



CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Finance and Audit Committee Meeting

Public Meeting

Wednesday, February 15, 2023, 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 (*arrived 4:05 pm*)
Trustee J. Fraser
Trustee A. Geistlinger (*arrived 4:05 pm*)
Trustee L. Tiede

Absent: Trustee Guderyan

Staff: Delta Carmichael, Secretary-Treasurer/CFO
Kate Cumming, Assistant Secretary-Treasurer
Val Dougans, Finance Manager
Jon Rever, Assistant Superintendent
Lise Bradshaw, Executive Assistant (Recorder)

Absent: Kevin Kaardal, Superintendent of Schools/CEO
Terry Beaudry, Deputy Superintendent of Schools

Partner Groups: Susan Bauhart, COTA President
Nicola Baker, COPAC Vice-President
Kieran Fahy, CUPE Secretary-Treasurer
Bryce Owens, COPVPA Executive
Zach Johnson, DSC Co-President

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

In the absence of Trustee Desrosiers, Trustee Fraser was appointed as an Acting Committee member.

AGENDA

February 15, 2023 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Audit Committee Public Meeting Report - January 18, 2023

January 18, 2023 Committee Report - received as distributed.

4:05 pm: Trustee Geistlinger joined the meeting

4:05 pm: Trustee Desrosiers joined the meeting and assumed her role as a voting Committee member.

PRESENTATION

2023-2024 Preliminary Budget Presentation

The Secretary-Treasurer/CFO and the Assistant Secretary-Treasurer presented a PowerPoint on the 2023-2024 Annual Budget which included an overview of the District's overarching goal, strategic directions, staffing, student statistics, financial sources as well as assumptions and challenges that guide the preparation of the 2023-2024 Annual Budget Bylaw. This PowerPoint was also shared at the February 6, 2023 COPAC Meeting.

The Secretary-Treasurer/CFO and the Assistant Secretary-Treasurer responded to questions from the Committee.

PUBLIC QUESTION/COMMENT PERIOD

There were no public questions/comments.

COMMITTEE MEMBERS QUERIES/COMMENTS

The President of COTA commented that she is hearing from COTA members, particularly in Rutland area of schools, that more ELL funding and support is needed as the volume of ELL students is proving to be a drain on classroom teachers.

DISCUSSION/ACTION ITEMS

Review of Transportation Fees for the 2023/2024 Fiscal Year

The Assistant Secretary-Treasurer read the issue statement from the memo attached to the Agenda:

Although not mandated by the *School Act*, the Board of Education supports the operations of a student transportation system for students of Central Okanagan Public Schools. As part of its support for transportation, the Board of Education each year must heavily subsidize the Transportation Department with approximately \$3.8 million in operating funds that could be directed to classroom supports and operations. Each year, the Board of Education reviews the fee that it charges for all students who receive this service.

The recommended fee increase to \$400/rider provides approximately \$215,000 in additional funds to cover a portion of the following increased costs for the upcoming school year:

- An additional bus route expected to be added to the 2023/2024 Annual Budget due to growth in the District - \$70,000.
- Increase in fuel and supply costs - \$150,000.

The Secretary-Treasurer/CFO and the Assistant Secretary-Treasurer responded to questions from the Committee.

5:02 pm: Trustee Fraser left the meeting

Outcome:

The Finance and Audit Committee recommended to the Board:

THAT: The Board of Education set the transportation fee to \$400/year for each bus rider for the period effective July 1, 2023 to June 30, 2023.

5:06 pm: Trustee Fraser rejoined the meeting

DISCUSSION/INFORMATION ITEMS

2023/2024 School Fees Summary

The Assistant Secretary-Treasurer stated that a summary of school fees is provided annually. The fees are divided into four categories:

- Standard Fees (optional school supply, cultural, and student activity fees)
- Transportation Fees
- Academy Fees
- Goods and Services Fees

There are no recommended changes to the Standard Fees for the 2023-2024 school year. Central Okanagan Public Schools has a financial hardship policy in place to help students who are in financial need.

The COPAC Vice-President noted that District Policy 425 needed to be revised to update "School Planning Council" to "Parent Advisory Council".

Outcome:

The Finance and Audit Committee recommended to the Board:

THAT: Policy 425 be referred to the Policy Committee for review.

Student and Family Affordability Fund Update at December 31, 2022

The Assistant Secretary-Treasurer stated that the Student and Family Affordability Fund has been used to support the following initiatives:

- Funds have been utilized to expand food programs including the addition of extra food items to the current Brown Bag Lunch program and the weekly Food for Thought Backpack program. There has also been a breakfast program implemented for middle school Indigenous students through a school-based cafeteria.
- Funds allocated to Family of Schools are being applied to on a continual basis by families and school Principals to waive school related fees.
- Funds have been provided to the Indigenous Education Department to support families through the provision of food and supplies for land-based learning, gift cards for food and clothing for Indigenous families in need, bus passes, Christmas hampers, and equipment purchases for Indigenous gathering rooms.

As of December 31, 2022, approximately 51% of the Student and Family Affordability Fund has been spent. As of December 31, 2022, the following statistics were reported to the Ministry of Education and Child Care with respect to how the District has supported families and students utilizing the Student and Family Affordability Fund:

- An estimated 244 additional students have been able to access District food programs;
- An estimated 1,711 students have been supported through offsetting costs for supplies and equipment;
- An estimated 17,778 students have benefitted from fee relief.

Committee members discussed:

- The challenges in administering the Student and Family Affordability Fund equitably,
- Making sure vulnerable students and schools receive funding,
- The fact that schools with substantial PAC support are receiving these funds for field trips, etc.
- Not being able to use the fund for Transportation fees,

- No longer having to fully spend the fund by June 30, 2023,
- The quality of food in the brown bag lunch programs.

The Assistant Secretary-Treasurer stated that the comments and suggestions from committee members would be brought to staff.

COMMITTEE CORRESPONDENCE

There was no committee correspondence.

ITEMS REQUIRING SPECIAL MENTION

There were no items of Special Mention

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

March 8, 2023 Public Board Meeting:

- Review of Transportation Fees for the 2023/2024 Fiscal Year (Action Item)
- 2023-2024 School Fees Summary (Information Item)
- Student and Family Affordability Fund Update as of December 31, 2022 (Information Item)

Policy Committee

- Review of Policy 425

ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

April (1st Meeting)

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2023/2024 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

All meetings start at 4:00 pm.

- April 5, 2023
- April 19, 2023
- May 17, 2023
- June 21, 2023

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

MEDIA QUESTIONS

There was no media present.

ADJOURNMENT

The meeting adjourned at 5:26 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