SCHOOL DISTRICT NO. 43 (COQUITLAM)

FINANCIAL SERVICES DEPARTMENT

MEMORANDUM

TO: Lorcan O'Melinn

FROM: Bob Janzen

DATE: March 27, 2009

SUBJECT: **2009/10 Preliminary DLT Budget Recommendations**

COPIED TO: DLT, Margaret Otto

Recommended Action: That the Board receive the following report for information.

As part of the budget process the District Leadership Team (DLT) presents to the Board preliminary recommendations for consideration. Based on the March 13th funding announcement and cost pressures not funded, our district faces a shortfall of approximately $4.141 million dollars.

While the district does face a funding shortfall, the DLT continues to try and realign resources to meet critical needs. Attached is a list of (Schedule A):

1. Proposed increases in revenue – lines 2-6
2. Budget additions – lines 7-15
3. Budget reductions – lines 16-33

The proposed increases in revenues, budget additions and reductions total $4.141 million which results in a balanced budget for 2009/10.

Included are the following reports for Trustees:

1. A list of budget additions considered (Schedule B) by the DLT, but due to our funding position could not be recommended to the Board
2. A report showing changes to the Budget since 2005-06 (Schedule C). The report shows that as a result of budget reallocations resources have been directed to support learning outcomes. Since 2005-06 the following staffing increases have taken place, 69.45 teaching positions, 41.25 support staff positions, 1.0 Principals and 1.5 of a manager.

Staff will report out on the preliminary recommendations being presented. The final recommendations will be presented at the April 14th Board Meeting after hearing feedback. There then will be an opportunity for feedback on April 16th from interested parties, before the Board deliberates the final recommendations on April 21st.

2009/10 Preliminary DLT Recommendations - as at March 31, 2009

		Total FTE	Salary $	Benefits $	Non-Salary $	Total $
1	Opening Financial Shortfall					**(4,141,015)**
	Proposed Changes to Revenue					
2	Second Semester - Coquitlam On-Line- second semster 65 FTE				(380,315)	(380,315)
3	One time surplus - benefits plan wind-up				(450,000)	(450,000)
4	Refugee - Second Count Funding				(90,000)	(90,000)
5	Rental Revenue				(50,000)	(50,000)
6	Subtotal Revenue increases		-	-	(970,315)	(970,315)
	Proposed Budget Additions					
7	Probation Education Program	0.60	36,750	15,750		52,500
8	Teaching & Evaluation Centre	1.00	-	-		-
9	Work Experience Facilitator	1.00	-	-		-
10	Early Learning Support Teacher	1.00	-	-		-
11	Innovation Technology Coordinator	1.00	-	-		-
12	WCB On-Line Training	-			30,000	30,000
13	Human Resources Manager	1.00	66,150	28,350		94,500
14	Human Resources Clerk	1.00	37,800	16,200		54,000
15	Subtotal budget additions	6.60	140,700	60,300	30,000	231,000
	Proposed Budget Reductions					
16	Student to Educator Ratio Increase	(20.00)	(1,232,000)	(528,000)		(1,760,000)
	Youth Workers	(2.00)	(77,000)	(33,000)		(110,000)
18	Student Services Staff	(1.00)	(30,500)	(13,100)		(43,600)
19	Noon Hour Supervisors - Secondary	(2.00)	(47,300)	(20,300)		(67,600)
20	Secondary Draw Time		(20,000)			(20,000)
21	2% Supplies Reduction	-			(300,000)	(300,000)
22	Custodians	(3.00)	(114,450)	(49,050)		(163,500)
23	Deliveries	(1.00)	(35,000)	(15,000)		(50,000)
24	Apprentice Gardener & Student Grass Cu	(0.40)	(13,300)	(5,700)	(24,000)	(43,000)
25	Apprentice Painter	(1.00)	(39,900)	(17,100)		(57,000)
26	Capital Reallocation - 1 year	(0.50)	(44,000)	(11,000)		(55,000)
27	Alternative Meeting Processes	-			(20,000)	(20,000)
28	Learning Support Teachers	(3.00)	(184,800)	(79,200)		(264,000)
29	Staff Development	-	(50,000)			(50,000)
30	Information Technologist	(1.00)	(49,000)	(21,000)		(70,000)
31	Administrator Allocation	(3.70)	(221,900)	(95,100)	(6,000)	(323,000)
32	Employee Long Term Recognition	-			(5,000)	(5,000)
33	Subtotal budget reductions	(38.60)	(2,159,150)	(887,550)	(355,000)	(3,401,700)
34	**Total changes to budget**	(32.00)	(2,018,450)	(827,250)	(1,295,315)	(4,141,015)

(18.40)	Teaching
(10.40)	Support
(3.70)	School Administration
0.50	Management
(32.00)	Total

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Budget Additions Identified
But Could Not Be Recommended
Due to Funding Shortfall

(not in priority order)

1	Aboriginal Education Administrator	$123,000
2	Caretaker Supplies	160,000
3	Curriculum Mileage Allowance	11,000
4	Day Time Custodians	tbd
5	Destiny Textbook Manager	162,000
6	ELibrary - On-Line Data Bases	16,000
7	Health & Safety - Defibrillation Program	25,000
8	Healthy Living Coordinator	90,000
9	Human Resources Portal	97,000
10	Improve the Student Educator ratio	tbd
11	Increase budget for Emergency Preparation supplies	98,000
12	Increase non salary budget by an inflations factor	230,000
13	Information Services - Staff Equipment	44,000
14	Information Services - Staff Training	20,000
15	Leadership Development	20,000
16	Literacy Mentors	176,000
17	Employee Future Benefit Unfunded Liability	425,000
18	Middle - Teaching & Evaluation Program	45,000
19	Mobile Device Security	165,000
20	My Budget File - Software	90,000
21	Payroll Supervisor	62,000
22	Post Retirement Benefits	425,000
23	Replacement of Teacher Computers	45,000
24	Safe Schools Coordinator	90,000
25	School Based Allocations increase	tbd
26	School based technology budget increase	tbd
27	School-Based Accounting Software	64,000
28	School-Based Accounting Supervisor	62,000
29	Senior Buyer	70,000
30	Speech Language Pathologist	90,000
31	Student Services - Vice Principal	113,000
32	Trades Apprentice	57,500
33	Transition Education - Coordinator	35,000
34	Transition Education - Support Teacher	88,000
35	TSC/SRB Financial Software	105,000
36	Vice-Principal/Principal - Curriculum, eLearning	113,000
37	Video Public Performance Rights	25,000
		3,441,500

Schedul[illegible]

Summary of Budget Additions/(Reductions) - 2005-06 to 2008-09 - By Area

	Teaching		Support		Principal/VP		Management		Non-Salary	
	FTE's	$	FTE's	$	FTE's	$	FTE's	$	$	Total
1 Schools	59.55	4,424,200	15.50	797,867	-	-	-	-	95,398	5,317,465
2 Curriculum	8.10	582,500	1.00	42,500	0.00	0	0.00	0	333,884	958,884
3 Information Technology	0.00	-	6.00	356,000	0.00	-	1.00	104,000	885,500	1,345,500
4 Facilities	0.00	-	7.00	428,800	0.00	-	0.50	46,800	95,564	571,164
5 International Education (Funded from Rev)	1.00	85,000	3.00	153,400	1.00	113,000	0.00	0	0	351,400
3 Student services	(0.20)	(13,500)	9.25	186,000	0.00	0	0.00	0	25,000	197,500
6 Other	1.00	50,000	(0.50)	21,400	0.00	0	0.00	85,000	178,783	335,183
Total Changes in Budgets	69.45	5,128,200	41.25	1,985,967	1.00	113,000	1.50	235,800	1,614,129	9,077,096
% of Total Changes	61.4%		36.4%		0.9%		1.3%			

Note: Excludes changes in staffing due to enrolment decline and school closure.

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Details of Budg[illegible]itions/(Reductions) - 2005-06 to 2008-09 - Schools

	Teaching FTE's	Teaching $	Support FTE's	Support $	Non-Salary $	One Time	Total
2008-09							
1 Fees - Reduce Allocation to Schools					(75,000)		(75,000)
2 Grad Support Teachers - Secondary	(4.00)	(336,000)					(336,000)
3 Student/Educator Ratio (SER) Increase	(3.50)	(289,200)					(289,200)
4 2% Reduction - Schools Supplies					(112,000)		(112,000)
5 3% Reduction - District Supplies					(286,602)		(286,602)
6 Int'l Ed - Reduce Supply Allocation to Schools					(177,000)	(177,000)	
7 School Computer Lab Replacements (7)					91,000		91,000
8 ACE-IT Funds	1.00	84,000					84,000
9 Settlement Workers			6.00	354,000			354,000
	(6.50)	(541,200)	6.00	354,000	(559,602)	(177,000)	(569,802)
2007-08							
Cost Pressures and Initiatives							
10 Class size composition	2.30	184,000					184,000
11 Allocation for course/band fees					400,000		400,000
12 Class size composition reallocation	8.20	656,000					656,000
13 Elementary Preparation time	3.75	300,000					300,000
14 Reallocation of central support teachers	(2.20)	(176,000)					(176,000)
15 Clerical allocation to middle schools			3.00	155,000			155,000
16 School based allocations					(6,000)		(6,000)
	12.05	964,000	3.00	155,000	394,000	0	1,513,000
2006/07							
17 Graduation Support Teachers	1.60	120,000					120,000
18 Total Class Size/Class Size Composition Options	17.50	948,000					948,000
19 One to One Writing Project Expansion					20,000		20,000
20 School Based Non-Salary Allocations					(100,000)		(100,000)
21 Reallocation to Class Size/Composition various accounts					(300,000)		(300,000)
22 Declining Enrolment Non-Salary Reductions					(25,000)		(25,000)
	19.10	1,068,000	-	-	- 405,000	-	663,000
2006/07 Mid Year Adjustment							
23 Class size/composition adjust, subsequent to the budget	15.00	1,100,000					1,100,000
2005/06							
24 Career Preparation teacher mentors	1.0	75,000					75,000
25 International Baccalaureate program	2.0	150,000			20,000		170,000
26 Classroom composition/weighting for needy	3.0	225,000					225,000
27 Teacher allocation	3.0	225,000					225,000
28 Graduation Support Teacher Mentors	4.4	330,000					330,000
29 Library staffing	2.5	192,500			100,000		292,500
30 Special Education Teachers	4.0	300,000					300,000
31 SEA's			1.50	58,000			58,000
32 Youth Workers funded by Community Link			2.00	38,667			38,667
33 Youth Workers (CUPE negotiations)			3.00	157,200			157,200
34 Combining SEA hours				35,000			35,000
35 Department Head allocation		50,000					50,000
36 School Based Allocations					400,000		400,000
37 School based technology - Schools					200,000	123,000	323,000
38 Educator Salary Differential		285,900					285,900
	19.90	1,833,400	6.50	288,867	720,000	123,000	2,965,267
Total Changes in Budgets	59.55	4,424,200	15.50	797,867	149,398	- 54,000	5,671,465

Note: Excludes changes in staffing due to enrolment decline and school closure.

Details of Budget Additions/(Reductions) - 2005-06 to 2008-09 - Curriculum

	Teaching FTE's	$	Support FTE's	$	Non-Salary $	One-Time $	Total
2008-09							
1 Literacy Support Teachers	(2.00)	(168,000)					(168,000)
2 Numeracy Support Teachers	(2.00)	(168,000)					(168,000)
3 Early Learning Support	0.60	50,400					50,400
	(3.40)	(285,600)					(285,600)
2007-08							
4 Reallocation of central support teache	(4.00)	(320,000)					(320,000)
Adjustment subseuqent to Budget Process							
5 Coordinator	1.00	80,000					80,000
6 Support Teachers	0.70	56,000					56,000
	(2.30)	(184,000)	0.00	0	0	0	(184,000)
2006/07							
7 Staff Development Curriculum					(296,500)		(296,500)
8 Curriculum Resources - Central Budget					(75,000)		(75,000)
	0.00	0	0.00	0	(371,500)		(371,500)
2006/07 Mid Year Adjustment							
Class size/composition adjust, subsequent to the budget							
9 - Curriculum					(57,416)		(57,416)
10 - Learn Resources					(26,500)		(26,500)
	0.00	0	0.00	0	(83,916)		(83,916)
2005/06							
11 Co-ordinators - Curriculum	0.20	22,100	1.00	42,500			64,600
12 Fine Arts	1.00	85,000			50,000		135,000
13 Middle School Numeracy Support (7&	2.60	195,000					195,000
14 School Based Literacy Support	10.00	750,000					750,000
15 Early Literacy					110,800		110,800
16 Healthy Schools (Actions Schools B.C.)					11,500		11,500
17 Allocation for libraries					150,000		150,000
18 Implementation - District					182,000	55,000	237,000
19 Dist wide num assessment (5&8, 9, EDI)					230,000		230,000
	13.80	1,052,100	1.00	42,500	734,300	55,000	1,883,900
Total Changes in Budgets	8.10	582,500	1.00	42,500	278,884	55,000	958,884

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http://my43.sd43.bc.ca/departments/finance/budget/DLT/Shared Documents/2009-10 DLT Budget Information/New Initiatives Summary - prior years.xlsx
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Details of Budget Additions/(Reductions) - 2005-06 to 2008-09 - Information Services

	Support FTE's	Support $	Management FTE's	Management $	Non-Salary $	One-Time $	Total
2008/09							
1 Info Services - Security and Maintenance					104,500		104,500
2 Info Services - Security and Networks	1.00	69,000					69,000
3 Info Services - Network Upgrade Lease					115,000		115,000
4 Info Services - ICT Team Leader - CE contracted in	1.00	69,000					69,000
	2.00	138,000			219,500		357,500
2007/08							
5 Technology non-salary budgets					(200,000)		(200,000)
2006/07							
6 Information Technology Support-I/E conversion to	1.00	17,000					17,000
7 Information Technology Security	1.00	67,000					67,000
8 Information Technology Security - Manager			1.00	104,000			104,000
9 Learning Portal Initiative					260,300		260,300
	2.00	84,000	1.00	104,000	260,300		448,300
2006/07 Mid Year Adjustment							
10 Class size/composition adjust, subsequent to the budget					(84,371)		(84,371)
2005/06							
11 Learning Portal	1.0	67,000					67,000
12 Employee Intranet - Technician	1.0	67,000					67,000
13 Software annual support & maintenance					36,000		36,000
14 BCeSIS - Student information system					147,200		147,200
15 Learning Portal/E-Portfolio					200,500		200,500
16 Employee Intranet - Year 2					222,000		222,000
	2.00	134,000	-	0	605,700	0	739,700
Total Changes in Budgets	6.00	356,000	1.00	104,000	885,500	-	1,345,500

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Details of Budget Additions/(Reductions) - 2005-06 to 2008-09 - Facilities

	Teaching FTE's	Teaching $	Support FTE's	Support $	Non-Salary $	Total
2008/09						
1 3% Reduction - Mtce Clerical Attrition			(0.50)	(28,000)		(28,000)
2007/08						
	0.00	0	0.00	0	0	0
2006/07						
2 Tractor - Lease					18,000	18,000
3 Fire Alarms - Annual Inspections					50,000	50,000
	0.00	0	0.00	0	68,000	68,000
2006/07 Mid Year Adjustment						
4 Class size/composition adjust, subsequent to the budget					(113,636)	(113,636)
2005/06						
5 Apprentices (CUPE negotiations)			2.00	108,800		108,800
6 Trades Facilities			5.00	320,000		320,000
7 Manager of Minor Renovations						46,800
8 Facilities casuals to permanent (conver)					46,200	46,200
9 Vehicle/equip budget (facilities)					95,000	95,000
	0.00	0	7.00	428,800	141,200	616,800
Total Changes in Budgets	0.00	0	7.00	428,800	95,564	571,164

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Details of Budget Additions/(Reductions) - 2005-06 to 2008-09 - International Education

	Teaching FTE's	Teaching $	Support FTE's	Support $	Principal/VP FTE's	Principal/VP $	Non-Salary $	Total
2008/09								
1 International Education District Secretary			1.00	53,400			0	53,400
2007/08								
2 Chinese support worker - International	0.00	0	1.00	50,000	0.00	0	0	50,000
2006/07								
3 Korean Support Worker International	0.00	0	1.00	50,000	0	0	0	50,000
2005/06								
## Int'l Ed - Coordinator	1.00	85,000						85,000
## International Education VP					1.0	113,000		113,000
	1.00	85,000	0.00	0	1.00	113,000	0	198,000
Total Changes in Budgets	1.00	85,000	3.00	153,400	1.00	113,000	0	351,400

Increases in staffing funded from Revenue growth.

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Details of Budget Additions/(Reductions) - 2005-06 to 2008-09 - Student Services

	Teaching FTE's	Teaching $	Support FTE's	Support $	Non-Salary $	Total
2008/09						
1 Behaviour Review	1.00	84,000	1.00	43,000		127,000
2 SEAs - permanent relief - add'tl FB Cost			6.00	18,000		18,000
	1.00	84,000	7.00	61,000		145,000
2007/08						
3 Reallocation of central support teache	(2.00)	(160,000)				(160,000)
4 SEA's to support students			1.25	50,000		50,000
	(2.00)	(160,000)	1.25	50,000	0	(110,000)
2006/07						
5 Gifted Program Teacher	0.30	25,000				25,000
6 School Psychologist	0.50	37,500				37,500
7 Assistive Adaptive Software					(27,000)	(27,000)
8 SEA Minimum Assignment				8,000	8,000	16,000
	0.80	62,500	0.00	8,000	(19,000)	51,500
2006/07 Mid Year Adjustment						
9 Class size/composition adjust, subsequent to the budget					(13,260)	(13,260)
2005/06						
10 Assistive/adaptive technologySupplies			1.00	67,000	20,000	87,000
11 Occupational/Physical Therapy					24,000	24,000
	0.00	0	1.00	67,000	44,000	111,000
Total Changes in Budgets	(0.20)	(13,500)	9.25	186,000	25,000	197,500

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http://my43.sd43.bc.ca/departments/finance/budget/DLT/Shared Documents/2009-10 DLT Budget Information/New Initiatives Summary - prior years.xlsx
SS- Approved (2),

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Details of Budget Additions/(Reductions) - 2005-06 to 2008-09 - Other

	Teaching FTE's	Teaching $	Support FTE's	Support $	Non-Salary $	One Time	Total
2008/09							
1 First Aid					24,000		24,000
2 WCB					254,000		254,000
3 1701 Process Support			0.50	25,700			25,700
4 Health & Safety Support			0.50	25,700			25,700
5 Electricity					75,000		75,000
6 Natural Gas					300,000		300,000
7 Utilities - Garbage and Water					41,000		41,000
8 CPP and EI					209,000		209,000
9 Emp Future Benefit - Serv. & Int.					104,000		104,000
10 Non-Statutory Benefits					160,000		160,000
11 Rental Revenue					(245,000)		(245,000)
12 District Admin -Clerical			(1.50)	(72,000)			(72,000)
13 District Assessments					(50,000)		(50,000)
14 Emergency Prep Supplies-Elem					23,000		23,000
15 Funds received from other grants					(624,800)		(624,800)
			(0.50)	(20,600)	270,200	0	249,600
2007/08							
Cost Pressures and initiatives							
16 Repayment of Employee future benefits liability					150,000		150,000
17 Reduction in benefits costs					(175,000)		(175,000)
18 Board office consulting/supplies					(100,000)		(100,000)
19 Human Resources non -salary					(60,000)		(60,000)
20 Transportation budget					(2,000)		(2,000)
	0.00	0	0.00	0	(187,000)	0	(187,000)
2006/07							
21 Transition Education Coordinator (net	1.00	50,000					50,000
22 Trustees' Professional Development					9,000		9,000
23 Language Translation/Interpreter Services					10,000		10,000
	1.00	50,000	0.00	0	19,000	0	69,000

	Teaching FTE's	$	Support FTE's	$	Non-Salary $	One Time	Total
2006/07 Mid Year Adjustment							
24 HR Manager Benefits							85,000
25 HR Clerical - benefits			1.00	42,000			42,000
Class size/composition adjust, subsequent to the budget							
26 - Assistant Superintendent DD					(4,661)		(4,661)
26 - Assistant Superintendent JP					(5,139)		(5,139)
27 -Assistant Superintendent SR					(1,645)		(1,645)
28 - Cafeteria					(22,807)		(22,807)
29 - Continuing Ed					(6,139)		(6,139)
30 - Custodial					(9,682)		(9,682)
31 - Finance					(2,612)		(2,612)
32 - Human Res					(11,566)		(11,566)
33 - Purchasing					(8,775)		(8,775)
34 - Secretary-Treasurer					(1,989)		(1,989)
35 - Superintendent					(2,798)		(2,798)
36 - Corporate Services					(8,568)		(8,568)
37 - Trustees					(3,331)		(3,331)
38 - Office Services					(1,905)		(1,905)
39 - Transportation					(15,000)		(15,000)
40 - Utilities					(75,000)		(75,000)
		0		42,000	(181,617)	0	(54,617)
2005/06							
41 Caretaking - Asst Manager Conversion					7,200		7,200
42 Custodial Supplies					75,000		75,000
43 Service recognition program					12,000		12,000
44 Parent Education					17,000		17,000
45 Electricity					100,000		100,000
46 WCB premium					(243,000)		(243,000)

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	Teaching FTE's	$	Support FTE's	$	Non-Salary $	One Time	Total
47 Gas					200,000		200,000
48 Orientation Module						35,000	35,000
49 Liability Insurance					55,000		55,000
	0.00	0	0.00	0	223,200	35,000	258,200
Total Changes in Budgets	1.00	50,000	(0.50)	21,400	143,783	35,000	335,183

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