

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee Meeting DATE: June 21, 2017
CHAIRPERSON: Trustee R. Cacchioni STAFF CONTACT: E. Sadlowski, Assistant Secretary-Treasurer

*The Committee Chairperson acknowledged that the meeting was being held
on the Traditional Territory of the Okanagan People.*

Attendees:

Board of Education:	Staff:
Trustee L. Cacchioni (Chairperson)	E. Sadlowski, Assistant Secretary-Treasurer (<i>Absent</i>)
Trustee R. Fraser (Committee Member) (<i>Absent</i>)	L. Paul, Secretary-Treasurer
Trustee C. Gorman (Committee Member) (<i>Absent</i>)	K. Kaardal, Superintendent of Schools/CEO (<i>arrived at 4:18 pm</i>)
Trustee M. Baxter	T. Beaudry, Deputy Superintendent (<i>arrived at 4:19 pm</i>)
Trustee D. Butler (Acting Committee Member)	D. Carmichael, Finance Manager
Trustee L. Mossman (Acting Committee Member)	H. Wendt, Executive Assistant (<i>Recorder</i>)

Partner Group Representation:

COTA	Susan Bauhart, President
COPAC	No representative
COPVPA	No representative
CUPE	David Tether, President
DSC	No representative

Agenda/Additions/Amendments/Deletions

Trustee Butler was appointed Acting Committee Member in the absence of Trustee Fraser and Trustee Mossman was appointed Acting Committee Member in the absence of Trustee Gorman.

Amendment:	Discussion/Action Items	6.1	2017/2018 Annual Budget Bylaw (Amended Material for Scheduled Item)
Add:	Committee Correspondence	8.1	Ministry of Education, Sector Resourcing and Service Delivery Branch, June 21, 2017, regarding Classroom Enhancement Fund – Staffing and Overhead Submission (New Agenda Item)

June 21, 2017 Agenda – approved as amended.

Reports/Matters Arising

May 17, 2017 Committee Report – received as presented.

Recognition/Presentations/Delegations

1. Annual Budget

The Secretary-Treasurer noted the annual budget must be submitted to the Ministry of Education by June 30, 2017 and includes all operating and capital expenditures currently expected for the coming school year.

The Secretary-Treasurer reviewed the budget advising the comparatives shown reflect last year's estimates and are compared to the upcoming school year's estimates. In response to queries from the Committee, the Secretary-Treasurer outlined surplus revenue, school-based funds, as well as expected revenue and expenditures. As in past years, once final revenue and expenditures have been confirmed, an updated budget will be presented to the Committee in January.

4:18 pm: The Superintendent of Schools/CEO joined the meeting.

4:19 pm: The Deputy Superintendent joined the meeting.

The Secretary-Treasurer reviewed the Classroom Enhancement Fund (CEF), with the Superintendent of Schools/CEO noting that should further funding be required, the Ministry of Education will receive the District's submission outlining the rationale for the additional funding, which will be based on the MOA: LOU #17 (restored language). The Ministry of Education has confirmed that remedies will be funded in the fall, once the actual classroom organizational requirements are determined.

The Superintendent of Schools/CEO noted the formation of a joint Wellness Support committee will be reviewed in the new school year.

Discussion/Action Items

1. 2017/2018 Annual Budget Bylaw

The Chairperson appointed Acting Committee Member Trustee Butler as Acting Chair. Trustee Cacchioni abstained from discussions due to a potential perceived conflict of interest.

Outcome

The Committee recommended that the Board of Education approve a \$5,000 grant to Kelowna Museum for the 2017/2018 school year.

Trustee Cacchioni resumed the position of Committee Chairperson and Trustee Butler resumed the position of Acting Committee Member.

Outcome

The Committee recommended that the Board of Education give first, second and third readings to the School District No. 23 (Central Okanagan) Annual Budget Bylaw for the Fiscal Year 2017/2018 in the amount of \$253,910,135 and that School District No. 23 (Central Okanagan) Annual Budget Bylaw for the Fiscal Year 2017/2018 in the amount of \$253,910,135, be read a first, second and third time, passed and adopted the 28th day of June, 2017.

In response to queries from the Committee, the Secretary-Treasurer confirmed the District is able to make timely decisions with respect to operational and spending plans as required.

Committee Correspondence

1. Ministry of Education Sector Resourcing and Service Delivery Branch, June 21, 2017, regarding Classroom Enhancement Fund – Staffing and Overhead Submission

The Committee reviewed the correspondence received and the Superintendent of Schools/CEO confirmed the District must demonstrate best efforts and utilize objective criteria should additional funding be requested in the fall.

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

Board of Education Public Meeting – June 28, 2017

- 2017/2018 Annual Budget Bylaw

Meeting Schedule

September 20, 2017 at 4:00 pm October 18, 2017 at 4:00 pm November 15, 2017 at 4:00 pm

Items for Future Finance and Legal Committee Meetings

- Report regarding utilization of Aboriginal Education targeted funding, specifically relating to programs that are being taught to both Aboriginal students and the general student population.
- Review of Finance and Legal Committee's mandate, purpose and function.

September	October	November
- Presentation: Audited Financial Statements for the Fiscal Year - Audited Financial Statements for the Fiscal Year (<i>Action Item</i>) - Finance and Legal Committee – Review of Mandate, Purpose and Function		- School District No. 23 (Central Okanagan) Budget Development Principles - School District No. 23 (Central Okanagan) Budget Development Timeline - Revenue and Expense Summary at October 31
January	February	April (1st meeting)
- Amended Annual Budget for the Fiscal Year - Ministry Recalculation Allocation – School District No. 23 and Provincial	- Revenue and Expense Summary at January 31	- Overview of Budget Allocation - Budget Consultation Input Received
April (2nd meeting)	May	June
- Central Okanagan Public Schools Preliminary Budget Proposal – Superintendent’s Budget Recommendations - Trustee Indemnity for the Fiscal Year	- Auditor’s Report to the Finance Committee – Initial Communication on Audit Planning for the Year - Annual CommunityLINK Allocations - Trustee Travel Expenses - Financial Update – International Education Program - Review of Policy 425 and Regulations 425R - Student Fees	- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year

Questions – Please Contact:

Trustee Rolli Cacchioni, Chairperson

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Rolli Cacchioni, Chairperson