

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: June 17, 2009

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
Trustee W. Horning
Trustee A. Hunt-Binkley (until 7:15 p.m.)

Staff:
E. Sadlowski, Director of Finance
L. Paul, Secretary-Treasurer
H. Gloster, Assistant Superintendent
M. Essler, Executive Assistant (Recorder)

Partner Group Representation:

COPAC No representative
COTA No representative – sent regrets
COPVPA No representative – sent regrets
CUPE Leanne Louie, Executive Member
DSC No representative

Action Items

1. Review of Community Rental Program Rates

(attachment)

Eileen Sadlowski, Director of Finance, reviewed the proposed amendments to Policy 650 – Public Use of School Facilities, Regulations 650R – Public Use of School Facilities and Appendix 650A – Public Use of School Facilities Schedule of Rental Fees. The last adjustment of rental rates was effective July 1, 2005. The recommended increase is equivalent to approximately 5% to reflect increasing costs. This 5% increase will allow the program to operate on a cost recovery basis.

The Committee discussed item 9.6 in Regulation 650R - “No alcohol and/or smoking are permitted in any part of the school buildings or anywhere on school property (Policy 640: Smoke-Free Environment)”. At the recent Long-Range Financial Planning Meeting there was discussion surrounding opportunities for revenue. Currently gymnasiums are not used for rental for weddings, receptions, conferences etc. as the consumption of alcohol on the premises is prohibited. The Committee requested that staff prepare an information memo outlining options which would be available to the Board in allowing the consumption of alcohol at events held in gymnasiums (i.e. hours, costs, requirements etc.) for consideration at a future Finance and Legal Committee meeting.

The Committee discussed the annual review of the Community Rental Program Rates/

Outcome:

The Finance and Legal Committee forward to the Board for approval the amendments to Policy 650 – Public Use of School Facilities, Regulation 650R – Public Use of School Facilities, and Appendix 650A – Public Use of School Facilities Schedule of Rental Fees, as presented and amended at the June 17, 2009 Public Finance and Legal Committee meeting.

2. New Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity

(attachment)

Trustee Hunt-Binkley advised that the formation of a Confidential Disclosure Policy was suggested by the external auditors. Partner groups were consulted and the response from the Central Okanagan Parent Advisory Council was in favour of the formation of a Policy, while the response from the

Central Okanagan Principals' and Vice-Principals' Association did not see a need for such a Policy. The draft Policy presented to the Committee was as a result of meetings held between Trustee Hunt-Binkley and the Superintendent. Upon researching the options available, the hiring of an independent company was found to be quite costly. The recommendation is for the hiring of a local law firm on a fee for service basis.

Outcome:

The Finance and Legal Committee forward to the Board for approval new Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity, as presented and amended at the June 17, 2009 Public Finance and Legal Committee meeting.

7:15 Trustee Hunt-Binkley left the meeting.

3. Finance and Legal Committee – Incremental Sessions

At the recent Board and senior staff Long-Range Financial Planning Meeting, discussion took place on the budget timeline/process. The consensus was to use the Finance and Legal Committee as a working committee to evaluate future cost reduction options and strategies. The Director of Finance provided a proposed timeline for the working sessions. The Committee discussed the proposed dates/times of the meetings. In order to obtain information on the dates/times partner groups are available for meetings, this item will be added to the September 16, 2009 Public Finance and Legal Committee meeting for discussion with partner groups. Committee members are requested to provide information on convenient dates to the Director of Finance prior to the September 16, 2009 meeting. Correspondence will be forwarded to all partner groups requesting a representative attends the September 16, 2009 Public Finance and Legal Committee meeting.

Outcome:

Add to the September 16, 2009 Public Finance and Legal Committee meeting discussion on dates for future incremental sessions.

4. School District Annual Budget Fiscal Year 2009/2010

(attachment)

Eileen Sadlowski, Director of Finance, reviewed the School District Annual Budget Fiscal Year 2009/2010. This Bylaw gives effect to the budget decision made by the Board in March of 2009. The highlights reviewed by the Director of Finance include on the Revenue By Source the adjustments made to the Grants for Ready Set Learn and Strong Start. Another significant change is the Transportation Fees on the Revenue By Source which show \$1,000,000 (0 for the 2008/2009 Amended Annual Budget). Also included with the Budget Bylaw is a letter directed to the School District Financial Reporting Branch – Resource Management Division, outlining the achievement of administrative savings, as requested under Section 81 of the School Act. The 4% administrative reduction is achieved through implementation of a student transportation charge plus additional revenue generated through a new Worksafe BC shared services contract.

Outcome:

The Finance and Legal Committee forward to the Board for approval the School District Annual Budget Fiscal Year 2009/2010, as presented at the June 17, 2009 Public Finance and Legal Committee meeting.

5. “Status Quo” School District Annual Budget Fiscal Year 2009/2010

(attachment)

Motion 09P-084 – April 22, 2009 Public Board Meeting

THAT: The Board forward to the Minister of Education a Status Quo budget to include the additional \$3 million shortfall this District needs to maintain all the programs and services.

The Committee discussed the “Status Quo” Budget and forwarding the Status Quo Budget to the British Columbia School Trustees Association and the four local MLAs.

Outcome:

The Finance and Legal Committee provide to the Board for review and forwarding to the Minister of Education the Status Quo Budget, as presented at the June 17, 2009 Public Finance and Legal Committee meeting, with a copy also being forwarded to the British Columbia School Trustees Association and the four local MLAs.

Items Requiring Special Mention

The Committee Chairperson and Assistant Superintendent expressed appreciation to the Director of Finance for all her hard work over the past year.

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

Board Meeting – June 24, 2009

- Review of Community Rental Program Rates
- School District Annual Budget Fiscal Year 2009/2010
- “Status Quo” School District Annual Budget Fiscal Year 2009/2010

Board Meeting – September 9, 2009

- New Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity

Items for Future Finance and Legal Committee Meetings

- Finance and Legal Committee – Incremental Sessions

Meeting Schedule

Wednesday, September 16, 2009 at 1:00 p.m.

Wednesday, October 21, 2009 at 6:30 p.m.

Wednesday, November 18, 2009 at 1:00 p.m.

Questions – Please Contact:

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Gail Given, Chairperson