

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: October 15, 2008

CHAIRPERSON: Trustee R. Cacchioni STAFF CONTACT: L. Paul, Secretary-Treasurer
(Acting Chairperson) E. Sadlowski, Director of Finance

Attendees:

Trustee R. Cacchioni (Acting Chairperson) Staff:
Trustee C. Wiebe (Committee Member) L. Paul, Secretary-Treasurer
Trustee M. Baxter (Acting Committee Member) E. Sadlowski, Director of Finance
Absent: Trustee A. Hunt-Binkley (Chairperson) M. Essler, Executive Assistant (Recorder)

Partner Group Representation:

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

Discussion/Action Items

1. Review of 2008/2009 Proposed Budget Timeline and Consultation Process
(attachment)

Eileen Sadlowski, Director of Finance, provided an overview of the 2008/2009 Proposed Budget Timeline. The date of January 14, 2009 for the 2009-2010 Budget presentation to the COPAC meeting has been cancelled. In previous years the attendance at this presentation has been quite low. The Committee discussed the number of presentations provided by the Director of Finance in previous years. The Committee discussed the Director of Finance providing one 2009-2010 Budget presentation to all partner groups, and include the School Planning Councils, prior to the scheduled COPAC meeting on Monday, February 2, 2009. Further amendments to the Budget Timeline include the changing of the Approval of the Budget Timeline to the November 12, 2008 Public Board Meeting, and the letter from the Superintendent to the Public/Partner Groups to be sent in mid-January, 2009. The Committee also recommended that the Budget Timeline indicate that the Director of Finance is available to present the 2009-2010 Budget presentation upon request. The Committee discussed the distribution of the “Parents – What Choices Would You Make” brochure for the Budget Consultation. The brochure will continue to be accessible on the School District website, and hard copies also available for those who do not have access to a computer.

Outcome:

The Director of Finance amend the 2008/2009 Proposed Budget Timeline as discussed at the October 15, 2008 Finance and Legal Committee. The 2008/2009 Proposed Budget Timeline, as amended at the October 15, 2008 Finance and Legal Committee, be forwarded to the Board for approval.

2. Program Review – Community Rental Program
(attachment)

The review of the Community Rental Program is conducted on an annual basis. The review includes committing to the program for the upcoming school year to provide facilities to community members on a break even basis. The decision to allow a facility to be available for community use is left entirely up to the Principal. The School District is currently operating at capacity with the amount of space available by schools for community use. In 2008/2009 two full-time custodial positions were added to the custodial budget that are funded by and attached to the community rental program. These

positions are dispatched to schools to provide custodial work on the schools with high rental volumes. The Committee discussed including in future reports the number of rental contracts. The Director of Finance confirmed that the number of rental hours can be included in future reports.

There are no suggested amendments to Policy 650 – Public Use of School Facilities. The Committee discussed the amendments to Regulation 650R – Public Use of School Facilities (*Regulations*), as follows:

3. Rental Conditions:

3.1 All agreements must be signed *and paid for* before the start of the rental agreement.

3.2 ~~The administration fee is payable at the time of signing the rental agreement.~~
Longer term agreements must pay monthly in advance.

~~3.3 Rental payments and equipment charges are required at the time of signing the rental agreement.~~

3.3 All groups, with the exception of Youth Activities, preschool and after-school care, must start after 4:00 p.m.

3.4 The school district calendar runs July – June; therefore all agreements must end by June 30 and be renewed for the next calendar year.

4. Facility Charges:

4.3 Rental Refund

Should the school district cancel a rental period, the renter will be refunded the rental fee for that period *and* any related custodial charges. ~~and a pro-rata portion of the administration fee.~~

The Director of Finance provided to the members of the Committee an article titled “Community Use of Schools” contained in the June 2008 edition of School Business Affairs.

Outcome:

That the Finance and Legal Committee forward to the Board for approval the Program Review – Community Rental Program, as presented at the October 15, 2008 Finance and Legal Committee meeting.

3. Draft New Policy 207 – Investments

(attachment)

In June of 2008 the Committee received a presentation from Cairry Holtby, B.A., CIM, from RBC Dominion Securities. At that time the Committee concurred that a formal School District Policy on Investments should be prepared.

The Committee discussed the draft of Policy 207 – Investments, and requested the inclusion in the introduction how the School District has cash in reserve for investments.

Outcome:

That the Finance and Legal Committee forward to the Board for approval at the November 12, 2008 Public Board Meeting, the draft new Policy 207 – Investments, including the amendments discussed at the October 15, 2008 Public Finance and Legal Committee meeting.

4. Input to Provincial Government 2009 Budget Planning Process

(attachment)

Referred to the Finance and Legal Committee from the Public Board Meeting of September 24, 2008. Trustee Baxter advised that Connie Denesiuk, President of the BCSTA, by correspondence of September 24, 2008, has encouraged School Districts to provide input to the provincial government’s 2009 budget planning process. The Committee discussed responding by letter to provide input to the 2009 budget planning process.

Outcome:

That the Finance and Legal Committee recommend to the Board that the Board write a letter to the Minister of Education regarding input to the budget including all the points raised at the Finance and Legal Committee on October 15, 2008, and request all partner groups to also sign the letter.

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

October 22, 2008

- Input to Provincial Government 2009 Budget Planning Process

November 12, 2008 Public Board Meeting

- 2008/2009 Proposed Budget Timeline

- Program Review – Community Rental Program

- Draft New Policy 207 – Investments

Items for Future Finance and Legal Committee Meetings

Draft New Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity – *Future*

Meeting Schedule

Wednesday, November 19, 2008 at 1:00 p.m. at School Board Office

Questions – Please Contact:

Anna Hunt-Binkley, Chairperson

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Rolli Cacchioni, Acting Chairperson