



**Chilliwack  
School District**

**THE BOARD OF EDUCATION  
School District #33 (Chilliwack)  
Regular Public Board Meeting  
(Live Streamed and Recorded)**

**AGENDA**

**January 28, 2020**

**7:00 pm**

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**1. CALL TO ORDER – School District Office**

- 1.1. Call to Order - **Welcome and Acknowledgment of Stó:lō Territory**
- 1.2. Adoption of the Agenda  
(THAT the agenda be adopted as circulated.)
- 1.3. Approval of the Minutes  
(THAT the minutes of the January 14, 2020 Regular Board Meeting be approved as circulated.)

**2. PRESENTATION**

- 2.1. Strategic Plan Update: Learning Services – Capacity Building

**3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

**4. ACTION ITEMS**

- 4.1. Budget Committee Report
- 4.2. 2019 – 2020 Amended Annual Budget – 1<sup>st</sup> Reading

**5. INFORMATION ITEMS**

- 5.1. Quarterly Financial Report
- 5.2. BCSTA Report
- 5.3. Trustee Reports
- 5.4. Meeting Summaries: Committee of the Whole & In-Camera
- 5.5. **Next Board of Education Meeting: February 11, 2020 at 7:00 p.m.**

**6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING THE AGENDA**

## 7. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING**  
**The Board of Education**  
**School District #33 (Chilliwack)**

**Date of Meeting:** Tuesday, January 14, 2020

**Location:** School District Office

**Members Present:**

Chair	Mr. D. Coulter
Vice-Chair	Mr. D. Swankey
Trustee	Mrs. H. Maahs
Trustee	Mr. J. Mumford
Trustee	Mr. B. Neufeld (by telephone)
Trustee	Ms. W. Reichelt

**Regrets:** Trustee Dr. D. Furgason

**Staff Present:**

Acting Superintendent	Mr. R. Arul-pragasam
Secretary Treasurer	Mr. G. Slykhuis
Acting Assistant Superintendent	Mr. K. Savage
Executive Assistant	Ms. D. Vogel

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**1. CALL TO ORDER - School District Office**

**1.1. Call to Order**

The Board Chair called the meeting to order at 7:00 p.m. - **Welcome and Acknowledgment of Traditional Stó:lō Territory.**

**1.2. Adoption of the Agenda**

**9.20** Moved by: Trustee Reichelt  
Seconded by: Trustee Neufeld

THAT the agenda be adopted as circulated.

**CARRIED**

**1.3. Approval of the Minutes**

**10.20** Moved by: Trustee Maahs  
Seconded by: Trustee Swankey

THAT the minutes of the December 10, 2019 Special Regular Board Meeting – Elections and the December 10, 2019 Regular Public Board Meeting be approved as circulated.

**CARRIED**

2. **PRESENTATION: STRATEGIC PLAN UPDATE – CONTINUING EDUCATION – FORD MOUNTAIN**

<b>Priority</b>	Strengthening meaningful relationships within and across schools, district and community to support success for students. <b>(Community &amp; Culture)</b>
<b>Goal</b>	To foster, develop and enhance quality partnerships to improve student experiences and learning outcomes.
<b>Strategy</b>	<b>Develop a Framework for Supporting Youth and Adults That Have Not Received Their Dogwood Diploma</b> Continue to review partnership with the Ford Mountain Correctional Facility to ensure the continuing education program funded by the district provides opportunities for adults to obtain their adult dogwood diplomas.

**BACKGROUND:**

- Continuing Education Teacher Doug Fraser discussed the Adult Dogwood Graduation Program that is currently being offered as a Continuing Education class during the day at Ford Mountain Correctional Centre (FMCC), a medium security protective custody facility managed by BC Corrections.
- This specially designed program meets the needs of adult learners requiring a Grade 12 Adult Dogwood Diploma through self-paced day classes held four days a week.

3. **PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING AGENDA ITEMS**

The Chair called for comments and/or questions from the public regarding agenda items.

No comments or questions were received.

4. **ACTION ITEM**

4.1. **2020 – 2021 Local School Calendar: Public Feedback**

**Trustees Reichelt and Swankey recused themselves from discussion and voting on this item.**

11.20 Moved by: Trustee Maahs  
Seconded by: Trustee Coulter

THAT the Board of Education approve the Draft 2020 – 2021 Local School Calendar as outlined for feedback from employees, parents and the public.

**CARRIED**

4.2. **Policy Manual Review**

12.20 Moved by: Trustee Mumford  
Seconded by: Trustee Swankey

THAT the Board of Education direct the Acting Superintendent to initiate a formal process to review and ensure that district policies and regulations are up to date, and aligned with the School Act, Regulations and Orders in Council, and Ministerial Orders.

**CARRIED**

**5. INFORMATION ITEMS****5.1. Recording of Public Board Meetings**

Secretary Treasurer Gerry Slykhuis provided information on the legal implications of editing or suspending the recording of public Board meetings.

**5.2. BCSTA Report**

Matters related to the British Columbia School Trustees' Association (BCSTA) were discussed.

**5.3. Trustee Reports****Trustee Reichelt reported on the following:**

- The Chilliwack Youth Health Centre is now offering counseling at two new locations (Tzeachten and UFV) in addition to the medical and mental health services already offered at the NLC and Sto:lo.
- Tuesdays 1 pm to 7 pm: Counseling and medical services at the NLC.
- Tuesdays 4 pm to 7 pm: Counselling at Tzeachten Land Office.
- Wednesdays 1 pm to 5 pm: Counselling at UFV.
- Thursdays 1 pm to 7 pm: Counselling and medical services at Sto:lo.
- All locations are open to all youth ages 12 to 26.

**Trustee Mumford reported on the following:**

- Strathcona PAC Meeting.

**5.4. Meeting Summaries****December 10, 2019 Committee of the Whole Meeting Summary**

Trustees: Dan Coulter, Willow Reichelt, Darrell Furgason, Heather Maahs, Jared Mumford, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Donna Vogel

1. Policy Manual Review and Next Steps
2. Superintendent's Breakfast December 12
3. BCSTA Budget
4. Chilliwack Official Community Planning: Sardis Community Plan
5. Canada Energy Regulator Hearing: Board Next Steps
6. Timing of Next In-Camera Meeting

**December 10, 2019 In-Camera Meeting Summary**

Trustees: Dan Coulter, Willow Reichelt, Darrell Furgason, Heather Maahs, Jared Mumford, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Donna Vogel

1. HR Report
2. BCPSEA Report
3. 2020 – 2021 Local School Calendar

4. Review of Process re. Policy 606: Challenges to the Use of Learning Resources

**5.5. Next Board of Education Meeting Date**

**Tuesday, January 28, 2020**

**7:00 p.m.**

**School District Office**

**6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING AGENDA ITEMS**

The Chair called for questions from the public regarding agenda items.

No questions were received.

**7. ADJOURNMENT**

The meeting was adjourned at 8:27 p.m.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

**Appendix A: Trustee Activities**

**Trustee Mumford:**

- December 16: Strathcona PAC Meeting.
- December 17: CHC Final 2019 Meeting.
- January 7: Board evaluation meeting.
- January 13: BCPSEA Conference Call.
- January 14: Cities Fit for Children Meeting (Planning Committee, City Hall).

**Trustee Reichelt:**

- December 12: Superintendent's breakfast.
- December 12: Cheam Elementary Christmas singalong.
- December 12: Promontory Elementary Christmas concert.
- December 13: Minister of Education's announcement of funding for Integrated Arts and Southside schools.
- December 13: Bernard Elementary turkey lunch.
- January 7: Chilliwack Child and Youth Committee.
- January 7: Board self-evaluation.

## BOARD OF EDUCATION

### PRESENTATION REPORT

**DATE:** January 28, 2019

**TO:** Board of Education

**FROM:** David Manuel, Acting Director of Instruction

**RE:** **STRATEGIC PLAN UPDATE: LEARNING SERVICES – CAPACITY BUILDING**

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Learning Services includes the work of the curriculum, aboriginal education and student services departments. While these departments have some distinct roles, they are all involved in leading the learning for adults in the district with activities such as workshops, co-planning & co-teaching, demonstration lessons, learning series and collaboration.

<b>Priority</b>	Improving student achievement and well-being through high quality instruction.
<b>Goal</b>	To increase students' abilities to apply critical, creative and reflective thinking.
<b>Strategy</b>	Professional learning structured to empower educators to identify student learning needs, plan and align instruction and assessment across grade levels, and learn evidence-based practices to support student achievement through critical, creative and reflective thinking.



## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** January 28, 2020  
**TO:** Board of Education  
**FROM:** Jared Mumford, Budget Committee Chair  
**RE:** **BUDGET COMMITTEE REPORT**

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#### **RECOMMENDATION:**

THAT the Board of Education receive the Budget Committee Meeting Report of January 23, 2020 as presented.

# Minutes



## REPORT OF THE BUDGET COMMITTEE

*Meeting Held Thursday, January 23, 2020 – 4:00 p.m.*

*School District Office*

### Attendance:

Committee Members:	Jared Mumford Darrell Furgason Willow Reichelt Daisy Dai Andrew Unruh Dale Obirek Reid Clark Heather Attridge Allan Van Tassel Mace MacGowan	Chair Trustee Trustee Community Rep Community Rep CUPE CTA DPAC Management Group Student Rep – CSS
Staff:	Rohan Arul-pragasam Gerry Slykhuis Mark Friesen Talana McNally	Acting Superintendent Secretary Treasurer Assistant Secretary Treasurer Executive Assistant (Recorder)
Regrets:	Gail Point Gabe D'Archangelo Ed Klettke Muskan Gill Tatiana Hochstetter	Ab Ed Advisory Committee CPVPA CTA Student Rep – SSS Student Rep – SSS
Also in Attendance:	David Swankey Heather Maahs	Trustee Trustee

### 1. Call to Order

Chair Mumford called the meeting to order at 4:00 p.m.

### 2. Approval of Agenda

Mover: Allan Van Tassel

Seconder: David Swankey

THAT the agenda be approved as circulated.

CARRIED

3. **Approval of Minutes**

Mover: Darrell Furgason  
Second: Willow Reichelt

THAT the minutes of the October 24, 2019 meeting be approved as circulated.

CARRIED

4. **Committee In-Service – Review of Operating Grants**

Mark Friesen, Assistant Secretary Treasurer presented an in-service on how Ministry of Education Operating Grants are calculated.

5. **Amended Budget Cycle/Key Dates**

Mark Friesen, Assistant Secretary Treasurer, provided information and timelines regarding the Amended Budget process.

6. **2019/20 Amended Annual Budget Review**

The Secretary-Treasurer and Assistant Secretary Treasurer provided an overview of the Amended Budget document and comparison data. Explanation was provided for any significant changes to the budget since the Preliminary Budget was approved last Spring. In order to balance the budget, \$1,631,404 was transferred from Reserves to cover the operating deficit of \$631,404, and \$1.0 million towards the District share of the new Southside School. Based on the Amended Budget, reserves are projected to be at \$576,939 for Unrestricted and \$2.3 million for Local Capital at the end of 2019/20. The Amended Budget will be presented to the Board of Education on January 28, 2020 for first reading.

7. **December Quarterly Financial Report**

The Secretary Treasurer and Assistant Secretary Treasurer reviewed the Quarterly Financial Report as of December 31, 2019 along with a Financial Analysis report. The Quarterly report, based on the Draft Amended Budget, shows an unfavourable variance of \$47,981. Explanations were provided for any material variances.

8. **2020/21 Preliminary Budget Timelines**

The Assistant Secretary Treasurer provided information and timelines regarding the Preliminary Budget process.

9. **3-Year Budget**

The Secretary Treasurer provided information about the plans to include a 3-Year Budget with the Preliminary 2020/21 Budget.

10. **Public Budget Presentation Planning**

A public budget presentation will take place on Tuesday, April 7, 2020 at 7:00 p.m. during the Public Board meeting. The Committee reviewed and discussed the goals and comments from previous presentations. The agenda will remain similar to last year's agenda.

11. **Adjournment**

The meeting was adjourned at 5:12 p.m.

DRAFT

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** January 28, 2020  
**TO:** Board of Education  
**FROM:** Gerry Slykhuis, Secretary Treasurer  
**RE:** **2019-2020 AMENDED ANNUAL BUDGET – 1<sup>ST</sup> READING**

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The Secretary Treasurer will present the 2019-2020 Amended Annual Budget for approval by the Board.

**RECOMMENDATION:**

THAT the Board of Education approve the first reading of 2019-2020 Amended Annual Budget Bylaw in the amount of \$162,534,953.

(Page 3 of the budget document)

Amended Annual Budget

## **School District No. 33 (Chilliwack)**

June 30, 2020

# School District No. 33 (Chilliwack)

June 30, 2020

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\*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)  
(called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2019/2020 pursuant  
to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack)  
Amended Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the  
2019/2020 fiscal year and the total budget bylaw amount of \$162,534,953 for the 2019/2020 fiscal  
year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board  
for the fiscal year 2019/2020.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020;

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**Chairperson of the Board**

**( Corporate Seal )**

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**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 33 (Chilliwack)  
Amended Annual Budget Bylaw 2019/2020, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

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**Secretary Treasurer**



# School District No. 33 (Chilliwack)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	13,964,157	13,826,338
Adult	62,688	57,625
Other	49,297	84,750
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>14,076,141</b>	<b>13,968,713</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	144,821,716	140,598,149
Other	150,000	170,000
Tuition	1,557,521	1,500,000
Other Revenue	6,085,516	6,108,016
Rentals and Leases	430,000	365,399
Investment Income	489,000	532,800
Amortization of Deferred Capital Revenue	7,001,083	6,890,062
<b>Total Revenue</b>	<b>160,534,836</b>	<b>156,164,426</b>
<b>Expenses</b>		
Instruction	129,228,655	124,822,998
District Administration	4,458,635	4,579,327
Operations and Maintenance	23,453,582	23,418,301
Transportation and Housing	4,192,781	4,087,549
<b>Total Expense</b>	<b>161,333,653</b>	<b>156,908,175</b>
<b>Net Revenue (Expense)</b>	<b>(798,817)</b>	<b>(743,749)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>1,884,278</b>	<b>1,659,738</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>1,085,461</b>	<b>915,989</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	1,085,461	915,989
<b>Budgeted Surplus (Deficit), for the year</b>	<b>1,085,461</b>	<b>915,989</b>

# School District No. 33 (Chilliwack)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	137,375,482	135,490,959
Special Purpose Funds - Total Expense	14,053,641	11,454,235
Capital Fund - Total Expense	9,904,530	9,962,981
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,201,300	1,201,300
<b>Total Budget Bylaw Amount</b>	<b>162,534,953</b>	158,109,475

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

**DRAFT**

# School District No. 33 (Chilliwack)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(798,817)</b>	<b>(743,749)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Local Capital	(1,201,300)	(1,201,300)
From Deferred Capital Revenue	(1,652,933)	(1,562,933)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(2,854,233)</b>	<b>(2,764,233)</b>
Amortization of Tangible Capital Assets	8,116,922	8,175,373
<b>Total Effect of change in Tangible Capital Assets</b>	<b>5,262,689</b>	<b>5,411,140</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>4,463,872</b>	<b>4,667,391</b>

# School District No. 33 (Chilliwack)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	2,971,033	73,261	67,090,809	<b>70,135,103</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	317,022		(1,115,839)	<b>(798,817)</b>
Interfund Transfers				
Local Capital	(1,201,300)		1,201,300	-
Other	(1,000,000)		1,000,000	-
<b>Net Changes for the year</b>	<b>(1,884,278)</b>	-	<b>1,085,461</b>	<b>(798,817)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>1,086,755</b>	<b>73,261</b>	<b>68,176,270</b>	<b>69,336,286</b>

# School District No. 33 (Chilliwack)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	132,511,467	130,929,606
Other	150,000	170,000
Tuition	1,557,521	1,500,000
Other Revenue	2,587,516	2,567,516
Rentals and Leases	430,000	365,399
Investment Income	456,000	500,000
<b>Total Revenue</b>	<b>137,692,504</b>	<b>136,032,521</b>
<b>Expenses</b>		
Instruction	115,631,545	113,825,294
District Administration	4,458,635	4,579,327
Operations and Maintenance	13,556,769	13,459,040
Transportation and Housing	3,728,533	3,627,298
<b>Total Expense</b>	<b>137,375,482</b>	<b>135,490,959</b>
<b>Net Revenue (Expense)</b>	<b>317,022</b>	<b>541,562</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>1,884,278</b>	<b>1,659,738</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(1,201,300)	(1,201,300)
Other	(1,000,000)	(1,000,000)
<b>Total Net Transfers</b>	<b>(2,201,300)</b>	<b>(2,201,300)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 33 (Chilliwack)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	132,279,299	130,576,938
ISC/LEA Recovery	(2,292,396)	(2,292,396)
Other Ministry of Education Grants		
Pay Equity	864,624	864,624
Funding for Graduated Adults	40,000	163,500
Transportation Supplement	329,456	329,456
Carbon Tax Grant	111,000	108,000
FSA Marking	14,000	14,000
Benefit Funding	110,484	110,484
EHT Funding	1,055,000	1,055,000
	-	-
<b>Total Provincial Grants - Ministry of Education</b>	<b>132,511,467</b>	<b>130,929,606</b>
<b>Provincial Grants - Other</b>	<b>150,000</b>	<b>170,000</b>
<b>Tuition</b>		
International and Out of Province Students	1,557,521	1,500,000
<b>Total Tuition</b>	<b>1,557,521</b>	<b>1,500,000</b>
<b>Other Revenues</b>		
Funding from First Nations	2,292,396	2,292,396
Miscellaneous		
Distance Ed, Textbook & Course Fees	5,000	5,000
Print Shop	-	-
Bus Fees	135,000	120,000
Energy Program	30,000	30,000
Other Miscellaneous	125,120	120,120
<b>Total Other Revenue</b>	<b>2,587,516</b>	<b>2,567,516</b>
<b>Rentals and Leases</b>	<b>430,000</b>	<b>365,399</b>
<b>Investment Income</b>	<b>456,000</b>	<b>500,000</b>
<b>Total Operating Revenue</b>	<b>137,692,504</b>	<b>136,032,521</b>

# School District No. 33 (Chilliwack)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	58,627,978	59,521,591
Principals and Vice Principals	7,747,273	7,717,123
Educational Assistants	11,622,485	10,422,110
Support Staff	12,877,062	12,510,623
Other Professionals	3,129,809	3,093,508
Substitutes	5,272,204	4,980,850
<b>Total Salaries</b>	<b>99,276,811</b>	<b>98,245,805</b>
<b>Employee Benefits</b>	<b>23,367,309</b>	<b>22,414,887</b>
<b>Total Salaries and Benefits</b>	<b>122,644,120</b>	<b>120,660,692</b>
<b>Services and Supplies</b>		
Services	3,445,503	3,391,280
Student Transportation	17,000	7,700
Professional Development and Travel	1,100,626	1,102,189
Rentals and Leases	32,029	32,029
Dues and Fees	344,360	392,751
Insurance	284,748	252,000
Supplies	7,027,804	7,173,026
Utilities	2,479,292	2,479,292
<b>Total Services and Supplies</b>	<b>14,731,362</b>	<b>14,830,267</b>
<b>Total Operating Expense</b>	<b>137,375,482</b>	<b>135,490,959</b>

# School District No. 33 (Chilliwack)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	47,206,594	709,208	7,206	589,332		3,819,615	52,331,955
1.03 Career Programs	80,750			517,852	85,248	1,154	685,004
1.07 Library Services	1,160,004	72,553		119,889		40,351	1,392,797
1.08 Counselling	1,905,650	60,461				25,857	1,991,968
1.10 Special Education	6,541,747	850,687	10,354,862	63,573		566,463	18,377,332
1.30 English Language Learning	841,275	90,692				8,347	940,314
1.31 Indigenous Education	584,684		1,260,417		85,248	95,346	2,025,695
1.41 School Administration		5,633,157		2,483,046	382,873	99,232	8,598,308
1.60 Summer School	81,257	28,210					109,467
1.61 Continuing Education	107,531						107,531
1.62 International and Out of Province Students	118,486	120,922		22,168		3,558	265,134
1.64 Other				88,670	97,117		185,787
<b>Total Function 1</b>	<b>58,627,978</b>	<b>7,565,890</b>	<b>11,622,485</b>	<b>3,884,530</b>	<b>650,486</b>	<b>4,659,923</b>	<b>87,011,292</b>
<b>4 District Administration</b>							
4.11 Educational Administration					655,273		655,273
4.40 School District Governance					154,867		154,867
4.41 Business Administration		181,383		559,479	1,182,941		1,923,803
<b>Total Function 4</b>	<b>-</b>	<b>181,383</b>	<b>-</b>	<b>559,479</b>	<b>1,993,081</b>	<b>-</b>	<b>2,733,943</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				79,144	399,636		478,780
5.50 Maintenance Operations				5,603,402		388,929	5,992,331
5.52 Maintenance of Grounds				770,655			770,655
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,453,201</b>	<b>399,636</b>	<b>388,929</b>	<b>7,241,766</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				164,837	86,606		251,443
7.70 Student Transportation				1,815,015		223,352	2,038,367
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,979,852</b>	<b>86,606</b>	<b>223,352</b>	<b>2,289,810</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>58,627,978</b>	<b>7,747,273</b>	<b>11,622,485</b>	<b>12,877,062</b>	<b>3,129,809</b>	<b>5,272,204</b>	<b>99,276,811</b>

**DRAFT** - Not Finalized

January 15, 2020 13:54



# School District No. 33 (Chilliwack)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	52,331,955	12,162,241	64,494,196	5,399,648	69,893,844	69,327,997
1.03 Career Programs	685,004	171,364	856,368	480,064	1,336,432	1,427,069
1.07 Library Services	1,392,797	329,150	1,721,947	137,576	1,859,523	2,200,997
1.08 Counselling	1,991,968	467,967	2,459,935		2,459,935	2,841,748
1.10 Special Education	18,377,332	4,682,794	23,060,126	614,980	23,675,106	21,599,559
1.30 English Language Learning	940,314	219,028	1,159,342	26,302	1,185,644	1,223,729
1.31 Indigenous Education	2,025,695	502,760	2,528,455	872,797	3,401,252	3,341,477
1.41 School Administration	8,598,308	1,885,476	10,483,784	155,193	10,638,977	10,560,937
1.60 Summer School	109,467	24,960	134,427	2,846	137,273	232,047
1.61 Continuing Education	107,531	25,492	133,023	7,000	140,023	120,662
1.62 International and Out of Province Students	265,134	59,190	324,324	314,555	638,879	692,734
1.64 Other	185,787	42,638	228,425	36,232	264,657	256,338
<b>Total Function 1</b>	<b>87,011,292</b>	<b>20,573,060</b>	<b>107,584,352</b>	<b>8,047,193</b>	<b>115,631,545</b>	<b>113,825,294</b>
<b>4 District Administration</b>						
4.11 Educational Administration	655,273	127,937	783,210	168,450	951,660	1,170,514
4.40 School District Governance	154,867	8,850	163,717	154,975	318,692	279,632
4.41 Business Administration	1,923,803	410,955	2,334,758	853,525	3,188,283	3,129,181
<b>Total Function 4</b>	<b>2,733,943</b>	<b>547,742</b>	<b>3,281,685</b>	<b>1,176,950</b>	<b>4,458,635</b>	<b>4,579,327</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	478,780	97,626	576,406	207,313	783,719	776,455
5.50 Maintenance Operations	5,992,331	1,395,438	7,387,769	1,679,064	9,066,833	9,085,902
5.52 Maintenance of Grounds	770,655	210,270	980,925	246,000	1,226,925	1,117,391
5.56 Utilities	-		-	2,479,292	2,479,292	2,479,292
<b>Total Function 5</b>	<b>7,241,766</b>	<b>1,703,334</b>	<b>8,945,100</b>	<b>4,611,669</b>	<b>13,556,769</b>	<b>13,459,040</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	251,443	59,936	311,379	78,050	389,429	355,202
7.70 Student Transportation	2,038,367	483,237	2,521,604	817,500	3,339,104	3,272,096
<b>Total Function 7</b>	<b>2,289,810</b>	<b>543,173</b>	<b>2,832,983</b>	<b>895,550</b>	<b>3,728,533</b>	<b>3,627,298</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>99,276,811</b>	<b>23,367,309</b>	<b>122,644,120</b>	<b>14,731,362</b>	<b>137,375,482</b>	<b>135,490,959</b>

**DRAFT** - Not Finalized

January 15, 2020 13:54

# School District No. 33 (Chilliwack)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	10,522,641	7,880,935
Other Revenue	3,498,000	3,540,500
Investment Income	33,000	32,800
<b>Total Revenue</b>	<b>14,053,641</b>	11,454,235
<b>Expenses</b>		
Instruction	13,597,110	10,997,704
Operations and Maintenance	456,531	456,531
<b>Total Expense</b>	<b>14,053,641</b>	11,454,235
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 33 (Chilliwack)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$		\$	\$
<b>Deferred Revenue, beginning of year</b>			21,481	226,409	1,023,229	6,390	4,105		31,557
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	456,531	497,024				224,000	49,000	131,292	709,553
Other				70,000	3,428,000				
Investment Income				5,000	28,000				
	456,531	497,024	-	75,000	3,456,000	224,000	49,000	131,292	709,553
<b>Less:</b> Allocated to Revenue	456,531	497,024	21,481	75,000	3,456,000	230,390	53,105	131,292	741,110
<b>Deferred Revenue, end of year</b>	-	-	-	<b>226,409</b>	<b>1,023,229</b>	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	456,531	497,024	21,481			230,390	53,105	131,292	741,110
Other Revenue				70,000	3,428,000				
Investment Income				5,000	28,000				
	456,531	497,024	21,481	75,000	3,456,000	230,390	53,105	131,292	741,110
<b>Expenses</b>									
Salaries									
Teachers								15,650	
Principals and Vice Principals							24,184		
Educational Assistants		377,780							517,487
Support Staff						162,836			
Other Professionals									
Substitutes									
	-	377,780	-	-	-	162,836	24,184	15,650	517,487
Employee Benefits		105,387				43,212	4,884	3,710	135,041
Services and Supplies	456,531	13,857	21,481	75,000	3,456,000	24,342	24,037	111,932	88,582
	456,531	497,024	21,481	75,000	3,456,000	230,390	53,105	131,292	741,110
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 33 (Chilliwack)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	After School Sports Initiatives	Miscellaneous Grants	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>							27,702	32,232	1,373,105
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	438,218	7,473,434	191,389	126,677	26,500	9,556	66,000		10,399,174
Other									3,498,000
Investment Income									33,000
	438,218	7,473,434	191,389	126,677	26,500	9,556	66,000	-	13,930,174
<b>Less:</b> Allocated to Revenue	438,218	7,473,434	191,389	126,677	26,500	9,556	93,702	32,232	14,053,641
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	1,249,638
<b>Revenues</b>									
Provincial Grants - Ministry of Education	438,218	7,473,434	191,389	126,677	26,500	9,556	93,702	32,232	10,522,641
Other Revenue									3,498,000
Investment Income									33,000
	438,218	7,473,434	191,389	126,677	26,500	9,556	93,702	32,232	14,053,641
<b>Expenses</b>									
Salaries									
Teachers		6,041,214	154,719						6,211,583
Principals and Vice Principals	157,199								181,383
Educational Assistants									895,267
Support Staff	70,891								233,727
Other Professionals	9,704								9,704
Substitutes	105,108								105,108
	342,902	6,041,214	154,719	-	-	-	-	-	7,636,772
Employee Benefits	80,030	1,432,220	36,670						1,841,154
Services and Supplies	15,286	-	-	126,677	26,500	9,556	93,702	32,232	4,575,715
	438,218	7,473,434	191,389	126,677	26,500	9,556	93,702	32,232	14,053,641
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 33 (Chilliwack)**

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget			2020 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education	1,787,608		<b>1,787,608</b>	1,787,608
Other			-	-
Investment Income			-	-
Amortization of Deferred Capital Revenue	7,001,083		<b>7,001,083</b>	6,890,062
<b>Total Revenue</b>	<b>8,788,691</b>	-	<b>8,788,691</b>	8,677,670
<b>Expenses</b>				
Operations and Maintenance	1,787,608		<b>1,787,608</b>	1,787,608
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,652,674		<b>7,652,674</b>	7,715,122
Transportation and Housing	464,248		<b>464,248</b>	460,251
<b>Total Expense</b>	<b>9,904,530</b>	-	<b>9,904,530</b>	9,962,981
<b>Net Revenue (Expense)</b>	<b>(1,115,839)</b>	-	<b>(1,115,839)</b>	(1,285,311)
<b>Net Transfers (to) from other funds</b>				
Local Capital		1,201,300	<b>1,201,300</b>	1,201,300
Transfer to Local Capital for New School		1,000,000	<b>1,000,000</b>	1,000,000
<b>Total Net Transfers</b>	-	<b>2,201,300</b>	<b>2,201,300</b>	2,201,300
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	1,201,300	(1,201,300)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>1,201,300</b>	<b>(1,201,300)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>85,461</b>	<b>1,000,000</b>	<b>1,085,461</b>	915,989

## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** January 28, 2020  
**TO:** Board of Education  
**FROM:** Gerry Slykhuis, Secretary Treasurer  
**RE:** **QUARTERLY FINANCIAL REPORT**

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The Secretary Treasurer will present the Quarterly Financial Report – December 31, 2019.

# FINANCIAL REPORT



January 23, 2020

## **DECEMBER 2019 QUARTERLY FINANCIAL REPORT**

As per our new Budget Monitoring and Reporting Policy and Regulations, "Significant variances between the trended budget and actuals, including all significant revenues and expenses, will be clarified." We have always done this verbally, but are now doing this in written format.

As we have just completed our Amended Budget for this year, the Actual amounts on our Quarterly Report do not differ significantly from our Budget amounts. Therefore our variance explanations will be briefer than normal and are mainly due to timing issues.

The year to date budget has been trended to correspond with how we anticipate costs and revenues to be incurred.

### **REVENUES:**

**Other Revenues** – Bus fees are down by \$19,000 this year. Also, we budget a certain amount for recoveries from the sale of surplus equipment, and this has not occurred yet.

**Rental & Leases** – This positive variance is mainly due to timing. The rents from the tenants of the UFV site will be ending January 31st as we start our renovations. We also received significant revenues from renting space for the Federal election. This variance should even out by the end of the year. We also have not yet received any energy program rebates.

### **WAGES & BENEFITS:**

**Teachers** – teacher reductions at FVDES didn't fully take effect until December so this puts us over budget for the beginning of the year.

**Principals & Vice Principals** – we include a 0.5 FTE contingency in the budget in case we have a long illness for one of our administrators that requires a replacement. This has not been required yet this year.

**Education Assistants** – a number of hires occur throughout the year to deal with urgent issues, as well as for new students that enroll later in the year. The current positive variance will gradually drop as the year progresses.

**Support Staff** – the positive variance is mainly due to the following staff vacancies:

- i. District Clerical \$21,000
- ii. Bus Drivers \$41,000

- iii. Maintenance \$44,000
- iv. Custodial \$55,000

These vacancies have been accounted for in the budget but are impacted by their occurring at the beginning of the year. They should even out by the end of the year.

These were partially offset by Operations Charge-outs being less than budget by (\$57,000). Also, Clerical reductions at FVDES didn't fully take effect until December so this puts us over budget (\$31,000) for the beginning of the year.

**Other Professionals** – Staff vacancies in Human Resources resulted in a favourable variance of \$36,000. In June a retroactive wage increase (\$69,000) was paid. The accrual for vacation outstanding at year end was \$18,000 higher than last year.

**Employee Benefits** – Most of the variance is due to the positive variance in salaries.

#### SERVICES & SUPPLIES EXPENSES:

As annual budgets have just been reviewed and amended, the bulk of the variances in Supplies/Services are due to timing of expenditures. Highlights of timing differences are explained below.

**Services** are higher than budget by \$107,000. This is largely due to the following:

- Transportation had start up repair costs to get spare buses into operation. Repairs should taper off for the rest of the year.
- Maintenance initiated some projects where the costs will move to Capital for the remainder of the year.

**Student Transportation** looks significantly over budget as the District is coming to terms with the definition of what this categorization is attempting to capture for the Ministry. Budgets for these types of expenses have normally been accounted for in Supplies.

**Professional Development & Travel** is over budget by \$70,000. The majority of conferences as well as our Family of Schools retreats happened in Fall this year leading to accelerated spending of the budget.

**Dues & Fees** are higher by \$15,400 due to earlier billings from UFV for the District's dual credit Careers courses.

**Supplies** is over budget by \$358,000 due mostly to accelerated school spending. In past years, schools have been cautious of spending too early as they tried to anticipate the effects on reconfiguration. Now that the District has one full year of the grade reconfiguration behind it, schools have been able to spend with more confidence.



**Utilities** are slightly over budget. This is not unreasonable given that Utilities budgets are forecasts of what the weather will be like and thus how much heating and electricity the District will consume.

OTHER ITEMS:

We have now added transfers from Reserves and Capital Asset Purchases to the Quarterly Report.

**School Surpluses Included** – with our school-based budgeting we allow schools to carry over any prior year surplus. This is added to our year end reserves but gets transferred out for the schools to use in the current year.

**Ab Ed Surplus** – the supplemental AB Ed funding is targeted and any surplus is treated similarly to school surpluses. It is added to our year end reserves but gets transferred out for Aboriginal Programs to use in the current year.

**Capital Asset Purchases** – this is for purchases of capital equipment, vehicles and portables.

# Chilliwack School District

## Quarterly Financial Report - July 1, 2019 to December 31, 2019

OPERATING FUND	Year-to-Date Jul 1, 2019 to Dec 31, 2019				AMENDED ANNUAL BUDGET 2019-2020
	Y-T-D BUDGET 2019/20	July to Dec ACTUALS	Variance Favourable (Unfavourable)	%	
<b>REVENUE</b>					
Provincial Grants, Ministry of Education	53,993,028	53,993,028	-	0.0%	132,511,467
LEA/Direct Funding From First Nations	916,958	923,772	6,814	0.7%	2,292,396
Provincial Grants, Other	60,000	54,500	(5,500)	-9.2%	150,000
International Student Tuition	772,521	784,318	11,797	1.5%	1,557,521
Other Revenue	209,064	154,405	(54,659)	-26.1%	295,120
Rentals & Leases	215,000	262,281	47,281	22.0%	430,000
Investment Income	232,000	220,567	(11,433)	-4.9%	456,000
<b>Total Revenue</b>	<b>56,398,571</b>	<b>56,392,871</b>	<b>(5,700)</b>	<b>0.0%</b>	<b>137,692,504</b>
<b>EXPENSE</b>					
Salaries					
Teachers	23,540,936	23,565,806	(24,870)	-0.1%	58,627,978
Principals & Vice-Principals	3,991,916	3,940,532	51,384	1.3%	7,747,273
Education Assistants	4,872,052	4,635,836	236,216	4.8%	11,622,485
Support Staff	6,079,877	5,989,135	90,742	1.5%	12,877,061
Other Professionals	1,612,688	1,612,081	607	0.0%	3,129,810
Substitutes	2,172,418	2,126,170	46,248	2.1%	5,272,204
Total Salaries	42,269,887	41,869,560	400,326	0.9%	99,276,811
Employee Benefits	9,071,844	8,926,406	145,437	1.6%	23,367,309
Total Salary & Benefits	51,341,730	50,795,967	545,764	1.1%	122,644,120
Services & Supplies	7,118,008	7,706,052	(588,045)	-8.3%	14,731,362
<b>Total Expense</b>	<b>58,459,738</b>	<b>58,502,019</b>	<b>(42,281)</b>	<b>-0.1%</b>	<b>137,375,482</b>
<b>Net Revenue (Expense)</b>	<b>(2,061,167)</b>	<b>(2,109,148)</b>	<b>(47,981)</b>	<b>-0.1%</b>	<b>317,022</b>
School Surpluses Included	73,863	73,863	-		184,658
Ab Ed Surplus	27,286	27,286	-		68,216
Capital Asset Purchases	782,827	782,827	-		(1,201,300)
<b>Surplus (Deficit) for Year</b>	<b>(1,177,191)</b>	<b>(1,225,172)</b>	<b>(47,981)</b>		<b>(631,404)</b>

# Chilliwack School District

## Quarterly Financial Report - July 1, 2019 to December 31, 2019

OPERATING FUND	Year-to-Date Jul 1, 2019 to Dec 31, 2019				AMENDED ANNUAL BUDGET 2019-2020
	Y-T-D BUDGET 2019/20	July to Dec ACTUALS	Variance Favourable (Unfavourable)	%	
SERVICE & SUPPLIES BREAKDOWN:					
Services	1,708,291	1,815,178	(106,887)	-6.3%	3,445,503
Student Transportation	8,429	32,736	(24,307)	-288.4%	17,000
Professional Development & Travel	545,694	615,599	(69,905)	-12.8%	1,100,626
Rentals & Leases	15,880	-	15,880	100.0%	32,029
Dues & Fees	170,735	186,148	(15,413)	-9.0%	344,360
Insurance	282,262	282,262	0	0.0%	284,748
Supplies	3,484,406	3,842,302	(357,896)	-10.3%	7,027,804
Utilities	902,311	931,827	(29,517)	-3.3%	2,479,292
Total Services & Supplies	7,118,008	7,706,052	(588,045)	-8.3%	14,731,362

## **MEETING SUMMARIES**

### **Committee of the Whole Meeting – January 14, 2020**

Trustees: Dan Coulter, Willow Reichelt, Heather Maahs, Jared Mumford, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Donna Vogel

1. Policy Manual Review
2. Framework for Enhanced Student Learning
3. A. D. Rundle Middle School Update
4. Trustee Liaison Responsibilities
5. Statement of Disclosure – Financial Disclosure Act: Sign Documents

### **In-Camera Meeting – January 14, 2020**

Trustees: Dan Coulter, Willow Reichelt, Heather Maahs, Jared Mumford, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Donna Vogel

1. Conflict of Interest
2. HR Report
3. BCPSEA Report
4. Superintendent Evaluation