



**Miranda Burdock, CPA, CA
Secretary-Treasurer's Report
February 2019**

Operations

The Ministry approved our Annual 5-Year Capital Plan on March 6th, which includes over \$2 million in capital projects under the School Enhancement Program and the Playground Equipment Program to be completed in the next 12 months. Dean Higashi and I are working to prepare tender packages so that we have contractors scheduled for each project. Most of the work will be done in July and August 2019.

The preliminary Provincial funding allocation we will receive on March 15th will confirm our Annual Facilities Grant (AFG). Our AFG submission outlining the projects to be completed under this program is due June 30th. Dean and I are beginning to work with school principals to identify the projects to be completed using these funds.

Budget/Finance

Budget 2019/20 Consultation Process

Our 3rd Budget Meeting was held at the SBO on February 21. We heard from the following stakeholder groups: Boundary Principals/Vice Principals Association, Aboriginal Education team, BDTA, and CUPE local 2098. Each group spoke about the work they do in the District and provided insight on what their members believe is going well and where they would like to see the Board and management focus/prioritize funds for the upcoming year. We then held our 4th Budget Meeting with the Trustees on March 5th to discuss initial staffing levels and the results of both the World Café and budget considerations submitted by the principals. The next meeting is scheduled for April 23rd.

Budget 2019/20 Preparation

We will receive our preliminary Provincial funding allocation on March 15th from the Ministry based on projected enrolment for the 2019/20 school year. Preliminary class configurations are currently being set for both elementary and high school, which will determine staffing levels for both enrolling and non-enrolling teaching staff. This will be the basis for our 2019-20 budget preparation.

Employer Health Tax

Budget 2019 was announced by the Province on February 19th. The Ministry of Education confirmed the 2019 Budget included funding for districts to cover the cost of the EHT beginning April 1st, 2019. This will result in approx. \$65,000 of additional funding for our district for the 2018/19 school year.

February Enrollment Count

The second enrollment count was completed on Thursday, February 14th. Total student headcount decreased from 1269 in September to 1268. As well, our student FTE decreased from 1250.6250 in September to 1248.3750. This decrease will not affect our funding.

Payroll Update

In February, our Payroll Administrator, Lynn Heriot, completed the 2018's T4s and T4As for all District employees/contractors. Digital copies were emailed out to staff. Printed copies can also be requested from the Board Office.

Enrollment Projections

Enrollment projections for the next 3 school years were completed and submitted to the Ministry on February 15th.

Total headcount over the next 3 years is projected as follows:

- 2019/20 = 1,235
- 2020/21 = 1,195
- 2021/22 = 1,162

Projected annual decrease of approx. 35 students due to graduating classes of approx. 105 and Kindergarten enrolment of approx. 70.

Meetings/Conferences

BCASBO hosted all of the Secretary-Treasurers in the Province on February 21st in Richmond in conjunction with the Joint Partner Liaison Meeting with the Ministry and BCSTA on February 22nd. The Ministry spoke about Budget 2019, the Funding Model Review, and the new Ministry Reporting portal. We also got an update from the Capital division and heard from the Teacher Regulation Branch. As well as heard from BCPSEA regarding an update on bargaining

On March 1st, I attended the OLRC AGM in Vernon as well as a professional development session with BCPSEA.

Maintenance and Transportation

Maintenance has continued to focus on snow and ice removal, while also responding to on-going work orders across the District.

We are in the process of scheduling a professional development day for the bus drivers and custodians after Spring Break. As well, Dean and I will be attending training sessions on the new VFA Facilities Software and a conference regarding our Claims Management Shared Services with SD23.