

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: May 16, 2012

CHAIRPERSON: Trustee C. Gorman STAFF CONTACT: L. Paul, Secretary-Treasurer
E. Sadlowski, Director of Finance

Attendees:

Board of Education:
Trustee C. Gorman (Chairperson)
Trustee J. Fraser (Committee Member)
Trustee M. Pendharkar (Committee Member)
Trustee J. Brinkerhoff
Trustee R. Cacchioni

Staff:
E. Sadlowski, Director of Finance
H. Gloster, Superintendent
D. Carmichael, Finance Manager
B. Bertram, Executive Assistant (Recorder)

Partner Group Representation:

COPAC No representative
COTA Susan Bauhart, 1st Vice-President
COPVPA No representative
CUPE Bill Zeman, President (*left the meeting at 1:50 pm*)
District Student Council No representative

Reports/Matters Arising

April 18, 2012 Committee Report - received.

Discussion/Action Items

1. Revenue and Expense Summary at April 30, 2012

The Director of Finance reviewed the information contained within the Revenue and Expense Summary at April 30, 2012. This information is brought to the Board three times a year and provides Trustees with a report on how the District’s financial status is progressing throughout the year as compared to the previous year. Committee members discussed the information provided.

Outcome

The Committee recommended that the Revenue and Expense Summary at April 30, 2012 be forwarded to the Board of Education for placement as an Information item on a future Public Board Meeting Agenda.

Committee members also requested that a percentile analysis be included in future reports.

2. Budget Planning Process

Trustee Gorman, Chairperson of the Finance and Legal Committee, provided background information on the agenda item, which was first discussed at the April 18, 2012 public meeting of the Finance and Legal Committee. At that time, Trustees requested that additional background information be provided when the Superintendent’s District Budget Recommendations for the coming year are presented.

Outcome

The Committee agreed that this agenda item would be added to the October 17, 2012 public meeting of the Finance and Legal Committee for further discussion and recommendation.

Information Items

1. Review of Policy 425 and 425R (Regulations) “Student Fees”

The Director of Finance provided a brief background on the charging of student fees in schools. Any items required for the basic education of a student must be provided free of charge. The government has enabled legislation that supports charging fees for specialty academies, which allow districts to provide unique course offerings.

Fees for academies could include special instruction, the purchase of required equipment (which the student would own) or rental of facilities, e.g. ice time for hockey. The Board's Financial Hardship Policy applies in all cases where student fees are charged. Proposals for Substantive Change (academies) are presented to the Board's Education and Student Services Committee at the committee's February meeting each year. The committee then forwards the recommendations for approval to the Board for September implementation.

The Director of Finance reviewed the decision to discontinue collecting the \$50.00 textbook caution fee in middle/secondary schools. The administrative work involved in collecting and reimbursing the caution fee far outweighs simply charging a student for a damaged or lost book. Committee members agreed with the decision.

Committee members discussed a minor amendment to Policy 425 "Student Fees", item #5.

Outcome

The Committee agreed that item #5 on Policy 425 "Student Fees" be amended to read "Policy and regulations on student fees for the upcoming school year will be reviewed ~~each~~ by May by the Finance and Legal Committee of the Board", and that the amended policy be sent to the Board of Education for approval.

Meeting Schedule

June 20, 2012 (6:30 pm) September 19, 2012 (1:00 pm)
October 17, 2012 (6:30 pm) November 21, 2012 (1:00 pm)

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

Future Public Board Meeting Action Item:

- Review of Policy 425 and 425R (Regulations) "Student Fees"

Future Public Board Meeting Information Item:

- Revenue and Expense Summary at April 30, 2012

Items for Future Finance and Legal Committee Meetings

- Budget Planning Process (*October 17, 2012*)

Questions – Please Contact:

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Larry Paul, Secretary-Treasurer	Phone: (250) 470-3216	email: Larry.Paul@sd23.bc.ca
Eileen Sadlowski, Director of Finance	Phone: (250) 470-3224	email: Eileen.Sadlowski@sd23.bc.ca

Christopher L. Gorman, Chairperson