

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: May 19, 2010

CHAIRPERSON: Trustee G. Given STAFF CONTACT: L. Paul, Secretary-Treasurer
E. Sadlowski, Director of Finance

Attendees:

Trustee G. Given (Chairperson)
Trustee G. Scanlan (Committee Member)
Trustee J. Watson (Committee Member)
Trustee M. Baxter
Trustee R. Cacchioni

Staff:

L. Paul, Secretary-Treasurer
E. Sadlowski, Director of Finance
H. Gloster, Superintendent
T. Beaudry, Assistant Superintendent
D. Carmichael, Finance Manager
M. Essler, Executive Assistant (Recorder)

Partner Group Representation:

COPAC	Shelley Kvamme-MacDonald, Treasurer
COTA	Alice Rees, President
COPVPA	No representative – sent regrets
CUPE	Ryan Miller, Vice-President
DSC	No representative

Agenda

Add Information Item: Aboriginal Education Funding and Expense Information

Committee Members Queries/Comments

Shelley Kvamme-MacDonald, COPAC

- On May 8, 2010 COPAC hosted a presentation *Parent Power Tools: Strategies to help kids succeed* with various guest speakers. The feedback received was positive and there are tentative plans to host another presentation in October.

Discussion/Action Items

1. Revenue and Expense Summary at March 31, 2010

The Director of Finance reviewed the Revenue and Expense Summary at March 31, 2010.

In the Operating Fund Revenue Statement, the items to note include:

- The Operating Grant will be more than budgeted due to the February 2010 count for Distance Learning generating an additional grant of \$786,584. This funding is dedicated funding towards Distance Learning.
- Subsequent to the preparation of the Revenue and Expense Summary, \$130,000 was received for apprenticeship grants, included under Miscellaneous, which will bring the total closer to the budgeted amount.

In the Expenditure by Object Statement, the items to note include:

- During last year's budget deliberation, there was a change in practice to not provide replacement coverage for non-enrolling teachers which would provide an expected savings of \$200,000. With a number of non-enrolling teachers also performing some classroom coverage in their duties, replacement coverage is necessary. Therefore, there is an expectation of being \$200,000 over budget in Substitute Salaries.

In the Statement of Revenue & Expenditure Statement, items to note include:

- The surplus shown is approximately \$4 million. The majority of that surplus is targeted/dedicated funding (i.e. Aboriginal Programs, CUPE training funds). The remaining unrestricted surplus is forecasted to be approximately \$400,000.

Outcome:

THAT: The Finance and Legal Committee receive the Revenue and Expense Summary at March 31, 2010;
AND FURTHER THAT: The Revenue and Expense Summary at March 31, 2010 be forwarded to the Board as an information item.

6.2 Annual Review of Trustee Indemnity

At the Annual General Meeting on December 9, 2009, the Board of Education made a Motion to freeze the Trustee Indemnity for the six month period of January 1, 2010 to June 30, 2010, and that the Trustee Indemnity for the period of July 1, 2010 to June 30, 2011 be revisited when the Preliminary Budget is set. The Committee discussed the removal of the requirement that the Agenda for the Inaugural meeting include the authorization of trustee indemnity, and that the authorization become part of the Preliminary Budget process.

Outcome:

THAT: The Finance and Legal Committee recommends that the Board of Education approve the amendments to Policy 115 – Inaugural and Annual Board Meetings.

Outcome:

THAT: The Finance and Legal Committee recommends the annual authorization of trustee indemnity become part of the Preliminary Budget process, and that Policy 160 – Finance and Legal Committee be amended to reflect this change, and the amended Policy 160 be forwarded to the Board for approval.

The Committee reviewed the contents of the BCSTA 2009 Survey – British Columbia Boards of Education Remuneration & Expense Allowance, Benefits, Meal Allowances and Mileage Allowances (Compiled by BCSTA as of April 30, 2009). In future surveys conducted by BCSTA, laptops are to be included in with remuneration and expenses for School District No. 23. The Committee reviewed the trustee indemnity of similar sized Districts.

Outcome:

THAT: The Finance and Legal Committee recommends to the Board of Education that the trustee indemnity be set using the weighted average of all employee groups for the period effective July 1, 2010 to June 30, 2011.

6.3 Request for Rental of Quigley Elementary School on Non-School Days by the YMCA-YWCA

The YMCA-YWCA is requesting rental of Quigley Elementary School on non-school days. The Director of Finance advised that it is not a tradition of the School District to rent facilities on non-school days as this is the time when team cleaning projects are conducted or when custodians are encouraged to take vacation time and therefore there is no custodian on duty. For preschools who rent facilities after hours, they pay the cost of the custodian to be on the premises. This is currently \$30.00 per hour.

Outcome

On a without prejudice basis, the Director of Finance is authorized to enter into discussions with the YMCA-YWCA regarding rental of Quigley Elementary School on non-school days, on a cost recovery basis.

Information Items

1. 2010/2011 Student Fees

Policy 425 – Student Fees requires that “*Each year the Superintendent of Schools will consult with principals and district departments and will present to the Board a standardized schedule of fees for goods, services, deposits and rentals for all students*”. Although course fees have been eliminated, schools are still able to charge for optional programs and security deposits. The rental of musical instruments will depend on the specific instrument and the market rate.

The Committee discussed the amendments to 425R – Student Fees *Regulation* and the removal of item 7.3 – “*A Summary Annual Financial Statement, certified by the principal, shall be filed with the office of the Secretary-Treasurer by November 15*”. Staff is recommending the removal of this item due to annual audits being performed by the District at each school. These are performed by an outside contractor. The Committee discussed further

amending the Regulation to include reference to an audit being performed by the office of the Secretary-Treasurer on an annual basis.

Outcome

The 2010/2011 Students Fees be forwarded to the Board of Education as an information item, and that the amendments to Regulation 425 – Student Fees as discussed at the May 19, 2010 meeting also be forwarded to the Board as an information item.

2. Adjustment to Community Rentals

During the 2009/2010 school year, the Canada Revenue Agency determined that tax was collectible on short-term leases for preschool and after school programs. As the rates had already been determined, the rental rate remained the same and became GST included. Approximately \$5,000 was absorbed by the District. Effective July 1, 2010 the GST now becomes HST and will be increased from 5% to 12%. The 12% HST will now be added to the monthly rental fees. Appendix 650A – Public Use of School Facilities Schedule of Rental Fees will be amended to include reference to “*All rates are subject to applicable taxes*”.

Outcome

The Adjustment to Community Rentals be forwarded to the Board of Education as an information item, and that the amendments to Appendix 650A – Public Use of School Facilities Schedule of Rental Fees also be forwarded to the Board as an information item.

3. Estimate of Savings From Extended Spring Break

In response to queries from several trustees, information was provided on the calculation of savings to the District on a two week spring break. The information provided by the Director of Finance included an average payroll run for a two week period for the impacted employee groups in CUPE. The savings for a two week spring break is \$781,011.69, so the savings for the additional one week is \$363,680.55, plus the savings in transportation, fuel and utility costs. Included within the \$363,680.55 is the payout of \$26,825.30 which is the payroll associated with allowing some clerical staff to be called in during the two week period. Also included in the report from the Director of Finance is information on the potential savings in teacher on call and CUPE relief staff.

4. Aboriginal Education Funding and Expense Information

Trustee Baxter provided to the Committee information on the Aboriginal Education budget which was recently approved by the Aboriginal Education Committee.

Items Requiring Special Mention

On behalf of the Finance and Legal Committee, Trustee Given expressed appreciation to Shelley Kvamme-MacDonald, the COPAC representative to the Committee, for her commitment and dedication to the Committee.

Meeting Schedule

Future Finance and Legal Committee Meetings:

Wednesday, June 16, 2010 at 6:30 p.m. at School Board Office

Questions – Please Contact:

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