

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

**10112 – 105 Avenue
Fort St. John, BC V1J 4S4**

Telephone: (250) 262-6000

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Board of Education



A G E N D A B O O K

FOR THE

REGULAR BOARD MEETING

BOARD ROOM

MONDAY, MARCH 8, 2021 @ 6:30 p.m.

OUR MISSION

All our students will graduate, crossing the stage with dignity and grace.

OUR VALUES

The core values that guide the work of the school division are *RESPECT, COMPASSION, HONESTY, RESPONSIBILITY, and RELATIONSHIPS*.

OUR STRATEGIES

As a district, we are committed to FOUR OVER-ARCHING STRATEGIES:

- ❖ DELIVERY OF EXCELLENT EDUCATIONAL PROGRAMMING FOCUSSED ON STUDENT OUTCOMES
- ❖ PROVISION OF ETHICAL LEADERSHIP FOCUSSED ON RELATIONSHIPS AND CONTINUOUS IMPROVEMENT
- ❖ EXEMPLARY MANAGEMENT PRACTISES FOCUSSED ON ALIGNING RESOURCES FOR OPTIMAL RESULTS
- ❖ ENGAGED GOVERNANCE FOCUSSED ON ADVOCACY, ACCOUNTABILITY, AND COMMUNITY PARTNERSHIPS



THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60
REGULAR BOARD MEETING
MONDAY, MARCH 8, 2021
6:30 P.M.

AGENDA

1.0 Call to Order

Acknowledgement that today's Board Meeting is being held within the traditional territory of the Dane Zaa and Treaty 8.

2.0 Additions to the Agenda/Acceptance of the Agenda

3.0 Presentations/Delegations

- 3.1 Youth Advisory Council (*Attachment*)
 Stephen Petrucci, Superintendent
<https://youtu.be/JYmJitG-y5c>

Staff Recommendation: That the Board of Trustees write a brief letter of support for this initiative and request information on how we can help publicly and have youth participation

4.0 Trustee Input (Celebrations)

5.0 Minutes of the Regular Board Meeting, February 22, 2021 (pages 6-13)

- 5.1 Approval of the Minutes
- 5.2 Business Arising from the Minutes
(See attached Action Item List for completed and ongoing items)
- a) BAA Course Report (*Attachment*)
 Stephen Petrucci, Superintendent

6.0 Approval of Excerpts of the In-Camera Board Meeting January 25, 2021 (page 14)

7.0 Announcements and Reminders

March 8	Policy Committee Meeting	11:00 a.m.	Board Room
March 10	Early Dismissal Day		
March 10	Labour Management Meeting	1:00 p.m.	Virtual
March 11	Early Dismissal Day		
March 15	Ministry Announcement – School District Preliminary Funding Levels		
March 15 to March 26	Spring Break		
March 25	Audit Committee Meeting	11:30 a.m.	Virtual
April 2-5	Good Friday/Easter		

April 6 (<i>Tues</i>)	COTW Meetings	12:30 p.m.	Board Room
April 8-10	NSBA Conference		
April 12	NPAA	5:30 p.m.	Virtual
April 15-18	BCSTA AGM		Virtual/Board Office
April 19	Board Meetings	5:00 p.m.	Board Room
April 23	NID Day (Indigenous Learning)		
April 27	SUP-PAC Meeting (<i>Evans/Lehmann</i>)	12:00 p.m.	Virtual
May 3	COTW Meetings	12:30 p.m.	Board Room
May 3	NPAA Meeting	5:30 p.m.	Virtual
May 4	Budget Public Meeting	(pm – TBD)	
May 7	NID (Pro-D Day)		
May 17	Policy Committee Meeting	11:00 a.m.	Board Room
May 24	Victoria Day		
May 25	SUP-PAC Meeting (<i>Evans/Gilbert</i>)	12:00 p.m.	Virtual

8.0 **Senior Staff Reports**

- 8.1 Superintendent's Report (page 15)
- 8.2 Secretary-Treasurer's Report (page 16)

9.0 **Other Reports**

- 9.1 BCSTA
 - a) BCSTA Draft 2021/22 Budget – Invitation to Provide Feedback (*Attachment*)
Trustee Evans
 - b) Funding Reserve Survey Follow-Up
Chair Gilbert & Teri Stoneman, Interim Secretary-Treasurer
 - c) BCSTA AGM April 15 – 18, 2021
Chair Gilbert
- 9.2 BCPSEA – *Trustee Campbell*
- 9.3 Board Pro-D Committee – *Chair Gilbert*

10.0 **Correspondence**

11.0 **Unfinished Business**

12.0 **New Business**

13.0 **PRNTA Update** – Michele Wiebe, President

14.0 **CUPE Local #4653 Update** – Dave Shipley, Acting President

15.0 **District Parent Advisory Council (DPAC) Report** – Teresa Brown, President

16.0 **Questions from the Press and Public**

17.0 **In camera Motions brought forward for implementation**

18.0 **Adjournment**

Please Note:

Where an individual/group knows in advance they wish to address the Board, a request in writing should be made to the Secretary-Treasurer one week in advance of the Board Meeting in accordance with Board Policy #1003.1.

The request must indicate the subject of the presentation, any technology requirements (ie. screen, projector, laptop use) and the estimated time required for the presentation. Presentations will be limited to a maximum of 10 minutes, unless approved otherwise.

If approval is granted, an electronic/written copy of the presentation must be provided no later than Thursday of the week before the date of presentation.

“PROVISIONAL” MINUTES SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

**Monday, February 22, 2021
6:30 p.m.**

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Ida Campbell, Trustee (Area 4)
Erin Evans, Trustee (Area 5)
Nicole Gilliss, Vice-Chair (Area 3)
David Scott-Moncrieff, Trustee (Area 2)
Bill Snow, Trustee (Area 5)

Stephen Petrucci, Superintendent of Schools
Teri Stoneman, Interim Secretary-Treasurer (*via Zoom*)
Leah Reimer, Recording Secretary

(Guests/Media) Michele Wiebe, PRNTA President (*via Livestream*)

Regrets: Madeleine Lehmann, Vice-Chair (Area 1)



Call to Order Chair Gilbert called the meeting to order at 6:30 p.m.

Chair Gilbert acknowledged the traditional territorial lands of the Dane Zaa and Treaty 8.

Agenda

Approval of the Agenda

Motion #13-21

Scott-Moncrieff/Evans
THAT the agenda be accepted as presented with the following addition:

BCSTA – Reserve Policy Survey

CARRIED.

Presentations/Delegations

None

Trustee Input

At this time, opportunity was given for Trustees to report on activities undertaken and/or information of interest:

Trustee Campbell

- Nothing to report

Trustee Evans

- Attended Provincial Council on February 20

Trustee Gilliss

- Reached out to three liaison administrators

- Planning to meet the in-town administrators soon

Vice-Chair Lehmann

- Absent

Trustee Scott-Moncrieff

- Nothing to report

Trustee Snow

- Visited Bert Ambrose as well as NPSS to congratulate the new administrator

Chair Gilbert

- Attended some PAC meetings and continue to be impressed by the many ways our schools are supported by our PACS. Appreciated seeing a recent post regarding this on our District web page and pictures related to Charlie Lake students using 3D pens as part of the ADST resources purchased by PAC
- For my liaison schools I would like to note the Baldonnel PAC pancake breakfast that took place Feb. 12th. ARYES did Valentine donuts on Feb. 12th.
- Rotary Club involvement and work with MMMCS on grant writing and fundraising resulted in approximately \$75,000 coming to the school for completion of their playground
- Pleased to see that schools have continued to do outreach with our seniors.
- North Peace Seniors Housing society appreciated the Valentines cards produced by students at Baldonnel, Charlie Lake and Bert Ambrose.
- Our schools are working hard to make sure that students enjoy a range of activities in spite of COVID including continued outdoor events for students. Got some great pictures from Mrs. Burridge's grade 2 adventures in Kin Park that included snowshoeing, sled races and Inuit Games. Upper Pine is planning a Winter Carnival this week. Hope that they will have the right kind of snow left for their activities given the warm winds of the last few days.
- Pink shirt day is coming up and many of our schools will acknowledge this. The message of kindness and respect is one that is evident in our schools all the time not just on this special day. ARYES school students will be rocking their new pink shirts that speak to school connectedness and that kindness is important to all school stakeholders. Students, staff and parents involved in development of school guiding words. PAC arranged for three community sponsors for the t shirts. These sponsors will be acknowledged on the shirts. We heard at the recent ARYES Framework presentation that their pink shirts will use a special school logo that sports the guiding words and values of the school represented by WE ROCK: Welcoming, Empathetic, Respectful, Open-minded, Cooperative/Caring, Kind. These shirts will be worn monthly.
- Have had Zoom Board Chair calls with both BCSTA and Education Minister Whiteside. The information has been shared with trustees and district staff. I continue to be thankful for the strong relationships in our district, the work of our staff because our district has a tone that is more positive than others.

- Participating in Framework for Learning and Gearing UP series, gathering information that will help with planning for our Strategic Planning process for next year. We are ahead of other districts because of our internal FESL processes that were in place prior to some of the recent changes. In addition to giving useful information they are also modelling and building familiarity with technology tools such as ZOOM breakout rooms, polls, stickies etc. to support on-line gathering of information and interaction.

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #14-21

Evans/Scott-Moncrieff

THAT the Regular Meeting Minutes of January 25, 2021 be adopted.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Health Care Recruitment Follow Up from January 25/21 Board Meeting

- A legacy connection that Jean Leahy started and is carrying on with Margaret Little – SONS (Save our Northern Seniors)
- Spoke with Brian Campbell and communication is happening between involved parties
- Makers Making Space – maybe a link with the 3D projects students are making and seniors
- Trustee Evans – Northern Lights College is hosting students from Bert Bowes and speaking specifically about the new nursing program

Minutes of the Special Regular Board Meeting

Approval of the Minutes

Motion #15-21

Snow/Evans

THAT the Regular Meeting Minutes of February 15, 2021 be adopted.
CARRIED.

Approval of Excerpts

Motion #16 -21

Scott-Moncrieff/Campbell

THAT the excerpts from the December 14, 2020 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Announcements & Reminders

February 23	SUP-PAC Meeting (<i>Evans</i>)	12:00 p.m.	Board Room
March 1	Framework Presentations	1:30 p.m.	Board Room
March 1	NPAA	5:30 p.m.	Virtual
March 8	Policy Committee Meeting	11:00 a.m.	Board Room

March 8	Board Meetings	5:00 p.m.	Board Room
March 10	Early Dismissal Day		
March 11	Early Dismissal Day		
March 15 to March 26	Spring Break		
March 30	SUP-PAC Meeting (<i>Campbell/Gilbert</i>)	12:00 p.m.	Board Room
April 6 (<i>Tues</i>)	COTW Meetings	12:30 p.m.	Board Room
April 8-10	NSBA Conference		
April 12	NPAA	5:30 p.m.	Virtual
April 15-17	BCSTA AGM		Virtual
May 17	Policy Committee Meeting	11:00 a.m.	Board Room

Senior Staff Reports

Superintendent's Report

A written and electronic report was presented. Topics discussed and reported included:

Human Resources Summary for Teachers & AO's

- For information purposes
- 28 new assignments? Newly created and some being filled because of sick leaves, maternity leaves, etc. A number of cases of moving staff around (ie. moving some off of TTOC list into positions)
- A lot of the hirings are for next year

Workforce Report

- For information purposes
- Question regarding absence of 48 EA's. It's labelled as "other" (absent from regular duties). In this case EA's were away for Pro-D activities
- Facilities, AO's, exempt are not included in this report that is provided by the Ministry of Education

Superintendent's Report

- For information purposes
- Thank you to Kamloops School District for sharing their resources with our District in regards to District Reading Assessment. A curriculum committee is being set up in conjunction with the LEA's. This particular assessment has a broader piece around the history of Indigenous people, however local pieces are being integrated as well in other areas
- Will need to review Equity Scan in relation to the Strategic Plan

Motion #17-21

Scott-Moncrieff/Evans

THAT the Board accept the Superintendent's Report with the exception of the Out of District Field Trip – International Students Ski Trip and the BAA Course – Working in Natural Gas 12.

CARRIED.

Out of District Field Trip – International Students Ski Trip

- Going to Powder King...clarification was given that there will be no out of province field trips at this time

Motion #18-21

Scott-Moncrieff/Evans

THAT the Board of Education approve the attached Out of District Field Trip.
CARRIED.

BAA Course – Working in Natural Gas 12

- Question as to the process of BAA Courses. Once approved, it stays approved
- Would be difficult to report on specific details of each BAA Course and the uptake

ACTION: Superintendent will provide a list of the District's BAA Courses and potentially more details regarding the uptake, if that specific information is available

Motion #19-21

Evans/Snow

THAT the Board of Education approve the attached BAA Course – Working in Natural Gas 12.

CARRIED.

Secretary-Treasurer's Report

A written report was presented. Topics discussed and reported included:

Enrolment Projection Report

- 2021/22; 2022/23; 2023/24
- 2021/22 – increase of 86...small and conservative increase...would like to be able to add staff if enrolment is greater than projected, rather than reducing staff if lower than projections.
- Will create our March preliminary funding announcement and will be used for the budget in the spring
- The small and conservative increase applies to the other two years as well

Human Resources Support Staff Summary Report

- For information purposes

Motion #20-21

Scott-Moncrieff/Snow

THAT the Board accept the Secretary-Treasurer's Report.

CARRIED.

2020-2021 Annual Amended Budget & Presentation (Attachment)

- Secretary-Treasurer presented the Annual Amended Budget and fielded questions from Trustees
- Superintendent - We were instructed by Ministry of Education to not make staffing changes so we'd have spaces in all classrooms as part of our transition program that we were required to carry. Ministry asked that districts maintain the capacity of their system as part of the transition. We then saw provincial monies (\$750,000) and federal monies (\$2.4 million) come to us
- The pandemic is likely the reason for the decrease in enrolment from what was forecasted

Motion #21-21

Evans/Campbell

THAT in accordance with Section 68(4) of the *School Act*, all three readings of Amended Annual Budget Bylaw 2020-2021 be given at this meeting
CARRIED.

Motion #22-21
(First Reading)

Scott Moncrieff/Snow
THAT the Board adopt the First Reading of Amended Annual Budget Bylaw 2020-2021.
CARRIED.

Motion #23-21

Campbell/Evans
THAT the Second and Third Reading be read in short form.
CARRIED.

Motion #24-21
(Second Reading)

Campbell/Evans
THAT the Board adopt the Second Reading of Amended Annual Budget Bylaw 2020-2021.
CARRIED.

Motion #25-21
(Third Reading)

Gilliss/Snow
THAT the Board adopt the Third and Final Reading of Amended Annual Budget Bylaw 2020-2021.
CARRIED.

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – February 8, 2021

Motion #26-21

Evans/Scott-Moncrieff
THAT the Board accept the Regular Committee of the Whole minutes of February 8, 2021.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

- Discussion around cold weather and buses running

Policy Committee

Policy 7018 Childcare - Adoption

Motion #27-21

/Gilliss
THAT the Board of Education adopt Policy 7018 Childcare Policy as presented.
CARRIED.

Policy 4014 Travel – Notice of Motion

Motion #28-21

Evans/
THAT the Board of Education put forward Policy 4014 Travel for Notice of Motion as presented.
CARRIED.

ACTION: Bring back to the April 19, 2021 Regular Board Meeting for adoption

Other Reports

BCSTA

Provincial Council – February 20, 2021

Trustee Evans

- First time using electronic voting process...went well with a few glitches and things that will have to be developed to be ready for the AGM
- Draft budget was approved and will go to the AGM to be voted on. Our fees have been increased, however it will be covered this year by COVID funds
- Looking at hybrid models for meetings (ie. Legislature, Indigenous and Education committees)
- Motions all passed
 - 9.1 Funding for Distributed Learning – a lot of discussion took place. Looks different in different districts
 - 9.2 COVID-19 Vaccine Priority for Workers in the Public Education – amendment took place providing clarity around whether school staff are deemed “essential workers”
 - 9.3 Providing Accessible and Timely Information re: COVID 19 & School Safety – motion was completely re-worked. Want better communication about how safe schools are for students during COVID times (ie. schools are one of the safest place to be because of low transmission rates)

Reserve Policy Survey (Attachment)*Chair Gilbert*

- Secretary-Treasurer Stoneman, Chair Gilbert & Vice-Chair Lehmann are meeting tomorrow to gather information to submit the survey by February 26, 2021
- Question 10: What does your school district need from government to be able to prepare a reliable multi-year financial plan?
 - Funding guarantee, percentage of surplus we can hold to be increased if they are moving to a three-year budget
 - Safeguards for fiscally accountable districts
 - Superintendent – continuation of the ability for districts to appropriate the reserves into education initiatives that we give to schools to supplemental funding
 - Promises not to lay surprises on like administrative savings of 30% as in the past...30% was cut for over two years across all districts (ie. some districts were top heavy...ours wasn't and we were penalized.)
 - A reasonable approach to large reserves, unappropriated funds sitting and not being utilized in some districts
- Question 11: What should be included or decided in a provincial level surplus policy and a local surplus policy
 - The percentage we can hold in reserves should be provincial. Whether fund is restricted or unrestricted should be left up to the boards to decide
 - When capital projects are requested, ministry asks for money out of reserves when districts have potentially earmarked those reserves for other educational projects
 - Our district also holds funds as the season for building and construction is shorter in the north
- What should be included/decided in a provincial level financial policy and what should be included/decided in a local level financial planning policy?
 - Our district currently has an Accumulated Operating Surplus policy and Finance/Audit Committee policy.

- Discussion around the uniqueness for districts when generating the budget

BCPSEA

Trustee Campbell

- Sent out an email regarding Pro-D and training that BCPSEA is offering to district staff and trustees

Board Pro-D Committee

Chair Gilbert

- Have asked the Secretary-Treasurer to work on a Financial Literacy presentation to the Board. Still working on a date
- Will then work with the committee as to offerings going forward

Correspondence

No Correspondence

Unfinished Business

No Unfinished Business

New Business

No New Business

PRNTA Update – Michele Wiebe, President

Livestream - No report

CUPE Local #4653 Update – Dave Shipley, Acting President

Absent – No Report

District Parent Advisory Council (DPAC) Report – Teresa Brown, President

Absent – No Report

Questions from Press/Public

At this time, opportunity was given for questions from the press:
None

Motion #29-21

Evans/Scott-Moncrieff
THAT the Board resume the Regular Meeting and those Motions made In Camera be brought forward for implementation.
CARRIED.

Adjournment

Motion #30-21

Evans/Snow
THAT the meeting be adjourned. (8:44 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

TERI STONEMAN,
INTERIM SECRETARY-TREASURER

**EXCERPTS
FROM THE JANUARY 25, 2021
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes December 14, 2020 were read and adopted.

Business Arising

- None

Superintendent’s Report

Items discussed and reported included:

- International Students
- Secretary-Treasurer Hiring
-

Secretary-Treasurer’s Report

Items discussed and reported included:

- Anne Roberts Young Elementary School – Executive Summary

Committee of the Whole Reports

- None

Other Reports

- BCSTA
- BCPSEA

Correspondence

- Conflict of Interest in Regards to District Hiring Practice

Unfinished Business

- NE Roundtable Update

New Business

- None

REGULAR MEETING
REPORT TO THE
BOARD OF SCHOOL TRUSTEES
FROM THE SUPERINTENDENT OF SCHOOLS
Monday, March 8, 2021

Education

1. **Superintendent's Report**
<https://togetherwelearn.prn.bc.ca/2021/03/05/superintendents-report-march-2021/>

Respectfully submitted

Stephen Petrucci
Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, March 8, 2021
REGULAR MEETING**

Operations

- 1. Joint Health & Safety Committee Meeting Minutes – February 24, 2021** *(Attachment)*

Teri Stoneman,
Interim Secretary-Treasurer



Youth Advisory Council

Youth Changing Tomorrow Conference

The Youth Advisory Council (YAC) was developed in 2010 as a potential solution toward antisocial behavior in our community, to get a better sense of what Fort St. John's youth would like to see in Fort St. John, and to act as a liaison between the youth of the community and City Council.



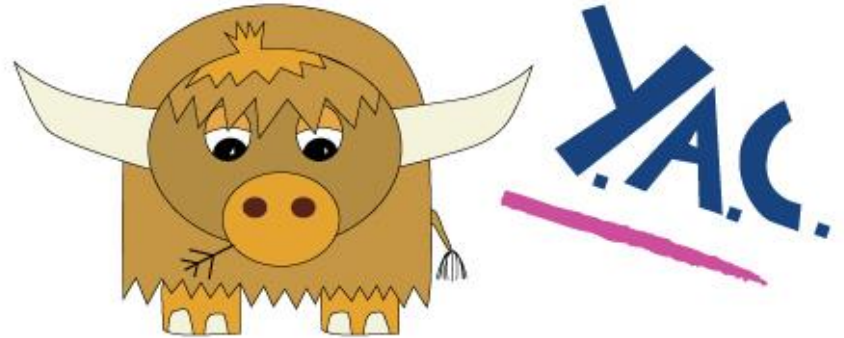


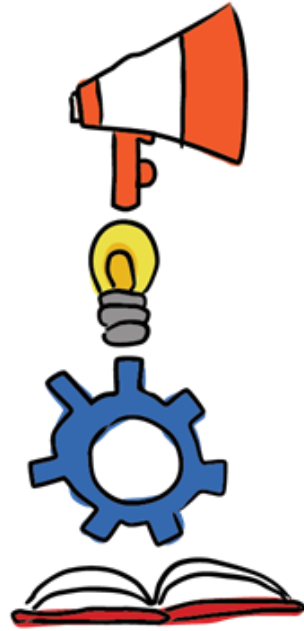
This year, YAC has joined up with BC Student Voice to deliver a virtual youth conference with the theme of Steps of Success on April 14, 2021.

We have also partnered with the Fort St. John Campus of the Northern Lights College and Peace River Hydro Partners.

We are now seeking sponsorships
throughout our community.

For more information, contact
communitydevelopment@fortstjohn.ca





Youth Changing Tomorrow

Questions?

REGULAR - March 8, 2021

Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Unfinished Business	Completed
Oct 5/20	COTW	City of FSU/Joint District Meetings	Connect with Hudson's Hope of potential meeting at Cameron Lake	Helen	Postponed	
Nov 16/20	Board	Meeting w/ City - December 1	Confirm attendance/agenda items from City	Helen/Leah	Postponed	
Jan 25/21	Board	BCSTA - Motion 9.7 TRB	HR leadership to report out on any changes to TRB in re: to BCSTA Motion 9.7	Leah	Oct 2021	
Jan 25/21	Board	Advocacy Letter Feedback	Place on agenda for future meeting w/ PRRD & request a copy of their assessment	Helen	x	
Feb 22/21	Board	BAA Course	Provide a list of all BAA Courses and uptick details (if available)	Stephen		March 8/21
Feb 22/21	Board	Policy 4014 Travel	Bring back to April 19 Board Meeting for motion to adopt	Leah	Apr 19/21	
Completed						
May 25/20	Board	SD #59, #60, & MLA Meeting	Trustees to confirm attendance via Zoom or in person by May 27 a.m.	Helen		Done
Apr 6/20	COTW	2020-2021 Annual Budget	Annual Budget on Regular meeting for adoption (3 readings)	Brenda/Leah		June 22/20
May 4/20	COTW	Post April Employment & Comp	Draw up a thank you letter to CUPE members	Helen		Done
May 25/20	Board	Policy Committee	Policy 4000.1 out for Notice of Motion and bring back for adoption	Leah		June 22/20
May 25/20	Board	Budget 2021 Consultation	Finalize submission and submit by June 26/2020	Helen/Brenda/Leah		June 22/20
June 8/20	COTW	COVID - Stage 3	Bring an update to the June Board Meeting	Stephen		June 22/20
June 8/20	COTW	2020-2021 Draft Annual Budget	AFG capital plans presentation for approval	Brenda/Leah		June 22/20
June 8/20	COTW	2020-2021 Draft Annual Budget	Budget - three readings and approval	Brenda/Leah		June 22/20
May 25/20	Board	Budget 2021 Consultation	Discussion on presentation details/Trustees provide feedback to Helen	Helen/Leah		June 8/20
May 25/20	Board	Budget 2021 Consultation	Leah to send last year's submission to trustees	Leah		Done
May 25/20	Board	Announcements & Reminders	Hudson's Hope Grad - update the Board of details	Stephen		Done
May 25/20	Board	Superintendent's Report	School Fees - going forward w/ more naming consistency and details	Leah		Done
June 22/20	Board	PRNTA Update	Correction to branding/wording on Budget Snapshot & redistribute	Brenda/Leah		Completed
Mar 9/20	COTW	District Website Re-Vamp Update	Bring back to the Board before going live	Helen		Completed
May 4/20	COTW	Board Retreat	Trustees & District Staff to place retreat in calendars and work on details/agenda	Helen/Leah		Completed
June 8/20	COTW	COVID - Stage 3	Board advocate re: K-5 Stage 3 density issue	Helen		Completed
June 8/20	COTW	2020-2021 Draft Annual Budget	Draft budget to be uploaded to district website	Brenda/Leah		Completed
June 8/20	COTW	School Project Guidelines	Post to district website once finalized	Brenda/Leah		Completed
June 8/20	COTW	2020-2021 Draft Annual Budget	& set up public meeting to receive input from stakeholders			
June 8/20	COTW	2020-2021 Draft Annual Budget	Facilities project report to October 5 COTW Meeting			Oct 5/20
Sept 21/20	Board	2019-2020 Financial Statements	Documentation related to financial statements to be signed/submitted by Sept 30	Brenda		Sept 25/20
Oct 5/20	COTW	Trustee Advance Follow Up	Place Annual Work Plan on October Board Meeting	Leah		Oct 19/20
Oct 5/20	COTW	Public Participating in Board Mtgs	Bring back more information re: ability to ask/answer questions live from meeting	Stephen		Oct 19/20
Oct 5/20	COTW	City of FSU/Joint District Meetings	Connect with the City on potential Nov/Dec dates	Leah		Oct 19/20
Oct 5/20	COTW	2019/2020 Financial Statement Analy	Add Student FTE information to spreadsheet	Brenda		x
Oct 5/20	COTW	Trustee Advance Follow Up	Professional Development - set up a meeting date (check with Nicole)	Helen		x
Nov 2/20	COTW	Trustee Academy	Register all Trustees and Executive Staff	Leah		x
		Enterprise Risk Management	Presentation & Report to the Board	Brenda/Leah		Nov 16/20
Oct 19/20	Board	Business Arising	DPAC Meeting Elections - Helen to contact Teresa and send info to trustees	Helen		x
Oct 19/20	Board	Annual Work Plan	Helen to send out the annual work plan once finalized	Helen		x

REGULAR - March 8, 2021						
Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Unfinished Business	Completed
Oct 19/20	Board	Meeting with City of FSJ	Staff to follow up to confirm date, time, location, agenda or meet and greet	Leah		Nov 16/20
Oct 19/20	Board	Northern BC Volleyball Club	Connect with administrators, etc. to gather more information and bring back to Board	Stephen		Nov 16/20
Oct 5/20	COTW	Internet Letter	Send out to appropriate stakeholders	Erin		x
Nov 2/20	COTW	Provincial Council	Motion submission process	Erin		x
Nov 16/20	Board	Internet Advocacy Letter Update	Generate additional letters and distribute	Helen/Leah		Nov 17/20
Nov 16/20	Board	Snow Clearing Concern	1-800-910-4222 number to be circulated to trustees/public	Stephen		x
Nov 16/20	Board	BCPSEA	BCPSEA AGM - details to come	Helen/Ida		Jan 25/21
Nov 30/20	COTW	Operations Report	ST to present final ARYES report	Teri		Jan 25/21
Dec 14/20	Board	ST Report	Board Staff to write letter to BCSTA and bring back to Board	Teri		Jan 25/21
Dec 14/20	Board	Policy Committee	Policy 7017 & 8001.1 be put forward for Notice of Motion	Leah		Jan 25/21
Dec 14/20	Board	Statement of Financial Disclosures	Trustees to complete, sign and date btw Jan 1 - 15 and return to ST Office			Completed
Dec 14/20	Board	PRNTA Update	Share Framework Presentation schedule with Michele	Leah		Completed
Jan 25/21	Board	BCSTA - Prov Council Motion Review	Review motions for Provincial Council at Feb 8/21 COTW Meeting	Leah		Feb 8/21
Jan 25/21	Board	Energizing Our Future/City of FSJ	Review document and bring back to the Board for further discussion	Stephen		Feb 8/21
Jan 25/21	Board	Policy Committee Update	District Staff to circulated adopted policies #7017 and 8001.1	Leah		x
Jan 25/21	Board	Policy Committee Update	District Staff to send out Policy 7018 for Notice of Motion & place on Feb 22 agenda	Leah		Feb 22/21
Jan 25/21	Board	Policy Committee Update	Place Policy 4014 - Travel on February 22 Reg Agenda for Notice of Motion	Leah		Feb 22/21
Jan 25/21	Board	BCSTA - Motion 9.7 TRB	Board Chair to bring TRB advocacy up at the NIB MLA meeting & with Brad/PRRD	Helen		x
Feb 8/21	COTW	Provincial Council Motion Review	Bring more information re: Rapid Response Team	Stephen		Feb 22/21
Feb 8/21	COTW	Provincial Council Motion Review	Internet Connectivity - BCSTA AGM Motion to be drafted by Erin & sent to Trustees	Erin		Feb 15/21
Feb 8/21	COTW	Provincial Council Motion Review	Assessment & Interventions Funding - BCSTA AGM Motion to be drafted by Erin & sent to	Erin		Feb 15/21

Hudson's hope

Schedule Master List - Custom Selection

23/02/2021

Course	SecNo	Description	Term	Num	Total
YAAPS0C-001	001	Natural Horsemanship 10	S1	63	1
YAAPS1A-001	001	EQUINE STUDIES	S2	78	1
YAAPS1C-001	001	Natural Horsemanship 11	S1	63	0
YAAPS2B-001	001	Green Cert Equine Operation And Care	S1	63	0
YAAPS2C-001	001	Natural Horsemanship 12	S1	63	1
YED--0BFLV-001	001	Peer Tutoring 10			0
YED--0BFLV-002	002	Peer Tutoring 10			0
YED--1BFLV-001	001	Peer Tutoring 11	S1	13	2
YHRA-0B-001	001	Fitness and Conditioning 10	S1	35	7
YHRA-1A-001	001	FITNESS AND CONDITIONING 11	S1	35	4
YHRA-2A-001	001	FITNESS AND CONDITIONING 12	S1	35	5
YIPS-1A-001	001	Student Leadership 11			0
YIPS-1C-001	001	Peer Tutor			0
YIPS-1C-002	002	Peer Tutor			0
YLRA-0A-001	001	OUTDOOR RECREATION 10	S2	65	8
YLRA-1A-001	001	OUTDOOR RECREATION 11	S2	65	0
YLRA-2A-001	001	OUTDOOR RECREATION 12	S2	65	0

ELC

Schedule Master List - Custom Selection

23/02/2021

Course	SecNo	Description	Term	Num	Total
YAES-0AFL2-02	02	ABORIGINAL CULTURAL: LEARNING FROM THE ELDERS 10	S2		18
YAES-2C-01	01	BA GLOBAL INTERCULTURALIZATION 12C	FY		12
YCCT-0A-A	A	Connect Ed 10	FY		30
YCCT-0A-B	B	Connect Ed 10	FY		30
YCCT-0A-C	C	Connect Ed 10	FY		28
YCCT-0A-D	D	Connect Ed 10	FY		27
YCCT-0A-E	E	Connect Ed 10	FY		27
YCCT-0A-F	F	Connect Ed 10	FY		30
YCCT-1F-A	A	BA DIGITAL MEDIA 11	FY		30
YCCT-1F-B	B	BA DIGITAL MEDIA 11	FY		30
YCCT-1F-C	C	BA DIGITAL MEDIA 11	FY		28
YCCT-1F-D	D	BA DIGITAL MEDIA 11	FY		28
YCCT-1F-E	E	BA DIGITAL MEDIA 11	FY		27
YCCT-1F-F	F	BA DIGITAL MEDIA 11	FY		30
YHRA-0BFL2-01	01	Fitness and Conditioning 10 (2cr)	S1		26
YHRA-0BFL2-02	02	Fitness and Conditioning 10 (2cr)	S2		30
YLRA-0AFL2-01	01	Outdoor Ed 10 (2 credits)	S1		22
YLRA-0BFL2-02	02	Self Defense for Life 10 (2cr)	S2		24

Schedule Master List - Custom Selection

23/02/2021

NPSS

Course	SecNo	Description	Term	Num	Total
YAES-0A-001	001	ABORIGINAL CULTURAL: LEARNING FROM THE ELDERS 10	Q3	204	2
YAES-1A-001	001	ABORIGINAL CULTURE: LEARNING FROM THE ELDERS 11	Q3	204	13
YAES-2A-001	001	ABORIGINAL CULTURE: LEARNING FROM THE ELDERS 12	Q3	204	6
YBMO-1A-001	001	INVESTMENT AND MONEY MANAGEMENT 11	Q3	204	26
YBMO-1A-002	002	INVESTMENT AND MONEY MANAGEMENT 11	Q1	204	20
YCCT-0AFL2-001	001	CONNECT ED 10	FY		198
YCCT-1A-001	001	COMPUTER ANIMATION 11	Q4	206	23
YCOT-2A-001	001	INTRODUCTION TO SECONDARY SCHOOL APPRENTICESHIP 12	FY		7
YESFL0A-001	001	ENGLISH LANGUAGE LEARNING FOUNDATIONS (BAA)	Q1	119	9
YESFL1A-001	001	English Language Acquisition and Support (ELL)	Q1	119	2
YLOE-0B-001	001	Language and Cultural Studies 10	FY		14
YLOE-2B-001	001	BA LANGUAGES OTHER THAN ENGLISH 12B	FY		2
YMIS-0CFL2-001	001	CHOICE 10C	FY		190
YMIS-1CFL2-001	001	CHOICE 11C	FY		375
YMIS-2CFL2-001	001	CHOICE 12C	FY		356
YPA--0AFLVLS-001	001	LITERACY STRATEGIES 10	Q1	103	19
YPA--0D-002	002	PERSONAL & Social DEVELOPMENT 10	FY		10
YPA--1D-002	002	PERSONAL & Social DEVELOPMENT 11	FY		13
YPA--2D-002	002	PERSONAL & Social DEVELOPMENT 12	FY	105	5
YVPA-1A-001	001	ART ACTIVISM 11	Q1	114	25
YVPA-2A-001	001	ART ACTIVISM 12	Q1	114	3
YVPA-2CFLVFS-001	001	FILM STUDIES 12	Q3	111	28

Schedule Master List - Custom Selection

23/02/2021

Distance Ed - Key

Course	SecNo	Description	Term	Num	Total
YAAPS1A-DIGITAL	DIGITAL	Intro to Agriscience 11	FY	DistanceEd	1
YAAPS2A-PRINT	PRINT	Green Cert 12A	FY	DistanceEd	30
YAAPS2B-PRINT	PRINT	Green Cert 12B	FY	DistanceEd	31
YAAPS2C-PRINT	PRINT	Green Cert 12C	FY	DistanceEd	33
YAAPS2D-PRINT	PRINT	Green Cert 12D	FY	DistanceEd	1
YAAPS2E-PRINT	PRINT	Green Cert 12E	FY	DistanceEd	1
YAAPS2F-PRINT	PRINT	Green Cert 12F	FY	DistanceEd	1
YAES-1B-DIGITAL	DIGITAL	Anthropology I: Uncov Human Myst 11	FY	DistanceEd	0
YAES-2B-DIGITAL	DIGITAL	Anthropology II: More Human Myst Uncovered 12	FY	DistanceEd	0
YAES-2C-Digital IS	Digital IS	Global & Intercultural Studies 12B	FY	DistanceEd	0
YAES-2D-Digital IS	Digital IS	Global & Intercultural Experiences 12A	FY	DistanceEd	1051
YAES-2D-SH	SH	Global & Intercultural Experiences 12A	FY	DistanceEd	0
YAH--2A-DIGITAL	DIGITAL	Health Sciences:The Whole Individual 12	FY	DistanceEd	4
YAH--2B-Digital	Digital	Health Sc II : Patient Care and Med Serv 12	FY	DistanceEd	3
YAH--2C-Digital	Digital	Health I: Life Management Skills 12	FY	DistanceEd	0
YAH--2D-Dig	Dig	Nutrition & Wellness 12	FY	DistanceEd	2
YBMO-2A-DIGITAL	DIGITAL	Personal and Family Finance 12	FY	DistanceEd	0
YCCT-1E-DIGITAL IS	DIGITAL IS	Connect Ed	FY	DistanceEd	283
YCCT-1E-SH	SH	Connect Ed	FY	DistanceEd	0
YCCT-2D-Digital	Digital	Digital Imaging & Photography 12	FY	DistanceEd	0
YCCT-2E-DIGITAL	DIGITAL	Introduction to Social Media12	FY	DistanceEd	0
YCCT-2G-DIGITAL	DIGITAL	Journalism 12, BA COMM, CMNCTN TECHNLS 12G	FY	DistanceEd	0
YCOT-2A-PRINT	PRINT	Intro to Apprenticeship 12	FY	DistanceEd	2
YCOT-2A-SH	SH	Intro to Apprenticeship 12	FY	DistanceEd	0
YCOT-2A-SH IS	SH IS	Intro to Apprenticeship 12	FY	DistanceEd	67
YCOT-2B-DIGITAL	DIGITAL	WING- Working in Natural Gas	FY	DistanceEd	0
YCPA-2B-DIGITAL	DIGITAL	Principles of Public Service 12	FY	DistanceEd	0
YCPM-2E-DIGITAL	DIGITAL	Cosmetology: Cutting Edge Styles 12	FY	DistanceEd	0
YERT-2A-Digital	Digital	Concepts of Engineering & Tech 12	FY	DistanceEd	2

YVPA-2E-Digital	Digital	Art in World Cultures12	FY	DistanceEd	1
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**SCHOOL DISTRICT 60 (PRN)
JOINT HEALTH AND SAFETY COMMITTEE
“COVID SAFETY”
MEETING MINUTES
Wednesday, February 24, 2021
1:00 p.m.**

Present: Sabrina Emslie, Supervisor of Custodial, Procurement & Safety
Kelly Snow, Teacher *for Michele Wiebe (via Zoom)*
Maureen Hummel, CUPE Local #4653 President
Norbert Kaspar, Admin
Lyle Warbinek, Teacher
Helen Gilbert, Board Chair
Leah Reimer, Executive Assistant

Absent: Madeleine Lehmann, Board Vice-Chair
Michele Wiebe, PRNTA President
Donna Bulmer, Acting PRNTA Vice President
Caroline Drapeau, CUPE
Teri Stoneman, Interim Secretary Treasurer

Call to Order

Sabrina Emslie called the meeting to order at 1:08 p.m.

COVID 19 Guidelines & Protocols Review *(Attachment)*

Health & Safety Checklist – distributed out to JHSC Committees. Committees were supposed to meet at their locations and submit back to Sabrina for February 19, 2021. Have received all but two...have been in contact with them and will be done this week.

Revised/updated guidelines from the PHO came out on February 4, 2021 and then again on February 23, 2021 with more minor changes. Sabrina has reviewed and updated our COVID-19 Safety Plan. Once reviewed by this Committee, Sabrina will send out to the district as Version 9.

In the case of any variance between two guidance documents, the District follows the Ministry of Education document.

Each site is required to meet and make any changes needed, review the plan and make sure everything is applicable. We are confident our school/sites are doing this.

Supportive School Environments

- Newly added

Access to Buildings

- There has been language change as of February 23. To include visitors not able to wear a mask when visiting our sites. There will be an exception for those who for health or behaviour reasons can't wear a mask. Physical distancing must be in place in the building for these individuals.
- The Site Based Safety Plans are available to be viewed through a link in the District Safety Plan. Suggestion to somehow highlight where to go to make it easier for parents, etc. to find as it's somewhat embedded in the document

ACTION: Sabrina will connect with Jarrod Bell to look at ways of making the information more accessible.

Personal Protective Equipment (PPE)

Masking Requirements – taken directly from the MOE document.

K-12 STAFF:

All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in schools - both within and outside of their learning group, except when:

- sitting in (or standing at) their desk/workstation, **or while maintaining physical distance (2M), in a classroom/learning environment**
- there is a barrier in place;
- eating and drinking: **or**
- outdoors⁵.

All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) on school buses.

In "staff only" spaces, staff are required to wear masks when indoors, unable to maintain physical distance (2M), and a barrier is not present. [WorkSafeBC guidance for offices](#) also lists measures that should be considered and implemented as applicable to the workplace for staff in office environments (both inside and outside of 'bricks and mortar' schools).

Exceptions will also be made for staff who cannot tolerate masks for health or behavioural reasons. Schools must not require a health-care provider note (i.e. a doctor's note) to confirm if staff cannot wear a mask.

MIDDLE AND SECONDARY SCHOOL STUDENTS:

All middle and secondary school students are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in schools - both within and outside of their learning group – except when:

- sitting in (or standing at) their seat or desk/workstation (including shared tables) in a classroom/learning environment:
 - o While this exception applies regardless of the physical distance between students or their specific seating configuration, schools should configure classrooms and learning environments to maximize distance between students and avoid face-to-face seating arrangements where possible.
- there is a barrier in place;
- eating and drinking: **or**
- outdoors⁵.

All middle and secondary school students are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) on school buses.

Exceptions will also be made for students who cannot tolerate masks for health or behavioural reasons. Schools must not require a health-care provider note (i.e. a doctor's note) to confirm if a student cannot wear a mask.

Additional guidance for mask use during **specific activities** in middle and secondary schools is detailed in the [Music Programs](#), [Physical and Health Education \(PHE\)/Outdoor Programs](#), [School Sports](#) and [Theatre, Film and Dance Programs](#) sections of this document

Learning Groups (Cohorts) and Physical Distancing

- Buick Creek and Upper Halfway have received special permission because of the small size of the schools, the schools themselves can be deemed as one cohort and therefore able to take masks off with physical distancing in place.

ACTION: Sabrina will confirm if Wonowon is part of this exemption

Staff Only Spaces

- The province is seeing more and more transmission between staff than children
- A concern was shared that at one location the floor markings (stickers) had been removed.

ACTION: Sabrina will send out a message to all locations letting them know that we have a good supply of replacement stickers/markers that school can access

Cleaning and Disinfecting Protocols

Electrostatic Sprayers

- Our district has provided each location with an electrostatic sprayer to enhance the custodial departments disinfecting practices. This is an added tool for the custodians to use.
- Custodians have been trained on the use and can receive additional training upon request
- Locations are being sprayed once a week (ie. depending on the location, could be all in one day or broken into several days). Custodians and Admins are to come up with site specific schedule.
- Have received a recall notice from the manufacturer of the sprayers in regards to the batteries. Custodians have sent all batteries from their location to Facilities and trained staff have inspected the batteries. This has resulted in a few of the batteries needing to be replaced. As replacements arrive, they are being sent out to locations
- It was noted that the same spray that is used in these sprayers is being used in the hand-held sprays that custodians are using. Our sites are still meeting provincial guidelines.

Frequently Touched Surfaces

- Clarification needed on the definition of a frequently touched surface is that "it is used by multiple students and staff"
- Custodians in some locations have been asked to disinfect above and beyond what is required, causing potential "burn out"
- Shared spaces need to also be disinfected at least twice in a 24 hour period.

Cleaning and Disinfecting Bodily Fluids

- Newly added

Laundry

- Newly added

General Ventilation and Air Circulation

- In the event of a power outage, the Facilities department has a contingency plan
- Once the power is out for a longer than an hour, the Superintendent/Admin will need to make a decision to send students home. If this happens, Facilities staff will change out air filters
- It was suggested that school site safety plans to include their sites individual plan

Transportation Protocol

- It was confirmed that bus drivers are able to take masks off once they are able to maintain physical distancing (ie. when they are driving)
- Wearing a mask continuously could make it hazardous for those who wear glasses, with fogging up in cold weather temperatures

School Sports

- Reviewed new wording in regards to high and low intensity activities

Field Trips

- Because our district and the City of Fort St. John have different protocols that we are required to follow, meetings are taking place to develop safety plans for specific city facilities for school district use

Food/Culinary Program

- Clarity around bringing food into the classrooms...must be from a store, restaurant, caterer
- Vigilance needs to be taken in regards to distribution of the food (ie. one person handing it out). Doesn't necessarily have to be individually wrapped, but is preferred
- Proper food safety handling must be followed.
- No homemade food to be brought in to share.

Total Recordable Incidents

- Incidents numbers up a bit from last year
- Two major incidents resulting in surgery for two employees

Round Table Discussions

Teachers not Wearing Masks

- Concern brought forward regarding a group of teachers that are not wearing masks at one location
- Sabrina – need to follow the procedures/avenues for addressing these type of concerns (see the flow chart – admin, JHSC, Safety Officer if required)
- It was noted that any safety concerns should be brought to Admin, JHSC and then if not resolved, Sabrina, not reported to WorkSafe BC as they will refer it back to Sabrina to look at first

Ice Cleats

- Will new staff be provided with a pair of ice cleats?
- Ice cleats were handed out a couple of years ago as a one-time gift to promote safety
- Will not be given out on an individual basis, but 5 pairs will be distributed to each site to hand out where needed

ACTION: All Committee members (ie. Admin, CUPE, PRNTA) are asked to send out an email

to their respective groups letting them know that if they have any safety concerns they may have that can be addressed at this meeting. brought to the next Joint Health and Safety Committee Meeting.

Next meeting date: April 29, 2021 @ 1:00 p.m.

Meeting Adjourned @ 2:45 p.m.

Written Responses Submitted to BCSTA Funding Reserve Policy Feedback Feb. 26

Further Thoughts/Actions

10. What does your School District need from government to be able to prepare a multi-year financial plan?

- Funding guarantee

- percentage of surplus we can hold to be increased if moving to a three year budget. Numbers presented in our answers and out current budget process based on a one year cycle.

- Safe guards for fiscally accountable districts

Past example to illustrate what we do not want to have happen. Our district was running a lean administrative structure but we were required to find a 30% administrative savings which significantly impacted our lean district more so than a district that had a top heavy structure.

- A framework that leaves autonomy at the local level

- list of assumptions connected to framework that includes-deliverable metrics, a reconciliation process that includes economic adjustments related to unknown/unforeseen events.

- Responsive to fluctuating conditions, enrolment changes, demographic changes, compensation rates

- Transparent process, with a prescribed level of detail

- Template for use

- Leave autonomy at the local level.

11. What should be included/decided in a provincial level surplus policy and what should be included/decided in a local level surplus policy?

Provincial-Specified Ranges for a District with exceptions based upon Ministry approval. Once approval given can't go back on it. It might be possible that a district is building a fund for a future project and have an appropriate reason to hold more.

Board would determine amounts that are restricted and unrestricted, amount held in each based on local decisions

12. What should be included/decided in a provincial level financial planning policy and what should be included/decided in a local level financial planning policy?

Provincial-no downloading of provincial responsibilities. Framework that gives district bookend expectations

District has best understanding of local factors and should have autonomy to develop policy that meets framework and demonstrates fiscal responsibility.

Further Thoughts Action

In the survey questions and some of the work that came out of the Funding Formula Review the terms surplus, contingency and reserves are used.

We have an Accumulated Operating Surplus Policy but we do not have a Contingency policy. Within the Accumulated Operating Surplus Policy we suggest that the surplus we are holding should not exceed 5%.

Internally Restricted Surplus

3.1 Internally restricted due to the nature of the constraints on the funds

3.2 Internally restricted due to anticipated unusual expenses.

3.3 Internally restricted due to operations spanning multiple fiscal years

In discussing the concept of surplus/contingency with Teri that 5% figure should be split 2% for internally restricted use and 3% for an internally restricted contingency reserve. It may be that 3.2 fund in our Accumulated Annual Operating Policy should be designated as a contingency reserve.

Contingency reserves are designed to be there for the unanticipated. (is this the same as anticipated unusual?)

Some of the terms used in the BCSTA survey do not align with terms being used by the School District Financial Reporting Unit.

What is important for us to keep in mind is that our accumulated surplus is down considerably and one unanticipated thing could use what we have. Our cushion is small.

We will get financial policy development direction so there is no rush to change things until we see what comes to us.

Submitted by Helen Gilbert

PROVINCIAL COUNCIL MEETING: February 20, 2021**8.1 BCSTA 2021/2022 Draft Budget****SUBMITTED BY:** *Board of Directors***BE IT RESOLVED:**

That Provincial Council receive the BCSTA 2021/2022 Draft Budget and provide feedback to the Finance & Audit Committee prior to March 17, 2021.

BACKGROUND:

At the October 2020 Provincial Council meeting, the Finance & Audit Committee reviewed several factors expected to impact BCSTA's 2021/2022 operating budget and requested input for development of the budget draft. Based on responses received, the Finance & Audit Committee has prepared a status quo budget that addresses projected increases and decreases in several budget lines. A summary of this information is provided on page eight of the budget draft. Highlights are shown below:

Projected cost pressures

- FTE student enrollment, based on data provided by the Ministry of Education in December 2020, decreased by 196 FTE students as of September 30, 2020. Member fee revenue, which is based on FTE student enrollment, is decreased \$3,174 as a result. Additional information on the *Member Fees* budget line is shown on pages one, 13 and in Appendix I.
- Interest revenues are projected to decrease by approximately \$11,000 in 2021/2022, based on the 2020 decline in interest rates.
- Speaker, audio-visual and meal costs for AGM 2021 have increased approximately \$11,000. Additional information on the AGM revenue and expenditure budget lines can be found on pages two, 13 and 14.
- Board of director honouraria has increased by approximately \$4,000. This increase is based on the Board of Directors' Honouraria Review Committee's recommendations that:
 - Consistent with current practice, honouraria for the vice-president and directors be increased by the rolling five-year average of Vancouver's Consumer Price Index, or 2.1 percent for 2021/2022.
 - Based on the workload and level of responsibility required of the association's president, honouraria for that position be increased from \$17,303 to \$20,000 per year. Additional information on the *Board of Directors* budget line is shown on pages three, 14 and 15.
- The *Legal Counsel* budget line has increased \$8,000 to address an increase in legal fees as well as an increase in the number of legal inquiries received by the association.

8.1 BCSTA 2021/2022 DRAFT BUDGET

- The *Salaries/Benefits* budget line has been increased \$24,000 to address a salary-grid increase of two percent, effective July 1, 2021, movement on the staff salary grid and a projected increase in benefit costs.
Additional information on the *Salaries/Benefits* budget line is shown on pages six and 18.

Projected offsets

- The inflationary member fee increase for 2021/2022, based on the most recent five-year average of the Vancouver Consumer Price Index of 2.10 percent, totals \$44,081 for 2021/2022. This inflationary increase will be fully funded from the 2019/2020 year-end surplus, per Provincial Council resolution.
Additional information on the inflationary member fee increase is shown on pages two and three and in Appendix I.
- BCSTA has signed contracts with conference hotels for events through to December 2025. This has enabled the association to mitigate the effects of inflation on hotel room and meal costs.
- An allocation of \$10,000 in grant funds has been allocated to the *AGM* revenue budget line.
Additional information on grants is shown on page seven of the draft budget.
- The *Communications/Publications* budget line has been reduced by \$5,000 to reflect a cost reduction in media monitoring services.

Details on all budget lines are found on pages 12 through 19 of the draft budget.

Changes to the first draft of BCSTA's 2021/2022 budget may occur after receipt by the February 20, 2021 Provincial Council, based on:

- Feedback from member boards
- Interest rates that are further adjusted prior to submission of the final budget draft to the April 2021 Provincial Council.

The Finance & Audit Committee, Board of Directors and staff continue to focus on the prudent spending of member dollars. While BCSTA was required to adopt an online meeting and event-hosting platform with the onset of the COVID-19 pandemic in order to maintain the operations of the Association, it is anticipated that 2021/2022 will see a return to in-person meetings and events. The Association will, however, continue to take advantage of changes made during the pandemic by reducing the number of in-person meetings that board and committee members were previously required to attend. This will be done by offering online meetings where feasible and by otherwise offering hybrid meetings.

The Finance & Audit Committee anticipates that, in addition to a reduction in BCSTA's carbon footprint, some savings will result from the association's ongoing use of Zoom, BCSTA's online meeting platform. The Committee will therefore monitor the Board and standing committee budget lines in 2021/2022 to determine if savings can be incorporated into BCSTA's 2022/2023 operating budget.

8.1 BCSTA 2021/2022 DRAFT BUDGET

The Finance & Audit Committee has developed a balanced budget draft for 2021/2022, with the entire annual inflationary member fee increase funded from BCSTA's 2019/2020 year-end surplus. As shown in Appendix I, changes in member fees for 2021/2022 are therefore solely the result of changes in FTE students and have resulted in a member fee decrease of \$3,174.

The *BCSTA 2021/2022 Draft Budget* has been submitted to the February 2021 Provincial Council for receipt only. The final budget will be adopted by the April 2021 Provincial Council. Councillors are encouraged to provide the Finance & Audit Committee with any feedback their school board may have on the draft budget prior to March 17, 2021. Feedback can be submitted to:

BCSTA Finance & Audit Committee
c/o Jodi Olstead, Director, Finance & Human Resources
BC School Trustees Association
4th Floor, 1580 West Broadway
Vancouver, BC V6J 5K9

jolstead@bcsta.org

BCSTA 2021/2022 Draft Budget

BCSTA 2021/2022 Budget

Budget Cycle

Following BCSTA's budget cycle, illustrated on page ten, the Finance & Audit Committee requested feedback from the October 2020 Provincial Council to assist in preparing BCSTA's 2021/2022 draft budget. The first budget draft is presented to the February 2021 Provincial Council for review and receipt and will ultimately be adopted by the April 2021 Provincial Council.

Budget Considerations

At the October 2020 Provincial Council meeting, the Finance & Audit Committee reviewed a number of factors that are expected to impact BCSTA's 2021/2022 operating budget. Those factors have been updated, where applicable, based on additional information available as of January 1, 2021.

1. Member Fees

BCSTA member fees are based on student full-time equivalent (FTE) enrolment data as of September 30 of each year. This data, which is provided by the Ministry of Education, is used to calculate member fees for the following fiscal year, based on fee formulas set by the Provincial Council in 1995 and updated in 1999. September 30, 2020 FTE student enrollment numbers are therefore used to calculate member fees for 2021/2022. As FTE student enrollment numbers decreased as of September 30, 2020, member fees have also decreased. The reduction of approximately 196 FTE students has resulted in a decrease in member fees of approximately \$3,174. This information is shown in Appendix I.

In accordance with the February 2017 Provincial Council directive "that BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Consumer Price Index (CPI) as of January 1 of each year," member fees are increased by 2.10 percent for 2021/2022. This increase totals approximately \$44,081, as shown in Appendix I.

BCSTA member fees are therefore increased a total of \$40,907 in 2021/2022:

Member fee reduction resulting from reduced FTE students	< \$ 3,174 >
Inflationary member fee increase	<u>44,081</u>
Total member fee increase	<u>\$ 40,907</u>

This increase will be used to partially offset the \$11,000 loss of interest revenues projected for 2021/2022, as shown on page two; the \$24,000 increase in salaries and benefits, shown on page six; as well as inflationary cost increases to other budget lines, such as *Legal Counsel*, shown on pages two through seven.

All 60 boards of education are members of BCSTA in the 2020/2021 fiscal year and it is anticipated that BCSTA will also have full membership in 2021/2022. Should there be member board withdrawal in 2021/2022, member equity may be used to fund the resultant loss of fee revenue.

BCSTA 2021/2022 Budget

2. **Member Equity**

The February 2017 Provincial Council directed that annual inflationary member fee increases, as shown under *1. Member Fees* on page one, be supported by any unbudgeted year-end surplus arising in the fiscal year preceding adoption of BCSTA's annual budget. As BCSTA's 2019/2020 fiscal year ended with a surplus of approximately \$69,000, the 2021/2022 inflationary member fee increase of \$44,081 will be fully funded. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students. As shown under *1. Member Fees* and in Appendix I, changes in FTE students resulted in a fee reduction of \$3,174.

The Finance & Audit Committee conducts an annual review of member equity in relation to BCSTA's contractual obligations. Should total member equity exceed the amount required to meet all of BCSTA's contractual obligations, the board of directors may elect to:

- a. Restrict the surplus for the Board's future use, including implementation of work needed to fulfill the Board's annual strategic plan, based on direction and/or feedback from the membership.
- b. Undertake a specific, unbudgeted project or projects.
- c. Reduce member fees.
- d. Reduce registration fees for AGM or Academy.

Member equity may also be used to offset emergent, unbudgeted expenses and, as noted under *1. Member Fees*, to compensate for the loss of revenue for the first year of member board withdrawal from the association.

3. **Interest Revenue**

This budget line was increased by \$4,000 in 2019/2020 to reflect a slight increase in interest rates. As interest rates declined slightly during the 2019/2020 fiscal year, no changes were made to the *Interest* budget line in 2020/2021. Given the further decline in interest rates with the onset of the COVID-19 pandemic, an \$11,000 decrease to this budget line is recommended for 2021/2022.

4. **BCSTA Event Contracts**

BCSTA has signed hotel contracts for the AGM and Academy through to December 2025. This will enable BCSTA to keep hotel room and meal costs for these events at a minimum. Additionally, these contracts will ensure that rooms are available at conference hotels for registrants attending these events.

5. **AGM**

Despite a projected decrease in attendance for the 2021 Annual General Meeting, the *AGM* expense budget line has been increased as a result of rising meal, speaker, and audio-visual costs. Meal costs have been kept as low as possible by entering into multiple-year contracts with conference hotels, as shown in *4. BCSTA Event Contracts*. A grant allocation of \$10,000 has been included in the *AGM* revenue budget line to offset increased costs, as shown under *20. Grants* on page seven.

BCSTA 2021/2022 Budget

6. **Academy**

The *Academy* revenue and expense budget lines are both expected to decrease in 2021/2022 due to a projected reduction in attendance, consistent with attendance levels in the year prior to a municipal election.

7. **Board of Directors**

In 2011/2012, the Board of Directors' Honouraria Review Committee recommended that board of director honouraria be automatically increased each year by the most recent five-year rolling average of Vancouver's CPI. In 2020/2021, the Board of Directors' Honouraria Review Committee, a sub-committee of the Finance & Audit Committee, undertook another review of board honouraria.

The committee compared BCSTA's honouraria amounts with those of other provincial school board associations, the Canadian School Boards' Association (CSBA), the Principals' and Vice-Principals' Association (BCPVPA), the BC Public School Employers' Association (BCPSEA) and member boards of education.

The committee also provided a questionnaire to the members of the board of directors to get a better understanding of the workload of each of the positions on the board (president, vice-president, and director) as well as the travel time requirements for individual board members.

Based on the comparator information, the levels of responsibility, workload and time commitment of the president, vice-president, and directors, the committee determined that the level of compensation for the directors and the vice-President was appropriate. The committee also determined that the honourarium of the president was comparatively low, recognizing the complexity and hours of work needed to build and maintain relationships with education partners; to manage BCSTA's co-governance relationship with the Ministry of Education; to act as chair and facilitator at BCSTA meetings and events and to represent the association in the media.

A one-time increase to the president's honourarium in recognition of that position's workload and level of responsibility is therefore recommended for 2021/2022, with an increase to honouraria amounts for the vice-president and directors to be based on the five-year rolling average of the Vancouver Consumer Price Index (CPI).

8. **Standing Committees**

As a means of reducing meeting costs, committees utilize online meeting formats whenever feasible, rather than in-person. Cost savings are also achieved by holding mixed-format meetings.

No changes to any of the standing committee budget lines are projected for 2021/2022.

BCSTA 2021/2022 Budget

9. **Provincial Council**

No change to this budget line is projected for 2021/2022.

10. **CSBA**

This budget line was increased in 2020/2021, as follows:

Increase in CSBA member fees	\$2,000
Rising travel costs	<u>4,000</u>
Total increase	<u>\$6,000</u>

No change to this budget line is projected for 2021/2022.

11. **In-District/Professional Development Services**

The *In-District Professional Development Services* budget line did not require an increase in 2020/2021, based on the number of service requests received from individual boards of education. Prior to the onset of the COVID-19 pandemic, however, the Finance & Audit Committee was carefully monitoring this budget line to determine if an increase may be required in 2021/2022. As service requests during the pandemic have decreased, no change to this budget line is recommended for 2021/2022; instead, the Finance & Audit Committee will continue to monitor this budget line to determine if an increase will be required in future.

12. **Board Chairs' Meeting**

This budget line was increased by \$8,000 in 2020/2021 to include speaker costs and to reflect rising hotel and meal costs.

No change to this budget line is projected for 2021/2022.

13. **Communications/Publications**

This budget line has been reduced in 2021/2022 to show a reduction in media monitoring services costs contracted by the association.

14. **Legal Services**

An increase to this budget line is recommended for 2021/2022, based on an increase in the cost of legal fees as well as the rising number of legal inquiries received by the association each year.

15. **Building**

BCSTA's current lease agreement with SD39 (Vancouver), which came into effect on September 1, 2019 for a period of nine years, has a number of lease rate increases that are to be applied during the term of the lease. As the next increase does not take effect until 2022/2023, no change to this budget line is required in 2021/2022.

BCSTA 2021/2022 Budget

16. Depreciation

The *Depreciation* budget line is affected by BCSTA's capital asset purchases. These assets are replaced on an as-needed basis such that equipment is not replaced until it becomes problematic, fails or becomes obsolete.

This budget line will be affected in 2021/2022 by the following capital asset purchases:

- 2017/2018 replacement of workstations and monitors:
With an estimated useful life of five years, these assets will be fully depreciated in 2022/2023.
- 2017/2018 update of backup infrastructure:
This hardware has an estimated useful life of five years and will be fully depreciated in 2022/2023.
- 2017/2018 leasehold improvements:
These leasehold improvements have an estimated useful life of 10 years and will be fully depreciated in 2027/2028.
- 2019/2020 photocopier replacement:
BCSTA's photocopier was fully depreciated in 2018/2019 but was not replaced until it failed in 2019/2020. With an estimated useful life of five years, the new photocopier will be fully depreciated in 2024/2025.
- 2020/2021 furniture replacement:
BCSTA's office chairs, which are approximately 20 years old, have been failing for a number of years; however, BCSTA had been able to have them repaired. It has become increasingly difficult to find parts for the chairs and, as the level of wear and tear requires more extensive and therefore more expensive repairs, the decision was made to replace them. With an estimated useful life of 10 years, these chairs will be fully depreciated in 2030/2031.
- 2020/2021 cell phone refresh:
BCSTA's cell phones have an estimated useful life of three years and will be fully depreciated in 2023/2024.

BCSTA 2021/2022 Budget

- 2021/2022 server and server software replacement:
BCSTA purchased its current server in 2017/2018 and estimated its useful life to be five years; however, BCSTA was notified in May 2020 that Microsoft will not support MS Server 2016, the version of server software BCSTA is running, beyond January 11, 2022. As it is not practical to update the server software on BCSTA's current server, BCSTA must replace its server one-year ahead of schedule, which means replacement in 2021/2022 instead of 2022/2023. The new server will be fully depreciated in 2026/2027.

An increase to the *Depreciation* budget line is required in 2021/2022 to address the 2020/2021 and 2021/2022 capital asset purchases.

17. Financial

BCSTA undertakes a five-year contract with its audit firms. The Finance & Audit Committee conducted a review of audit firms in 2018/2019 and contracted with Smythe LLP Chartered Professional Accountants through 2022/2023. An increase to this budget line to reflect inflationary increases through to the end of this period was applied in 2019/2020. No change to this budget line is therefore recommended for 2021/2022.

18. Equipment Maintenance

This budget line was increased a total of \$5,000 in 2020/2021 to support increased equipment and software costs, including the replacement of BCSTA's network switches in 2020/2021. As network switches are not replaced annually, this budget line can be reduced in 2021/2022.

19. Salaries/Benefits

BCSTA's staff salary grid increases have been tied historically to teacher salary negotiations. The most recent teachers' current collective agreement, which covers the period from July 1, 2019 to June 30, 2022, provides for a two-percent salary increase on July 1, 2021. BCSTA's staff salary grid will therefore be increased by two percent effective July 1, 2021.

Other factors expected to impact this budget line in 2021/2022 are:

- Movement on the staff salary grid.
- Changes in benefit costs.

A \$24,000 increase to the *Salaries/Benefits* budget line is therefore recommended for 2021/2022.

BCSTA 2021/2022 Budget

20. Grants

BCSTA has received a number of grants, the details of which are reported out annually at the fall Provincial Council meeting.

The Finance & Audit Committee and board of directors are mindful of the importance of making impactful use of grant funds received by the association, within the parameters restricting the use of those funds. In accordance with restrictions placed on individual grants received, these funds have been used to undertake specific projects, including:

- Support for boards to attend rural education regional meetings.
- Support for BCSTA's annual general meeting and/or Academy.
- Support for trustee learning opportunities.
- Support for trustee leadership development.
- Development of the *Trustee Learning Guide*.
- Development of a digital version of *the Guide to Schools' Legislation*.

Although BCSTA has been reducing its reliance on government grants to support its annual operating budgets, with increasing costs and decreased attendance projected for the annual general meeting in 2021/2022, an allocation of \$10,000 in grant funds has been included to the *AGM* revenue budget line for 2021/2022, as referenced under 5. *AGM* on page three.

BCSTA 2021/2022 Budget

Budget Impact Summary

As shown on pages one through seven, BCSTA is facing cost pressures in a number of budget lines in 2021/2022, summarized as follows:

- FTE Student enrollment, based on data provided by the Ministry of Education in December 2020, decreased by 196 FTE students as of September 30, 2020. Member fees, which are based on FTE student enrollment, are decreased \$3,174 as a result.
- Interest revenues are projected to decrease by approximately \$11,000 in 2021/2022, based on the 2020 reduction in interest rates.
- Speaker, audio-visual and meal costs for AGM 2021 have increased approximately \$11,000.
- Board of director honouraria has increased a total of approximately \$4,000. This increase is based on the Board of Directors' Honouraria Review Committee recommendations to:
 - Increase the vice-president's and directors' honouraria by the rolling five-year average of Vancouver's Consumer Price Index of 2.1 percent.
 - Increase the president's honourarium, based on the workload and level of responsibility required of that position, to \$20,000 per year.
- The *Legal Counsel* budget line has increased \$8,000 to address an increase in legal fees as well as the increase in the number of legal inquiries received by the association.
- The *Depreciation* budget line has been increased \$3,000 to reflect depreciation on capital assets purchased in 2020/2021 and server and server software to be purchased in 2021/2022.
- The *Salaries/Benefits* budget line has been increased \$24,000 to address a salary-grid increase of two percent, effective July 1, 2021; movement on the staff salary grid; and a projected increase in benefit costs.

The 2021/2022 cost pressures noted above have been offset as follows:

- The inflationary member fee increase for 2021/2022, based on the most recent five-year average of the Vancouver Consumer Price Index of 2.10 percent, totals \$44,081 for 2021/2022. This inflationary increase will be fully funded from the 2019/2020 year-end surplus, per Provincial Council resolution.
- Despite rising audio-visual, speaker and meal costs for the 2021 Academy, expenses are expected to be reduced by approximately \$5,000 due to a projected decrease in attendance for this event.
- BCSTA has signed contracts with conference hotels for events through to December 2025. This has enabled the association to mitigate the effects of inflation on hotel room and meal costs.
- An allocation of \$10,000 in grant funds has been allocated to the AGM revenue budget line.
- The *Communications/Publications* budget line has been reduced by \$5,000 to reflect a cost reduction in media monitoring services.
- The 2020/2021 *Equipment Maintenance* budget line included funds to replace BCSTA's network switches. As this was a one-time, rather than an annual cost, this budget line has been reduced by \$3,000 in 2021/2022.

Budget details are shown on pages 12 through 19 of this budget draft.

BCSTA 2021/2022 Budget

Impact on Member Fees and Member Services

Member fees are affected each year by changes in FTE students; annual inflationary increases to maintain or improve service levels; use of member equity to offset annual inflationary member fee increases; and approved increases or decreases to specific budget lines that would impact the budget as a whole. For instance, in 2008/2009 BCSTA eliminated the position of associate executive director and decreased BCSTA's staff complement from 12.6 to 11.6 FTEs*. Should member needs require the association to increase its staff complement the additional costs could exceed what is provided for by member fees under the existing fee formula. A member fee increase in excess of what is provided by the annual inflationary member fee increase may therefore be required.

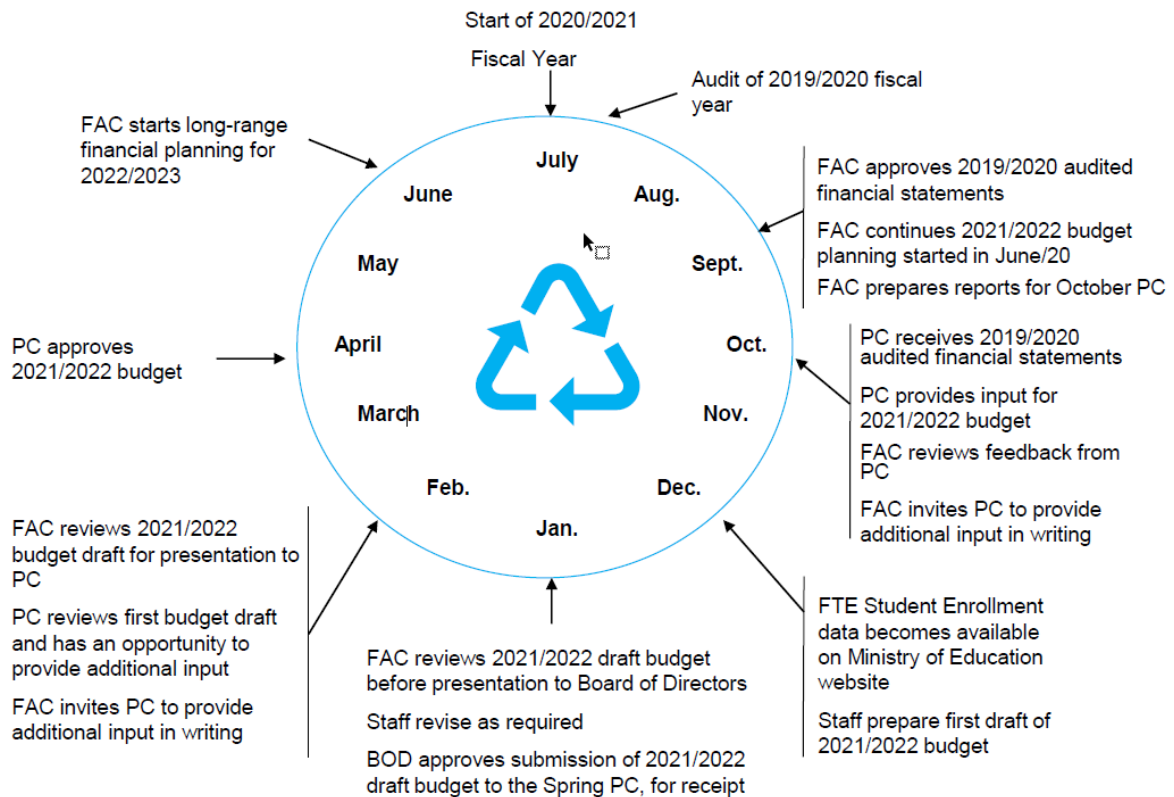
*Note: BCSTA staff complement was subsequently reduced to 10.8 FTEs.

For 2021/2022, the Finance & Audit Committee has prepared a balanced draft budget that includes an **inflationary member fee increase of 2.10 percent**, in accordance with the February 2017 Provincial Council directive to apply an annual member fee increase equivalent to the most recent five-year rolling average of the Vancouver CPI, as of January 1 of each year.

Also, in accordance with direction from the February 2017 Provincial Council, as shown on pages two and eight, and in Appendix I, the inflationary member fee increase of \$44,081 for 2021/2022 will be fully funded from BCSTA's 2019/2020 year-end surplus of \$69,000. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students.

BCSTA 2021/2022 Budget

2021/2022 Budget Cycle



BCSTA 2021/2022 Budget

BCSTA Categories and Fee Formulas

At the February 1995 Provincial Council meeting, a new method for calculating BCSTA member fees was adopted. The purpose of adopting the new schedule was to eliminate distortions under the prior methodology caused by enrollment fluctuations. The new method was based on a set range of FTEs and fees for each of four categories. At the February 2001 Provincial Council, category 4 was adjusted to address an inequity and a fifth category was added. The categories and corresponding ranges are:

<u>Category</u>	<u>Range of FTEs</u>	<u>Range of Fees</u>
1	0 – 4,000	\$ 4,000 – 28,000
2	4,001 – 10,000	\$28,000 – 38,000
3	10,001 – 30,000	\$38,000 – 65,000
4	30,001 – 75,000	\$65,000 – 80,000
5	75,001 – 125,000	\$80,000 – 95,000

Using these ranges, the following fee formulas were calculated:

Category 1	Fees = (\$6.10 x FTEs + 2,600) x 0.9955
Category 2	Fees = (\$1.45 x FTEs + 21,750) x 0.9955
Category 3	Fees = (\$1.33 x FTEs + 23,400) x 0.9955
Category 4	Fees = (\$0.3333 x FTEs + 55,000)
Category 5	Fees = (\$0.30 x FTEs + 57,500)

This method provides for a straight-line relationship between FTEs and fees, with costs per FTE student decreasing as the number of FTE students increase. When fee adjustments are applied, this relationship remains constant for each category and the integrity of the prescribed formulas is maintained.

For instance, in 2004/2005 and 2005/2006, the Provincial Council approved a two-percent increase to member fees, and in 2006/2007 a one-percent member fee increase was approved. These increases were consecutively applied to, and consequently changed, the fee formulas to the following:

Category 1	Fees = (\$6.10 x FTEs + 2,600) x 1.0462
Category 2	Fees = (\$1.45 x FTEs + 21,750) x 1.0462
Category 3	Fees = (\$1.33 x FTEs + 23,400) x 1.0462
Category 4	Fees = (\$0.3333 x FTEs + 55,000) x 1.0508
Category 5	Fees = (\$0.30 x FTEs + 57,500) x 1.0508

Thus, the fee formulas set by the February 1995 and 2001 Provincial Councils remain constant over time. They are increased or decreased, based on member needs, by adjusting the multiplier to the formula for each category.

BCSTA 2021/2022 Budget

TOTAL REVENUE AND EXPENDITURE SUMMARY

TOTAL REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2019/2020	Budget 2020/2021	Budget 2021/2022	Dollar Change
Member Fees	2060	2102	2143	+ 41
AGM	209	211	224	+ 13
Interest	86	86	75	- 11
Academy	209	229	222	- 7
Grant Admin/ Entrepreneurial	13	13	14	+ 1
Total	2577	2641	2678	+ 37

TOTAL EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
Core Services	923	962	975	+ 13
Office	292	298	298	--
Salaries	1362	1381	1405	+ 24
Total	2577	2641	2678	+ 37

BCSTA 2021/2022 Budget

CORE BUDGET REVENUE

(All amounts are in thousands of dollars)

R – REVENUE					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
R1	Member Fees*	2060	2102	2143	+ 41
R2	AGM*	209	211	224	+ 13
R3	Interest*	86	86	75	- 11
R4	Academy*	209	229	222	- 7
R5	Grant Administration/ Entrepreneurial*	13	13	14	+ 1
	Total	2577	2641	2678	+ 37

- R1. *Member Fees* is **increased \$41,000** in 2021/2022. This reflects a decrease of approximately \$3,174 resulting from a decrease in student enrollment of 196 FTE students as well as an inflationary member fee increase of \$44,081, based on the most recent five-year average of the Vancouver Consumer Price Index, or 2.10 percent.

As the inflationary member fee increase for 2021/2022 will be fully funded from the 2019/2020 year-end surplus of \$69,000, in accordance with Provincial Council resolution, the only changes in fees for 2021/2022 will be solely the result of changes in FTE students, as shown on pages two and eight and in Appendix I.

- R2. The *AGM* revenue budget line is **increased \$13,000** to reflect a grant allocation of \$10,000 to partially offset speaker costs for this event, plus an increase in registration fees, needed to offset increased audio-visual and meal costs.
- R3. As interest rates have seen a significant decrease in 2020 resulting from the economic downturn brought about by the COVID-19 pandemic, an **\$11,000 decrease** in the *Interest* budget line is recommended for 2021/2022.
- R4. The *Academy* budget line is **decreased \$7,000** to reflect a projected decrease in attendance, consistent with attendance at this event in the fourth year of the election cycle.
- R5. The *Grant Administration/Entrepreneurial* budget line is **increased \$1,000**, to more accurately reflect actual revenue.

BCSTA 2021/2022 Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM A: CORE SERVICES

A1 – ADVOCACY					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
A1(a)	Advocacy Services	71	71	71	--
A1(b)	CSBA	40	46	46	--
A1(c)	AGM*	194	200	211	+ 11
A1(d)	Provincial Council	98	98	98	--
A1(e)	Board of Directors*	95	96	100	+ 4
A1(f)	Finance & Audit Committee	10	10	10	--
A1(g)	Professional Learning Committee	18	18	18	--
A1(h)	Indigenous Education Committee	26	26	26	--
A1(i)	Legislative Committee	2	2	2	--
A1(j)	Branch Support	17	17	17	--
	Total	571	584	599	+ 15

A1(c). The AGM budget line is **increased \$11,000** to reflect an increase in meal, audio-visual, and speaker costs.

A1(e). In 2006/2007, the Board of Director Honouraria Review Committee recommended that board of director honouraria be reviewed annually, with increases to be based on Vancouver's Consumer Price Index (CPI).

In 2011/2012, the review committee recommended that cost-of-living increases, based on the most recent five-year rolling average of Vancouver's CPI, be applied annually to Board honouraria to ensure that:

- Budget issues do not arise in future years resulting from a need to implement large increases required to bring honouraria amounts in line with market levels.
- Trustees with an interest in serving on the board of directors will not be excluded from doing so for financial reasons.

BCSTA 2021/2022 Budget

As shown on page three under 7. *Board of Directors*, in 2020/2021 the Review Committee examined the workload and levels of responsibility for each of the three positions on the board of directors: president, vice-president, and director, and determined that the president's honouraria was comparatively low. The review committee therefore recommended that the five-year rolling average of Vancouver's CPI be applied to the vice-president's and directors' honouraria, and that the president's honourarium be increased to \$20,000 per year to more fairly address the workload and level of responsibility required of that position.

Recommended Board of Director honouraria increases for 2021/2022 are:

President:	\$ 17,303	to	\$ 20,000/year	=	\$2,697/year
Vice-President:	\$ 8,650	to	\$ 8,832/year	=	\$182/year
Director:	\$ 6,180	to	\$ 6,310/year	=	\$130/year

As a result, the board of director budget line is **increased \$4,000** in 2021/2022.

BCSTA 2021/2022 Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

A2 - TRUSTEE AND BOARD SERVICES					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
A2(a)	Academy*	192	210	205	- 5
A2(b)	In-District/Pro-D Services	45	45	45	--
A2(c)	Board Chairs' Meeting	20	28	28	--
A2(d)	Communications/Publications	30	30	25	- 5
A2(e)	Legal Counsel*	65	65	73	+ 8
	Total	352	378	376	- 2

A2(a). The *Academy* budget line is **decreased \$5,000** to reflect a projected decrease in attendance at this event, consistent with year four in the four-year election cycle.

A2(d). The *Communications/Publications* budget line is **decreased \$5,000** to reflect the cancellation of one of BCSTA's media monitoring services.

A2(e). The *Legal Counsel* budget line has been **increased \$8,000** to address increased legal fees and an increase in the number of legal inquiries received by the association.

TOTAL CORE SERVICES (A1 – A2)	923	962	975	+ 13
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BCSTA 2021/2022 Budget

OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM B: OFFICE SUPPORT

B - OFFICE OPERATIONS					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
B1	Building	135	136	136	--
B2	Equipment Maintenance*	65	70	67	- 3
B3	Office Administration	19	19	19	--
B4	Financial	54	54	54	--
B5	Depreciation*	19	19	22	+ 3
	Total	292	298	298	--

- B2. The *Equipment Maintenance* budget line was increased a total of \$5,000 in 2020/2021 to support increased hardware and software costs, including the replacement of BCSTA's network switches. As the replacement of network switches was a one-time, rather than an annual cost, this budget line is **decreased \$3,000** in 2021/2022.
- B2. The *Depreciation* budget line is **increased \$3,000** to reflect increased depreciation resulting from the replacement of BCSTA's cell phones and chairs in 2020/2021 and the requirement to replace BCSTA server and server software in 2021/2022.

BCSTA 2021/2022 Budget

STAFF SALARIES

(All amounts are in thousands of dollars)

S – STAFF SALARIES					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
S1	Total Salaries/Benefits*	1362	1381	1405	+ 24

TOTAL POSITIONS (FTEs)	10.8	10.8	10.8	--
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S1. This budget line is **increased \$24,000** in 2021/2022 to address the following factors:

- A two-percent staff salary-grid increase, consistent with the teachers' current collective agreement.
- Movement on the staff salary grid.
- A projected increase in benefit costs.

TOTAL CORE EXPENDITURES (PROGRAMS A, B, and S)	2577	2641	2678	+ 37
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BCSTA 2021/2022 Budget

GRANT ADMINISTRATION AND ENTREPRENEURIAL ACTIVITY

(All amounts are in thousands of dollars)

Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
<u>Revenue</u>				
Grants	--	--	--	--
Contracts	13	13	14	+ 1
Total	13	13	14	+ 1
<u>Expenditures</u>				
Grants	--	--	--	--
Contracts	--	--	--	--
Total	--	--	--	--
Net Contribution	13	13	14	+ 1

APPENDIX I
2021/2022 BCSTA FEE REVENUE COMPARED TO 2020/2021 FEE REVENUE
(Annual Inflationary Member Fee Increase of 2.10%)

No.	School District	Total FTE Pupils Sep 30/19	Total FTE Pupils Sep 30/20	Difference	Category	2020/2021 Fees (1.67% Inc.)	2021/2022 Fees (0% Inc.)	Difference (based on FTE changes)	2.10% Member Fee Increase*	Total 2020/2021 Member Fees
5	Southeast Kootenay	5,670.81	5,548.63	(122.2)	2	35,827.80	35,616.02	(211.78)	747.94	36,363.96
6	Rocky Mountain	3,310.44	3,303.44	(7.0)	1	27,246.38	27,195.34	(51.04)	571.10	27,766.44
8	Kootenay Lake	4,791.88	4,661.56	(130.3)	2	34,304.38	34,078.52	(225.86)	715.65	34,794.17
10	Arrow Lakes	461.19	514.03	52.8	1	6,470.72	6,856.04	385.32	143.98	7,000.02
19	Revelstoke	1,007.56	1,022.31	14.8	1	10,454.68	10,562.23	107.55	221.81	10,784.04
20	Kootenay-Columbia	3,980.06	3,880.75	(99.3)	1	32,129.04	31,404.89	(724.15)	659.50	32,064.39
22	Vernon	8,525.50	8,486.50	(39.0)	2	40,775.71	40,708.11	(67.60)	854.87	41,562.98
23	Central Okanagan	23,056.19	23,139.63	83.4	3	64,626.21	64,758.86	132.65	1,359.94	66,118.80
27	Cariboo-Chilcotin	4,592.31	4,413.31	(179.0)	2	33,958.49	33,648.24	(310.25)	706.61	34,354.85
28	Quesnel	2,971.69	2,926.75	(44.9)	1	24,776.35	24,448.68	(327.67)	513.42	24,962.10
33	Chilliwack	13,851.41	13,973.91	122.5	3	49,992.32	50,187.07	194.75	1,053.93	51,241.00
34	Abbotsford	19,609.81	19,428.13	(181.7)	3	59,147.11	58,858.27	(288.84)	1,236.02	60,094.29
35	Langley	20,890.00	21,170.88	280.9	3	61,182.37	61,628.91	446.54	1,294.21	62,923.12
36	Surrey	72,522.25	71,936.88	(585.4)	4	95,057.50	94,823.25	(234.25)	1,991.29	96,814.54
37	Delta	15,491.16	15,759.09	267.9	3	52,599.22	53,025.19	425.97	1,113.53	54,138.72
38	Richmond	19,661.69	19,697.94	36.3	3	59,229.59	59,287.22	57.63	1,245.03	60,532.25
39	Vancouver	48,679.63	48,451.25	(228.4)	4	85,516.24	85,424.84	(91.40)	1,793.92	87,218.76
40	New Westminster	6,484.25	6,517.25	33.0	2	37,237.70	37,294.90	57.20	783.19	38,078.09
41	Burnaby	23,875.41	23,644.00	(231.4)	3	65,928.62	65,560.72	(367.90)	1,376.78	66,937.50
42	Maple Ridge-Pitt Meadows	14,815.63	15,008.69	193.1	3	51,525.25	51,832.18	306.93	1,088.48	52,920.66
43	Coquitlam	30,888.81	31,175.38	286.6	4	78,396.76	78,511.44	114.68	1,648.74	80,160.18
44	North Vancouver	15,317.00	15,331.56	14.6	3	52,322.34	52,345.49	23.15	1,099.26	53,444.75
45	West Vancouver	6,996.94	6,945.13	(51.8)	2	38,126.32	38,036.51	(89.81)	798.77	38,835.28
46	Sunshine Coast	3,270.00	3,199.56	(70.4)	1	26,951.53	26,437.93	(513.60)	555.20	26,993.13
47	Powell River	2,487.81	2,928.81	441.0	1	21,248.11	24,463.72	3,215.61	513.74	24,977.46
48	Sea to Sky	5,158.44	5,266.25	107.8	2	34,939.73	35,126.59	186.86	737.66	35,864.25
49	Central Coast	222.13	230.63	8.5	1	4,727.56	4,789.54	61.98	100.58	4,890.12
50	Haida Gwaii	448.06	439.75	(8.3)	1	6,375.01	6,314.40	(60.61)	132.60	6,447.00
51	Boundary	1,238.31	1,240.63	2.3	1	12,137.22	12,154.08	16.86	255.24	12,409.32
52	Prince Rupert	1,967.13	1,831.00	(136.1)	1	17,451.45	16,458.88	(992.57)	345.64	16,804.52
53	Okanagan-Similkameen	2,290.25	2,290.81	0.6	1	19,807.56	19,811.66	4.10	416.04	20,227.70
54	Bulkley Valley	1,943.63	1,931.00	(12.6)	1	17,280.10	17,188.04	(92.06)	360.95	17,548.99
57	Prince George	13,092.00	12,848.31	(243.7)	3	48,785.01	48,397.59	(387.42)	1,016.35	49,413.94
58	Nicola-Similkameen	2,046.28	1,958.75	(87.5)	1	18,028.63	17,390.38	(638.25)	365.20	17,755.58
59	Peace River South	3,621.81	3,558.06	(63.8)	1	29,516.82	29,051.97	(464.85)	610.09	29,662.06
60	Peace River North	6,121.06	6,029.63	(91.4)	2	36,608.20	36,449.72	(158.48)	765.44	37,215.16
61	Greater Victoria	19,647.72	19,351.94	(295.8)	3	59,207.39	58,737.15	(470.24)	1,233.48	59,970.63
62	Sooke	11,113.63	11,254.75	141.1	3	45,639.76	45,864.12	224.36	963.15	46,827.27
63	Saanich	7,122.25	7,405.75	283.5	2	38,343.52	38,834.90	491.38	815.53	39,650.43
64	Gulf Islands	1,476.69	1,430.81	(45.9)	1	13,875.36	13,540.86	(334.50)	284.36	13,825.22
67	Okanagan Skaha	5,710.88	5,533.94	(176.9)	2	35,897.24	35,590.57	(306.67)	747.40	36,337.97
68	Nanaimo-Ladysmith	14,284.75	14,303.50	18.8	3	50,681.26	50,711.07	29.81	1,064.93	51,776.00
69	Qualicum	4,153.44	4,225.56	72.1	2	33,197.81	33,322.82	125.01	699.78	34,022.60
70	Alberni	3,806.00	3,726.69	(79.3)	1	30,859.84	30,281.52	(578.32)	635.91	30,917.43
71	Comox Valley	8,551.88	9,487.69	935.8	2	40,821.42	42,443.43	1,622.01	891.31	43,334.74
72	Campbell River	5,464.31	5,418.88	(45.4)	2	35,469.89	35,391.13	(78.76)	743.21	36,134.34
73	Kamloops/Thompson	14,831.50	14,765.63	(65.9)	3	51,550.49	51,445.76	(104.73)	1,080.36	52,526.12
74	Gold Trail	1,102.38	1,042.06	(60.3)	1	11,146.01	10,706.24	(439.77)	224.83	10,931.07
75	Mission	6,145.00	6,188.94	43.9	2	36,649.69	36,725.85	76.16	771.24	37,497.09
78	Fraser-Cascade	1,678.94	1,638.50	(40.4)	1	15,350.09	15,055.24	(294.85)	316.16	15,371.40
79	Cowichan Valley	8,144.42	8,111.23	(33.2)	2	40,115.19	40,057.67	(57.52)	841.21	40,898.88
81	Fort Nelson	670.50	634.81	(35.7)	1	7,996.94	7,736.72	(260.22)	162.47	7,899.19
82	Coast Mountains	4,140.31	3,831.13	(309.2)	2/1	33,175.06	31,043.04	(2,132.02)	651.90	31,694.94
83	N. Okanagan-Shuswap	6,431.06	6,425.06	(6.0)	2	37,145.51	37,135.11	(10.40)	779.84	37,914.95
84	Vancouver Island West	474.38	380.88	(93.5)	1	6,566.87	5,885.11	(681.76)	123.59	6,008.70
85	Van. Island North	1,289.88	1,205.38	(84.5)	1	12,513.20	11,897.05	(616.15)	249.84	12,146.89
87	Stikine	151.06	168.06	17.0	1	4,274.74	4,333.36	58.62	91.00	4,424.36
91	Nechako Lakes	3,478.56	3,580.50	101.9	1	28,472.29	29,215.58	743.29	613.53	29,829.11
92	Nisga'a	373.44	370.38	(3.1)	1	5,830.87	5,808.54	(22.33)	121.98	5,930.52
93	Francophone Ed. Auth.	6,228.19	6,461.50	233.3	2	36,793.88	37,198.27	404.39	781.16	37,979.43
TOTALS		547,829.64	547,633.70	(195.94)		2,102,262.35	2,099,088.53	(3,173.82)	44,080.86	2,143,169.39
				(195.94)						
						174,924.04			3,673.40	178,597.45

*Note: As the inflationary member fee increase of 2.1 percent will be fully funded from the 2019/2020 year-end surplus, in accordance with Provincial Council resolution, this increase will not be included in 2021/2022 member fee invoices.

Table 2B: Enrollment-Based Funding*
(includes Regular and Continuing Education, Distributed Learning, and Alternate Schools)

Maximum Fee per Provincial Council Resolution PC80/88:
5% of 2020/2021 total fees: \$ 107,158.47

Minimum Fee per Provincial Council Resolution PC80/88:
0.2% of 2020/2021 total fees \$ 4,286.34

<https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/k12funding/20-21/operating-grant-tables-december-2020.pdf>

February 20, 2021 Provincial Council Meeting

Agenda Item 8.1 BCSTA 2021/2022 Draft Budget

BCSTA Finance & Audit Committee

Mike Murray

Finance & Audit Committee Chair, Board of Directors

Nadine Frenkel

SD91 (Nechako Lakes)

Dawn Lang

SD08 (Kootenay Lake)

Rob Pingle

SD64 (Gulf Islands)

Allison Watson

SD62 (Sooke)

February 20, 2021 Provincial Council Meeting

Agenda Item 8.1 BCSTA 2021/2022 Draft Budget

Today, Provincial Council is being asked to receive the *BCSTA 2021/2022 Draft Budget* and provide feedback to the Finance & Audit Committee.

Additional feedback can be provided in writing to the Committee prior to March 17, 2021.

The final budget draft will be updated as needed and presented to the April 2021 Provincial Council for adoption.

February 20, 2021 Provincial Council Meeting

1. Member Fees

Student Full-Time Equivalent (FTE) enrolment data as of September 30 of each year is used to calculate BCSTA member fees for the following year

FTE student data is provided by the Ministry of Education.

BCSTA's fee formulas were set by the Provincial Council in 1995 and updated in 1999.

Student enrollment decreased by 196 FTE students as of September 30, 2020.

Member fees for 2021/2022 will be decreased by approximately \$3,174 as a result.

February 20, 2021 Provincial Council Meeting

Annual Member Fee Increase

February 2017 Provincial Council directive:

“that BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Consumer Price Index as of January 1 of each year”

Member fees are increased by 2.1 percent for 2021/22.

This increase totals \$44,081.

February 20, 2021 Provincial Council Meeting

Agenda Item 8.1 BCSTA 2021/2022 Draft Budget

Member fees are increased a total of \$40,907 in 2021/2022:

Member fee decrease based on FTE student enrollment...	< \$ 3,174 >
Inflationary member fee increase	<u>44,081</u>
Total member fee increase.....	\$ <u><u>40,907</u></u>

February 20, 2021 Provincial Council Meeting

Member Equity Surplus

The February 2017 Provincial Council directed that annual inflationary member fee increases be supported by any unbudgeted year-end member equity surplus arising in the fiscal year preceding adoption of BCSTA's annual budget.

As BCSTA's 2019/2020 fiscal year ended with a member equity surplus of approximately \$69,000, the 2021/2022 inflationary member fee increase of \$44,081 will be fully funded.

February 20, 2021 Provincial Council Meeting

Agenda Item 8.1 BCSTA 2021/2022 Draft Budget

Year-end member equity surplus to support annual fee increase:

Inflationary member fee increase	\$ 44,081
Fee decrease from FTE student enrollment changes	< <u>3,174</u> >
Total member fee increase.....	40,907
Fees funded from BCSTA's 2019/2020 year-end surplus...	<u>44,081</u>
Total reduction in fees to be invoiced to boards	<u><\$ 3,174 ></u>

February 20, 2021 Provincial Council Meeting

2. Member Equity:

Member equity (or net assets) = assets – liabilities

Net Assets is comprised of three components:

- BCSTA's investment in property and equipment
- Internally restricted net assets
- Unrestricted net assets

Member equity is reviewed annually by the Finance & Audit Committee

February 20, 2021 Provincial Council Meeting

2. Uses of Surplus Member Equity:

- Restrict for the Board's future use
- Undertake specific projects
- Reduce member fees
- Reduce AGM or Academy registration fees
- Offset emergent, unbudgeted expenses
- Compensate for loss of revenue for first year of member board withdrawal from the association

February 20, 2021 Provincial Council Meeting

Areas of Projected Cost Pressure:

- Declining interest rates
- Increased costs for the Annual General Meeting
- Decreased AGM revenues based on a projected decrease in attendance
- Increased Board of Director costs
- Increased legal fees and support requests
- Increased depreciation costs
- Increased salary and benefit costs

February 20, 2021 Provincial Council Meeting

R – REVENUE					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
R1	Member Fees*	2060	2102	2143	+ 41
R2	AGM*	209	211	224	+ 13
R3	Interest*	86	86	75	- 11
R4	Academy*	209	229	221	- 7
R5	Grant Administration/ Entrepreneurial*	13	13	14	+ 1
	Total	2577	2641	2678	+ 37

- R3. As interest rates have seen a significant decrease in 2020 resulting from the economic downturn brought about by the COVID-19 pandemic, an **\$11,000 decrease** in the *Interest* budget line is recommended for 2021/2022.

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A1 – ADVOCACY					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
A1(a)	Advocacy Services	71	71	71	--
A1(b)	CSBA	40	46	46	--
A1(c)	AGM*	194	200	211	+ 11
A1(d)	Provincial Council	98	98	98	--
A1(e)	Board of Directors*	95	96	100	+ 4
A1(f)	Finance & Audit Committee	10	10	10	--
A1(g)	Professional Learning Committee	18	18	18	--
A1(h)	Indigenous Education Committee	26	26	26	--
A1(i)	Legislative Committee	2	2	2	--
A1(j)	Branch Support	17	17	17	--
	Total	571	584	599	+ 15

A1(c). The AGM budget line is increased \$11,000 to reflect an increase in meal, audio-visual, and speaker costs.

February 20, 2021 Provincial Council Meeting

A1 – ADVOCACY					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
A1(a)	Advocacy Services	71	71	71	--
A1(b)	CSBA	40	46	46	--
A1(c)	AGM*	194	200	211	+ 11
A1(d)	Provincial Council	98	98	98	--
A1(e)	Board of Directors*	95	96	100	+ 4
A1(f)	Finance & Audit Committee	10	10	10	--
A1(g)	Professional Learning Committee	18	18	18	--
A1(h)	Indigenous Education Committee	26	26	26	--
A1(i)	Legislative Committee	2	2	2	--
A1(j)	Branch Support	17	17	17	--
	Total	571	584	599	+ 15

February 20, 2021 Provincial Council Meeting

Agenda Item 8.1 BCSTA 2021/2022 Draft Budget

Recommended Board of Director honouraria increases for 2021/2022 are:

President: \$ 17,303 to \$ 20,000/year = \$2,697/year

Vice-President: \$8,650 to \$ 8,832/year = \$182/year

Director: \$ 6,180 to \$ 6,310/year = \$130/year

As a result, the board of director budget line is **increased \$4,000** in 2021/2022.

February 20, 2021 Provincial Council Meeting

Agenda Item 8.1 BCSTA 2021/2022 Draft Budget

- Budget issues do not arise in future years resulting from a need to implement large increases required to bring honouraria amounts in line with market levels.
- Trustees with an interest in serving on the board of directors will not be excluded from doing so for financial reasons.

February 20, 2021 Provincial Council Meeting

A2 - TRUSTEE AND BOARD SERVICES					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
A2(a)	Academy*	192	210	205	- 5
A2(b)	In-District/Pro-D Services	45	45	45	--
A2(c)	Board Chairs' Meeting	20	28	28	--
A2(d)	Communications/Publications	30	30	25	- 5
A2(e)	Legal Counsel*	65	65	73	+ 8
	Total	352	378	376	- 2

A2(e) The *Legal Counsel* budget line has been **increased \$8,000** to address increased legal fees and an increase in the number of legal inquiries received by the association.

February 20, 2021 Provincial Council Meeting

B - OFFICE OPERATIONS					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
B1	Building	135	136	136	--
B2	Equipment Maintenance*	65	70	67	- 3
B3	Office Administration	19	19	19	--
B4	Financial	54	54	54	--
B5	Depreciation*	19	19	22	+ 3
	Total	292	298	298	--

- B2. The *Depreciation* budget line is **increased \$3,000** to reflect increased depreciation resulting from the replacement of BCSTA's cell phones and chairs in 2020/2021 and the requirement to replace BCSTA server and server software in 2021/2022.

February 20, 2021 Provincial Council Meeting

Capital Asset Listing:

- 2017/2018 replacement of workstations and monitors
- 2017/2018 backup infrastructure update
- 2017/2018 leasehold improvements
- 2019/2020 photocopier replacement
- 2020/2021 furniture replacement
- 2020/2021 cell phone refresh
- 2021/2022 server and server software replacement

February 20, 2021 Provincial Council Meeting

S – STAFF SALARIES					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
S1	Total Salaries/Benefits*	1362	1381	1405	+ 24

S1 This budget line is **increased \$24,000** in 2021/2022 to address the following factors:

- A two-percent staff salary-grid increase, consistent with the teachers' current collective agreement.
- Movement on the staff salary grid.
- A projected increase in benefit costs.

February 20, 2021 Provincial Council Meeting

Estimate of Cost Pressures:

Decrease in member fee revenue	\$ 3,000
Decrease in interest revenue	11,000
Decrease in <i>Academy</i> revenue.....	7,000
Increase in AGM costs	11,000
Increase in Board of Director costs	4,000
Increase in legal costs	8,000
Increase in depreciation costs	3,000
Increase in salary and benefit costs	<u>24,000</u>
Total estimate of cost pressures	<u>\$ 71,000</u>

February 20, 2021 Provincial Council Meeting

Areas of Projected Cost Pressure Offsets:

- Annual member fee increase
- Increase in AGM registration fees
- Grant allocation for AGM speaker
- Increase in the *Grant Administration/Entrepreneurial* budget line
- Decreased costs for the 2021 Academy, based on a projected decrease in attendance
- Reduction in costs for media monitoring services
- Reduction in *Equipment Maintenance* costs

February 20, 2021 Provincial Council Meeting

R – REVENUE					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
R1	Member Fees*	2060	2102	2143	+ 41
R2	AGM*	209	211	224	+ 13
R3	Interest*	86	86	75	- 11
R4	Academy*	209	229	222	- 7
R5	Grant Administration/ Entrepreneurial*	13	13	14	+ 1
	Total	2577	2641	2678	+ 37

- R2. The *AGM* revenue budget line is **increased \$13,000** to reflect a grant allocation of \$10,000 to partially offset speaker costs for this event, plus an increase in registration fees, needed to offset increased audio-visual and meal costs.

February 20, 2021 Provincial Council Meeting

A2 - TRUSTEE AND BOARD SERVICES					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
A2(a)	Academy*	192	210	205	- 5
A2(b)	In-District/Pro-D Services	45	45	45	--
A2(c)	Board Chairs' Meeting	20	28	28	--
A2(d)	Communications/Publications	30	30	25	- 5
A2(e)	Legal Counsel*	65	65	73	+ 8
	Total	352	378	376	- 2

A2(d). The *Communications/Publications* budget line is **decreased \$5,000** to reflect the cancellation of one of BCSTA's media monitoring services.

February 20, 2021 Provincial Council Meeting

B - OFFICE OPERATIONS					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
B1	Building	135	136	136	--
B2	Equipment Maintenance*	65	70	67	- 3
B3	Office Administration	19	19	19	--
B4	Financial	54	54	54	--
B5	Depreciation*	19	19	22	+ 3
	Total	292	298	298	--

- B2. The *Equipment Maintenance* budget line was increased a total of \$5,000 in 2020/2021 to support increased hardware and software costs, including the replacement of BCSTA's network switches. As the replacement of network switches was a one-time, rather than an annual cost, this budget line is **decreased \$3,000** in 2021/2022.

February 20, 2021 Provincial Council Meeting

Estimate of Cost Pressure Offsets:

Annual inflationary member fee increase.....	\$ 44,000
Increase in AGM revenue	13,000
Increase in <i>Grant Administration/Entrepreneurial</i> revenue.....	1,000
Decrease in Academy costs due to reduced event attendance	5,000
Decrease in media monitoring service costs	5,000
Decrease in Equipment Maintenance costs	<u>3,000</u>
Total estimate of cost pressure offsets.....	<u>\$ 71,000</u>

February 20, 2021 Provincial Council Meeting

The BCSTA 2021/2022 Draft Budget:

1. Is balanced
2. Includes an inflationary member fee increase that will be fully funded from BCSTA's 2019/2020 year-end member equity surplus

February 20, 2021 Provincial Council Meeting

Possible Changes to BCSTA's 2021/2022 Draft Budget:

- Based on feedback from member boards of education
- Based on changes to interest rates

February 20, 2021 Provincial Council Meeting

Agenda Item 8.1 BCSTA 2021/2022 Draft Budget

Additional input can be sent to the Finance & Audit Committee prior to March 17, 2021, by mail or by e-mail to:

BCSTA Finance & Audit Committee
c/o Jodi Olstead, Director of Finance & Human Resources
BC School Trustees Association
4th Floor, 1580 West Broadway
Vancouver, BC V6J 5K9

jolstead@bcsta.org



Provincial Council Agenda Item 8.1 BCSTA 2021/2022 Draft Budget

Finance & Audit Committee Speaking Notes

(Slide 1)

Good morning everyone. My name is Mike Murray. I am the Chair of the Finance & Audit Committee and am joined today by fellow Committee members Nadine Frenkel from SD91 (Nechako Lakes), Dawn Lang from SD08 (Kootenay Lake), and Allison Watson from SD62 (Sooke). Rob Pingle from SD64 (Gulf Islands) is not able to join us today.

Our Committee meets six times each year to review BCSTA's financial information. We meet annually with BCSTA's auditors to review and approve BCSTA's audited financial statements, which we then review with this body in October. The Committee also develops BCSTA's annual budgets based on feedback received from Provincial Council which this body adopts in April of each year. We are supported in our work by Jodi Olstead, BCSTA's Director of Finance and Human Resources.

(Slide 2)

Today, Provincial Council is being asked to receive the draft budget and to provide any feedback you and your board may have at this time.

We will be providing you and your board with an additional opportunity to send us feedback on the budget draft prior to adoption of the budget by the April Provincial Council.

We will therefore send you today's presentation materials, including our speaking notes and slides, to aid you in discussions with your boards.

During today's presentation, we will be displaying the relevant information from your materials, so you won't need to use those materials to follow the discussion.

At the October 2020 Provincial Council meeting, we reviewed with you a number of factors that are expected to impact BCSTA's 21/22 operating budget. These items, which have been updated with any additional information available to us as of January 1, 2021, can be found on pages one through seven of the budget draft. We will take a few minutes to review that information with you now.

(Slide 3)

BCSTA's member fees are calculated using two data sets. The first is FTE student enrollment data as of September 30th of the fiscal year in which the budget is adopted and is provided by the Ministry of Education. As member fees are based on FTE students, member fees for individual boards of education increase or decrease based on enrollment changes. The fee formulas used to calculate member fees were set by this body in 1995 and were updated in 1999.

Student enrollment as of September 30, 2020 decreased by 196 FTE students over the prior year. This has resulted in a decrease in member fees of \$3,174.

(Slide 4)

The second dataset is the most recent five-year average of the Vancouver Consumer Price Index which is used to calculate the annual inflationary member fee increase. This increase was implemented by the February 2017 Provincial Council as a means of offsetting the effects of inflation, including increases applied

to BCSTA's staff salary grid; and to build capacity within the Association to better meet the needs of member boards of education.

Based on the most recent five-year average of Vancouver's CPI, calculated as 2.1 percent, the 21/22 inflationary member fee increase will be \$44,081.

(Slide 5)

Member fees are therefore increased a total of \$40,907 in 20/21.

(Slide 6)

However, also in accordance with the February 2017 Provincial Council resolution, as shown on page two of the budget draft, is the requirement to support annual inflationary member fee increases with any unbudgeted member equity surplus arising in the fiscal year preceding adoption of the budget.

As BCSTA ended the 2019/20 fiscal year with a member equity surplus of approximately \$69,000, BCSTA is able to fully fund the 21/22 inflationary member fee increase.

(Slide 7)

As a result, member boards will not be billed for the annual inflationary member fee increase of \$44,081.

This information is shown on pages two, eight, nine, 13 and in Appendix I.

(Slide 8)

I would now like to take a moment to review member equity with you. Member equity is the difference between the Association's assets and liabilities, otherwise known as net assets.

Net assets is comprised of amounts invested in property and equipment, such as the Association's furniture, photocopier, and computer equipment; internally restricted funds, which the Board of Directors has set aside for its use for a variety of purposes, as outlined in your materials; and an unrestricted net asset balance.

Where the Association has a surplus at the end of a fiscal year, such as in 2019/20, surplus funds are classified as unrestricted net assets.

The Finance & Audit Committee reviews member equity at the conclusion of each fiscal year to determine if there are surplus unrestricted funds, which are funds in excess of BCSTA's contractual obligations.

(Slide 9)

If a surplus exists, the Committee informs the Board of Directors. The Board will then determine whether or not to use the surplus funds or to restrict them for the Board's future use.

Information on member equity is shown under Item 2. *Member Equity* on page two of the draft budget.

(Slide 10)

We have spent some time talking about member fees and member equity. I'd now like to review some of the other budget lines that are expected to be impacted next year, starting with areas expected to apply cost pressure to the 21/22 operating budget.

(Slide 11)

As shown on page two of the budget draft, interest revenues are expected to decrease by approximately \$11,000 in 21/22, based on current rates. The Committee is watching rates closely and may need to adjust this budget projection prior to submission of the final budget draft to the April 2021 Provincial Council. Information on interest revenues can also be found on pages eight and 13 of the draft budget.

(Slide 12)

Costs for the 2022 Annual General meeting are expected to increase by approximately \$11,000, despite the decrease in projected registrations consistent with year four of the election cycle. This is the result of increased meal, speaker, and audio-visual costs.

This information can be found on pages two, eight and 14 of the draft budget.

(Slide 13)

An increase to the *Board of Directors* budget line has been recommended by the Board of Directors' Honouraria Review Committee. The Committee undertook a detailed review of Board of Director honouraria in comparison with a number of education partners. These are listed on page three of the draft budget and include boards of education and other provincial school board associations. The Committee also reviewed the workloads and levels of responsibility of each of the three positions on the Board: the President, Vice-President, and Directors. Based on its analysis, the Committee determined that honouraria for the Vice-President and Directors was consistent with comparators, but that the honouraria for the position of President was comparatively low, given the workload and level of responsibility of that position.

(Slide 14)

Based on its analysis, the Committee recommended that the five-year rolling average of the Vancouver Consumer Price Index continue to be used and that honouraria amounts for the Vice-President and Directors be increased accordingly. The Committee also recommended that the Vancouver CPI increase not be applied to the President's honouraria in 21/22; rather, that the President receive an increase from \$17,303 to \$20,000 per year to more accurately reflect the workload and level of responsibility of that position. The total recommended increase to this budget line is \$4,000.

(Slide 15)

The recommendations of the Honouraria Review Committee are in alignment with the Committee's 2011/12 determination that honouraria amounts should align with market rates. This will prevent the need for large budget increases in future and will ensure that financial limitations do not prevent trustees interested in running for a position on the Board are not prevented from doing so.

Information on the Board of Director budget line can also be found on pages three, 14 and 15 of the budget draft.

(Slide 16)

The *Legal Counsel* budget line has been increased \$8,000 to address an increase in legal fees and an increase in the number of legal inquiries received by the Association.

Information on the *Legal Counsel* budget line is shown on pages four and 16 of the draft budget.

(Slide 17)

The *Depreciation* budget line has been increased \$3,000 in 2021/22.

(Slide 18)

As shown on pages five and six of the budget draft, this budget line reflects depreciation on capital assets purchased from 2017/18 through 2020/21 and includes purchases planned for 2021/22.

Additional information on depreciation can be found on page 17 of the draft budget.

(Slide 19)

The *Salaries & Benefits* budget line, shown on pages six and 18 of the draft budget, is expected to increase approximately \$24,000 in 21/22.

As you may know, BCSTA's staff salary-grid increases have been tied historically to teacher salary negotiations. Consistent with the current teachers' contract, which incorporates the 2019 [Public Sector Bargaining Mandate](#) wage increase of two percent per year effective July 1st of 2019, 20 and 21, BCSTA will be applying a staff salary-grid increase of two percent on July 1, 2021.

Other factors that will impact the *Salaries/Benefits* budget line in 20/21 are movement on the staff salary grid and a projected increase in benefit costs.

(Slide 20)

The total estimate of factors expected to put pressure on the 2021/22 budget is \$71,000.

(Slide 21)

These estimated cost factors have been offset in several budget areas, which I will review with you now.

(Slide 22)

In order to alleviate the increase in AGM costs, an increase in registration fees of approximately \$3,000 is projected for 2021/22. This budget line is further supported by a grant allocation of \$10,000 to provide speakers at this event and, as shown on page two, hotel room and meal costs have been kept at a minimum by signing hotel contracts through to December 2025.

Information on these items can be found on pages two, eight and 13 of the draft budget.

(Slide 23)

The *Communications/Publications* budget line has been decreased by \$5,000 to reflect the reduction in costs for media monitoring services.

(Slide 24)

As shown on pages six and 17 of the budget draft, the *Equipment Maintenance* budget was increased by \$5,000 in 20/21 to address increased hardware and software costs and to fund the replacement of BCSTA's network switches. Since replacement of the network switches is a one-time, rather than an annual cost, this budget line can be decreased by \$3,000 in 21/22.

(Slide 25)

The total estimate of factors expected to alleviate cost pressure on the 21/22 budget is \$71,000.

(Slide 26)

The Finance & Audit Committee has therefore developed a balanced budget draft for 21/22, and as we mentioned earlier, the entire annual inflationary member fee increase will be funded from BCSTA's 2019/20 year-end member equity surplus.

As shown in Appendix I, changes in member fees for individual boards of education are therefore the result of changes in FTE students.

The Finance & Audit Committee, Board of Directors and staff remain committed to the prudent fiscal management of member dollars and continue to look for ways to employ efficiencies and cost-saving measures while focusing on improving services to member boards.

Since the start of the COVID-19 pandemic, BCSTA, like all of you, has had to adapt to working in a virtual setting and has had to be responsive and flexible to meet the needs of members during this challenging time. We have therefore conducted the majority of our meetings and events via Zoom, including Board Chair and Provincial Council meetings and the 2020 Academy.

To further facilitate today's Provincial Council meeting, the Association has worked to develop the online voting system we are using. This voting system will also be used to facilitate voting during our Annual General Meeting coming up in April.

We anticipate that 21/22 will see a return to in-person meetings and events, but as an association, we hope to maintain some of the lessons learned from working in an online platform over the past year. We will therefore be making online meetings available to our Board of Directors and committees, either to replace in-person meetings, or to provide hybrid meetings so participants can opt out of travel, particularly in months where inclement weather can impact travel arrangements. This will also support BCSTA's interest in reducing its carbon footprint, which is of concern to Boards as well.

(Slide 27)

We are looking forward to your feedback today and, as Provincial Council is only being asked to receive the draft budget, we will be providing boards of education with an additional opportunity to submit feedback on *BCSTA's 2021/22 Draft Budget* to the Finance & Audit Committee prior to its adoption by the April 2021 Provincial Council.

Should there be changes to this draft of BCSTA's 2021/2022 operating budget as a result of feedback received from member boards or a change in interest rates, those changes will be clearly noted in the materials that will be sent to you in advance of the April 2021 Provincial Council and will be reviewed with you during the meeting.

(Slide 28)

If your board does have feedback regarding *BCSTA's 2021/2022 Draft Budget*, please send it to the Finance & Audit Committee in writing, prior to March 17th.

Contact details are being displayed. Jodi will also follow up with you in the coming week.

Thank you for your attention everyone.

At this time, we would be pleased to answer any questions you may have about BCSTA's 2021/22 draft budget.