

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: June 20, 2007

CHAIRPERSON: Trustee A. Hunt-Binkley STAFF CONTACT: L. Paul, Secretary-Treasurer
E. Sadlowski, Director of Finance

Attendees:

Trustee R. Cacchioni (Acting Chairperson)
Trustee C. Wiebe (Committee Member)
Trustee S. Nicholl (Acting Committee Member)
Trustee M. Baxter
Absent: Trustee A. Hunt-Binkley (Chairperson)

Staff:

E. Sadlowski, Director of Finance
M. Essler, Executive Assistant (Recorder)

Partner Group Representation:

COPAC Gail Given, Executive Member
COTA No Representative (sent regrets)
COPVPA No Representative (sent regrets)
CUPE No Representative (sent regrets)
DSC No Representative

Presentation:

Overview of The Learning Centre Budget

Presenter: Eileen Sadlowski, Director of Finance

The Director of Finance provided a presentation on an overview of the budgets associated with The Learning Centre. The Learning Centre coordinates all professional development and inservice for the District. Hollywood Road Education Services coordinates access to the facility for the District as well as external use. The creation of The Learning Centre came partly as a result of recommendations coming from the 2004 District Review. The two positions which are directly linked to The Learning Centre Budget are the Learning Centre Teacher Facilitator and the Learning Centre Support Staff Facilitator. The original Learning Centre Allocation of \$250,000.00 includes the two staffing positions as indicated previously, TOC's, presenters and meeting expenses. The Learning Centre also recovers tuition from the public and for the 2006/2007 school year the amount recovered was \$31,500.00. The Director of Finance reviewed other School District training funds received including original CUPE in-service allocation of \$25,000.00, union training/professional development of \$50,000.00 and CUPE in-service fund of \$40,000.00.

Action Items

1. Draft New Policy 206 - Purchasing

The Committee Members were provided with a proposed draft of Policy 206 - Purchasing at the Finance and Legal Committee meeting held on May 16, 2007. Committee members were requested to review the proposed draft of Policy 206 – Purchasing, and provide comments and/or suggestions to Eileen Sadlowski, Director of Finance, prior to this meeting.

The Committee discussed the ordering of supplies from Central Stores.

Outcome:

That the Finance and Legal Committee forward to the Board for approval Policy 206 – Purchasing, as attached.

2. Program Review – Community Rental Program

Eileen Sadlowski, Director of Finance, reviewed the memo of June 14, 2007 as attached to the Agenda which included background information on the rental program. In the past couple of years usage of the rental program by the community has increased considerably. Empty classrooms are committed where feasible to support Preschool/After School Care Programs and in 2006/2007 11 Preschools, 3 After School and 1 Community Church rented on a monthly basis. Community hourly rental programs, including Brownies, basketball etc., have increased over the last couple of years also. The community hourly rental program provided facilities for a total of 3800 hours which generated a revenue of \$204,251.00.

Due to the increased workload on custodial staff, it become increasingly difficult to find schools that would willingly open their facility to the rental pool. In response to this, in 2002 the fee structure was adjusted to include recognition of custodial costs. Participating schools were then provided with a bank of custodial hours to draw on at their discretion to help with peak demand times.

To support the program growth, the clerical staffing (currently at .65 FTE) is to be adjusted to a full-time position effective September 2007.

The Director of Finance reviewed the proposed amendments to Policy 650 – Public Use of School Facilities and Regulation 650R – Public Use of School Facilities (*Regulations*). The proposed amendments to the Regulation includes Adult and Non-Profit organizations combined into Group A as both receive the same fee structure, the establishment of Hollywood Road Education Services as an alternative facility for conferences, meetings, computer training and presentations, and the deletion in item 3.3 referencing payment monthly in advance for rental agreements that are longer than one month. The Committee discussed further amendments.

Outcome:

The proposed Draft of Policy 650 – Public Use of School Facilities and Regulation 650R – Public Use of School Facilities (*Regulations*) be amended as suggested at the June 20, 2007 Finance and Legal Committee Meeting. The draft of Policy 650 - Public Use of School Facilities and Regulation 650R – Public Use of School Facilities (*Regulations*) will be placed on the Agenda for the September 10, 2007 Public Finance and Legal Committee meeting for further review by the Committee.

Information Items

1. Items for Future Finance and Legal Committee Meetings

Review of Budget presentation Information Gathering Process for January of 2008 (*October 2008*)

Review of proposed amendments to Policy 650 – Public Use of School Facilities and Regulation 650R – Public Use of School Facilities (*Regulations*) (*September 2007*)

2. Meeting Schedule

Monday, September 10, 2007 – 10:00 a.m. at School Board Office

Questions – Please Contact:

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Anna Hunt-Binkley, Chairperson