



2021/22 Preliminary Annual Budget

May 2021



Nanaimo Ladysmith Public Schools
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District Overview

Nanaimo Ladysmith Public Schools (NLPS) is the second largest school district on Vancouver Island and resides within the traditional territories of the Snuneymuxw, Snaw-Naw-As and Stz'uminus First Nations. In addition, NLPS is a proud community partner with Tillicum Lelum Aboriginal Friendship Centre and Mid Island Métis Nation. The District claims approximately 15,000 students, with approximately 2700 students identifying as Indigenous and 1200 students with special needs. The District offers a full range of programs from kindergarten to grade 12 with additional programs for pre-school and adult learners. There are: twenty-eight elementary schools; eight secondary schools (including Learning Alternatives and Career Technical Centre); one distributed learning school – Island ConnectEd (K12); and approximately 2,200 employees. The District encompasses the City of Nanaimo, the towns of Ladysmith and Lantzville, Gabriola Island, North Oyster, Cedar and many other communities which represent a population of 126,047 (2016 Census). The District's annual consolidated budget is \$166 million.

Board of Education

 <p>Charlene McKay (Board Chair)</p>		 <p>Jessica Stanley (Board Vice-Chair)</p>			
 <p>Bill Robinson</p>		 <p>Chantel O'Neill Trustee</p>		 <p>Elaine Wilkinson Trustee</p>	
 <p>Greg Keller</p>		 <p>Lisa Marie Barron</p>		 <p>Stephanie Higginson</p>	
 <p>Tania Brzovic Trustee</p>		 <p>Scott Saywell Superintendent/ CEO</p>		 <p>Mark Walsh Secretary- Treasurer / CFO</p>	

Message from the Superintendent

It is with pride and a bit of relief that I am able to submit to the Board the proposed preliminary budget for the 2021-22 school year. NLPS is at a time of transition. As we come out of COVID-19 and continue our upward trajectory of growth we need to make sure that we focus our resources on areas of need, particularly with respect to vulnerable learners. Therefore, this budget is focused on public confidence, consistency for our staff and students and supporting our most diverse learners.

Some of the highlights of the budget include maintaining our school counsellor allocation above the ratio required by our collective agreement as we feel this important to student success and well-being. We are also proposing to maintain the significant increase of Child Youth and Family Support Worker hours that the Board put in place in 2018/19, as well as adding additional hours to support students impacted by COVID-19. These staffing levels will directly support the mental health and wellness of our students.

We are also proposing to increase our contingency budget for Education Assistants by 23% through reallocations in our Department of Learning Services. This increase, one of the largest in the history of our district, will provide increase support for our students, lessen the impact of annual staff changes and it directly responds to input we have had from our community and stakeholders. Further, we are proposing that the Board support two temporary outreach teachers to support our most vulnerable students impacted by COVID-19.

Finally, we are optimistic that the Ministry of Education will fund any required enhanced cleaning protocols from their COVID-19 contingency. However, if that does not occur or if the resources provided are not sufficient, we have provided the Board with an estimated cost to maintain current cleaning levels should they choose to direct year-end surplus in this regard.

While COVID-19 has had major impacts on our District, I am confident that the budget, which includes the noted investments in supporting our most vulnerable, will support student success thereby continuing our trend of improved graduation rates, as well as meet the goals of the Board.

Sincerely,



Scott Saywell

Executive Summary

The 2021/22 Annual Budget has been based on conservative estimates as the pandemic continues to affect the way in which we provide services and supports to our students, our staff and our community. We anticipate that students will return from the distributed learning option they chose in 2020/21, to their catchment schools, but there are still many unknowns with regards to what September will look like. A risk-based approach to our projection allows us to add adequate preliminary staffing and once student numbers are confirmed in September, will provide the additional funding necessary to respond to the actual need at that time.

Due to the increased interest in our International Student Program, we are anticipating additional student enrolment in 2021/22. As the pandemic continues, we are taking a risk management approach where enrolment estimates will provide enough staffing for the students we are certain are able to begin classes in September, however, we are placing the anticipated profit in contingency until such time as the revenues are confirmed in the fall.

Other local revenues, which include interest earned on our cash balances as well as community rentals, leases and use of our facilities have also been estimated in a cautious fashion. With regards to interest rates, due to the pandemic, they are considerably low at this time and projected revenues have therefore been based on the most recent rates, where any potential rebound will be accounted for in the Amended Budget. Additionally, until such time as we are confident that we can open our facilities to the public, our projected revenue for rentals and community use remains the same as was seen in our 2020/21 Amended Budget. When restrictions lift, and we can welcome back the community, we will adjust anticipated revenue accordingly.

As part of our conservative approach to this year's budget, most departments within the District have been provided "status-quo" budget allocations, where any changes reflected within budget are based on their ability to reorganize resources to support their current year initiatives or determined needs. The Finance and Communication Departments are not recommending any changes for the coming year, and the Human Resource Department is only requesting financial support for upcoming bargaining costs. The IT Department is recommending the addition of a Manager position. This comes after an extensive year long review of current service deliveries, projected service needs beyond the current scope to better support the district, and the identified leadership structure that would move the district forward. This position is being funded from the saving that will be generated by having a focused contract management system and identified department dollars that are able to be redirected to support this need.

Similarly, within our Facilities department there is a reallocation of \$200K in response to identified budget pressures due to current market costs and general inflation, including maintaining all of our bus routes at their 2020-21 levels. This funding was transferred from a Vehicle Replacement Budget, that going forward will be funded from the same Local Capital budget that supports the annual technology plan. This shift aligns capital costs under a capital budget, and ensures the operating budget only accounts for annual operating costs, not the purchase of district assets. This change does not add to the operating budget.

With regards to educational resources and supports, general staffing for K-12 is based on our enrolment projections and the continuation of equitable staffing formulas. For 2021/22 enrolment estimates translate to a slight reduction of students at the elementary level and a moderate increase at the secondary level; staffing has been allocated according to these estimates.

Some additional staffing information to note is that the 2021/22 budget maintains the same level of counselling supports for our students, which are again above the required ratios, as we feel the additional support is of benefit to our learners, especially in these challenging times. We also propose to maintain the additional 294 hours (8.4FTE) of Child Youth and Family Support Worker (CYFSW) hours that the Board put in place in 2018/19 which has a current cost of \$486K. This staffing will continue to provide mental health and wellness support to our students.

In response to increased student complexity and diverse needs we are proposing to increase our Education Assistant contingency budget by a total of 7.35 FTE, or 23%. We will achieve this by reallocating 4 FTE in other program areas with the intention of limiting the impact on incumbents but also recognizing the changing needs in our district. Additional funding in support of this initiative comes from reduced professional services and resource accounts within the Department of Learning Services, where in the event there are surplus funds at the end of fiscal 2020/21, these accounts will be replenished as they directly support schools and students. These additional contingency hours are intended to provide increased services to our most vulnerable learners, as well as respond to the input we've received from our community families and our partner groups.

Within the proposed preliminary Annual Budget you will see a recommendation that the Board use a portion of our Staffing Contingency Reserve to implement an outreach program consisting of 2 temporary outreach teachers and a temporary outreach CYFSW, in support of our most vulnerable students impacted by COVID-19. We are also contemplating providing summer supports and have included funding for them, however, planning is not yet complete so the funding will appear as supplies and services but will ultimately become staffing.

We are also recommending a minor staffing shift at Island ConnectED in order to align that program with the same structure as other schools within the District.

Classroom Enhancement Funding has been confirmed by the Ministry where once again they are only providing 90% of our 2020-21 teacher staffing allocation for the preliminary budget, which means an initial reduction, but only until our actual staffing needs are determined in September, pursuant to LOU17, where additional supports will be added as necessary.

With regards to COVID-19 funding, the Ministry has confirmed that the \$6.6 million provided in 2020/21, will not be continued in 2021/22. You will therefore see a significant reduction in custodial and teaching FTE, as well as cleaning supplies, as these temporary supports are not able to be maintained. However, as we are unclear as to what schools will look like in September, or what our required cleaning protocols will be, we have estimated the cost to continue the current level of cleaning support in the coming year. If directed by Ministry to adhere to a particular protocol, we anticipate Ministry will provide funding. In the event they do not, the Board may wish to consider this expense, using any available 2020/21 year-end surplus, to continue the current service levels, prior to allocating to any other needs or initiatives. Maintaining the same levels as 2020/21 would have an approximate cost of \$1.5 million, which could be proportionately reduced in conjunction with lower levels of service.



STRATEGIC PLAN

Our strategic plan defines the key areas of focus as we work together to support student learning in order to achieve our vision of Success for All.

The District's goals and objectives are guided by the four goals of the Board's Strategic Plan:

- Continuous improvement of instruction and assessment
- Safe, caring and healthy learning and working environment that is inclusive of the diversity of our entire learning community
- To be a leader in environment stewardship and sustainability
- Truth and reconciliation

Vision

Courageous, innovative, inclusive and personalized learning community that inspires success for all.

Mission

To educate all students to become confident, curious and caring citizens by creating an inspiring, inclusive and healthy environment to work, learn and play.

Values

Student Centered Accountability, Collaboration, Diversity, Equity, Honesty, Inclusion, Integrity, Mutual Respect, Sustainable, and Transparency.

SYEYUTSUS FRAMEWORK

Truth and Reconciliation is a significant goal of Nanaimo Ladysmith Public Schools (NLPS). The goal of reconciliation was established by the Board of Education in response to Canada's Truth & Reconciliation Calls to Action and is underpinned by the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). In partnership, NLPS and Indigenous Knowledge Keepers are committed to continue working together on the journey of reconciliation.

Nanaimo Ladysmith Public Schools commits to honoring the land and using this Framework to guide and inform by:

- Working with our students, staff, Indigenous Knowledge Keepers, and community partner groups in a spirit of respect, courage and vulnerability to bridge together different views and beliefs, in a restorative caring way.
- Providing ongoing and meaningful learning opportunities for all students, staff, and community partner groups.

BUDGET TIMELINE

In accordance with the School Act, school districts must approve a balanced budget and submit it to the Ministry of Education by the end of June each year, and an Amended Annual Budget by the end of February each year. Below is an example of a Budget Timeline for a fiscal year.

- September** Financial Statements presented to and approved by the Board (Q4 Financial Report)
1701 Student Data Collection

- October** Preliminary Departmental discussions on coming year’s budget
Quarterly Report (Q1) presented to the Board.

- December** Ministry of Education provides confirmed Operating Grants based on 1701 Student Data

- January** Operating Grant update provided to the Board per December MOE confirmation
Amended Annual Budget finalized per MOE funding confirmation
Enrolment Estimate process for next year begin
Departmental discussions on coming year’s budget continue
Stakeholder discussions on coming year’s budget begin

- February** Amended Annual Budget presented to and approved by the Board (Q2 report included)
Enrolment estimates finalized for Ministry submission
Enrolment update provided to the Board
Community/stakeholder engagement process for upcoming budget determined and started
Thought Exchange goes out to public

- March** Ministry announces Preliminary Operating Grants for coming year based on projected
Student enrolment – Board receives update
Budget creation begins
Community engagement process begins
Stakeholder and partner group discussions take place
Departmental budgets finalized per confirmed funding levels

- April** Final Stakeholder discussions take place
Proposed Preliminary Annual Budget is finalized

- May** Proposed Preliminary Annual Budget is presented to the Board
Stakeholder presentations
Quarterly Report presented to the Board (Q3)
Preliminary Annual Budget approved by the Board

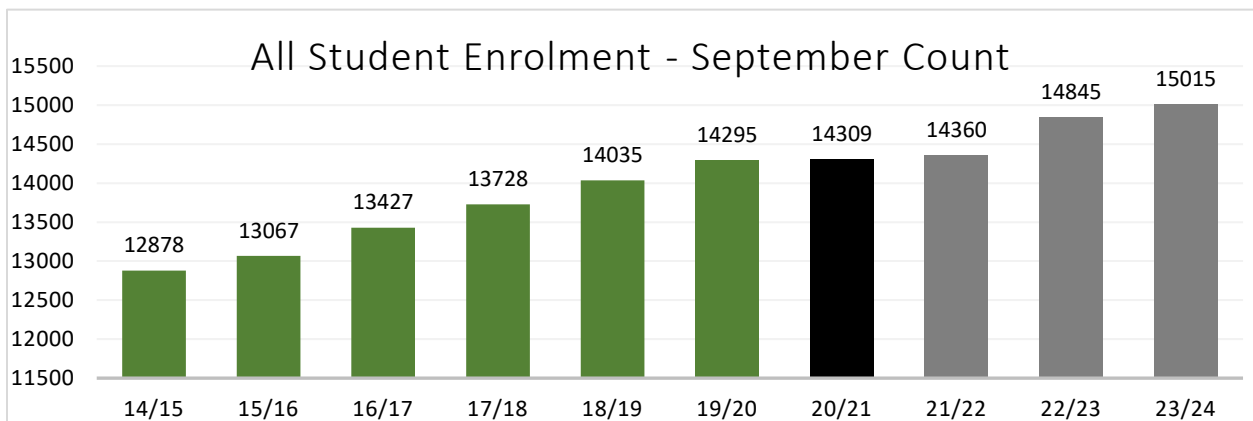
STUDENT DATA

The enrolment information presented below is based on September FTE actuals (regular, distributed learning, continuing education, and adult learners) for 2014/15 to 2020/21, preliminary estimates for 2021/22 and forecasts for 2022/23 and 2023/24.

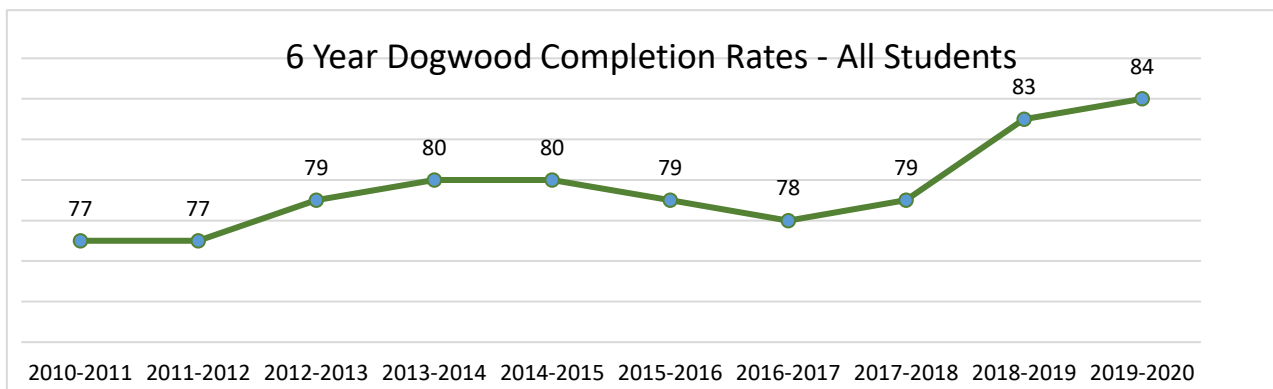
The three-year forecast was prepared using enrolment projections generated by Baragar Systems (enrolment projections software), historical enrolment trend analysis, and local knowledge.

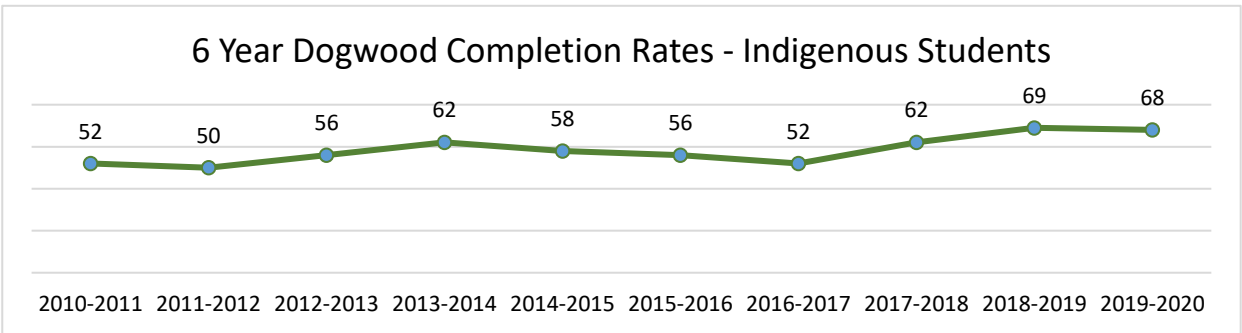
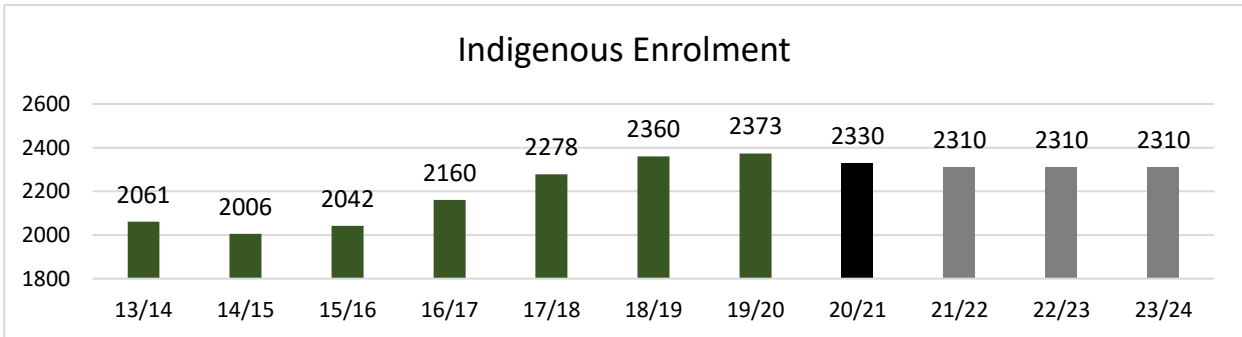
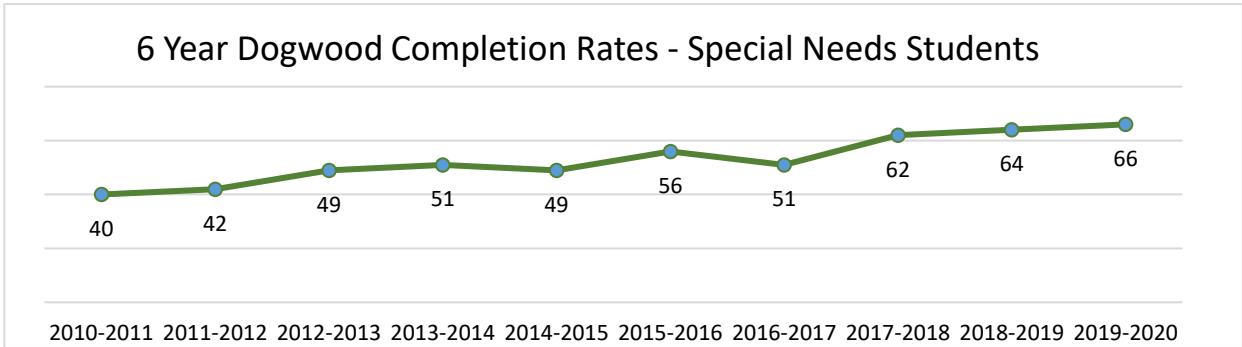
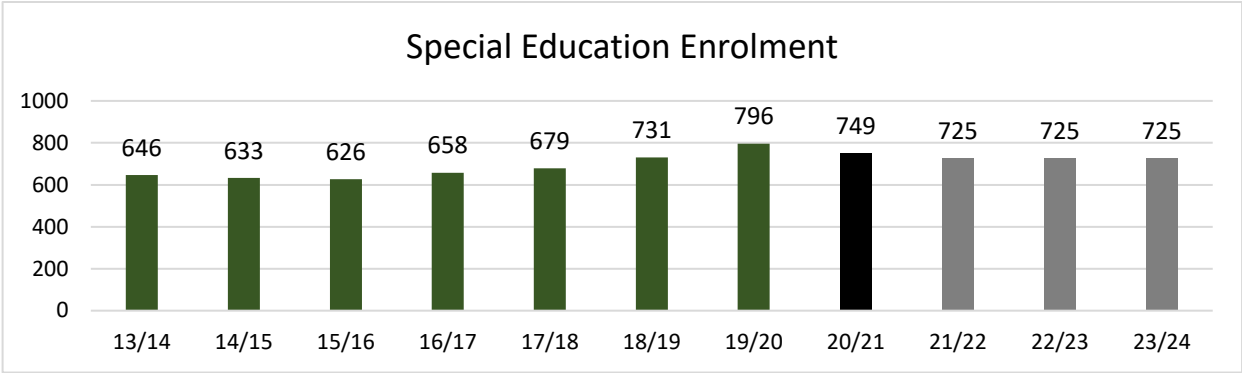
The forecasted data represents per student FTE which our Operating Grants will be calculated on each of the three years. The district takes a conservative approach to preliminary enrolment estimates in order to avoid being over funded, however, 2021/22's estimate is also based on the unknowns related to the ongoing pandemic.

Future forecasts may also be adjusted, depending on known changes in demographic variables.



The preliminary estimated September enrolment for 2020/21 was 14,467FTE and the confirmed enrolment 14,309FTE, for a difference of (158FTE). This was a direct result of the pandemic where we saw many families choose to homeschool their children, or they delayed their return to school until they felt safe, which in some cases was after the September 30 student data collection

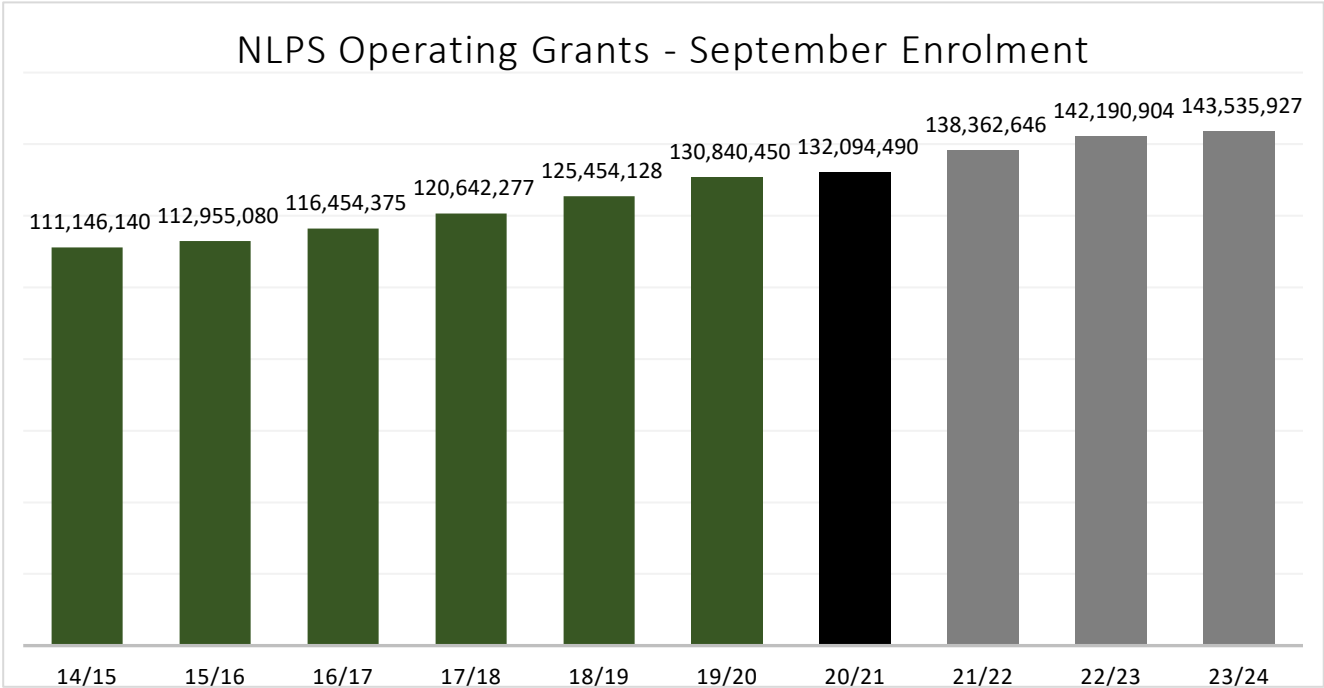




OPERATING GRANT

The provincial government and BC’s 60 elected Boards of Education co-manage the education system in British Columbia. The province establishes the amount of grant funding available for public education annually and uses a funding formula to allocate these funds to Boards of Education. Boards manage and allocate their allotment based on local spending priorities that align with both the mandate of the Ministry of Education and the School District’s Strategic and Operational Plan. Operating Grants for the K-12 system are allocated using student data collected from districts and applying formulae to ensure equity across British Columbia.

The chart below shows the District’s actual operating grants, per September enrolment, for 2014/15 to 2020/21, the preliminary operating grant for 2021/22 and forecasts for 2022/23 and 2023/24.



- *Forecasted Operating Grants are based on projected September enrolment, with no increase in per pupil funding or unique funding factors.*
- *The preliminary estimated Operating Grant for 2020/21 was \$133,492,293 and the confirmed Grant \$132,094,490, for a difference of (\$1,397,803). This was a direct result of the pandemic where we saw a large number of students choose the Distributed Learning program, which is funded lower than regular schools.*

SPECIAL PURPOSE FUND OVERVIEW

Special Purpose funds are separate funding envelopes provided by the Ministry of Education or other third-party sources for particular programs, functions or activities. These individual funds have restrictions as to how they may be spent so revenues and expenditures are tracked separately. In addition, each fund has reporting requirements either annually, semi-annually or subject to contract specifications. Where applicable, surplus balances at the end of each year or purpose are either returned back to the funding party, or in the case of a Ministry program, are deferred for use in the next fiscal year.

In 2020-21 the Ministry of Education provided three new Special Purpose Funds, all in response to the global pandemic. The District has received confirmation from the Ministry that these Funds will not be provided in 2021-22, further, the 2021 provincial budget has not accounted for any COVID-19 relief funds in support of school districts. The additional custodial staff, cleaning supplies, PPE and classroom supports provided from this funding source will therefore not be available in 2021-22.

The anticipated 2021-22 Special Purpose Funds, along with historic allocations, are provided below;

Special Purpose Fund	5 Year Historic Summary					2021/22
	2016/17	2017/18	2018/19	2019/20	2020/21	
Classroom Enhancement Fund		11,451,187	12,239,301	12,453,421	12,068,477	10,774,035
Learning Improvement Fund	2,372,723	477,835	484,588	485,237	488,486	487,126
CommunityLINK	2,205,913	2,224,298	2,243,848	2,264,422	2,311,113	2,361,778
Annual Facilities Grant	602,939	555,642	555,642	555,642	555,642	555,642
Strong Start Fund	256,000	256,000	256,000	257,264	256,000	256,000
Ready Set Learn Fund	71,050	71,050	61,250	62,028	63,700	63,700
Federal French Fund	202,584	202,584	202,584	202,584	222,497	222,497
Mental Health Fund				26,500	51,000	51,000
After School Sports Art Initiative (ASSAI)	80,015	90,402	92,500	152,000	153,250	140,000
Changing Results for Young Children (CR4YC)				18,229	11,250	11,250
BCTEA - First Nations Student Transportation Fund				46,123	244,052	-
Energy Management Fund					34,813	34,813
Federal COVID Fund					5,535,410	-
Provincial COVID Fund					1,068,252	-
Rapid Response Team Fund (COVID)					150,000	-
Total	5,711,209	15,328,998	16,135,713	16,523,450	23,213,942	14,957,841

Note: The chart represents the districts most significant, or ongoing Special Purpose Funds, provided by an external party

With regards to the Classroom Enhancement Fund, note that the Ministry of Education only provides 90% of the prior year's teacher staffing allocation for the preliminary budget. Districts must determine actual staffing needs, pursuant to LOU17, by September 30 where any increase/decrease in staffing requirements will adjust the funding envelope accordingly.

Other Special Purpose Funds may also be subject to change over the course of the fiscal year, note that any applicable changes will be reflected in the Amended Annual Budget.

SUMMARY BY FUND

AFG (Annual Facility Grant) - Funding provided to boards of education to use at their discretion for projects required to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets. The amount of the Annual Facility Grant will be calculated by the Ministry of Education using a formula based on student enrolment and the average age of facilities, with an adjustment made for unique geographic factors.

Nanaimo Ladysmith Public School's 2021-22 Annual Facilities Grant consists of two components; a Capital allocation of \$2,175,687 and a Special Purpose allocation of \$555,642, for a total envelope of \$2,731,329

The Board of Education may expend its Annual Facility Grant for the purpose of:

- Upgrading or replacing existing facility components throughout the expected economic life of an existing capital asset
- Enhancing the service potential of an existing capital asset or a component of an existing capital asset by correcting deficiencies in design or construction, and unsafe conditions
- Significantly lowering the associated operating costs of an existing capital asset
- Extending the life of an existing capital asset or a component of an existing capital asset beyond its original life expectancy.

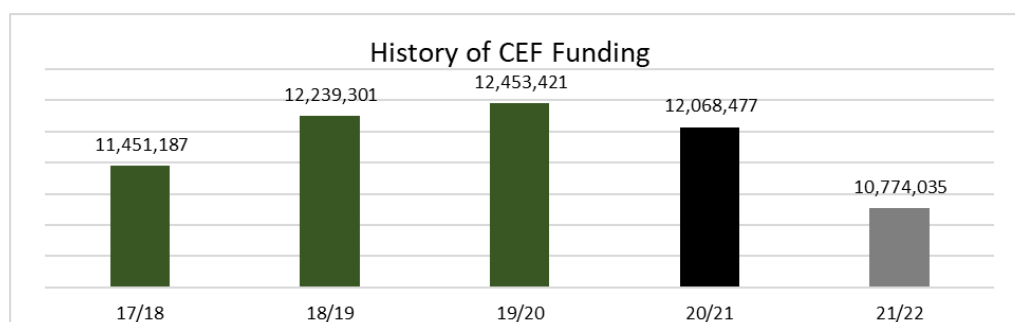
The table below is a high-level summary of planned spending in 2021-22, per Ministry AFG category:

Annual Facilities Grant 2021/22

Category #	AFG Eligible Category	Budget	%
1	Roof Replacements	\$ 429,883	16.0%
2	Mechanical System Upgrade	\$ 12,178	0.5%
3	Electrical System Upgrade	\$ 280,094	10.4%
4	Facility Upgrades	\$ 383,607	14.3%
5	Loss Prevention	\$ -	0.0%
6	Functional Improvements	\$ 6,089	0.2%
7	Technology Infrastructure Upgrade	\$ -	0.0%
8	Site Upgrade	\$ -	0.0%
9	Disabled Access	\$ -	0.0%
10	Asbestos Abatement	\$ -	0.0%
11	Health & Safety Upgrades	\$ 1,248,245	46.5%
12	Site Servicing	\$ 323,935	12.1%
	Total	\$ 2,684,031	
	CAMS Contribution	\$ 47,298	
	Total 2021-22 AFG Funding	\$ 2,731,329	

- *Note that contingency and administration have been apportioned to each category.*

Classroom Enhancement Fund (CEF) - This Fund was introduced by the Ministry of Education in August 2017 as a result of the Supreme Court decision to restore class size and composition limits, pursuant to LOU17. The fund originally provided for capital needs related to additional classroom spaces and associated supplies, increased overhead costs, and the additional teacher staffing required under the restored language. At this time only overhead and teacher staffing costs are funded by Ministry, any costs related to additional classroom space must be funded by district reserves. Note that the overhead funding provides resources for increased Facilities, Payroll and HR staff necessary to support the restored language.



CEF Funding	2017/18	2018/19	2019/20	2020/21	2021/22
Teacher Staffing	9,310,660	9,956,257	10,485,237	10,413,172	9,371,855
Overhead	1,892,051	1,574,133	1,572,967	1,402,180	1,402,180
Remedy	248,476	708,912	395,217	253,125	TBD
Total Funding	11,451,187	12,239,302	12,453,421	12,068,477	10,774,035

* 2021/22 Teacher Staffing funding has been provided at 90% of the 2020/21 allocation. Ministry will adjust this funding based on the districts actual staffing needs, and costs, at September 30th, 2021

* Remedy costs, as confirmed per September 2021 class sizes and composition, will be submitted to the Ministry; they will provided the associated funding by December 2021

CEF Revenue/Expenditure Summary	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Deferred Revenue, beginning of year		418,319	481,217	76,637	
Revenue	11,451,187	12,239,301	12,453,421	12,068,477	10,774,035
Less, Recovered by MOE		(418,318)	(481,217)	(76,637)	
Expenditures					
Teacher Staffing	(6,881,591)	(7,949,107)	(8,361,084)	(8,782,025)	(7,497,485)
Principals/Vice Principals	(176,343)	(252,158)	(256,819)	(271,602)	(260,362)
Education Assistants		(57,982)	(58,514)	-	
Support Staff	(269,510)	(442,790)	(371,071)	(383,675)	(391,147)
Other Professionals	(102,860)	-	(101,715)	(102,500)	(106,225)
Substitutes	(741,455)	(536,492)	(500,380)	(582,318)	(366,969)
Benefits	(2,080,986)	(2,309,688)	(2,414,730)	(2,327,529)	(2,057,942)
Supplies and Services	(257,684)	(48,949)	(309,471)	(39,500)	(93,905)
Capital purchases	(522,439)	(160,919)	-	-	
Surplus(Deficit) at Year End	418,319	481,217	79,637	(420,672)	-

* Cost of 2020-21 General Wage Increase not provided to SP Fund, provided to Operating Fund = Supplemental to CEF **420,672**

*Source for Actuals - Financial Statements (Actuals for Fiscal 20/21 TBD)

*Source for Budget 20/21 - Amended Annual Budget

*Source for Budget 21/22 - Preliminary Annual Budget

Classroom Enhancement Fund 2021/22		
Revenue		10,774,035
Expenditures - Teacher Staffing		
51.946 FTE	Elementary Staffing	5,064,774
36.755 FTE	Secondary Staffing	3,583,632
7.420 FTE	ELL Staffing	723,450
<u>96.122</u>		<u>9,371,856</u>
<i>Total Expenses - Staffing</i>		
		<u>9,371,856</u>
Expenditures - Overhead		
1.000 FTE	District Principal HR	168,645
1.000 FTE	District Vice Principal	146,703
1.000 FTE	Senior Manager HR	127,895
4.016 FTE	Caretaker	271,236
1.000 FTE	Payroll Specialist	69,046
1.000 FTE	Facilities Planner	92,133
0.500 FTE	HR Assistant	33,796
0.170 FTE	Plumber/Gasfitter	14,753
0.400 FTE	Electrician	34,067
-	Teacher Replacement Costs	350,000
-	Remedy	-
-	NDTA Contractual Pro-D	39,500
-	Contingency (inflationary costs)	54,405
<i>Total Expenses - Overhead</i>		<u>1,402,179</u>
Total Expenses		<u>10,774,035</u>
Fund Balance		<u>-</u>
	<i>GWl Funding - TBD Fall 2021</i>	<u>-</u>
Surplus/Deficit		<u>-</u>

* The 2021/22 teacher staffing fund does not account for the General Wage Increase (GWI) at this time. To balance the Fund, the Average Teacher Salary was reduced until actual costs and associated funding levels, are confirmed this fall.

Classroom Enhancement Fund 2020/21		
Revenue		12,068,477
Expenditures - Teacher Staffing		
60.532 FTE	Elementary Staffing	6,263,116
36.755 FTE	Secondary Staffing	3,802,994
7.420 FTE	ELL Staffing	767,734
<u>104.707</u>		<u>10,833,844</u>
<i>Total Expenses - Staffing</i>		
		<u>10,833,844</u>
Expenditures - Overhead		
1.000 FTE	District Principal HR	165,807
1.000 FTE	District Vice Principal	163,333
1.000 FTE	Senior Manager HR	123,410
4.016 FTE	Caretaker	265,962
1.000 FTE	Payroll Specialist	67,688
1.000 FTE	Facilities Planner	90,544
0.500 FTE	HR Assistant	33,129
0.170 FTE	Plumber/Gasfitter	14,465
0.400 FTE	Electrician	33,399
-	Teacher Replacement Costs	404,945
-	Remedy	253,125
-	NDTA Contractual Pro-D	39,500
-	Contingency (inflationary costs)	-
<i>Total Expenses - Overhead</i>		<u>1,655,307</u>
Total Expenses		<u>12,489,151</u>
Fund Balance		<u>(420,674)</u>
	<i>Operating Supplement for GWl</i>	<u>420,674</u>
Surplus/Deficit		<u>-</u>

* In 2020/21 Ministry provide a Labour Settlement Grant (\$3.65 Million), to account for the Collective Agreement GWI, of which a portion had to be transferred to the CEF Fund to cover the increased salary costs, as presented above.

Budget 2021/22 includes a temporary reduction of 8.59 FTE teacher staffing until the fall, when actual needs are determined and submitted to the Ministry in mid-October, to request the full amount of funding necessary to meet class size and composition requirements. Further to staffing levels, the additional staffing costs associated with the collective agreement general wage increases should also be provided by Ministry at that time. With regards to Remedy, the district is required to submit an estimate to the Ministry in mid-November so they can provide funding per our identified costs.

Learning Improvement Fund (LIF) - The Support Staff Learning Improvement Fund provides an ongoing multi-year commitment of additional resources, specifically targeted to support complex classes that present challenging learning conditions. Districts have discretion in how they allocate these funds to improve the learning conditions for all students and support teachers in meeting student needs.

For the past number of years, per agreement between CUPE Local 606 and the District, this fund provides an additional hour for each of our Education Assistant positions, as well as increases Supervision Aide positions from 3.3 to 3.5 hours each. Additionally, there is one extra EA position funded here.

LIF Revenue/Expenditure Summary	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Deferred Revenue, beginning of year	-	-	-	11,312	
Revenue	477,836	484,588	485,237	488,486	487,126
Expenditures					
Education Assistants	(357,338)	(363,485)	(358,639)	(373,007)	(364,937)
Support Staff	(14,965)				
Substitutes		(15,176)	(16,747)	(19,396)	(18,977)
Benefits	(105,533)	(99,314)	(98,538)	(105,360)	(103,080)
Supplies and Services		(6,613)		(2,035)	(132)
Surplus(Deficit) at Year End	-	-	11,313	-	-

*Source for Actuals - Financial Statements (Actuals for Fiscal 20/21 TBD)

*Source for Budget 20/21 - Amended Annual Budget

*Source for Budget 21/22 - Preliminary Annual Budget

<u>Learning Improvement Fund 2021-22 Budget</u>	
Deferred Revenue	-
2021-22 Revenue	487,126
Total Revenue	487,126
Expenditures	
1 Education Assistant (30Hrs/wk)	48,060
261 EA Positions - 1 hr top-up	400,286
126 Supervision Aides @ .2hr top-up	38,648
- Contingency (inflationary costs)	132
Total Expenses	487,126
Surplus/Deficit	-

<u>Learning Improvement Fund 2020-21 Budget</u>	
Deferred Revenue	11,312
2020-21 Revenue	488,486
Total Revenue	499,798
Expenditures	
1 Education Assistant (30Hrs/wk)	47,353
273 EA Positions - 1 hr top-up	403,557
125 Supervision Aides @ .2hr top-up	46,853
- Contingency (inflationary costs)	2,035
Total Expenses	499,798
Surplus/Deficit	-

Unfortunately, this fund has not been increased to account for general wage increases, further, for 2021/22 the total envelope has been reduced. Accordingly, the number of EA positions able to be topped up with the extra hour has decreased by 12 positions. Pending further funding from the Ministry, or a year-end fund surplus, we will be able to increase this supplement in the fall.

Community Link – This fund is in support of the academic achievement and social functioning of vulnerable students. Programs and services can include breakfast, lunch and snack programs, academic supports, counseling, youth workers and after-school programs. Decisions about specific programs and services are left to school boards so that the needs of individual students and local communities are met.

Presented below is a Revenue/Expenditure Summary as well as a more detailed listing of the current supports provided by this Special Purpose Fund:

C-LINK Revenue/Expenditure Summary	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Deferred Revenue, beginning of year	92,764	22,340	115,404	109,812	
Revenue	2,224,298	2,243,848	2,264,422	2,311,113	2,361,778
Expenditures					
Teacher Staffing	(332,594)	(248,677)	(333,036)	(357,900)	(373,511)
Principals					
Education Assistants	(1,238,837)	(1,276,917)	(1,299,514)	(1,360,117)	(1,290,878)
Support Staff	(41,913)		(30,000)		
Other Professionals		(81,138)	(100,429)	(102,500)	(106,225)
Substitutes	(12,052)	(4,693)	(2,500)	(71,995)	(71,670)
Benefits	(460,916)	(403,432)	(448,019)	(478,081)	(463,802)
Supplies and Services	(202,304)	(135,927)	(56,516)	(50,332)	(55,692)
Capital purchases	(6,105)				
Surplus(Deficit) at Year End	22,341	115,404	109,812	-	-

**Source for Actuals - Financial Statements (Actuals for Fiscal 20/21 TBD)*

**Source for Budget 20/21 - Amended Annual Budget*

**Source for Budget 21/22 - Preliminary Annual Budget*

The CommunityLINK budget proposes to remove two School Foods Program Planner positions and reallocate the funds to support more EA classroom support as we have a significant number of students that may not have a Ministry designation, but they do have unique challenges that would benefit by having additional assistance. This also will align with the practices in the rest of the District.

Of additional note, in 2020/21 CommunityLINK was able to provide unplanned, additional EA hours (2.141FTE) from the 2019/20 year-end surplus (deferred revenue). However, as that one-time funding must be removed in the preliminary annual budget, the associated FTE is also removed. The 1.286 EA time reflected is the newly proposed EA increase, being funded from the reduction of the Food Planner positions.

The proposed budget for CommunityLINK is as follows:

<u>CommunityLINK Budget</u>	<u>2021/22</u>		<u>2020/21</u>	
Revenue		2,361,778		2,311,113
Deferred Revenue (Prior yr. surplus)		-		109,812
Total Revenue		<u>2,361,778</u>		<u>2,420,925</u>
Expenses				
Specialist Teacher	0.700 FTE	77,213	0.700 FTE	75,698
SST/ELL Support	0.500 FTE	55,152	0.400 FTE	43,256
Coordinator	3.000 FTE	340,500	3.000 FTE	333,825
Mental Health Manager	1.000 FTE	127,895	1.000 FTE	123,410
30 Child Youth Family Support Workers	28.286 FTE	1,636,312	28.286 FTE	1,612,454
2 School Foods Program Planner	0.000 FTE	-	1.429 FTE	68,681
EA Support (using deferred revenue)	1.286 FTE	69,015	2.141 FTE	113,269
Phone		4,000		4,000
Supplies		10,000		10,000
Mileage		40,000		36,332
Reserve for Support Allocation		1,691		-
Total Expenses		<u>2,361,778</u>		<u>2,420,925</u>
Surplus (Deficit)		<u>-</u>		<u>-</u>

Official Language Education Program (OLEP) - The Ministry of Education administers federal funding intended to support incremental costs resulting from offering French as a second official-language in British Columbia. The district anticipates the same funding level in 2021/22 that was received in 2020/21 which was \$222,497.

This funding may be reviewed, amended or supplemented at the Ministry of Education’s discretion, on an annual basis, depending on reported enrolment in French as a second language, and the availability of funds from the BC action plan. All Federal Funds received by school districts must be spent entirely in support of French Immersion Programs or Core French Courses. The ministry could reclaim any portion of the grant not used for this purpose.

There are seven funding categories under this grant; however, School districts have the flexibility to reallocate funds between these categories.

Financial data under this funding is as follows:

OLEP Revenue/Expenditure Summary	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Deferred Revenue, beginning of year			31,779	90,273	
Revenue	202,584	202,583	202,584	222,497	222,497
Expenditures					
Teacher Staffing	(29,674)	(29,975)	(19,256)	(106,696)	(108,829)
Substitutes	(1,555)	(6,599)			(10,000)
Benefits	(7,732)	(8,389)	(4,578)	(26,834)	(27,371)
Supplies and Services	(133,164)	(108,351)	(98,302)	(179,240)	(76,297)
Capital purchases	(30,459)	(17,490)	(21,954)		
Surplus(Deficit) at Year End	-	31,779	90,273	-	-

*Source for Actuals - Financial Statements (Actuals for Fiscal 20/21 TBD)

*Source for Budget 20/21 - Amended Annual Budget

*Source for Budget 21/22 - Preliminary Annual Budget

StrongStart BC - StrongStart *programs* provide school-based early learning services for families or caregivers and their pre-school aged children, at no cost to families. The programs are intended to fill a niche for young children who are not attending childcare and are in the home with their parent or other caregivers, such as grandparents or nannies. Both children and adults benefit from StrongStart BC early learning programs as children have access to high-quality learning environments and benefit from social interactions while the adults who accompany them learn new ways to support learning, both at the program and at home.

StrongStart *centers*, administered by School Districts, provide a positive early learning experience for children where the goal is to create an interactive, play-based environment that supports caregivers and children to enjoy learning together, develop essential skills and prepare for a transition to school.

Nanaimo Ladysmith Public Schools operates eight Strong Start Centers across the District, located at Bayview Elementary School, Cedar Elementary School, Fairview Community School, Frank J. Ney Elementary, Georgia Avenue Community School, Ladysmith Primary, McGirr Elementary School, and Quarterway Elementary School

The Ministry of Education provides \$32,000 worth of funding for each center in support of programs and activities offered. With no planned changes for 2021/22, budget still provides for one StrongStart Facilitator at each site as well as a small allocation for program resources. However, note that the amount available for these resources has been reduced due to the increased cost of CUPE wages with no additional funding to offset these rising expenses.

Financial data for the StrongStart program is represented below:

Strong Start Revenue/Expenditure Summary	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Deferred Revenue, beginning of year			964	12,338	
Revenue	256,000	256,000	257,264	256,000	256,000
Expenditures					
Teacher Staffing					
Principals/Vice Principals		(1,564)			
Education Assistants	(190,464)	(180,219)	(180,324)	(193,113)	(197,001)
Substitutes	(39)				
Benefits	(65,516)	(62,415)	(59,667)	(51,851)	(52,895)
Supplies and Services	19	(10,838)	(5,899)	(23,374)	(6,104)
Surplus(Deficit) at Year End	-	964	12,338	-	-

*Source for Actuals - Financial Statements (Actuals for Fiscal 20/21 TBD)

*Source for Budget 20/21 - Amended Annual Budget

*Source for Budget 21/22 - Preliminary Annual Budget

Ready Set Learn - Intended for families and their three- to five-year-old children, Ready, Set, Learn is all about fostering positive connections between families, the school system and local community agencies. Elementary schools that enroll Kindergarten classes hold Ready, Set, Learn events in their schools or communities. These events provide a fun, family-oriented atmosphere with the intent of supporting children’s transitions into school. Families who attend an event at a local school take part in play-based activities while learning about early learning programs and services, their local elementary school, and their communities. Events may feature guests, handouts, or information from community agencies and other early childhood service providers.

Financial information for this program is as follows:

Ready Set Learn Revenue/Expenditure Summary	Actual 17/18	Actual 18/19	Actual 19/20	Budget 20/21	Budget 21/22
Deferred Revenue, beginning of year	59,897	17,185	16,221	22,119	
Revenue	66,150	65,415	64,478	63,700	63,700
Expenditures					
Education Assistants		(4,076)			
Substitutes	(17,711)	(8,048)	(5,568)	(2,500)	(2,500)
Benefits	(3,201)	(2,288)	(1,190)	(625)	(625)
Supplies and Services	(87,950)	(51,967)	(51,822)	(82,694)	(60,575)
Surplus(Deficit) at Year End	17,185	16,221	22,119	-	-

*Source for Actuals - Financial Statements (Actuals for Fiscal 20/21 TBD)

*Source for Budget 20/21 - Amended Annual Budget

*Source for Budget 21/22 - Preliminary Annual Budget

Miscellaneous Special Purpose Funds – The District may receive additional funding throughout the year but as funding in this category varies from year to year, it is not generally estimated or budgeted in advance. Any funding the District does receive will be reflected in the Amended Annual Budget in February 2022. However, we do anticipate funding for programs if they’ve been provided over multi-years. For Budget 21/22 we have included revenues and expenses for the following;

Mental Health Grant	\$51,000
Changing Results 4 Young Children	\$15,082
After School Sports Art Initiative	\$153,000
Energy Management Grant	\$34,813

SPECIAL PURPOSE SUMMARY

The chart below represents the changes in Special Purpose Fund revenue from the 2020/21 Annual Budget, to the 2020/21 Amended Budget, to the proposed 2021/22 Annual Budget. As well, the difference between the 2020/21 Amended Budget and the coming year’s budget is provided to show the substantial loss the district will see in 2021/22 due to the anticipated removal of the one-time COVID-19 supports, along with the associated staffing and resources those funds provided to the system.

Special Purpose Fund - Revenue Summary	Diff from 20/21 Amended	21/22 Annual SPF Revenue	20/21 Amended SPF Revenue	2019/20 SPF Surplus - Deferred Revenue	20/21 Annual SPF Revenue
Classroom Enhancement Fund	(1,294,442)	10,774,035	12,068,477	-	12,068,477
Learning Improvement Fund	(12,672)	487,126	499,798	11,312	488,486
CommunityLINK	(59,147)	2,361,778	2,420,925	109,812	2,311,113
Annual Facilities Grant (Operating portion)	(64,563)	555,642	620,205	64,563	555,642
Strong Start Program	(12,338)	256,000	268,338	12,338	256,000
Ready Set Learn Program	(22,119)	63,700	85,819	22,119	63,700
Federal French Program	(90,273)	222,497	312,770	90,273	222,497
Mental Health Grant	(22,227)	51,000	73,227	22,227	51,000
After School Sports and Arts Initiative (ASSAI)	(13,250)	140,000	153,250	153,250	-
Changing Results 4 Young Children (CR4YC)	(11,381)	11,250	22,631	11,381	11,250
BCTEA - Student Transportation Fund	(290,175)	-	290,175	46,123	244,052
Energy Management Fund	(248,743)	34,813	283,556	248,743	34,813
Federal COVID Fund	(5,481,682)	-	5,481,682	-	5,481,682
Provincial COVID Fund	(1,068,252)	-	1,068,252	-	1,068,252
Rapid Response Team Fund (COVID)	(150,000)	-	150,000	-	150,000
Miscellaneous Grants	(394,778)	-	394,778	105,353	289,425
School Generated Funds	(2,000)	2,645,000	2,647,000	-	2,647,000
Total	(9,238,042)	17,602,841	26,840,883	897,494	25,943,389

Note1: 2020/21 Grant amounts are per the Amended Annual Budget plus \$150K Rapid Response and \$244,052 BCTEA increase

Note2: 2020/21 year-end balances will be added to budget 2021/22 as deferred revenue and presented in the Amended Budget

The following charts present the overall changes in staffing related to Special Purpose funding levels, or as recommended for the 2021/22 Annual Budget.

CUPE Staffing Changes	FTE	Total per Fund	Special Purpose Fund
Less 12 EA 1 Hour Top-ups/plus 1 Supervision position	(0.337)	(0.337)	Learning Improvement Fund
School Foods Program Planner	(1.429)		Community LINK
Additional EA hours provided by surplus	(2.141)		Community LINK
New EA hour bank	1.286	(2.284)	Community LINK
EA Hours	(3.385)		COVID Funding
Computer Assisted Learning Tutor	(0.785)		COVID Funding
Special Needs Community Support Worker	(0.714)		COVID Funding
Clerical	(1.000)		COVID Funding
Bus Driver	(1.300)		COVID Funding
Custodial	(16.200)	(23.384)	COVID Funding
Total Change in Staffing	(26.005)	(26.005)	EA = (7.505) SUPP = (18.5)

NDTA Staffing Changes	FTE	Special Purpose Fund
Funding provided at only 90% of 2020/21's allocation	(8.585)	Classroom Enhancement Fund
Increased SST	0.100	CommunityLINK
No funding for 2021/22	(25.250)	COVID Funding
Total Change in Staffing	(33.735)	

As shown, the \$6.6 million of COVID-19 funding provided in 2020-21 will not be continued in 2021/22. The budget does therefore not include supportive enhanced cleaning protocols as we do not have the resources to maintain them. Further, we are unclear as to what schools will look like in September and what, if any, enhanced services will be necessary. Accordingly, we are suggesting that if there is need for increased cleaning levels in September due to the pandemic, or if the Board wishes to consider continuing current levels into 2021/22 that any available year-end surplus at June 30th is used to maintain these services, prior to allocating funds to any other needs or initiatives. Maintaining the same levels as 2020/21 would have an approximate cost of \$1.5 million, which could be proportionately reduced in conjunction with lower levels of service. We do however assume that if Ministry requires districts to provide any enhanced services, they will provide the necessary funding, which would be reflected in the Amended Annual Budget.

OPERATING FUND

The District's Operating Budget is funded by multiple sources, which includes the Ministry of Education Operating Grant, other Ministry of Education Grants, other Provincial Grants, International Student Education Tuition, First Nation Local Education Agreement Funding, as well as other miscellaneous revenue not deemed Special Purpose by the Ministry of Education.

Operating Grant:

Since the 2020/21 Amended Budget, the overall change to the Operating Grant is reflected below.

2021/22 Operating Grant - Summary of Change

September Enrolment	Full Time Equivalent (FTE)			RATES	Funding		
	21/22 Annual Budget	20/21 Amended Budget	Change		21/22 Annual Budget	20/21 Amended Budget	Change
Standard (Regular) Schools	13,851.990	13,154.375	697.615	7,885	109,222,941	99,447,075	9,775,866
Continuing Education	-	0.250	(0.250)	7,885	-	1,890	(1,890)
Alternate Schools	255.000	237.000	18.000	7,885	2,010,675	1,791,720	218,955
Distributed Learning	248.625	911.875	(663.250)	6,360	1,581,255	5,562,438	(3,981,183)
Home Schooling	83.000	83.000	-	250	20,750	20,750	-
<i>*Home School FTE not Included here</i>	14,355.615	14,303.500	52.115		112,835,621	106,823,873	6,011,749
Level 1 Special Needs	15.000	16.000	(1.000)	44,850	672,750	688,000	(15,250)
Level 2 Special Needs	465.000	488.000	(23.000)	21,280	9,895,200	9,955,200	(60,000)
Level 3 Special Needs	245.000	245.000	-	10,750	2,633,750	2,523,500	110,250
English Language Learning	920.000	970.000	(50.000)	1,585	1,458,200	1,474,400	(16,200)
Aboriginal Education	2,310.000	2,330.000	(20.000)	1,565	3,615,150	3,495,000	120,150
Adult Education	4.500	5.250	(0.750)	5,030	22,635	25,321	(2,686)
Total September enrolment	14,360.115	14,308.750	(0.750)		18,297,685	18,918,445	136,264
Other Funding Categories							
Equity of Opportunity Supplement					831,482	757,024	74,458
Salary Differential Supplement					2,928,618	2,918,143	10,475
Unique Geographic Factor Supplement					3,340,508	3,305,467	35,041
Education Plan Supplement					128,732	128,563	169
<i>February Data Count (New SPED/DL/ELL)</i>					1,019,806	977,974	41,832
<i>May Data Count (New DL Only)</i>					527,720	506,116	21,604
<i>Indigenous Services Canada Recovery</i>					(1,174,655)	(1,174,655)	-
2021/22 Total Operating Grant					138,735,517	133,160,949	6,331,592
Total School Aged Enrolment	14,355.615	14,303.500	52.115				
Total Adult Enrolment	4.500	5.250	(0.750)				
Total Enrolment	14,360.115	14,308.750	51.365				
Change			51.365				6,331,592

The School District's 2020-21 Estimated Operating Block can be found at:

<https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/k12funding/21-22/21-22-sd68-march-2021.pdf>

The Ministry of Education Operating Grant Manual, which contains the associated funding formulas, can be found at:

<https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/k12funding/21-22/21-22-operating-grants-manual.pdf>

There were two factors that contributed to the overall increase. The first provided funding for our projected increased student enrolment, which has increased over the 2020/21 Amended Annual Budget by 51.365 student FTE. The impact of the enrolment increase is reflected below:

2021/22 Operating Grant increase per projected enrolment (20/21 Amended Budget vs 21/22 Annual Budget)

September Enrolment	Full Time Equivalent (FTE)			RATES	Funding		
	21/22 Annual Budget	20/21 Amended Budget	Change		21/22 Annual Budget	20/21 Amended Budget	Change
Standard (Regular) Schools	13,851.990	13,154.375	697.615	7,560	104,721,044	99,447,075	5,273,969
Continuing Education	-	0.250	(0.250)	7,560	-	1,890	(1,890)
Alternate Schools	255.000	237.000	18.000	7,560	1,927,800	1,791,720	136,080
Distributed Learning	248.625	911.875	(663.250)	6,100	1,516,613	5,562,438	(4,045,825)
Home Schooling	45.000	83.000	(38.000)	250	11,250	20,750	(9,500)
<i>*Home School FTE not Included here</i>	14,355.615	14,303.500	52.115		108,176,707	106,823,873	1,352,834
Level 1 Special Needs	15.000	16.000	(1.000)	43,000	645,000	688,000	(43,000)
Level 2 Special Needs	465.000	488.000	(23.000)	20,400	9,486,000	9,955,200	(469,200)
Level 3 Special Needs	245.000	245.000	-	10,300	2,523,500	2,523,500	-
English Language Learning	920.000	970.000	(50.000)	1,520	1,398,400	1,474,400	(76,000)
Aboriginal Education	2,310.000	2,330.000	(20.000)	1,500	3,465,000	3,495,000	(30,000)
Adult Education	4.500	5.250	(0.750)	4,823	21,704	25,321	(3,617)
Total September enrolment	14,360.115	14,308.750	(0.750)		17,539,604	18,161,421	(621,817)
Other Funding Categories							
Equity of Opportunity Supplement					757,024	757,024	-
Salary Differential Supplement					2,918,143	2,918,143	-
Unique Geographic Factor Supplement					3,305,467	3,305,467	-
Education Plan Supplement					128,563	128,563	-
<i>February Data Count (New SPED/DL/ELL)</i>					977,974	977,974	-
<i>May Data Count (New DL Only)</i>					506,116	506,116	-
<i>Indigenous Services Canada Recovery</i>					(1,174,655)	(1,174,655)	-
2021/22 Total Operating Grant					133,134,942	132,403,925	731,017
Total School Aged Enrol	14,355.615	14,303.500	52.115				
Total Adult Enrol	4.500	5.250	(0.750)				
Total Enrol	14,360.115	14,308.750	51.365				
Change			51.365				731,017

The second factor was an increase to the per pupil funding rates to account for the general wage increases (GWI) under the labor settlement agreements. In 2020/21 Ministry of Education provided this through a separate grant, however, that revenue item has been removed from the budget as the associated funding below is now included within the Operating Grant.

2021/22 Operating Grant update at March 15, 2021 per MOE (Labor Settlement Increase/Rate per Category)

September Enrolment	Projected Enrol 21/22 (FTE)	RATES	MOE Grant Update Mar 12	Budget 21/22 per projected enrol prior to MOE grant update	Change
Standard (Regular) Schools	13,851.990	7,885	109,222,941	104,721,044	4,501,897
Continuing Education	-	7,885	-	-	-
Alternate Schools	255.000	7,885	2,010,675	1,927,800	82,875
Distributed Learning	248.625	6,360	1,581,255	1,516,613	64,643
Home Schooling	83.000	250	20,750	11,250	9,500
<i>*Home School FTE not Included here</i>	14,355.615		112,835,621	108,176,707	4,658,914
Level 1 Special Needs	15.000	44,850	672,750	645,000	27,750
Level 2 Special Needs	465.000	21,280	9,895,200	9,486,000	409,200
Level 3 Special Needs	245.000	10,750	2,633,750	2,523,500	110,250
English Language Learning	920.000	1,585	1,458,200	1,398,400	59,800
Aboriginal Education	2,310.000	1,565	3,615,150	3,465,000	150,150
Adult Education	4.500	5,030	22,635	21,704	932
Total September enrolment	14,360.115		18,297,685	18,296,628	758,082
Other Funding Categories					
Equity of Opportunity Supplement			831,482	757,024	74,458
Salary Differential Supplement			2,928,618	2,918,143	10,475
Unique Geographic Factor Supplement			3,340,508	3,305,467	35,041
Education Plan Supplement			128,732	128,563	169
<i>February Data Count (New SPED/DL/ELL)</i>			1,019,806	977,974	41,832
<i>May Data Count (New DL Only)</i>			527,720	506,116	21,604
<i>Indigenous Services Canada Recovery</i>			(1,174,655)	(1,174,655)	-
2021/22 Total Operating Grant	14,360.115		138,735,517	133,891,966	5,600,575
Change					5,600,575

OPERATING FUND – SUMMARY OF REVENUE CHANGES

Represented below are the operating revenue changes made to the 2021/22 Annual Budget, compared to those included in the 2020/21 Amended Budget.

Operating Fund - Summary of Revenue Changes	21-22 Annual Budget	20-21 Amended Budget	Variance	
<u>MOE Operating Grant</u>	139,910,172	133,578,580	6,331,592	1
Less Local Education Agreement Federal Funding Recovery	(1,174,655)	(1,174,655)	-	
Total	138,735,517	132,403,925	6,331,592	
<u>Other Ministry of Education Grants</u>			-	
Student Transportation	244,630	244,630	-	
Other	182,964	512,964	(330,000)	2
Pay Equity	160,000	160,000	-	
Labour Settlement Funding	-	3,645,082	(3,645,082)	3
Total	587,594	4,562,676	(3,975,082)	
<u>Other Provincial Grants</u>			-	
Industry Training Grants	192,000	192,000	-	
MCFD Program	40,416	40,416	-	
Total	232,416	232,416	-	
<u>Other Revenue</u>			-	
Local Education Agreement - Federal Funding	1,174,655	1,174,655	-	
International Student Education	2,391,350	1,344,190	1,047,160	
Conseil Scolaire Francophone (CSF)	519,299	519,299	-	
Cafeteria Revenue	205,000	205,000	-	
BC Hydro Energy Grant	50,000	50,000	-	
Rentals and Leases	400,000	400,000	-	
Investment Income	186,000	205,000	(19,000)	4
Other	117,000	117,000	-	
Total	5,043,304	4,015,144	1,028,160	
Fund prior to Surplus Appropriation/Transfers	144,598,831	141,214,161	3,384,670	
Appropriated Surplus	778,348	6,346,745	(5,568,397)	5
Transfer of Operating Funds to Local Capital	-	(3,002,500)	3,002,500	6
Total Operating Revenue	145,377,179	144,558,406	818,773	

Notes:

- 1) Revenue increase per increased student enrolment of 51.365FTE and increased rates per student category for Labour Settlement Funds
- 2) Less \$280,000 Teacher Mentorship Funding and \$50,000 Seat Belt Pilot Project Funding
- 3) Removal of the Labour Settlement Grant as now rolled into the Operating Grant per item#1
- 4) Investment Income decreased per current rates
- 5) Removal of surplus appropriated for use in 2020/21 then added initial surplus required for 2021/22
- 6) Transfer of Operating dollars to Local Capital removed - TBD for 2021/22

Also identified above, the budgeted revenue for the International Student Program shows an increase of \$1,047,160. Although the pandemic continues to generate uncertainty with regards to international student activity in 2021/22, and estimates are still conservative, we are anticipating growth. We have therefore increased our tuition revenue, as well as accounted for the additional staffing expense. However, as a risk management strategy due to the ongoing effects of COVID-19, staff are recommending that the excess of tuition over expenses be placed into contingency until such time as student participation is confirmed. Notably, some of this contingency will go towards the increase staffing levels required to provide service to confirmed student numbers. Additional surplus dollars may be able to be directed to other educational needs in the district, as determined in September.

<u>International Student Education Program</u> <i>Budget 2021/22</i>	<u>2021/22</u>		<u>2020/21</u>
	<i>Based on 13 Elementary and 147 Secondary = 160 Students</i>		<i>See Note 1</i>
	Change	Annual Budget	Amended Budget
<u>Revenue</u>			
Tuition	871,250	2,142,750	1,271,500
Application and Homestay Placement Fees	72,600	72,600	
Medical Fees	103,310	176,000	72,690
Total Revenue	1,047,160	2,391,350	1,344,190
<u>Program Expenses</u>			
Agent Fees	84,350	215,000	130,650
Medical Expense	103,310	176,000	72,690
General Program Expenses	-	101,434	101,434
Program Staff	44,944	633,751	588,807
Total ISE Program Expense	232,604	1,126,185	893,581
<i>Additional District Expenses</i>			
Secondary Staffing per 25:1 Ratio per Student HC	457,618	691,203	233,585
Operating Budget Allocations per Student HC	17,100	33,600	16,500
Total Expense	707,322	1,850,988	1,143,666
Surplus(Deficit)		540,362	200,524

* Note 1: 2020/21 was originally based on 67 students (13 Elem/54 Secondary); the Amended Budget was increased by \$400,000 to account for the additional 60+ students who arrived late Jan 2021.

Further, if we exceed our estimated student enrolment, increased revenue will first provide additional support to those students, then be able to be applied to other district needs. Any increase in tuition revenue, along with the associated expenses, will be presented in the 2021/22 Amended Annual Budget.

OPERATING EXPENSES

Expense adjustments for Budget 2021/22 start with detailed analysis of the operating expenses in the 2020/21 Amended Annual Budget. From there, all known, projected, or anticipated increases are accounted for which may include items such as salary increases, benefit rate adjustments, inflationary cost pressures, removal of budgets not applicable to the current year, contractual obligations, assumed risk mitigation strategies, and student enrolment. The following chart represents the District's adjusted operating expenses for Budget 2021/22, since the approval of the 2020/21 Amended Budget.

Operating Fund - Summary of Expense Changes	
Opening Expense - 2020/21 Amended Annual Budget Operating Expense Total	144,558,406
<u>Summary of Expense adjustments</u>	
<i>Removal of Restricted Surplus from Budget 21/22</i>	(3,108,975)
<i>Removal of the Teacher Mentorship grant provided in 20/21, not applicable to 21/22</i>	(280,000)
<i>Removal of the Seat Belt Bus Pilot grant provided in 20/21, not applicable to 21/22</i>	(50,000)
<i>CUPE General Wage Increase (GWI)</i>	549,568
<i>NDTA General Wage Increase (GWI)</i>	1,585,655
<i>BCPVPA General Wage Increase (GWI)</i>	205,280
<i>Exempt General Wage Increase (GWI)</i>	201,195
<i>Removal of the General Wage Increase (GWI) supplement to the CEF in 20/21</i>	(420,692)
<i>Staffing updated per projected enrolment</i>	690,806
<i>School operating budgets updated per projected enrolment</i>	226,997
<i>Indigenous Education enrolment update - direct Target expense allocation</i>	120,100
<i>School calendar adjustment</i>	(73,321)
<i>IT Manager</i>	42,992
<i>District IT Contracts updated for 21/22</i>	(31,858)
<i>Restricted surplus allocation (from Staffing Contingency) for 21/22 Outreach Program</i>	278,348
<i>Restricted surplus allocation (part of \$500K) for continuation of Painting Program</i>	100,000
<i>Restricted surplus allocation (part of \$500K) for Bus Monitor Pilot Program</i>	65,104
<i>Restricted surplus allocation (part of \$500K) for 20/21 Bargaining costs</i>	50,000
<i>Restricted surplus allocation (part of \$500K) for Summer Outreach Program (COVID)</i>	127,212
<i>ISE Surplus added to contingency (risk management strategy)</i>	540,362
Total Expense adjustments for 21/22	818,773
Closing Expense - 2021/22 Annual Budget Operating Expense Total	145,377,179

Note: The Outreach Program identified above using \$278,348 of surplus includes a Coordinator, Teacher and Child Youth Family Support Worker. The resources allocated to the Summer Outreach Program have been placed into contingency until program expenses are confirmed and associated budgets are able to be set up accordingly.

OPERATING FUND SUMMARY

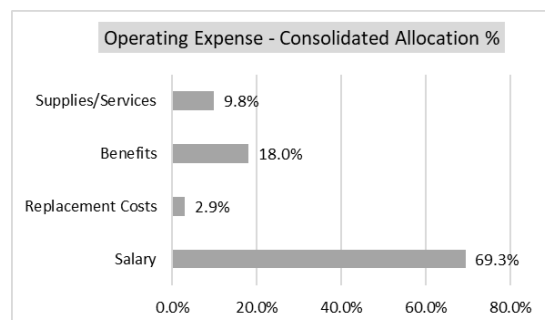
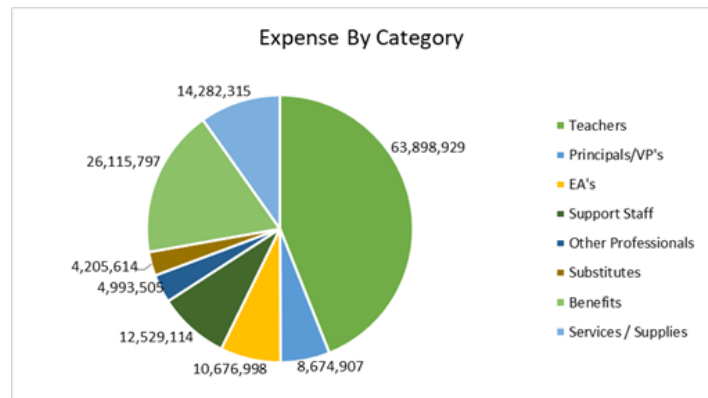
For presentation to the Ministry of Education, any transfer of Operating Revenue to Local Capital and an Appropriation of Restricted Surplus must be identified separately from general Revenue. For summary purposes, the chart below presents the Revenue and Expenses, as they will be shown on the 2021/22 Annual Budget Document for Bylaw approval.

<u>Operating Fund - Revenue and Expense Summary</u>	
Operating Revenue	144,598,831
Operating Expense	145,377,179
Surplus(Deficit)	(778,348)
Transfer of Operating Funds to Local Capital	-
Appropriation of Restricted Surplus	778,348
Surplus(Deficit)	-

Total Surplus Allocation to Budget 2021/22, less	778,348
2021/22 Outreach Program	(278,348)
2021/22 Painting Program	(100,000)
2021/22 Bus Monitor Pilot Program	(65,104)
2021/22 Bargaining Costs	(50,000)
2021/22 Summer Outreach Program	(127,212)
Surplus remaining	157,684
<i>Surplus used to balance planned expenses over revenues received</i>	<i>(157,684)</i>
Surplus Balance	-

Total Expenses by Category

Category	Expense	%
Teachers	63,898,929	44.0%
Principals/VP's	8,674,907	6.0%
EA's	10,676,998	7.3%
Support Staff	12,529,114	8.6%
Other Professionals	4,993,505	3.4%
Substitutes	4,205,614	2.9%
Benefits	26,115,797	18.0%
Services / Supplies	14,282,315	9.8%
Total Expenses	145,377,179	100%



DISTRICT STAFFING

District staffing consolidated under the Operating, Special Purpose, and Capital Fund has increased substantially in the last three years. This is predominantly due to the restoration of the class size and composition language under LOU17 (Classroom Enhancement Fund). Further, the District has seen an increased number of students with unique needs who require additional assistance to enable them to access and participate in educational programs. The District has also seen an increase in Capital works in support of Ministry approved projects, facility upgrades, and classroom space modifications or additions per increased enrolment. And most recently, COVID-19-19, which brought with it a large in-flux of staffing for enhanced cleaning protocols, on-line and distributed learning, and support for learning loss.

Overall, since 2014/15, our Student to Staffing Ratio has improved, and the district shows an increase in staffing of 273.24FTE. However, given the pandemic required the increased educational and custodial supports, and the increases were funded by Ministry on a one-time basis, this level of staffing cannot be maintained by regular funding levels.

Student FTE September Enrolment	12,878	13,067	13,427	13,728	14,035	14,295	14309	20/21
Budgeted FTE Staffing	14/15	15/16	16/17	17/18	18/19	19/20	20/21	Student to Staff Ratio
Teachers	724.64	715.74	739.79	832.178	864.431	877.274	883.505	16.20
Administrative Officers	57.75	55.50	54.00	59.600	66.200	65.800	67.000	213.57
Education Assistants	255.20	272.15	279.29	276.923	298.868	312.886	311.448	45.94
Support Staff	243.82	224.90	224.43	241.161	251.264	250.835	277.982	51.47
Other Professionals	38.29	38.50	41.50	44.000	47.500	51.500	53.000	269.98
Total	1,319.70	1,306.79	1,339.01	1453.862	1528.263	1558.295	1592.935	8.98
Student to Staff Ratio	9.76	10.00	10.03	9.44	9.18	9.17	8.98	

**Source - Amended Annual Budgets*

Note: Support Staff shows an overall 6-year reduction in FTE due to necessary budget cuts per declining enrolment between 2014/15 and 2016/17, which have now been restored. In addition, facilities staff that support AFG, Capital and Local Capital projects are understated in the Budget due to the fluctuation, timing, and duration of these positions, making them difficult to estimate, and account for, on a yearly basis.

Change in FTE from 2014/15 to 2020/21	
Teachers	158.87
Administrative Officers	9.25
Education Assistants	56.25
Support Staff	34.16
Other Professionals	14.71
Total	273.24

2021/22 Changes in District Staffing

Operating Fund FTE Summary			
Category	Annual Budget 21/22	Change	Amended Budget 20/21
Teachers	750.138	1.890	748.248
Administrative Officers	66.000	1.000	65.000
Education Assistants	261.626	0.862	260.765
Support Staff	236.672	-0.205	236.877
Other Professionals	49.500	0.000	49.500
Total FTE	1363.937	3.547	1360.390
Teachers	-1.000	Teacher to VP (Island ConnectED)	
	6.620	Enrolment changes	
	-5.730	Removed DL staffing in 20/21 due to COVID	
	2.000	Outreach Program for 2021/22	
	<u>1.890</u>		
AO	1.000	VP from Teaching (Island ConnectED)	
EA's	-0.170	NOE Crossing Guard funded by Surplus, now removed	
	-3.500	Reset EA Staffing for 2021/22 per projected enrolment	
	-0.096	1 less Supervision position per enrolment	
	-1.886	CSC's removed	
	5.571	Additional EA contingency hours per Learning Services	
	0.943	CYSFW for Outreach Program	
	<u>0.862</u>		
Support	-0.143	Removed one-time 20/21 clerical per COVID	
	-0.062	Correction to budgeted Bus Monitor hrs/FTE	
	<u>-0.205</u>		

Special Purpose Fund FTE Summary			
Category	Annual Budget 21/22	Change	Amended Budget 20/21
Teachers	101.522	-33.735	135.257
Administrative Officers	2.000	0.000	2.000
Education Assistants	43.176	-7.505	50.681
Support Staff	22.605	-18.500	41.105
Other Professionals	3.500	0.000	3.500
Total FTE	172.803	-59.740	232.543
Teachers	-8.585	CEF - 90% Funding Reduction	
	-25.250	Federal COVID Fund	
	0.100	Increased Elementary SST Supplement	
	<u>-33.735</u>		
EA's	-0.337	-12 EA top-ups/+1 Supervision - LIF	
	-2.141	Positions from prior year surplus now removed	
	-3.385	EA Support provided by Federal COVID Fund	
	-0.785	Computer Assisted Learning Tutor	
	-0.714	Special Needs Community Support Worker	
	-1.429	Removal of 2 School Foods Program Planners	
	1.286	EA Hours added from the School Foods savings	
	<u>-7.505</u>		
Support	-1.300	COVID - Bus Driver	
	-7.539	COVID - Custodial (Fed)	
	-1.000	COVID - Clerical	
	-8.661	COVID Custodial (Prov)	
	<u>-18.500</u>		

Note: Although there is no change in FTE within the Other Professional category, there has been a shift in positions. In 2020/21 a Health and Safety Manager was added for one year, using surplus funds, which has now been removed. For 2021/22, as previously noted, the Information Technology department has identified a need for a Manager position, which has now been added.

The district's total, full-time equivalent staffing levels, from both the Operating and Special Purpose Funds, are summarized below;

Consolidated FTE Summary			
Category	Annual Budget 21/22	Change	Amended Budget 20/21
Teachers	851.660	-31.845	883.505
Administrative Officers	68.000	1.000	67.000
Education Assistants	304.802	-6.643	311.446
Support Staff	259.277	-18.705	277.982
Other Professionals	53.000	0.000	53.000
Total FTE	1536.739	-56.193	1592.933

RECONCILIATION TO THE MINISTRY OF EDUCATION BUDGET DOCUMENT

The 2021/22 Annual Budget, reconciled to include the Operating, Special Purpose and Capital Fund, is presented below, as well as the District's Budgeted Bylaw amount, both are represented within the Ministry of Education Annual Budget document, provided separately.

<u>2021/22 Budget Reconciliation</u>	
Operating Revenue	144,598,831
Special Purpose Revenue	17,602,841
Amortization of Deferred Capital Revenue	6,350,000
Local Capital Investment Income	30,000
Total Revenue	168,581,672
Operating Expense	145,377,179
Special Purpose Expense	17,602,841
Amortization of Capital Asset Expense	9,750,000
Total Expense	172,730,020
<i>Surplus(Deficit)</i>	<i>(4,148,348)</i>
Appropriation of Restricted Surplus	778,348
Surplus(Deficit)	(3,370,000)

* The deficit presented is from the Capital Fund only, and is the difference between the Amortization of Deferred Capital Revenue and the Amortization Expense on District Assets; Ministry allows for this deficit.

<u>2021/22 Budget Bylaw</u>	
<i>The Bylaw amount is the District's Budgeted <u>EXPENSES</u> only, which are as follows:</i>	
Operating Expense	145,377,179
Special Purpose Expense	17,602,841
Amortization of Capital Asset Expense	9,750,000
Tangible Capital Assets Purchased from Local Capital	-
Total Bylaw	172,730,020