

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee Meeting DATE: June 15, 2016
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 C. Gorman (Committee Member)

Trustee M. Baxter

Trustee D. Butler

Trustee J. Fraser

Staff:

E. Sadlowski, Director of Finance

L. Paul, Secretary-Treasurer

K. Kaardal, Superintendent of Schools/CEO

T. Beaudry, Assistant Superintendent

H. Wendt, Executive Assistant (Recorder)

Partner Group Representation:

COTA Susan Bauhart, President

COPAC Mimi Roth-Miller, Member-at-Large

COPVPA Mike Dornian, Treasurer

CUPE Dave Tether, Vice-President

District Student Council Riko Mizushima, Okanagan Mission Secondary School

Agenda/Additions/Amendments/Deletions

Add: 6.2 Distribution of Administrative Savings 2016/2017 (additional information for scheduled item)

Add: 6.3 2016/2017 Annual Budget Bylaw (amended information for scheduled item)

Add: 7.2 2016/2017 Administrative Savings Report (new Information Item)

June 15, 2016 Agenda – approved as amended.

Reports/Matters Arising

May 18, 2016 Committee Report – received as presented.

Discussion/Action Items

1. Trustee Indemnity for the 2016/2017 Fiscal Year

The Secretary-Treasurer outlined his report and noted that, as set out in the *School Act*, the Trustee Indemnity must be set each year.

Outcome

The Committee recommended that the Board of Education approve setting the Trustee Indemnity at the current rate for the period effective July 1, 2016 to June 30, 2017.

2. Distribution of Administrative Savings

The Superintendent of Schools/CEO advised that input had been received from some of the District's partner groups regarding the Central Okanagan School District's portion of the Ministry of Education's \$25 million re-allocation of administrative savings. Although the \$967,983 will assist in alleviating some cost pressures, the District's budget shortfall for the 2016/2017 school year is still over \$2 million. The Committee reviewed the details pertaining to application of the surplus. The Superintendent of Schools/CEO confirmed that \$30,000 of the budget for District Instructional Support and the Instructional Leadership Program will be directed towards supporting the early intervention project.

In response to a query from the COTA President, the Superintendent of Schools/CEO confirmed that there will be ongoing staffing conversations pertaining to the reduction in funding to schools which will address budget pressures in not only middle and secondary schools, but elementary as well. The CUPE Vice-President addressed the restructuring of custodial services and the Superintendent of Schools/CEO confirmed discussions will take place regarding how services and resources are being delivered to the schools before the exact model is decided upon.

Outcome

The Committee recommended that the Board of Education approve the recommendations for the distribution of \$967,983.

3. 2016/2017 Annual Budget Bylaw

The Director of Finance reviewed the budget and noted that due to the re-allocation of funding discussed previously, the 2016/2017 budget will need to be revised. The Committee discussed the process that had taken place regarding the re-allocation of funds by the Ministry of Education, the ongoing budget pressures and ensuring that the public record reflects the difficulties this has placed on students, employees and schools.

7:34 pm: Trustee Fraser left the meeting.

Outcome

The Committee recommended that the Board of Education approve a \$5,000 grant to Kelowna Museums and a \$5,000 grant to the Kelowna Art Gallery for the 2016/2017 school year.

ABSTAINED: Trustee Cacchioni

Outcome

The Committee recommended that the Board of Education give first, second and third readings to the School District No. 23 (Central Okanagan) Annual Budget Bylaw for the Fiscal Year 2016/2017 in the amount of \$228,650,340 and that the School District No. 23 (Central Okanagan) Annual Budget Bylaw for the Fiscal Year 2016/2017 in the amount of \$228,650,340 be read a first, second and third time, passed and adopted on the 22nd day of June 2016.

Information Items

1. Joint Use Agreement Renewals

The Director of Finance advised the Joint Use Agreements with the City of Kelowna to support community programs at three schools (Bankhead Elementary, South Kelowna Elementary and Watson Road Elementary) are being renewed for another five-year term of 2015-2020. There have been no substantive changes to the agreements.

2. 2016/2017 Administrative Savings Report

The Director of Finance outlined the components of the report noting that in order to simplify the reporting process for future years, the identified initiatives have been reduced to one, the International Education program. Discussions with the Ministry of Education staff have confirmed the one initiative meets all reporting requirements.

Items Requiring Special Mention

The Assistant Superintendent noted that the targeted funding for the Aboriginal Education Council (AEC) was reviewed over the course of numerous meetings by an Advisory Committee. All of the recommendations pertaining to the projected \$3,130,849 budget were recently unanimously approved by the AEC. As a result the AEC will now be moving forward over the summer months with staffing.

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

Future Public Board Meeting Action Items:

- ***Trustee Indemnity for the 2016/2017 Fiscal Year***
- ***Distribution of Administrative Savings 2016/2017***
- ***2016/2017 Annual Budget Bylaw***

Meeting Schedule

September 21, 2016 at 1:00 pm

October 19, 2016 at 6:30 pm

November 23, 2016 at 1:00 pm

Items for Future Finance and Legal Committee Meetings

- Update – 2012 and 2014 Deloitte Reports - Ministry of Education
- Funding for Syrian Refugees
- GAP Analysis of Auditor General's Report

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 - Administrative Savings Report (June 2015)	- Revenue and Expense Summary at January 31	- Overview of Budget Allocation - Budget Consultation Input Received
April (2nd meeting)	May	June
- Central Okanagan School District 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 Lee Mossman, Chairperson
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Lee Mossman, Chairperson