

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: October 17, 2007

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

Attendees:

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

Partner Group Representation:

COPAC	Gail Given, Executive Member
COTA	Tom Potts, President
COPVPA	Scott McLean, Past President (arrived at 6:35)
CUPE	No Representative
DSC	No Representative

Action Items

1. Review of 2007/2008 Proposed Budget Timeline

Eileen Sadlowski, Director of Finance, confirmed that the 2007/2008 Proposed Budget Timeline follows the same timeline as 2006/2007.

The Committee discussed the 2007/2008 Operating Budget timeline and suggested the following amendments:

- February 21 Finance Committee date be changed to February 20
- February 26 Board Meeting date be changed to February 27
- May 14 Finance/Audit Committee date be changed to May 21
- September 10 Public Finance Committee be changed to September 17

The Director of Finance will confirm the September 17 meeting date with the auditors.

The Committee discussed the 2008/2009 Operating Budget timeline and suggested the following amendments:

- December 1-7 – to read *Partner/Public Input Requests*
- January 16 date be changed to January 14 and time be changed to 4:00 p.m. for the Overview of the Public Presentation
- January 16 date be changed to January 14 for the Public Finance Committee
The Committee discussed the public presentation to the public, partner groups and School Planning Councils. The Committee concurred that a presentation for the public, partner groups and School Planning Councils at a Central Okanagan Parent Advisory Council meeting would generate the largest captive audience. As the January meeting for the Central Okanagan Parent Advisory Council is scheduled for January 7, 2008, the Finance and Legal Committee formally requested Gail Given, Executive Member, to make a request to the Central Okanagan Parent Advisory Council meeting that their January meeting be moved to January 14, 2008. Gail Given will provide confirmation to the Director of Finance.
- February 28 date be changed to February 20
- The date for the March 2008 Public Finance Committee date be changed to April 2 and time be changed to 2:30 p.m.
- April 9 incamera Finance Committee be removed
- April 9 Board Meeting – add (*information item*) after Superintendent's Budget Report

Outcome:

Once confirmation on the date of the Central Okanagan Parent Advisory Council Meeting in January has been confirmed for January 14, 2008, the Director of Finance will make amendments to the 2007/2008 Proposed Budget Timeline as discussed at the October 17, 2007 Finance and Legal Meeting, and will provide Committee Members with a copy for final input.

Outcome:

Once input has been received from the Committee members, the 2007/2008 Proposed Budget Timeline, as amended at the October 17, 2007 Finance and Legal Committee meeting, be forwarded to the Board for approval.

2. Review of Budget Presentation/Information Gathering Process for January of 2008

The Committee reviewed the Budget Principles set for 2005/2006. The Committee suggested the following amendments to the Budget Principles for 2007/2008:

- Remove the word *two* in the first line of the first bullet
- The first bullet to read as follows:

The underlying principles for all budget decisions be that:

1. the students come first; and
2. the District obtain the most effective results for the dollars spent.

The Committee discussed the distribution of the “Parents – What Choices Would You Make?” brochure including continuation of the access to the brochure on the School District website, attachment to school newsletters and media release, and hard copies available at the schools for those who do not have computer access.

The Committee discussed the contents of the “Parents – What Choices Would You Make?” brochure. Suggestions for inclusion include reference to the Board of Education and clarification on “Community access to schools” as indicated on page 4 of the brochure. One suggestion received by the Director of Finance from the Communications Officer is to reference last year’s responses and how they affected the budget decisions. Tom Potts, President of COTA, suggested bullet one on page 3 of the brochure to read *Class Size/Composition* and in explanation include the definition of composition.

The Committee discussed the contents of the Superintendent’s letter to parents, community and education partners. Scott McLean, Past President of COPVPA, suggested including reference to the letter also being directed to School Planning Councils.

Outcome:

The Director of Finance will amend the “Parents-What Choices Would You Make” brochure, and the brochure will be sent out with the Superintendent’s letter sometime the first week of December, 2007.

3. Revenue and Expense Summary at September 30, 2007

The Director of Finance reviewed the Revenue and Expense Summary at September 30, 2007. The Committee discussed the inclusion in expenditures in professional services for the Ministry of Education’s fee for use of the BCeSIS program. This fee is approximately \$15,000.00 per month and based on the number of FTE in the system. During the budget discussions, this expenditure was included in the software licensing discussions. The Committee discussed the contractual status to the Ministry of Education with regard to the BCeSIS program.

Outcome:

The Director of Finance will invite the Director of Technology and Education Services to a future Finance and Legal Committee meeting to discuss the contractual status with the Ministry of Education with regard to the BCeSIS program.

Outcome:

That the Finance and Legal Committee receive the Revenue and Expense Summary at September 30, 2007.

That the Revenue and Expense Summary at September 30, 2007 be forwarded to the Board as an information item.

Information Items

- 1. Recommendations/Referrals to the Board/Coordinating Committee/Other Committees**
2007/2008 Proposed Budget Timeline – *November 2007*
Revenue and Expense Summary at September 30, 2007 – *October 24, 2007*
- 2. Items for Future Finance and Legal Committee Meetings**
Director of Technology and Education Services – Contractual Status with Ministry of Education regarding BCeSIS - *Future*
- 3. Meeting Schedule**
Wednesday, November 21, 2007 – 1:00 p.m. at School Board Office

Questions – Please Contact:

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Larry Paul, Secretary-Treasurer	Phone: (250) 470-3216	email: lpaul@sd23.bc.ca
Eileen Sadlowski, Director of Finance	Phone: (250) 470-3224	email: esadlows@sd23.bc.ca

Anna Hunt-Binkley, Chairperson