



Budget Guidelines Based New Funding Framework 2021-2022

Philosophy of Budgeting Process for BTPS

BTPS is a school system not a system of schools. Therefore, allocation of available dollars will be made for the betterment of all students. No school is seen to be advantaging other schools in the jurisdiction. The purpose of this process is to be predictable, open and transparent with regard to the dollars received and dollars allocated. The system needs to be able to secure funds to conduct day-to-day operations and to meet our financial obligations both on a day to day and long-term basis.

Revenue Allocation Model

Buffalo Trail Public Schools receives almost all of their revenue from Alberta Education. The funding model introduced for the beginning of the 2020-2021 school year is significantly different from the previous model. There are far fewer designated allocations and the number of different grants are far fewer. This provides flexibility in terms of the allocation model used to distribute funds. The new funding model will simplify the allocation process and allow schools and departments to distribute lost revenue using a weighted moving average. Funds for the upcoming school year will be determined at the time of budget allocation and adjustments after the September 30th count will impact the WMA for the upcoming school year. This concept has been used to as a basis for the allocation of instructional dollars.

Grants Received for Budgeting Purposes 2021-2022:

Base Instruction Grant

- Grade ECS
- Grades 1 - 9
- High Schools
- Rural Small Schools
- Home Education
- Outreach Programs

Services & Supplies

Specialized Learning Support
Specialized Learning Support – Kindergarten Services
First Nations, Metis and Inuit Education
English as a Second Language
Moderate Language Delay
ECS Pre-K Program Unit Fund (PUF)

Schools

Operations & Maintenance
SuperNet
Transportation
Infrastructure Maintenance Renewal

Community

Socio-Economic Status
Geographic
School Nutrition Program

Jurisdictions

System Administration

Allocations of Instructional Dollars:

Funding Allocations are based on projected operational funding, the new funding framework, as of February 2020.

Weighted Moving Average (WMA) allocations for schools are based on 3 years;

20% Prior Year
30% Current Year
50% Projected Next Year

WMA's are then in place after the government announces the budget for the upcoming school year.

Cost allocations per student will be determined by the last completed year actual costs. For the 2020-2021 school year the 2018-2019 actual costs serve as the baseline for actual costs. For 2021-2022, we move the schools towards the group rates within the budget guidelines.

Funding provided by Alberta Education equals 96.5% of actual costs expended by schools.

A cost per student is determined based on 96.5% of the 2018-2019 costs for each school divided by the WMA for that individual school.

Schools with similar per student costs are then grouped into a cost per student grid.

Schools that exceed the grid level are required to reach the grid level over a 3-year period. Funding for the differential will be reduced each year by one third (where feasible due to funding of Alberta Education).

The Board understands that by using a cost model for funding it reduces the ability of schools to accumulate surpluses.

WMA Allocation Model (Based on 2018-2019 operational costs)

Cost per student funding level:				
Group 1	Group 2	Group 3	Group 4	Group 5
J.R Robson	Marwayne	E.H. Walter	Hughenden	Amisk
KHS	Provost	KES	Irma	
WHS	WES	Mannville		
		VES		
Group 6	Group 7	Group 8	Group 9	
Edgerton	Dr. Folkins	Delnorte	Clandonald	
		Dewberry		

Cost per student funding level 2021-2022:			
Group 1	Group 2	Group 3	Group 4
J.R Robson	Marwayne	E.H. Walter	Hughenden
KHS	Provost	KES	
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		VES	
		Irma	
Group 5	Group 6	Group 7	Group 8
Amisk	Edgerton	Dr. Folkins	Delnorte
			Dewberry

Other Allocations:

1) Out-Reach Schools

- a) As per Alberta Education regulations, Outreach Schools will be allocated any enveloped funds identified specifically for Outreach Programs.
- b) Where the school is exclusively operated by BTPS, funding will be reviewed annually (in April) to determine viability and supplement revenue as required.
- c) Funding includes all students who are enrolled in Vermilion Outreach School as their priority school.
- d) Schools may give permission for their students to access programming through the Outreach School when it is determined by the school that it is in the best interests of

the student. The student's priority school will pay a fee of \$50 per credit for the course.

- e) If a student wishes to access programming through the Outreach School without the permission of their priority school principal, parents/guardians or independent student will be responsible to pay a fee of \$50 per credit.

2) **Student Fees**

- a. Consistent with BTPS Policy 201, the Education Act and Regulations required a fee structure will be approved by the Board on an annual basis.
- b. Buffalo Trail Public Schools will collect student fees for all students. As per 201.5AP Student Fees.

3) **Funding Video Conferencing**

- a) Video Conferencing is an integral part of the BTPS model for education responsibility of the schools to provide resources for their students in these courses. (Residual course material from SOL may be made available)
- b) To accommodate the assignment of teaching staff to deliver video conferencing courses, an allocation equal to 2.0 fte teaching staff will be provided.
- c) Schools who deliver video course content will be provided with funding equal to .0625 fte for each 5-credit course. The student's priority school will retain the enrolment for that student.

4) **Students Online Funding**

Funding for the delivery of Students Online course is provided through a budget allocation. This allocation is equal to a 3.5 fte teacher salary allocation. Students enrolled at the BTPS Students Online School as their priority school will be considered a part of their WMA allocation. Funding includes all students who are enrolled in Students Online as their priority school.

Schools may give permission for their students to access programming through the Students Online School when it is determined by the school that it is in the best interests of the student. The student's priority school will pay a fee of \$50 per credit for the course.

If a student wishes to access programming through the Students Online School without the permission of their priority school principal, parents/guardians/independent student will be responsible to pay a fee of \$50 per credit.

- 5) **Superintendent's Initiative Fund** Funding will be provided for professional learning and other learning initiatives.

6) **All Schools Funding Pool**

In a school jurisdiction, there is a need to establish common funding pools to offset unforeseen school-based expenditures and to support costs for jurisdictional wide growth.

a) Unforeseen School Based Expenditures might include staff absence due to leaves in excess of 5 days. (sick leave, maternity leave, etc.) The funds held in this account will be equal to 5.6 teacher salaries. The purpose of this fund will to hold the money of schools collectively and account for these unforeseen expenditures.

b) Jurisdictional Initiatives that speak to progress in the programs offered to benefit student learning across the district. Priorities are established through a collaborative model. These initiatives will support learning for all students in all schools.

c) Approval of expenditures for the All Schools Funding Pool will be approved by the Deputy Superintendent – Human Resources.

7) **Specific Funding Allocations** identified in the Services and Supports, ~~Schools~~ and Community categories are included in the WMA Allocation Model.

8) **System Administration**

Funding is provided in a separate allocation to school jurisdictions for expenses related to board governance and administration of the jurisdiction. This includes; administration buildings, Board governance, general services management, insurance, superintendent and senior executive team. As per Alberta Education directive, no additional funds can be allocated in to this category. Once expenditures are determined, any excess funds will be held in a contingency fund to accommodate unforeseen expenditures in any other areas of the budget.

9) **Technology Funding**

Technology is in place to support student learning. In order to ensure that we have funds available each year for this purpose, technology funding to support instruction will be allocated funding from the instructional grant.

Funds in this category will be directed to support technology infrastructure, evergreening and provide technical support to the schools and Central Services.

The funding will be recommended during the budget process by the Superintendent of Schools and approved by the Board of Trustees.

Decisions regarding the expenditures in this fund will be made by the Director of Technology in conjunction with the Deputy Superintendent.

10) **Learning Services**

Learning services provides support in instruction, learning and curriculum across the school division.

Funds in this category include support for Leadership Meetings, Innovation Coaches, Off-campus programs, Optimal Learning Coaches, division learning days and professional development.

Discussions regarding the fund will be made with the learning services team, senior team in conjunction with the Assistant Superintendent.

11) Inclusive Learning

Inclusive learning provides systemic support across the school division. The majority of Student Learning Support dollars are allocated in the WMA allocation some services are better delivered from a pooled resource.

Centralized services include inclusive learning staff, inclusive learning service team, pre-K PUF, Children's Rehab Support, and Crisis Response.

Discussions regarding the fund will be made with the Director of Inclusive Learning, and in conjunction with the Assistant Superintendent.

12) Professional Learning Allocation

- a) These funds are included in the WMA Allocation Model.
 - Schools must develop a professional learning plan and submit by September 30th and January 30th to the Superintendent.
- b) There are funds included with the Inclusion and Learning Services budgets for system-wide professional learning.

13) Assistant Principal Designated Criteria

The allocation for instructional leadership time includes an allocation for schools over 200 students that recognizes the addition of time for the purposes of shared leadership. An average of 200 students (based on a 3-year average of September 30th student count) will continue to serve as the indicator that an assistant principal is to be put in place or continue in the school. Funding is provided through the WMA Allocation Model. This is reviewed during spring staffing by the Deputy Superintendent who oversees Human Resources.

14) Instructional Leadership Time

The role of the school-based leader is essential to maximizing student learning to support effective teaching. It is vital to the successful operation of a school that an appropriate amount of instructional leadership time is allocated.

All too often, instructional leadership is an added responsibility and is left to chance. Assigned instructional leadership time requires school-based leaders to include time in their daily work to address the duties of the instructional leader.

Within these parameters, there is also a necessity for administrators to be directly connected to teaching and learning in their schools. All school-based leaders will have a minimum of .125 of their fte as face to face teaching where they are involved in actively delivering course content.

Time away from instruction for school-based leaders will be prorated to a portion of their time involved in face to face instruction.

Funding is provided through the WMA Allocation Model.

September 30 th Enrolment	Required Instructional Leadership Time	Minimum Face to Face Instruction
1 to 99	0.5 fte	.125 fte
100 to 199	0.75 fte	.125 fte
200 to 249	1.0 fte	.125 fte
250 to 399	1.25 fte	.125 fte
400 to 549	1.5 fte	.125 fte
550 to 700	1.75 fte	.125 fte

15) Staffing Expenditure

- a) Staffing costs are a major component of overall expense. Dollars must be available to support school and department operations.
 - i. The maximum staffing expenditure for all school and departments cannot exceed 94%.
 - ii. The suggested school level allocation of funds for staffing is:
 - 1. Teaching staff – 80%
 - 2. Support staff – 14%

16) **Transition Funding** – In the ~~2020-2021~~ funding allocation from Alberta Education, transition funding is provided to school jurisdictions to support the movement from the previous funding model to the new model. These funds will be used in a similar manner to support the change in the budget allocations in BTPS. Transition funds will be held to provide flexibility to accommodate unforeseen expenditures and address anomalies in the new allocation model.

17) School Donations

All donations made to specific schools through BTPS will be provided an appropriate receipt for tax purposes and all funds will be allocate to that school.