

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: November 16, 2005

CHAIRPERSON: Trustee A. Hunt-Binkley STAFF CONTACT: E. Sadlowski

### Attendees:

Trustee A. Hunt-Binkley - Chairperson  
Trustee G. Scanlan - Committee member  
Trustee W. Horning – Acting Committee member  
Absent: Trustee C. Wiebe – Committee Member

E. Sadlowski, Director of Finance – Senior staff  
M. Essler (recorder)

### Partner Group Representation:

COPAC	Sharlene Drohomeresky, President	COTA	Bob Shanks, President
		CUPE	Bill Zeman, President

The Public Finance and Legal Committee Meeting featured four important action items.

### Review 2005/2006 Budget Timeline

The Superintendent attended the meeting for the purpose of discussing this issue. Although there was some discussion as to the merit of delaying the deadline for the receipt of partner and public input due to the fact that the deadline precedes the Ministry's funding announcement, it was agreed, on the recommendation of the Superintendent, that the timeline as originally presented, be recommended for Board approval. It was further agreed that if the template for budget requests was formatted to include priorities for funding in general areas rather than just specific funding requests, the fact that the District may receive more or less than originally anticipated, would not necessarily alter the providers' opinion.

### Outcome:

**THAT: The following recommendation be put forward to the Board for approval at the next Public Board Meeting.**

**THAT: The Finance and Legal Committee recommends that the Board approve the Budget Timeline as attached.**

### Template for Budget Requests

The Director of Finance presented the Committee with a draft document for review. The Committee agreed that the draft included much needed information including an area for specific funding requests but was of the opinion that the document could be expanded upon. It was agreed that it would be beneficial to include an area which delineated the major areas of spending such as libraries (staff and resources), CEA's, class size, clerical time, grounds and adventure playgrounds, technology and so forth and request that the individual, group or partner prioritize the top five from the list. This would provide valuable information for the Committee and Board when deciding what broad areas required increases and what areas held less priority to those responding. It was agreed that the Director of Finance would revise the draft and due to time constraints, would send it to the Committee members for review.

### Outcome:

**By consensus, the Committee agreed that the Director of Finance would amend the School District No. 23 Budget Request Form to indicate the above changes and due to time constraints provide a copy to all Committee Members.**

### Custodial Report

Alan Cumbers, Director of Operations, joined the Committee and provided an overview of the Report. He discussed the rationale behind his recommendations and fielded many questions from the Committee

members. The general consensus from the Committee members was the fact that there are many complaints from staff, students and parents which relate to the lack of cleanliness in some of the schools. Discussion also centered on the use of the cell system for organizing the custodial work, the high incidence of sick time and the poor morale in the custodial department. After a lengthy discussion including input from the CUPE representative, the Committee recommended to the Board:

**Outcome:**

**THAT: The following recommendation be put forward to the Board for approval at the next Public Board Meeting.**

**THAT: The Finance and Legal Committee recommends to the Board that \$200,000.00 be added to the custodial budget for the 2005/2006 school year to hire a custodial supervisor and custodial staff, with a Report to the Board at the end of June, 2006.**

**Financial Statement Format Review**

The “original” format was the one which had been developed and used for the past couple of years and the revised format included an additional column titled “Proposed Amended Budget 2005/2006”. This revised document included information relative to the final September enrolments however this proposed amended budget would not proceed for Committee review and Board approval until approximately February 2006. After some discussion, it was decided that due to the public nature of the document and the complexity of the information contained in it, that the original format could be more easily understood and that it should be maintained.

**Decision:**

**By consensus, the Committee agreed that the original format for the Revenue and Expense Summary would be maintained.**

**Information Item – Support Staff**

The Director of Finance provided a detailed power point presentation on the Support Staff of the School District. The presentation included an overview of who comprises the “support staff”, how they are paid including benefits, what the District spends on support staff and how this District compares in this area to other Districts.

**Items for Future Agenda**

Review of Mandate/Policy of Finance and Legal Committee

Next Committee Meeting Date: Jan. 18, 2005 - 1:00 p.m. Location: School Board Office Board Room

Questions: Please Contact: Trustee Anna Hunt-Binkley Phone: (250) 766-5690