

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: November 21, 2012

ACTING CHAIRPERSON: Trustee M. Pendharkar STAFF CONTACT: L. Paul, Secretary-Treasurer
E. Sadlowski, Director of Finance

Attendees:

Board of Education:

Trustee C. Gorman (Chairperson) *absent*

Trustee M. Pendharkar (Acting Chairperson)

Trustee J. Fraser (Committee Member)

Trustee D. Butler (Acting Committee Member)

Trustee R. Cacchioni

Trustee M. Baxter

Staff:

L. Paul, Secretary-Treasurer (*arrived at 1:21 pm*)

E. Sadlowski, Director of Finance

T. Beaudry, Assistant Superintendent

D. Carmichael, Finance Manager

B. Bertram, Executive Assistant (*Recorder*)

Partner Group Representation:

COTA Susan Bauhart, 1st Vice-President

COPAC No representative

COPVPA No representative

CUPE Leanne Louie, Secretary-Treasurer (*arrived at 1:13 pm*)

District Student Council George Walker, Grade 11, GESS (*arrived at 1:15 pm*)

Agenda/Additions/Amendments/Deletions

Agenda items 6.1 and 6.2 were reversed at the request of staff.

Reports/Matters Arising

September 19, 2012 Committee Report – received as presented.

Discussion/Action Items

1. School District No. 23 (Central Okanagan) 2013/2014 Budget Development Timeline

The Director of Finance reviewed the budget development process and outlined the challenges of the condensed timeline for budget development, consultation and finalization. The majority of the budget is committed to staffing, and there is a difficulty in requesting budget feedback through consultation and/or surveys for the remainder of the budget without having an actual dollar figure provided by the Ministry until mid-March.

The Committee agreed that the January 2013 Finance and Legal Committee Meeting (date to be confirmed) would be used to discuss the budget presentation and planning process.

Outcome

The Committee agreed that the School District No. 23 (Central Okanagan) 2013/2014 Budget Development Timeline be forwarded to the Board of Education for approval (the January committee meeting date to be confirmed).

2. Budget Development Process

Committee members discussed the current budget development process and the proposed changes to the process. The District's programs, initiatives, and support structures and services are reviewed on a regular basis (with varying levels for each review), either annually, or on a three – four year revolving schedule depending on the review cycle. Each of these reviews are presented at the Education and Student Services Committee with recommendations being forwarded to the Board from that Committee.

The Committee discussed the use of the ThoughtStream survey process to request budget input from the community. As well, Committee Partner Group Representatives have the opportunity to consult with their organizations regarding particular budget questions they would like addressed. The Committee reviewed the sample budget proposal program outlines.

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Trustee Fraser left the meeting at 1:27 pm.
Trustee Fraser returned to the meeting at 1:33 pm.

The Assistant Superintendent left the meeting at 2:05 pm.
The Assistant Superintendent returned to the meeting at 2:09 pm.

Outcome

The Committee recommended that, when reviews for programs, initiatives, and support structures and services come forward, to the best of the Finance Department's ability, a break out of funding costs will be included in each program review and then incorporated into the budget report for the next year.

The above recommendation will be forwarded to the Board of Education for discussion and approval.

3. Revenue and Expense Summary at October 31, 2012

The Committee reviewed the information provided.

Outcome

The Committee received the Revenue and Expense Summary at October 31, 2012, and recommended that the Revenue and Expense Summary at October 31, 2012 be forwarded to the Board of Education as an Information Item.

Meeting Schedule

2013 Committee Meeting Dates To Be Determined.

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

Future Public Board Meeting Action Item:

- School District No. 23 (Central Okanagan) 2013/2014 Budget Development Timeline
- Budget Development Process

Future Public Board Meeting Information Item:

- Revenue and Expense Summary at October 31, 2012

Future Coordinating Committee Item:

- The Board's Non-Partisan Position in the Upcoming Provincial Election

Items for Future Finance and Legal Committee Meetings

- Budget Presentation and Planning Process (*January 2013*)

Questions – Please Contact:

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Eileen Sadlowski, Director of Finance	Phone: (250) 470-3224	email: Eileen.Sadlowski@sd23.bc.ca

Murli Pendharkar, Acting Chairperson

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