

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee SPECIAL Meeting DATE: April 22, 2015
CHAIRPERSON: Trustee L. Mossman STAFF CONTACT: E. Sadlowski, Director of Finance

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

Attendees:

Board of Education:
Trustee L. Mossman (Chairperson)
Trustee R. Cacchioni (Committee Member)
Trustee J. Fraser (Committee Member)
Trustee M. Baxter
Trustee D. Butler (*arrived at 6:03 pm*)
Trustee C. Gorman
Trustee L. Tiede

Staff:
E. Sadlowski, Director of Finance
L. Paul, Secretary-Treasurer
H. Gloster, Superintendent
T. Beaudry, Assistant Superintendent
B. Bertram, Executive Assistant (*Recorder*)

Partner Group Representation:

COTA	Susan Bauhart, President
COPAC	Vivian Evans, President
COPVPA	No representative
CUPE	Wendy Johnson, President
District Student Council	Mitch Asling, Grade 12 – Kelowna Secondary School

Agenda/Additions/Amendments/Deletions

The agenda order was amended with Information Item 7.1 “District Surplus Information” being moved to Presentation Item 3.1.

April 22, 2015 Agenda – approved as amended.

Reports/Matters Arising

April 15, 2015 Committee Report – received as presented.

Recognition/Presentations/Delegations

1. District Surplus Information

The Director of Finance reviewed the Surplus Carryforward information provided as a separate handout. The surplus amount changes continually as a result of various factors, e.g. changes in enrolment numbers, salary increases, or school programs. In June of every year, a summary is created which outlines the remaining surplus amount, how much of that amount is committed to the next year’s budget, and how much is uncommitted. It is a normal practice for large corporations to roll forward 3 – 4% of their budget as a surplus amount each year. To date, this year’s uncommitted surplus is approximately \$2,949,000 (\$1,156,000 more than was available last year).

Public Question/Comment Period

Shelley Courtney, COPAC Representative, queried whether the school district had, in the past, approached City of Kelowna Transit regarding the possibility of providing transportation services for middle/secondary students, as an alternative to those students being transported via the school district’s buses.

The Secretary-Treasurer responded that conversations have taken place with Kelowna Transit, however they would need to increase their fleet in order to accommodate the bus runs required for specific bell schedules. As well, school district buses would still need to be utilized to pick up students in remote areas where Kelowna Transit does not offer service. The school district works closely with Kelowna Transit in order to maximize as much coverage as possible during secondary start and dismissal times.

Discussion/Action Items

1. Central Okanagan School District 2015/2016 Preliminary Budget Proposal – Superintendent's Budget Recommendations

Committee members agreed that each of the recommendations would be addressed on an individual basis.

Increases to the Budget:

The Superintendent reviewed his recommendations for the additional budget requests received from the Aboriginal Education Council, the Health and Safety Department, and the Central Okanagan Teachers' Association (COTA). Committee members reviewed possible options for increasing funding to the Aboriginal Education Program.

Outcome

The Committee recommended that the funding allocation to the Aboriginal Education Program be increased by \$128,000.

(It was noted that, should the Board of Education approve the recommendation, the Aboriginal Education Council would be requested to provide recommendations for use of this additional funding to the Board of Education for approval.)

Outcome

The Committee recommended that the COTA teacher inquiry funding be increased by \$5,000.

Increases to Revenue:

1. The International Education Program enrolment be increased by 25 FTE.

Outcome

The Committee recommended that the International Education Program enrolment be increased by 25 FTE.

2. The WorkSafe BC Claims Management Program be expanded by \$50,000.

Committee members discussed the point of expansion of the program where additional staff would need to be engaged in order to manage the increased number of school districts serviced. The school district has suggested to the Ministry that the program could be instituted for all school districts in the province, however at this point, the Ministry is not prepared to direct all school districts to participate.

Outcome

The Committee recommended that the WorkSafe BC Claims Management Program be expanded by \$50,000.

3. The Transportation User Fee be restored to \$20.00 per month (\$200/year), prior to the application of eligible discounts previously established by the Board of Education.

Committee members discussed the impact the recommended increase could have on students/families. The fee would be applied to all students, including courtesy riders, who ride the bus. The school district has a financial hardship policy in place for those families who may need assistance in paying for the transportation fee.

Outcome

The Committee recommended that the Transportation User Fee be restored to \$20.00 per month (\$200/year). This fee would apply to payments made by June 30th.

Reductions to the Budget:

4. The Budget for the Operations' Department be reduced by \$275,000.

The CUPE President expressed concern regarding the proposed reduction of summer students and the resulting impact on building and grounds maintenance work normally carried out during the summer months. Committee members discussed the recommended restructuring of the Management Team within the Operations Department, as well as the impact of a reduction in supplies for the grounds, maintenance and custodial departments.

Outcome

The Committee recommended that the Budget for the Operations' Department be reduced by \$275,000.

5. **The Budget for Technology Software, Licensing and Maintenance be reduced by \$100,000.**

Outcome

The Committee recommended that the Budget for Technology Software, Licensing and Maintenance be reduced by \$100,000.

6. **The clerical staffing allotment to the School Board Office be reduced by \$41,500.**

Outcome

The Committee recommended that the clerical staffing allotment to the School Board Office be reduced by \$41,500.

7. **Departmental Budgets be reduced by \$40,000.**

Outcome

The Committee recommended that Departmental Budgets be reduced by \$40,000.

8. **The School District Leadership Development Budget be reduced by \$21,000.**

Committee members discussed the opportunities available locally and provincially for leadership development.

Outcome

The Committee recommended that the School District Leadership Development Budget be reduced by \$21,000.

9. **The District-Level Administrative Meetings Budget be reduced by \$20,000.**

Outcome

The Committee recommended that the District-Level Administrative Meetings Budget be reduced by \$20,000.

10. **The Budget for hospitality/food service at the Hollywood Road Education Services facility be reduced by \$5,000.**

Outcome

The Committee recommended that the Budget for hospitality/food service at the Hollywood Road Education Services facility be reduced by \$5,000.

11. **The Budget for the District Employee Wellness Sub-Committee of \$10,000 be eliminated.**

Outcome

The Committee recommended that the Budget for the District Employee Wellness Sub-Committee of \$10,000 be eliminated.

12. **The Budget for the District Health and Safety Committee of \$5,000 be eliminated.**

Outcome

The Committee recommended that the Budget for the District Health and Safety Committee of \$5,000 be eliminated.

13. **The Budget for the District Human Rights Committee be reduced by \$3,000.**

The Superintendent advised that the District Human Rights Committee has applied for and received funding grants in the past through local service clubs and other organizations, and will continue to do so. As well, the Director of Instruction – K to 12 who Chairs the Committee is able to fund some of the Committee's initiatives through the Director's budget account.

Outcome

The Committee recommended that the Budget for the District Human Rights Committee be reduced by \$3,000.

14. The Budget for the District Student Council be reduced by \$3,000.

The District Student Council Co-Chair provided information on the anticipated funding requirements of the District Student Council (DSC), which include providing social media platforms for DSC members and developing future conferences for Central Okanagan grade 10 and 11 students. The District Student Council has a number of new members this year. Committee members discussed methods to provide funding support to the DSC, e.g. entering into a cost-sharing arrangement with each of the secondary schools to host the DSC meetings. The Director of Instruction – K to 12 who oversees the DSC has some funding flexibility in the Director's budget account for assisting with District Student Council initiatives.

Outcome

The Committee amended the Motion and recommended that the Budget for the District Student Council be reduced by \$2,000.

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

- Central Okanagan School District 2015/2016 Preliminary Budget Proposal (*April 29, 2015 Public Board Meeting*)
- District Surplus Information (*April 29, 2015 Public Board Meeting*)

Meeting Schedule

May 20, 2015 at 1:00 pm	June 17, 2015 at 6:30 pm	
September 16, 2015 at 1:00 pm	October 21, 2015 at 6:30 pm	November 18, 2015 at 1:00 pm

Items for Future Finance and Legal Committee Meetings

- Update - Ministry of Education Deloitte Report
- Administrative Savings Completed Template

May 20	June 17
- 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 Lee Mossman, Chairperson
Eileen Sadlowski, Director of Finance

Phone: 250-878-3032
Phone: 250-470-3224

email: lee.mossman@sd23.bc.ca
email: eileen.sadlowski@sd23.bc.ca