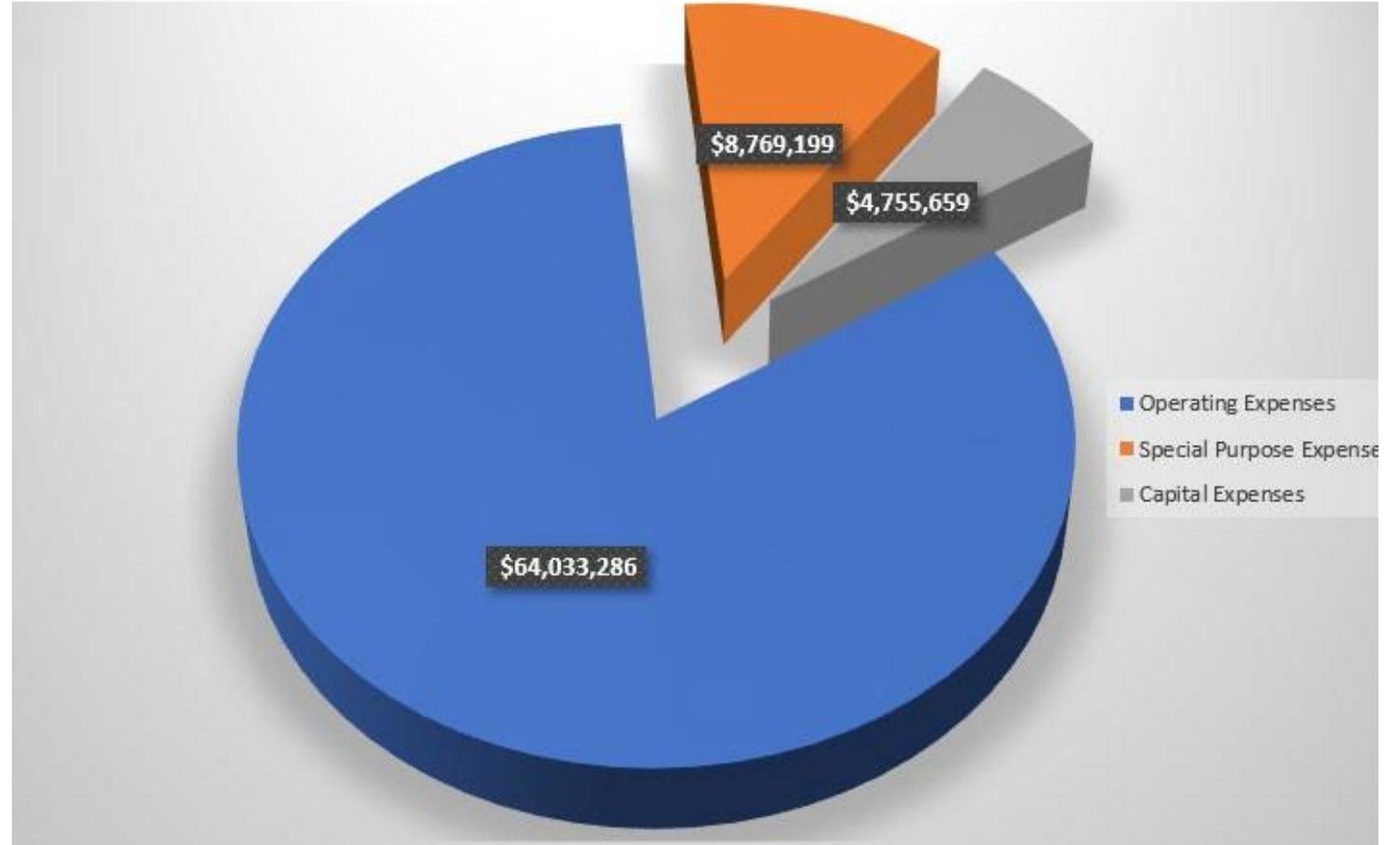


How Each Dollar is Spent

2024-2025 Budgeted Bylaw Expenditures

\$77.6 Million

Statement 2



Reserve Summary

| Operating Fund | Budget 2025 | Amended Budget 2024 | Actual 2023 | Actual 2022 | Actual 2021 |
|---|-------------------|------------------------|-------------------|-------------------|-------------------|
| Restricted -School Based | 103,657 | 103,657 | 103,657 | 333,396 | 491,772 |
| Restricted -First Nations | 483,810 | 483,810 | 483,810 | 439,608 | 387,320 |
| Restricted- Other | 2,450,000 | 2,450,000 | 2,450,000 | - | - |
| Unrestricted Surplus | 1,330,774 | 1,330,774 | 1,330,774 | 6,009,509 | 4,042,705 |
| Total Operating Surplus | 4,368,241 | 4,368,241 | 4,368,241 | 6,782,513 | 4,921,797 |
| Special Purpose Funds (Restricted) | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Capital Fund | | | | | |
| Local Capital (Future Capital Purchases) | 9,490,856 | 9,091,584 | 7,454,360 | 4,477,084 | 3,277,085 |
| Invested in Tangible Capital Assets (Amort) | 12,143,506 | 11,928,451 | 11,524,210 | 15,753,401 | 17,500,198 |
| Total Capital Surplus | 21,634,362 | 21,020,035 | 18,978,570 | 20,230,485 | 20,777,283 |
| Total SD27 Accumulated Surplus | 26,017,603 | 25,403,276 | 23,361,811 | 27,027,998 | 25,714,080 |
| * Unrestricted Spending | | | | | |
| Other Potential Funding Sources | | | | | |
| Restricted MECC Capital Fund | | | | | |
| Additions /Removals | (1,000,000) | (1,000,000) | 806,243 | - | 428,980 |
| Restricted MECC Capital Fund | 654,991 | 1,654,991 | 2,654,991 | 1,848,748 | 1,848,748 |





Questions / Comments

Brenda Hooker, CPA, CGA,
Secretary Treasurer

Paul Wallin CPA,CGA,
Manager of Finance

Snapshot 2024-2025

SCHOOL DISTRICT #27 Annual Budget

Operating Revenue - \$ 64.79 million
Less: Operating Expenses - \$ 63.82 million
Net Revenue (Deficit) - \$.97 million

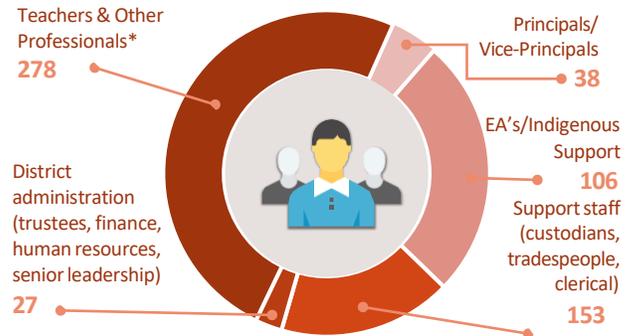
Where the money comes from

Revenues



Our staff team

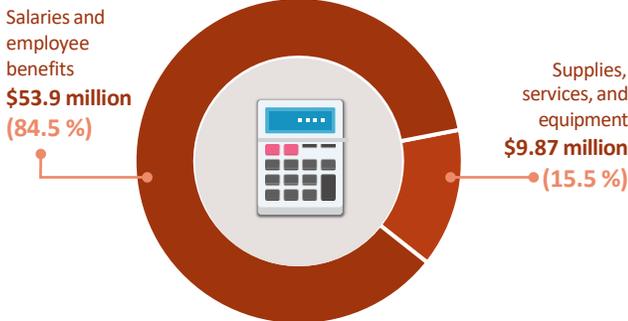
602 FTE's



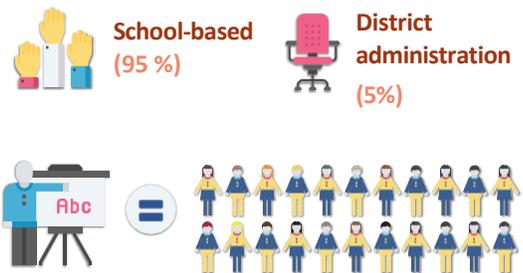
The total # of employees is 894 and includes P/T, TTOC's, casual & leaves.

Where the money goes

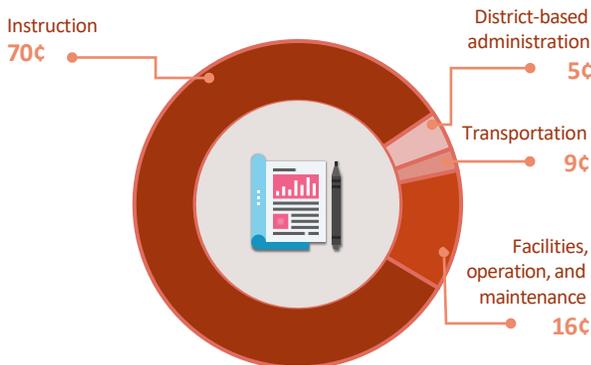
Expenditures



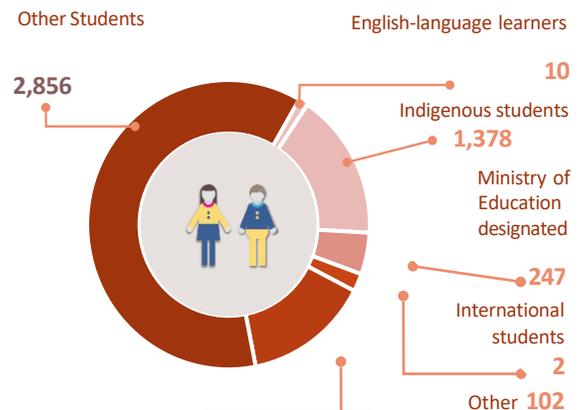
\$63.8 million of operating expenses



How each dollar is spent



FTE Students 4595



\$13,890
 one student = total spent



• Enrolment is projected to have negative or low growth over next 10 years

Our schools

Core French & Immersion

Bonjour!

1735 FTE students are enrolled in French programming



VIVE LE FRANCAIS!!

Inclusive learning



\$6.5 million budgeted (2024-2025)



Fluid and flexible learning spaces in schools; including several unique programs

Regular program completion rates



85% approx.

High School graduation levels holding steady within our five-year range.

Post Secondary pathways



198 students

participated in pathways & partnerships programs in 2021-2022

Class size-composition



\$4.44 million

to restore collective agreement class size and composition language in 2022-2023 resulting in 24 additional teachers to enhance learning.



- 12** Elementary schools
- 7** Elementary/Junior Secondary Schools
- 1** Middle School
- 2** Secondary schools
- 2** Continuing/alternate education centers

School District #27 has 12 urban schools and 12 rural schools.

Upcoming planned capital investments



\$1,000,000

Security/PA Upgrades



\$1,800,000

School Roof Replacements



\$1,800,000

Daycare Upper Floor

\$ 800,000

one Building Envelope retrofit

The above improvements are board approved or MECC funded capital projects planned for completion in the 24/25 Fiscal Year.

Engaging our community



Public Board of Education and committee meetings



Website visitors



Parent Advisory Councils

Ongoing community partnerships and consultation for budgets, LRF, strategic planning, boundary, transportation, and catchment consultations



Providing public education to students in:

3 larger municipalities and 6 outlying areas

(Williams Lake, 100 Mile House, 150 Mile House, Anahim Lake, Alexis Creek, Big Lake, Horsefly, Likely, Lac La Hache and Tatla Lake)

First Nation Communities

(Secwépemc, Tsilhqot'in & Dakelh First Nations)

Our Mission:

Ensuring all students have meaningful learning experiences, empowering them to succeed in an ever-changing

TO: Finance, Facilities & Transportation
FROM: Brenda Hooker, Secretary-Treasurer
DATE: June 11, 2024
RE: Major Capital Plan submission 2025-26

BACKGROUND

The School Act provides that the Minister of Education and Child Care may require a Board of Education to prepare and submit a capital plan for its school district to the Ministry. Under this authority, the Ministry has established that capital plans will be submitted annually for its review.

The capital plan must set out particulars for each capital project that a board proposes to undertake during a period specified by the Minister, with five years as the requested period for Government capital planning purposes. A key requirement for the submitted capital plan is an estimate of the capital funding that would be required for each proposed capital project.

Thus, each year the district submits minor and major capital requests to the Ministry that require additional funding beyond the Annual Facilities Grant (AFG). Major Capital requests are typically for large projects like the replacement of Marie Sharpe Elementary. Minor Capital typically involves newer school buses, HVAC, energy savings projects, playgrounds, roofing etc.

Similar to last year, the submission deadline dates are as follows:

- AFG – May 17th - **submitted**.
- Major Capital – June 30th, 2024 – in this Briefing Note
- Minor Capital (SEP, CNCP, PEP, BUS) – September 30, 2024 – will come to the Sept committee/board meeting.

MAJOR CAPITAL

School Replacement Projects

| Priority | Description |
|----------|--|
| 1 | Marie Sharpe Elementary School – Replacement (REP) |

The Major Capital information entered into MyCAPS (MECC's capital program) for the 2024-2025 submission will be updated and refreshed based on the direction provided by our capital planning officers.

“Learning, Growing, and Belonging Together”

The MECC capital officers remain very much in support of moving a replacement school for Marie Sharpe forward in the capital planning cycle.

For long-term planning, the District will also submit replacing 100 Mile House Elementary as its second major capital priority after Marie Sharpe.

Rural Community Demolition Request Program

Rural Districts Program (RDP) funding is provided for the full or partial demolition of vacant board-owned buildings.

| Priority | Description |
|----------|-------------------------|
| 1 | McLeese Lake Elementary |
| 2 | Bridge Lake Elementary |

Major Child Care Program

On April 2, 2024, the Ministry launched new functionality in MyCAPS to allow school districts to begin planning for Child Care (CC) as part of their broader K-12 Capital Planning. The purpose of this enhancement is to enable school districts to develop and submit capital plans for childcare funding through MyCAPS. The process replaced the previous New Spaces Fund application process.

Staff is preparing a submission under the category of Major Projects – CC – New Spaces. The submission will be to purchase a new childcare modular for 150 Mile Elementary. We are working with our architect, school-based administration, and the current childcare provider to finalize the submission. The request will be to expand the current number of after-school care seats to 36, connect the new structure to the existing Strong Start portable and refresh the exterior of the Strong Start. The proposed budget will include construction costs, equipment, site preparation, architectural costs, indoor and outdoor play equipment, and appliances.

RECOMMENDATION

The School Act states that prior to the Ministry’s consideration of a school district’s capital plan for approval, a board of education must approve the capital plan for its school district by Board Resolution.

THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approves the proposed Five-Year Major Capital Plan to be submitted for 2025/2026 to the Ministry of Education and Child Care.

TO: Finance, Facilities & Transportation
FROM: Brenda Hooker, Secretary-Treasurer
DATE: June 11, 2024
RE: School Fees

BACKGROUND

BOARD POLICY: [Policy 325 – School Fees](#)

The Board of Education of School District No. 27 (Cariboo-Chilcotin) will provide curricular instruction, activities, programs, and resource materials free of charge to school age students subject to exceptions authorized by the School Act. Deposits may be required for educational resource materials and fees charged for optional supplementary materials, musical instruments, costs associated with specialty academies and trades programs, and other purposes defined by the School Act or Ministerial Order.

The Board will annually approve and publish the schedule of deposits and fees to be charged in the following school year by schools.

The Board will ensure fees and deposits will not become a barrier to student participation in required activities or programs by requiring each school to clearly communicate the process for waiving a school fee in the case of financial hardship.

Changes this year include:

- Supplies increase by \$5.00 from \$35.00 to \$40.00.
- New Dual Credit Course at LCSS for EMR Training – Fee \$150.00.
- Transportation Cards – \$ 30 replacement fee for cards

RECOMMENDATION

THAT the Board approves the publication of all school fee schedules for the 2024-2025 school year.

1. Planners: No Fees.
2. Supplies: Forty Dollars (\$40.00).
3. Artists Fees: No Fees.
4. Hockey Academy: Two Hundred Dollars (\$200.00).
5. Aquatics Program: Fifty Dollars (\$50.00).
6. Replacement Transportation Card Fee: Thirty Dollars (\$30.00).

“Learning, Growing, and Belonging Together”

| 2024-2025 School Fees | | | | | | | | | | | | | | | | | | | | |
|--|--------------------|--------|-------|-------|--|-------|-------|--|--|--|--|--|-------|-------|--|--|-------|-------|--|--|
| Primary K-3 School Supplies | Optional | | | | | | | | | | | | | 40.00 | | | | | | |
| Elementary K-7 School Supplies | Optional | | | | | 40.00 | | | | | | | | | | | 40.00 | 40.00 | | |
| Elementary K-6 School Supplies | Optional | | | | | | 40.00 | | | | | | 40.00 | | | | | | | |
| Locker lock | Optional | 5.00 | 5.00 | | | | | | | | | | | | | | | | | |
| Yearbook | Optional | 50.00 | 50.00 | 40.00 | | | | | | | | | | | | | | | | |
| Textbook Deposit - \$50 (refundable upon leaving the district should no textbooks be lost or damaged beyond reasonable repair) | Refundable Deposit | | | | | | | | | | | | | | | | | | | |
| Hockey Academy | | 200.00 | | | | | | | | | | | | | | | | | | |
| Aquatics Program - this fee pays for the formal certification of one of the following courses: (Royal Lifesaving's Bronze Star / Royal Lifesaving's Medallion / Royal Lifesaving's Bronze Cross / and CPR + Level 1 First Aid. Student's who do not want the formal certification would not be required to pay the fee but would still partake in the training. | | 50.00 | 50.00 | | | | | | | | | | | | | | | | | |
| Grad Fee | | 60.00 | | 50.00 | | | | | | | | | | | | | | | | |
| EMR 12 Program | | 150.00 | | | | | | | | | | | | | | | | | | |
| Transportation - Replacement Access Card Fee | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

replacement fee if card is lost or damaged - \$30

Fees and deposits

- 82** (1) A board must provide free of charge to every student of school age resident in British Columbia and enrolled in an educational program in a school operated by the board,
- (a) instruction in an educational program sufficient to meet the general requirements for graduation,
 - (b) instruction in an educational program after the student has met the general requirements for graduation, and
 - (c) educational resource materials necessary to participate in the educational program.
- (2) For the purposes of subsection (1), a student is resident in British Columbia if the student and the student's guardian are ordinarily resident in British Columbia.
- (2.1) Subject to subsection (2.2), if a board permits a student who is older than school age and is ordinarily resident in British Columbia to enrol in an educational program leading to graduation, the board must provide free of charge to that student
- (a) instruction in an educational program sufficient to meet the general requirements for graduation, and
 - (b) educational resource materials necessary to participate in the educational program.
- (2.2) Subsection (2.1) does not apply to a student who has
- (a) already met the general requirements for graduation, or
 - (b) completed the requirements for graduation from a secondary school or high school in another jurisdiction.
- (3) Subject to subsections (1) and (2.1), section 82.4 and the orders of the minister, a board may charge fees for goods and services provided by the board.
- (4) A board may require a deposit for educational resource materials provided to students and to children registered under section 13.
- (5) If a board requires a deposit under subsection (4), it must refund all or part of the deposit to the student or child on return of the educational resource materials.
- (6) A board must publish a schedule of the fees to be charged and deposits required and must make the schedule available to students and to children registered under section 13 and to the parents of those students and children before the beginning of the school year.
- (7) Except as provided in an agreement under section 75 (4.1), a board is not responsible to pay for any educational activity undertaken by a student that is not provided by the board.

TO: Finance, Facilities & Transportation

FROM: Brenda Hooker, Secretary-Treasurer

DATE: June 11, 2024

RE: Policy 160 - Trustee Remuneration

BACKGROUND

As per Policy 160 - Trustee Remuneration and Expenses, the annual remuneration paid to Trustees, Chair and Vice-Chair shall be adjusted on July 1st based on the Canadian Consumer Price Index established in December of the previous year.

DISCUSSION

[The Consumer Price](#) Index (CPI) rose **3.9%** on an annual average basis in 2023, following a 40-year high increase of 6.8% in 2022 and a 3.4% increase in 2021. Aside from 2022, the annual average increase in 2023 is the largest since 1991. Excluding energy, the annual average CPI rose 4.5% in 2023 compared with 5.7% in 2022.

RECOMMENDATION

None. Following the process established in Policy 160.

Consumer Price Index: Annual review, 2023

[Tables](#) / [Related information](#) / [Previous release](#) / [PDF\(273.kb\)](#) /

Released: 2024-01-16

The Consumer Price Index (CPI) rose 3.9% on an annual average basis in 2023, following a 40-year high increase of 6.8% in 2022 and a 3.4% increase in 2021. Aside from 2022, the annual average increase in 2023 is the largest since 1991. Excluding energy, the annual average CPI rose 4.5% in 2023 compared with 5.7% in 2022.

While prices rose in every major component on an annual average basis in 2023, price growth slowed in six of eight components compared with 2022. The transportation component (+0.9%) slowed the most as a result of lower gasoline prices, with notable decelerations also seen in the food (+7.5%) and shelter (+5.6%) components.

Price growth for goods eased to 3.2% in 2023, down from 8.7% in 2022, amid the continued easing of supply chain pressures. Prices for gasoline, natural gas and food contributed to a slowdown in non-durable goods (+4.0%). Prices for durable goods also increased at a slower pace in 2023 (+1.5%) compared with 2022 (+6.2%), led by passenger vehicles amid improved supply chains and inventories compared with 2022 as the supply of semiconductors continued to improve. Lower prices for furniture and household appliances also contributed to the deceleration.

While price growth for goods slowed 5.5 percentage points in 2023, price growth for services only slowed 0.4 percentage points, resulting in a 4.6% increase. Deceleration in homeowners' replacement cost and other owned accommodation expenses due to base-year effects was almost entirely offset by acceleration in mortgage interest cost, and to a lesser extent, rent.

Despite showing a decelerating trend since January 2023, year-over-year price growth in the all-items CPI hovered between 3% and 4% for the last six months of 2023.

Annual Average CPI

157.1

2023

3.9%/4.5%

(annual change)

Source(s): Table [1.8-10-000.S-01](#).

Chart 1
Annual average change in the Consumer Price Index (CPI) and the CPI excluding energy, 2009 to 2023

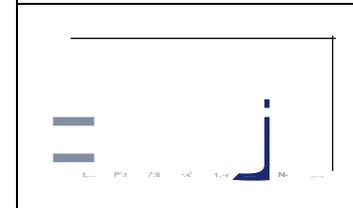


Chart 2
Prices rise at a slower pace in all but two major components