



CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Finance and Audit Committee Meeting

Public Meeting

Wednesday, November 16, 2022, 4:00 pm

School Board Office

1040 Hollywood Road S

Kelowna, BC

Board of Education: Trustee W. Broughton, Chair
Trustee V. Johnson, Committee Member
Trustee C. Desrosiers, Committee Member
Trustee L. Tiede
Trustee L. Guderyan
Trustee J. Fraser
Trustee A. Geistlinger (*arrived at 4:16 pm*)

Staff: Kevin Kaardal, Superintendent of Schools/CEO
Kate Cumming, Acting Secretary-Treasurer (*by telephone*)
Val Dougans, Finance Manager
Lise Bradshaw, Executive Assistant (Recorder)

Absent: Delta Carmichael, Secretary-Treasurer/CFO
Terry Beaudry, Deputy Superintendent of Schools

Partner Groups: Susan Bauhart, COTA President
Nicola Baker, COPAC Vice-President
Scott Sieben, COPVPA President
Zach Johnson, DSC Co-President

There were no representatives from CUPE

**The Central Okanagan Board of Education acknowledged that this meeting was being held
the unceded, Traditional Territory of the Okanagan People.**

AGENDA

November 16, 2022 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Audit Committee Public Meeting Report - October 19, 2022

October 19, 2022 Committee Report - received as distributed.

PUBLIC QUESTION/COMMENT PERIOD

There were no public questions/comments.

COMMITTEE MEMBERS QUERIES/COMMENTS

The COTA President and Trustee Broughton, Committee Chair, had queries regarding various financial issues and the budget for the 2022-2023 year.

The Superintendent of Schools/CEO and the Acting Secretary-Treasurer answered committee member questions.

DISCUSSION/ACTION ITEMS

2022-2023 and 2023-2024 Budget Timeline and Budget Development Principles

The Acting Secretary-Treasurer provided information on the budget timeline for 2022-2023 and 2023-2024 which is used as a guide for the Board, staff, and the public to use in the ongoing development of the budget. It outlines the significant dates and deadlines pertaining to both the amendments of the current year's budget as well as the development of next year's budget.

The Acting Secretary-Treasurer shared that the Budget timeline follows past practice and stated that there are several uncertainties facing the Budget development in the 2022-2023 fiscal year. These include: the Classroom Enhancement Fund (confirmation expected December 2022), staffing requirements and the availability of specialty teachers, space requirements and capacity challenges, continued cost impact of the COVID-19 pandemic (i.e., illness costs, additional custodial costs, etc.) and impact on other employee staffing levels.

Uncertainties facing the Budget development in the 2023-2024 fiscal year are expected to continue to include: staffing requirements and the availability of specialty teachers, space requirements and capacity challenges (including additional portable classroom costs due to forecasted capacity constraints based on expected enrolment growth), impact on other employee staffing levels, the impact of the 2021/2022 modest unrestricted surplus as a result of additional costs incurred during the 2021/2022 fiscal year related to the COVID-19 pandemic and the Ministry of Education and Child Care per pupil funding announcement in March 2023.

Outcome:

THAT: The Finance and Audit Committee recommends to the Board of Education:

THAT: The Board of Education approve the 2022/2023 and 2023/2024 Budget Timeline as presented at the November 16, 2022 Finance and Audit Committee meeting.

DISCUSSION/INFORMATION ITEMS

Statement of Financial Information for June 30, 2022 (Draft)

The Acting Secretary-Treasurer stated that the Statement of Financial Information (SOFI) for June 30, 2022 is an annual provincial government requirement. The SOFI Report identifies wages and any expenses paid on behalf of employees.

The SOFI report will be forwarded to the Board of Education to be included on a future Public Board Meeting Agenda as an information item. Once the SOFI Report is signed, it will be posted on the District's website under District Info – Financial Reports – Statement of Financial Information.

The acting Secretary-Treasurer responded to queries.

RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES

Future Public Board Meeting

- 2022-2023 and 2023-2024 Budget Timeline and Budget Development Principles (Action)
- Statement of Financial Information for June 30, 2022 (Information)

ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

January

- Amended Annual Budget for the Fiscal Year
- Ministry of Education and Child Care Recalculation Allocation
- Financial Update at December 31st
- Budget Survey Development
- Annual Review of Committee's Mandate, Purpose and Function

February

- Budget Presentation
- School Fees Summary

April (1st Meeting)

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2022/2023 Fiscal Year

April (2nd Meeting)

- Central Okanagan School District Preliminary Budget Proposal – Superintendent’s Budget Recommendations
- Financial Report at March 31st

May

- Auditor’s Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year
- Annual CommunityLINK Allocations
- Financial Update - International Education Program

June

- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year
- 2022/2023 Accumulated Operating Surplus Review

FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

January 18, 2023

Main Board Room, 1040 Hollywood Rd. S., Kelowna

All meetings start at 4:00 pm.

MEDIA QUESTIONS

There were no media questions.

ADJOURNMENT

The meeting adjourned at 4:24 pm.

Questions - Please Contact:

Trustee Broughton, Chair at 250-718-9219 or Wayne.Broughton@sd23.bc.ca

Delta Carmichael, Secretary-Treasurer/CFO at 250-860-8888 or Delta.Carmichael@sd23.bc.ca

Wayne Broughton, Chair