SCHOOL DISTRICT NO. 43 (COQUITLAM)

FINANCIAL SERVICES DEPARTMENT

MEMORANDUM

TO: Lorcan O'Melinn

FROM: Bob Janzen

DATE: April 9th, 2009

SUBJECT: **2009/10 Budget – District Leadership Team (DLT) Final Recommendations**

COPIED TO: DLT, Margaret Otto

Recommended Action: That the Board of Education approves, at the April 21st Open Meeting, the DLT recommendations outlined in the attached document under column J - *Final DLT Recommendations*, and approves the priority expenditure plan for future revenue.

A. **Coquitlam Open Learning, line 2a** – The COL second semester count has been increased by 35 FTEs to a total of 100 FTEs. The preliminary recommendations used an estimate of 65 FTEs for the second semester enrolment. The CTA president requested that DLT look at increasing this amount. After reviewing current activity and recognizing the risks associated with increasing the forecast, DLT has increased this forecast. This will generate an additional $205,000 in funding.

B. **Cost Pressure Adjustments, lines 16 to 18**
   a. Criminal Records Checks – The cost has been reduced by $5,000. Human Resources reviewed the process to be followed and rather than processing 750 checks, the number has been reduced to 500.
   b. WCB premiums – The cost has been reduced by $130,000. Last week Human Resources received a preliminary assessment of our new rate for 2010. Based on our activity, we anticipate that we will not need to increase our budget for WCB.

C. **Changes in Budget Reductions since March 31st, lines 34 to 41**
   a. Increase Vice Principal's teaching time at Middle schools by a further 0.3 FTE. This will result in a savings of $26,400 (line 34).
   b. Decrease the CUPE illness budget by $91,000 to provide funding to offset the previously proposed reductions in CUPE positions (line 36).

c. Allocate $64,000 of Non-teaching Employment Reserve to provide funding to offset the previously proposed reductions in CUPE positions (line 37). This fund is jointly administered by CUPE and the Board and is a one-time source of funds.
d. Reduce grants to partner groups as follows (line 36):
   i. DPAC – $8,000
   ii. Encompass - $7,000
   iii. CPVPA - $8,000

   This will result in a savings of $23,000.
e. Annex a small elementary school on a pilot basis (lines 39 and 40). This will result in 1.0 FTE principal positions being eliminated and replaced by 1.0 FTE head teacher. The net savings will be $31,000.

The effect of these actions is to increase the available funds for reallocation by $582,000

D. Recommended uses of the funds to apply against budget reductions, lines 19 to 31

a. The Student Educator Ratio will be adjusted to increase the number of teachers by 3.25 FTE. This will result in an additional cost of $277,400 (line 19).
b. Eliminate the reduction of 2.0 FTE Youth Workers positions, for an additional cost of $110,000 (line 20).
c. Eliminate the reduction in the gardener apprentice and student grass cutting, for an additional cost of $47,000 (line 27).
d. Eliminate the reduction of the painter apprentice, for an additional cost of $53,000 (line 28).
e. Eliminate the reduction of Learning Support Teachers by 1.0 FTE, for an additional cost of $88,000 (line 31).

The second recommendation is to have in place a priority expenditure plan for future revenue. The first priority is staffing, needed as part of the September and February processes. This would not be staff changes made due to changes in enrolment, but rather would augment the normal staffing process in response to enrolment changes.

The second priority would be to return non-salary funding to schools and departments. It should be noted that utilizing this approach would result in no surplus funds being available to balance the 2010/11 budget as any additional money would be spent.

The Board is requested to approve the recommendations of the DLT at the April 21st meeting, so that the 2009/10 Preliminary Budget Bylaw could be presented at the April 28th meeting.

2009/10 Final DLT Recommendations - as at April 14, 2009

			March 31, 2009 DLT Recommendation			Changes		April 14, 2009 Final DLT Recommendation	
		Total FTE	Sal & Ben	Non-Salary	Total	FTE	$	FTE	$
A	B	C	D	E	F	G	H	I	J
	1 Opening Financial Shortfall				(4,141,015)				(4,141,015)
	Proposed Changes to Revenue								
	2 2nd Semester - Coquitlam Open Learning- second semester 65 FTE			(380,315)	(380,315)				(380,315)
	2a Increase COL by 35 ftes						(205,000)		(205,000)
	3 One time surplus - benefits plan wind-up			(450,000)	(450,000)				(450,000)
	4 Refugee - Second Count Funding			(90,000)	(90,000)				(90,000)
	5 Rental Revenue			(50,000)	(50,000)				(50,000)
	6 Subtotal Revenue increases			(970,315)	(970,315)	-	(205,000)	-	(1,175,315)
	Proposed Budget Additions								
	7 Probation Education Program	0.60	52,500		52,500			0.60	52,500
	8 Teaching & Evaluation Centre - 1 year	1.00	-		-			1.00	-
	9 Support Teacher - Ab Ed	1.00	-		-			1.00	-
	10 Early Learning Support Teacher	1.00	-		-			1.00	-
	11 Innovation Technology Coordinator	1.00	-		-			1.00	-
	12 WCB On-Line Training	-	-	30,000	30,000			-	30,000
	13 Human Resources Manager	1.00	94,500		94,500			1.00	94,500
	14 Human Resources Clerk	1.00	54,000		54,000			1.00	54,000
	15 Subtotal budget additions	6.60	201,000	30,000	231,000	-	-	6.60	231,000
	Cost Pressure Adjustments								
	16 Criminal Records checks						(5,000)	-	(5,000)
	17 Reduction in WCB premiums						(130,000)	-	(130,000)
	18 Subtotal Cost Pressure Adjustments						(135,000)	-	(135,000)
	Proposed Budget Reductions								
	19 Student to Educator Ratio Increase	(20.00)	(1,760,000)		(1,760,000)	3.25	277,400	(16.75)	(1,482,600)
	20 Youth Workers	(2.00)	(110,000)		(110,000)	2.00	110,000		
	21 Student Services Staff	(1.00)	(43,600)		(43,600)			(1.00)	(43,600)
	22 Noon Hour Supervisors - Secondary	(2.00)	(67,600)		(67,600)			(2.00)	(67,600)
	23 Secondary Draw Time		(20,000)		(20,000)				(20,000)
	24 2% Supplies Reduction	-	-	(300,000)	(300,000)				(300,000)

C-3-2

2009/10 Final DLT Recommendations - as at April 14, 2009

	Total	DLT Recommendation			Changes		Final DLT Recommendation	
	FTE	Sal & Ben	Non-Salary	Total	FTE	$	FTE	$
25 Custodians	(3.00)	(163,500)		(163,500)			(3.00)	(163,500)
26 Deliveries	(1.00)	(50,000)		(50,000)			(1.00)	(50,000)
27 Apprentice Gardener & Student Grass Cutting	(0.40)	(19,000)	(24,000)	(43,000)	0.40	43,000	-	-
28 Apprentice Painter	(1.00)	(57,000)		(57,000)	1.00	57,000	-	-
29 Capital Reallocation - 1 year	(0.50)	(55,000)		(55,000)			(0.50)	(55,000)
30 Alternative Meeting Processes	-	-	(20,000)	(20,000)				(20,000)
31 Learning Support Teachers	(3.00)	(264,000)		(264,000)	1.00	88,000	(2.00)	(176,000)
32 Staff Development	-	(50,000)		(50,000)				(50,000)
33 Information Technologist	(1.00)	(70,000)		(70,000)			(1.00)	(70,000)
34 Administrator Allocation	(3.70)	(317,000)	(6,000)	(323,000)	(0.30)	(26,400)	(4.00)	(349,400)
35 Employee Long Term Recognition	-	-	(5,000)	(5,000)				(5,000)
36 CUPE Illness Budget Reduction	-	-		-		(91,000)	-	(91,000)
37 Non-teaching Employment Reserve - one time		-		-		(64,000)	-	(64,000)
38 Partner Group Grants		-		-		(23,000)	-	(23,000)
39 Elementary School Annexing		-		-	(1.00)	(123,000)	(1.00)	(123,000)
40 Elementary School Annexing - Head Teachers					1.00	92,000	1.00	92,000
41 Subtotal budget reductions	(35.60)	(3,046,700)	(355,000)	(3,401,700)	7.35	340,000	(31.25)	(3,061,700)
42								
43 **Total changes to budget**	(32.00)	(2,845,700)	(1,295,315)	(4,141,015)	7.35	135,000	(24.65)	(4,141,015)
	(18.40)	Teaching					(13.15)	Teaching
44	(10.40)	Support					(7.00)	Support
	(3.70)	School Admin					(5.00)	School Admin
	0.50	Management					0.50	Management
	(32.00)	Total					(24.65)	**Total**