

CBE budget measures

inform

Superintendents and Directors – for your immediate action. Please forward to principals and other budget owners in your service unit.

The provincial budget was released on Oct. 24. Since then the finance team has been working to understand the details.

Earlier today you would have received a message from the Chief Superintendent about our financial situation. The Board of Trustees has also held a media briefing, [posted a statement on our website](#), and sent a message to parents.

Our funding shortfall is about \$48 million. We need your help to ensure all non-essential spending stops immediately. To be clear, all spending is frozen unless it impacts safety, security or legal compliance.

The restrictions on expenditures, outlined below, are a necessary step to ensure we can minimize the impact on staffing that may be necessary to meet the challenges presented by the budget.

Effective immediately:

- There is a freeze on staffing. Vacant positions cannot be filled (permanent, temporary, casual or contract) except as follows:
 - Some positions must be filled to allow for the safe operation of schools or are required to meet legal/statutory obligations. We are identifying a list of positions that will be exempt from the hiring freeze and will provide further communication on that as soon as possible.
 - Where approval to hire is received, budget owners should consider filling the position on a temporary basis to provide flexibility as decisions are made for the 2020-21 budget.
- Expenditures on new technology purchases are frozen. If essential, please contact Director, Client Technology Services.
- Budget owners must not enter into new contractual arrangements or agree to long-term financial commitments. This includes vendors for goods and services, service providers of education services, and partnerships.
- P-card expenditures should be limited to essential purchases only.
- School decentralized spending must be strictly limited.
- Spending on conferences, travel and meals is prohibited.
 - The expenditure of CBE funds (including school decentralized funds) for travel outside Calgary is not permitted.
 - Alberta Teachers' Association (ATA) and Staff Association (SA) staff development funds can continue to be used unless CBE is required to cover additional costs (including costs for substitute coverage).
 - Employees can still claim mileage for essential travel within Calgary.
 - If a conference is already booked, consider cancelling if not financially prohibitive to do so.

Nov. 5, 2019



Budget owners, these restrictions are severe but necessary. As we finalize our understanding of the financial impact of the budget on the CBE and begin to take actions, we may modify or remove some of these restrictions and approval processes over time.

If you have any questions, please connect with your director. If you have any suggestions on ways to reduce spending and close the funding gap, please share those with your director or superintendent.

All cuts to services, supports and staffing are expected to be made by January 2020. In the coming week, a meeting will be organized for principals and other leaders to learn more.

Thanks for your assistance and cooperation.

Sincerely,

Christopher Usih
Chief Superintendent of Schools