

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Agenda

Committee Members:	Trustee Elder, Chair Trustee Hickman Trustee Silzer
Staff Support:	Jason Reid, Secretary-Treasurer Dave Eberwein, Superintendent of Schools Megan Cimaglia, Director of Finance Rob Lumb, Director of Facilities Cody Henschel, Director of Information Technology
Partner Representatives:	Don Peterson, STA Nola Welsh, CUPE David Mark, SAA Ashley Sonosky, COPACS
Other Attendees:	

**Tuesday, March 7, 2023
10:30 am**

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

No Items.

C. ITEMS FOR RECOMMENDATION

1. Phone System Business Case – briefing note to follow

2. International Program Fees

Staff Recommendation:

The Committee recommends and I, Trustee Elder move,

That the Board approve the following International Student Program fee adjustments for the 2024/25 school year:

- Increase tuition fee from \$14,750 to \$15,750;
- Increase homestay placement fee from \$650 to \$750; and,
- Increase application fee from \$250 to \$300.

D. ITEMS FOR INFORMATION

1. Fiscal Forecast
2. Report from Budget Advisory Committee

E. FUTURE AGENDA ITEMS

- Annual Facility Grant Plan (Apr)
- 2023/24 Capital Plan Bylaw (Apr)
- Fiscal Forecast (Apr)
- Report from BAC (Apr)

To: Finance Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: International Student Program Fees

Date: February 27, 2023

Purpose and Background

The purpose of this briefing note is to recommend the following adjustments to the current [International Student Program Fees](#) for the 2024/25 school year:

- Tuition Fee – increase from \$14,750 to \$15,750
- Homestay placement fee – increase from \$650 to \$750
- Application fee – increase from \$250 to \$300

The tuition fee was last increased from \$13,750 to \$14,750 effective for the 2022/23 school year.

The application fee was last adjusted about 4 years ago, and the homestay placement fee was last adjusted about 7 years ago. These fees fund administrative staffing cost associated with processing applications and homestay placements.

In November 2022, the Board approved increasing the homestay fee from \$1,100 to \$1,200/month effective for new registrations for the 2023/24 school year. The homestay fee for the 2022/23 school year was \$975/month.

The Board establishes tuition and homestay fees for international students per [Policy 25 \(International Student Program\)](#).

Proposed Fee Increases

These fee adjustments are recommended to ensure the program is able to fund annual inflationary cost pressures (driven primarily by wage increases), while at the same time ensuring that fees remain competitive.

With the proposed fee increase, standard fees for a full year would increase from \$28,850 to \$30,000, which are comparable with [SD61 \(Victoria\) 2024/25 school year fees](#).

Staff Recommendation:

That the Board approve the following International Student Program fee adjustments for the 2024/25 school year:

- Increase tuition fee from \$14,750 to \$15,750;
- Increase homestay placement fee from \$650 to \$750; and,
- Increase application fee from \$250 to \$300.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jason Reid".

Jason Reid
Secretary Treasurer

JR/klg

	Prior Year Actual 2021	Prior Year Actual 2022	Amended Budget	Current Budget	Revenue/ Expenditures to January 31, 2023	Projected Revenue and Expenditure	Variance From Budget	Notes
Revenue								
621 Consolidated Revenue Grants	(73,905,419)	(76,549,164)	(76,774,842)	(76,704,473)	(38,813,448)	(76,704,473)	-	
627 Indig. Northern Affairs Canada (INAC) Recovery	2,886,687	3,079,193	3,552,472	3,552,472	1,776,236	3,552,472	-	
629 Other Ministry Of Ed Grants <i>includes Pay Equity, Ad hoc MOE grants, Grad adult funding, Labour Settlement Funding</i>	(3,400,931)	(1,135,484)	(965,650)	(3,557,019)	(374,803)	(3,557,019)	-	
629 Classroom Enhancement Fund (CEF)	(6,953,957)	(8,912,124)	(10,684,163)	(10,684,163)	(5,160,467)	(10,684,163)	-	
630 Federal Grants <i>French Odyssey Grant, Jordan's Principle</i>	-	(39,492)	-	-	-	-	-	
641 Other Ministry Grants <i>ERASE Grant</i>	-	(183,610)	(10,500)	(10,460)	(10,460)	(10,460)	-	
645 Instructional Cafeteria Revenue	(125,874)	(184,506)	(68,000)	(68,000)	(114,354)	(68,000)	-	
646 Local Education Agreements/Direct Funding Indig.	(2,886,687)	(2,723,698)	(3,552,472)	(3,552,472)	(1,776,236)	(3,552,472)	-	
647 International and Out of Province Students	(3,064,401)	(5,738,618)	(6,396,665)	(6,396,665)	(6,501,706)	(6,295,265)	(101,400)	Note 1
649 Misc. Fees & Revenues <i>includes ad hoc grants received, recovery revenue from shared services, funding from municipalities</i>	(666,238)	(497,986)	(277,324)	(399,830)	(435,023)	(399,830)	-	
651 Community Use Of Facilities	(8,694)	(30,242)	-	-	(28,962)	(34,962)	34,962	
659 Other Rentals & Leases	(357,692)	(380,542)	(390,000)	(390,000)	(241,736)	(390,000)	-	
660 Exchange (Gain) Loss	1,110	(1,207)	-	-	(476)	(476)	476	
661 Interest On Short Term Deposits	(218,358)	(204,761)	(480,000)	(480,000)	(339,544)	(592,610)	112,610	
662 Appropriated Surplus (prior years carry forward amounts)	-	-	(3,214,237)	(1,653,237)	-	(1,653,237)	-	Note 2
672 Student Fees/Certifications	(98,350)	(108,010)	(75,000)	(75,000)	(38,050)	(75,000)	-	
Total Revenue	(88,798,804)	(93,610,251)	(99,336,381)	(100,418,847)	(52,059,029)	(100,465,495)	46,648	
Expenses								
105 Salaries - P/VP	4,632,111	4,781,071	5,053,500	5,091,572	2,737,885	5,040,978	50,594	
111 Salaries - Teachers (incl. POSR)	38,742,007	40,715,557	40,142,419	40,186,168	20,662,818	41,266,112	(1,079,944)	Note 3
307 - Teacher remedy	987,367	1,639,055	1,747,363	1,747,363	539,093	1,747,363	-	
Teacher remedy unspent	-	-	-	-	-	-	-	
122 Salaries - Support Staff (incl. In Service, WCB and First Aid)	8,642,755	8,541,427	8,997,266	9,725,894	4,562,672	9,404,042	321,852	Note 4
123 Salaries - Other Professionals	3,303,738	3,223,078	3,406,632	3,413,094	1,843,907	3,422,418	(9,324)	
131 Salaries - Educational Assistants	5,434,859	5,409,004	6,428,890	6,408,274	2,597,402	5,899,066	509,208	Note 5
143 Support Staff Replacement Costs	566,773	636,057	442,534	442,534	290,842	648,717	(206,183)	Note 6
146 Teacher Replacement Costs	2,692,913	3,473,416	3,526,016	3,600,777	1,939,950	3,848,090	(247,313)	Note 7
	65,002,523	68,418,665	69,744,620	70,615,676	35,174,569	71,276,786	(661,110)	
200 Benefits	15,519,136	16,612,271	17,192,623	17,080,451	7,994,632	17,205,353	(124,902)	
	15,519,136	16,612,271	17,192,623	17,080,451	7,994,632	17,205,353	(124,902)	
Services & Supplies								
Services	2,950,331	4,823,714	5,151,057	5,275,571	3,112,710	5,174,171	101,400	
Pro-D & Travel	490,829	457,956	819,922	836,103	356,339	836,103	-	
Rentals & Leases	105,124	137,659	169,000	174,000	92,051	174,000	-	
Dues & Fees	353,722	385,591	327,528	337,528	234,146	337,528	-	
Insurance	157,887	187,184	165,460	167,460	198,047	167,460	-	

Projection for Discussion Purposes - Actual Results May Differ From Projected

Prepared by Megan Cimaglia

	Prior Year Actual 2021	Prior Year Actual 2022	Amended Budget	Current Budget	Revenue/ Expenditures to January 31, 2023	Projected Revenue and Expenditure	Variance From Budget	Notes
Supplies	1,083,497	2,879,215	3,198,136	4,214,023	1,943,287	3,214,023	1,000,000	Note 8
Utilities	1,534,300	1,484,676	1,608,035	1,608,035	745,655	1,608,035	-	
	6,675,690	10,355,995	11,439,138	12,612,720	6,682,235	11,511,320	1,101,400	
Total Expenses	87,197,349	95,386,931	98,376,381	100,308,847	49,851,436	99,993,459	315,388	
Transfer from operating for purchase of capital assets	1,280,575	1,035,089	850,000		-	-	-	
Transfer to local capital for asset replacement reserve	82,250	109,982	110,000	110,000	-	110,000	-	
(Surplus)/Deficit	(238,630)	2,921,751	-	-	(2,207,593)	(362,036)	362,036	
					Opening Contingency Reserve	(2,998,441)		
					Estimated School and District Carry Forwards	1,000,000		
					Estimated Closing Contingency Reserve	(2,360,477)		

Amended Budget is the February *Amended Annual Budget*, which was approved by the Board on February 15, 2023.

Current Budget is the current working budget.

Certain comparative figures have been restated to conform with current year's presentation

Variance comments:

Note 1 - International tuition revenue is projected to exceed budget with 255.9 FTE (budget of 250 FTE). Overall revenue is expected to be below budget due to lower than budgeted homestay fees (note no impact on overall budget as we will pay out less homestay fees).

Note 2 - Appropriated surplus consists of budgeted carry forwards of \$996,516 and a placeholder of \$656,721 for committed but not yet confirmed Support Staff Labour Settlement Funding.

Note 3 - Teacher salaries negative variance is due to:

- Higher than budgeted average teacher salary (after revision for new collective agreement rates).
- 2 teachers acting as vice principals being backfilled by teachers (majority of the salary for these teachers is still recorded with teacher salaries, but is budgeted on the PVP line).
- HR noted that a higher number of teachers are receiving category changes to 5+ than in recent past.
- A variety of other small factors.

Note 4 - Support Staff salaries positive variance is mainly due to hiring lag for vacant positions.

Note 5 - Education Assistant (EA) salaries positive variance is due to several factors:

- Hiring lag in deployment of EA funding.
- Estimated continued understaffing due to inability to consistently fill all EA positions.
- EAs taking unpaid time off.
- All positions are budgeted at the continuing rate of pay, but about 10% of positions are staffed with temporary employees who earn \$1.34 less per hour.

Note 6 - Support Staff Replacement Costs negative variance is due to higher than budgeted use of sick and emergency leave.

Note 7 - Teacher Replacement Costs negative variance is due to higher than budgeted use of sick and emergency leave.

Supplemental employment benefit top up is predicted monthly at the average of what we paid over the last fiscal year. This is a significant source of uncertainty in the forecast as payments vary significantly month to month based on number of leaves and timing of receipt of paperwork from staff.

Note 8 - Assumption made in preparing this forecast is that departments and schools will spend their services and supplies budgets as allocated, other than the following:
(\$1,000,000) expected school and district carry forward
(\$101,400) estimated lower than budgeted homestay fees paid out

(\$1,101,400)



BUDGET ADVISORY COMMITTEE MEETING

Thursday, February 23, 2023

3:00 pm, Board Room

Committee Members:

Keven Elder, Chair
Susan Hickman, Trustee
Nola Silzer, Trustee
Dave Eberwein, Superintendent of Schools
Paul McKenzie, Asst Superintendent - regrets
Peter Westhaver, Director of Instruction - regrets
Carly Hunter, Director of Instruction
Jason Reid, Secretary Treasurer
Megan Cimaglia, Director of Finance

Don Peterson, STA
Heather Simpson, STA - regrets
Nola Welsh, CUPE
Laura Mackie, CUPE
Sean Hayes, SAA - regrets
Tassie Harris, SAA
Spencer Gray, SISP - regrets
Megan Misovic, COPACS

Other Attendees: Chair Tim Dunford, Trustee Teri VanWell, Trustee Elsie McMurphy

Meeting Notes

- Committee Chair Elder welcomed committee members and guests and acknowledged the meeting was being held on the territory of the WSÁNEĆ people.
- The committee reviewed the meeting notes from the January 26, 2023 BAC meeting. Secretary Treasurer Reid noted that the two recommendations from BAC in January were approved by the Board at the February Board meeting. These recommendations were approval of the BAC terms of reference, and approval of the 2023/24 Budget Process Consultation Plan.
- Secretary Treasurer Reid presented the February Facts Package. The committee discussed the contents of the package including the 2023/24 to 2032/33 enrolment forecast, February fiscal forecast, 2023 Risk Report, historical budget changes, and trends in key balances and operating budgets. Specific topics discussed included: enrolment forecast assumptions, enrolment uncertainty at SIDES, the relationship between enrolment and funding, international program enrolment, and how the fiscal forecast and risk assessment report will inform budget planning and the budget consultation process.
- Committee Chair Elder noted that the next BAC Meeting will be Thursday, April 6, 2023, 3:00-5:00pm, and outlined next steps in the process.
- Secretary Treasurer Reid noted that at the next meeting on April 6th the committee will review:
 - Estimated 2023/24 budget balance (reflecting Provincial Budget 2023 and funding rates to be announced March 15th)
 - Draft Multi-year Financial Plan Reporting
 - Budget implications of specific initiatives to improve student achievement in identified strategic priority areas
 - Engagement Plan for Community Budget Meeting and Survey
- Committee Chair Elder adjourned the meeting.

Next meeting: **Thursday, April 6, 2023, 3:00-5:00pm**