

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: February 18, 2009

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

### **Attendees:**

Trustee G. Given (Chairperson)	Staff:
Trustee G. Scanlan (Committee Member)	E. Sadlowski, Director of Finance
Trustee J. Watson (Committee Member)	H. Gloster, Assistant Superintendent
Trustee M. Baxter	M. Essler, Executive Assistant (Recorder)

### **Partner Group Representation:**

COPAC	Bobbi Menard, Executive Member
COTA	Tom Potts, President
COPVPA	No representative – sent regrets
CUPE	Leanne Louie – Executive Member
DSC	No representative

### **Agenda**

Add	7.2 – Budget Submissions to Date
	- District Health Promoting Schools Committee
	- School District Mentorship Steering Committee
	- Central Okanagan Teachers' Association
Add	6.1 – Amended Annual Budget 2008/2009
	- 2008/2009 Amended Annual Budget Executive Summary

### **Discussion/Action Items**

#### **1. Amended Annual Budget 2008/2009**

(attachment)

The Director of Finance provided to the Committee a 2008/2009 Amended Annual Budget Executive Summary. The Amended Annual Budget for 2008/2009 is \$167,587,655. The revenue from the Ministry of Education Operating Grant is \$157,937,305, which includes 21,000.125 school age FTE (19,836.625 regular enrolment and 163.500 Distributed Learning FTE), and unique funding of 296.0 ESL FTE, 1840.5 Aboriginal Education FTE, 744.0 Level 1, 2 and 3 Special Education FTE and 37.5 Adult FTE. Expenses include staffing levels of 1147 FTE teachers, 76.33 FTE Administrators, 675 FTE support staff and 28 FTE Excluded.

The Director of Finance responded to questions on Official Languages Education Program and Community Link.

#### **Outcome:**

**THAT: The Amended Annual Budget 2008/2009, as presented at the February 18, 2009 Public Finance and Legal Committee Meeting, be forwarded to the Board for approval at the February 25, 2009 Public Board Meeting.**

#### **2. Revenue and Expense Summary at January 31, 2009**

(attachment)

The Director of Finance reviewed the Revenue and Expense Summary at January 31, 2009. Upon a review of the expenses, the Director advised that the teacher on call salaries are comparable to last year, even though the cost of a teacher on call is higher this year than last. Increases from last year are in the areas of professional services, professional development & travel, and rentals and leases. Utilities, including gas, have also increased. There is a reserve set aside in the event costs override the

budgeted amount. Out of Province Tuition has been adjusted down to \$700,000. Investment Income has been adjusted as the interest earned on accounts has decreased from previous years.

The Director responded to questions on Out of Province Tuition (International Education Program) and funding for ESL students. In response to a query from Trustee Baxter, the Director of Finance will prepare a statement of income and expenditures of the International Education Program.

**Outcome:**

**THAT: The Finance and Legal Committee receive the Revenue and Expense Summary at January 31, 2009;**

**AND FURTHER THAT: The Revenue and Expense Summary at January 31, 2009 be forwarded to the Board as an information item at the March 11, 2009 Public Board Meeting.**

**3. Amendment to Policy 190 - Trustee Expenses**

(attachment)

The Director of Finance advised that as the trustee personal travel budget has increased from \$1,000 to \$1,500 per year, the maximum carry forward in item 2.4 of the Policy has been amended from a maximum of \$2,000.00 to *two year's annual allocation*.

**Outcome:**

**THAT: The Finance and Legal Committee forward to the Board for approval at the March 11, 2009 Public Board Meeting, the amendments to Policy 190 – Trustee Expenses.**

**Information Items**

**1. Transportation User Pay (updated)**

(attachment)

Referred to the Finance and Legal Committee from the Planning and Facilities Committee – January 21, 2009 as information for the budget process.

The Director of Finance reviewed Transportation User Pay which will be taken into consideration during the budget process. Trustee Baxter informed the Committee that the Okanagan Branch of the BCSTA has forwarded a letter to the Minister of Education “expressing concern about the lack of Ministry action to increase Transportation Funding levels, which were “frozen” in 2002/2003, to more reasonably reflect the current Transportation service level costs”.

**2. Budget Submissions to Date**

(attachment)

- Canadian Union of Public Employees Local 3523
- Employee Wellness Sub-Committee

At the February 18, 2009 Public Finance and Legal Committee, further budget submissions were received from the District Health Promoting Schools Committee, School District Mentorship Steering Committee and the Central Okanagan Teachers’ Association. The final date for all submissions is March 13, 2009.

**Recommendations/Referrals to the Board/Coordinating Committee/Other Committees**

Public Board Meeting:

Amended Annual Budget 2008/2009 – February 25, 2009

Revenue and Expense Summary at January 31, 2009 – March 11, 2009

Amendment to Policy 190 - Trustee Expenses

**Items for Future Finance and Legal Committee Meetings**

- Draft New Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity – *April 2009*
- District Credit Cards – *May 2009*

**Meeting Schedule**

Wednesday, February 18, 2009 at 6:30 p.m.

Wednesday, April 1, 2009 at 1:00 p.m.

Wednesday, April 15, 2009 at 6:30 p.m.

Wednesday, May 20, 2009 at 1:00 p.m.

Wednesday, June 17, 2009 at 6:30 p.m.

**Questions – Please Contact:**

**Gail Given, Chairperson**

**Larry Paul, Secretary-Treasurer**

**Eileen Sadlowski, Director of Finance**

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Gail Given, Chairperson