

# CENTRAL OKANAGAN PUBLIC SCHOOLS – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Audit Committee Meeting DATE: May 16, 2018

CHAIRPERSON: Trustee L. Tiede STAFF CONTACT: E. Sadlowski, Secretary-Treasurer/CFO

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

## **In attendance:**

### **Board of Education:**

Trustee L. Tiede (Acting Chairperson)  
Trustee D. Butler (Acting Committee Member)  
Trustee M. Baxter (Acting Committee Member)

### **Absent:**

Trustee R. Cacchioni  
Trustee J. Fraser (*Board Business*)

## **In attendance:**

### **Staff:**

E. Sadlowski, Secretary-Treasurer/CFO  
D. Carmichael, Assistant Secretary-Treasurer  
K. Kaardal, Superintendent of Schools/CEO  
T. Beaudry, Deputy Superintendent  
V. Dougans, Finance Manager  
L. Parker, Executive Assistant (*Recorder*)

## **Partner Group Representation:**

COTA No representative  
COPAC No representative  
COPVPA Mike Dornian, Treasurer  
CUPE David Tether, President  
DSC No representative

## **Agenda/Additions/Amendments/Deletions**

Trustee Tiede assumed the role as Acting Chairperson in the absence of Trustee Fraser.

Trustee Baxter and Trustee Butler were appointed as Acting Voting Committee Members for Trustee Tiede (Acting Chairperson) and in the absence of Trustee Cacchioni.

*Add: Committee Correspondence 8.1 C. Zacharuk, President & CEO, Public Sector Employers' Council Secretariat, May 11, 2018, response regarding Payroll Tax*

April 18, 2018 Agenda – approved as amended.

## **Reports/Matters Arising**

*Amend: Remove Trustee Gorman from under Absent as he is not a Voting Committee Member*

April 18, 2018 Committee Report – approved as amended.

## **Recognition/Presentations/Delegations**

### **1. Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year Ended June 30, 2018**

The representatives from Grant Thornton LLP provided a high level review of the audit planning approach for the fiscal year ended June 30, 2018, as well as all processes and deliverables.

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 19, 2018 Finance and Audit Committee Meeting. Final financial statements are due electronically to the Ministry of Education by September 30, 2018.

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

4:27 The Superintendent of Schools/CEO left the meeting

4:27 The representatives from Grant Thornton left the meeting

## Discussion/Action Items

### **1. 2018/2019 CommunityLINK Allocations**

Assistant Superintendent, Vianne Kintzinger, reviewed the report and noted changes from previous years. There was a decrease in the cost of the brown bag lunch program due to the reduction of juice boxes and schools supporting use of filtered water fountains. There is an increase in need for mental health clinicians for elementary schools based on feedback from the middle and secondary schools to provide proactive early intervention. Schools were supportive of shifting funds to get more support in elementary schools.

#### **Outcome:**

**THAT: The Board of Education approve the recommended School-Based CommunityLINK Allocations 2018-2019, as attached to the Agenda and as presented at the May 16, 2018 Finance and Audit Committee Meeting.**

**AND THAT: Various Ministries be contacted (Ministry of Education, Ministry of Health, Ministry of Children and Family Development, Ministry of Mental Health and Addictions) to jointly provide resources and support for student mental health.**

### **2. School Fees 2018/2019**

Assistant Secretary-Treasurer, Delta Carmichael, highlighted the information on the fees for the upcoming school year. Noting that student supply fees are remaining at \$30 and have since 2006. The Board of Education may want to consider increasing the fee in future years as costs continue to rise.

### **3. Draft Policy 161 – Accumulated Operating Surplus**

The Secretary-Treasurer stated that there is a requirement to have a Board Policy on operating surplus by the fall. The first draft was provided for review.

The Deputy Superintendent advised that there is a larger review of Admin Procedures currently underway that will address the processes for using school-board surplus.

#### **Outcome:**

A final draft of Policy 161 – Accumulated Operating Surplus will be brought to the June 20, 2018 Finance and Audit Committee Meeting for recommendation to the Board of Education for approval on June 27, 2018.

## Information Items

### **1. Financial Update – International Education Program**

Assistant Superintendent, Dr. Rick Oliver, presented the information noting that the 400 student target will be maintained for the 2018/2019 school year as the district responds to rapid growth pressures over the last two years. Tuition rates have been increased to \$13,500 for the 2019/2020 year.

### **2. Financial Report at March 31, 2018**

The Secretary-Treasurer reviewed the operating, capital, special purpose funds, bylaw capital projects and other information such as surplus (appropriated and unappropriated), staffing FTE and funded students FTE. The process of claiming Distributed Learning students was changed in 2017/2018 to claim the majority of students during the February recount. It was determined that claiming Distributed Learning students in the fall made more sense, so in 2018/2019 students will be claimed in September. On an annual basis numbers are comparable.

## Committee Correspondence

The Secretary-Treasurer stated that a letter was written to the Ministry from the Board of Education regarding the pressures due to the new payroll tax. The response was received. Also included was a recent CBC news article stating that there may be relief coming in the form of exemptions for some organizations.

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

Public Board Meeting Action Item:

1. 2018/2019 CommunityLINK Allocations
2. Policy 161 – Accumulated Operating Surplus

**Items for Future Finance and Audit Committee Meetings**

Public Finance and Audit Meeting Action Item:

1. Final Draft of Policy 161 – Accumulated Operating Surplus

<b>September</b>	<b>October</b>	<b>November</b>
<ul style="list-style-type: none"> <li>- Presentation: Audited Financial Statements for the Fiscal Year</li> <li>- Audited Financial Statements for the Fiscal Year (<i>Action Item</i>)</li> </ul>	<ul style="list-style-type: none"> <li>- Finance and Audit Committee – Review of Mandate, Purpose and Function</li> <li>- Financial Update at September 30<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>- School District No. 23 (Central Okanagan) Budget Development Principles</li> <li>- School District No. 23 (Central Okanagan) Budget Development Timeline</li> </ul>
<b>January</b>	<b>February</b>	<b>April (1<sup>st</sup> meeting)</b>
<ul style="list-style-type: none"> <li>- Amended Annual Budget for the Fiscal Year</li> <li>- Ministry Recalculation Allocation – School District No. 23 and Provincial</li> <li>- Financial Update at December 31<sup>st</sup></li> <li>- Budget Survey development</li> </ul>	<ul style="list-style-type: none"> <li>- Budget Presentation</li> </ul>	<ul style="list-style-type: none"> <li>- Overview of Budget Allocation</li> <li>- Budget Consultation Input Received</li> <li>- Trustee Indemnity for the 2018/2019 Fiscal Year</li> </ul>
<b>April (2<sup>nd</sup> meeting)</b>	<b>May</b>	<b>June</b>
<ul style="list-style-type: none"> <li>- Central Okanagan School District Preliminary Budget Proposal – Superintendent’s Budget Recommendations</li> <li>- Financial Update at March 31<sup>st</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Auditor’s Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year</li> <li>- Annual CommunityLINK Allocations</li> <li>- Financial Update – International Education Program</li> <li>- Review of Policy 425 and Regulations 425R - Student Fees</li> </ul>	<ul style="list-style-type: none"> <li>- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year</li> <li>- Policy 161 –Accumulated Operating Surplus</li> </ul>

**Meeting Schedule**

June 20, 2018 at 4:00 pm	September 19, 2018 at 4:00 pm
October 17, 2018 at 4:00 pm	November 21, 2018 at 4:00 pm

**Questions – Please Contact:**

Trustee Julia Fraser, Chairperson	Phone: 250-681-0269	email: <a href="mailto:julia.fraser@sd23.bc.ca">julia.fraser@sd23.bc.ca</a>
Eileen Sadlowski, Secretary-Treasurer/CFO	Phone: 250-470-3224	email: <a href="mailto:eileen.sadlowski@sd23.bc.ca">eileen.sadlowski@sd23.bc.ca</a>

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Lee-Ann Tiede, Acting Chairperson