

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee Meeting DATE: May 17, 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
Trustee R. Fraser (Committee Member)	L. Paul, Secretary-Treasurer
Trustee C. Gorman (Committee Member)	K. Kaardal, Superintendent of Schools/CEO
Trustee M. Baxter	T. Beaudry, Deputy Superintendent
Trustee D. Butler (Acting Committee Member for a portion of the meeting)	D. Carmichael, Finance Manager
Trustee L. Mossman	H. Wendt, Executive Assistant (Recorder)

Partner Group Representation:

COTA	Susan Bauhart, President
COPAC	Rick Davidson, Secretary
COPVPA	Mike Dornian, Treasurer
CUPE	David Tether, President
DSC	No representative

Guests: Tyler Neels, Grant Thornton LLP
Josh Widmann, Grant Thornton LLP`

Agenda/Additions/Amendments/Deletions

Add: Discussion/Action Items	6.2	2017-2018 CommunityLINK Allocations (Material for Scheduled Item)
Add: Committee Correspondence	8.1	CUPE Local 3253, April 19, 2017, regarding District Wellness Support System (New Agenda Item)
Add: Committee Correspondence	8.2	CUPE Local 3253, May 17, 2017, regarding District Wellness Support System (New Agenda Item)

May 17, 2017 Agenda – approved as amended.

Reports/Matters Arising

April 19, 2017 Committee Report – received as presented.

Recognition/Presentations/Delegations

1. Report to the Finance and Legal Committee – Initial Communication on Audit Planning for the Year Ended June 30, 2017

The representatives from Grant Thornton LLP provided a high level review of the audit planning approach for the fiscal year ended June 30, 2017, as well as all processes and deliverables. District-specific changes include increasing student enrolment and the construction of the District's new administration office. In response to queries from the Committee, the Grant Thornton representatives confirmed that as part of the legal compliance referred to in the overview, Grant Thornton will, in the normal course of an audit, send a letter to the District's legal counsel requesting confirmation of any legal matters that may be ongoing or potential obligations resulting from legal matters. Regarding school-based bank accounts and use of those funds, each school is audited every year by a contractor and, should any concerns or deficiencies arise, District staff will meet with the school Principal and head secretary. The District-based budget for schools, which is administered by the District, is included in the annual audit process as well.

Grant Thornton LLP will continue to work with management throughout the audit process with a communication of the audit results being presented at the September 20, 2017 Finance and Legal Committee Meeting. Final financial statements are due electronically to the Ministry of Education by September 30, 2017.

The Committee Chairperson thanked the representatives from Grant Thornton LLP for their presentation.

Outcome

The document *Report to the Finance Legal Committee – Initial communication on audit planning for the year ended June 30, 2017* will be provided to the May 24, 2017 Board of Education Public Meeting as an Information Item.

1:21 pm: The representatives from Grant Thornton LLP left the meeting.

Committee Members Queries/Comments

The CUPE President responded to comments made during the April 19, 2017 Finance and Legal Committee meeting. He noted that CUPE and the District are in discussions throughout the year regarding support for Pro-D, additional staffing and seminars and CUPE trusts that information will be provided should there be a budget surplus that may be allocated to these items. CUPE is fully aware that positions have been reduced yearly since 2002 and further, CUPE submits a letter on an annual basis requesting that the two-week spring break revert back to one week as it causes financial hardship on the members. In response to comments made at the April 19, 2017 meeting during which it was stated schools are dirty, the CUPE President noted the schools are clean but there is greater pressure on custodial staff to do more within the schools. CUPE looks forward to continuing to work with District staff in a collegial and respectful manner.

The Superintendent of Schools/CEO confirmed District staff consistently communicate with the CUPE President and Executive, and CUPE's concerns are discussed on an ongoing basis.

Discussion/Action Items

1. Trustee Travel Expenses

The Committee reviewed the information provided.

Outcome

The document *Trustee Travel Expenses* will be provided to the May 24, 2017 Board of Education Public Meeting as an Information Item.

2. 2016-2017 CommunityLINK Allocations

Assistant Superintendent, Vianne Kintzinger, reviewed the report and noted that an allocation of more than \$1.2 million has been confirmed for the 2017/18 school year, plus an estimated carry forward of \$42,445. While 65% of the funding will go directly to the Schools Meals Program, other programs that will benefit include Health Promoting Schools, Teen Mom and Drug and Alcohol and Mental Health.

Outcome

The Committee recommended that the Board of Education approve the Recommended School-Based CommunityLINK Allocations 2017/2018.

3. Projected Teacher Staffing 2017/2018

The Assistant Secretary-Treasurer noted that ongoing adjustments have been made since the approval of the preliminary budget, including projected teacher staffing. The initial and current projections were reviewed. The funding allocations noted are not a certainty, but are a District estimate of additional expected funds to be received from the Ministry. It was noted that the format of the staffing information has been modified since the initial report in order to clarify District and School staffing, and how each will be funded. In response to a query from the COTA President, the Assistant Secretary-Treasurer clarified the funding as it pertained to the Core Operating Funds, Classroom Enhancement Fund (CEF) and other special purpose funds.

1:54 pm: Trustee Gorman left the meeting and Trustee Butler was appointed as an Acting Committee Member in his absence.

The COTA President and COPAC Secretary expressed appreciation to the District for the transparency in which they are providing information pertaining to the ramifications of the restored language in the Collective Agreement.

1:58 pm: Trustee Mossman declared a potential conflict of interest and recused himself from the meeting.

4. Budget Recommendations

The Committee agreed to review each of the recommendations individually.

The Assistant Secretary-Treasurer reviewed the cost allocations associated with the addition of two FTE custodians and advised it is anticipated that one position will be eligible for support through the Classroom Enhancement Fund.

Outcome

The Committee recommended that the Board of Education approve the addition of two (2) full time equivalent (FTE) custodians (\$115,000) to the custodial staffing in order to continue to maintain new classroom spaces.

2:08 pm: Trustee Mossman rejoined the meeting.

The Assistant-Secretary Treasurer reviewed the Aboriginal Education Council's budget request.

Outcome

The Committee recommended that the Board of Education approve the addition of 1.0 FTE teaching position (from Core funding) to support the Ministry mandate to indigenize the redesigned curriculum.

The Assistant Secretary-Treasurer reviewed the budget request from Central Okanagan Teachers' Association.

Outcome

The Committee recommended that the Board of Education approve the addition of \$5,000 to the 2017/2018 budget for Teacher Inquiry Projects and up to \$10,000 for LSA Support in the fall of 2017 once financial reports for individual LSA's are collected and reviewed.

Information Items

1. School Fees 2017/2018

The Assistant Secretary-Treasurer reviewed the information provided.

Outcome

The document *School Fees 2017/2018* will be provided to the May 24, 2017 Board of Education Public Meeting as an Information Item.

2. Financial Update – International Education Program

Assistant Superintendent, Dr. Rick Oliver, reviewed the annual update. In response to queries from the Committee, Dr. Oliver advised positive feedback has been received from the students regarding the integration into the Canadian culture and the English language while attending Central Okanagan Public Schools. Activities are organized which enable the students to participate in a diverse cross-section of programs involving other International students as well as regular students.

In response to a question from the CUPE President, Dr. Oliver confirmed a posting has gone out for another clerical staff member in order to support the growing International Education program.

Outcome

The document *Financial Update – International Education Program* will be provided to the May 24, 2017 Board of Education Public Meeting as an Information Item.

3. Improving Budgeting and Expenditure Management in the Public Education System - Auditor General's Report – May 2016

The Assistant Secretary-Treasurer reviewed the information provided. The Committee Chairperson requested that staff bring forward for the Committee's review items pertaining to the District's compliance framework, items that may need to be improved or those that may not be necessary, as well as whether the Committee's function and name may need to be modified given the nature of the documentation that the Committee reviews, which is more of an audit function rather than legal. Board Policy 160 – Finance and Legal Committee will be reviewed as well.

Outcome

District staff will bring the requested items forward to future Finance and Legal Committee meetings for the Committee's review.

Committee Correspondence

The Committee received the two pieces of correspondence from the Canadian Union of Public Employees Local 3523 dated April 18, 2017 and May 17, 2017.

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

Board of Education Public Meeting – May 24, 2017

- *Report to the Finance and Legal Committee – Initial Communication on Audit Planning for the Year Ended June 30, 2017 (Information Item).*
- *Trustee Travel Expenses (Information Item).*
- *2017/2018 CommunityLINK Allocations (Action Item).*
- *Budget Recommendations (Action Item).*
- *Schools Fees 2017/2018 (Information Item).*
- *Financial Update – International Education Program (Information Item).*

Meeting Schedule

June 21, 2017 at 4:00 pm 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.*
- *Update on Ministry operating grant and its placement in the Operating Budget (i.e., special purpose fund vs. ongoing funding).*
- *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

Phone: 250-765-3419

email: rolli.cacchioni@sd23.bc.ca

Eileen Sadlowski, Assistant Secretary-Treasurer

Phone: 250-470-3224

email: eileen.sadlowski@sd23.bc.ca

Rolli Cacchioni, Chairperson