

CENTRAL OKANAGAN PUBLIC SCHOOLS – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Audit Committee Meeting DATE: April 18, 2018

CHAIRPERSON: Trustee J. Fraser 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 J. Fraser (Chairperson)
Trustee R. Cacchioni (Committee Member)
Trustee M. Baxter
Trustee D. Butler
Trustee L. Mossman (Acting Committee Member)

Absent:

Trustee C. Gorman
Trustee L. Tiede

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*)
M. Essler, Executive Assistant

Absent:

Partner Group Representation:

COTA	Susan Bauhart, President; Lori Dawson Bedard, First Vice-President; Mary Hope, Second Vice-President
COPAC	No representative
COPVPA	Mike Dornian, Treasurer
CUPE	Shelley Yost, Clerical/Library Assistant Shop Steward
DSC	No representative

Agenda/Additions/Amendments/Deletions

Trustee Mossman was appointed as Acting Voting Committee Member in the absence of Trustee Tiede.

April 18, 2018 Agenda – approved as presented.

Reports/Matters Arising

April 4, 2018 Committee Report – approved as presented.

Committee Members Queries/Comments

- Trustee Baxter provided an update on the Ministry of Education Funding Model Review Regional Meeting held this week.
The Superintendent of Schools/CEO and Secretary-Treasurer/CFO also provided updates.
- COTA President, Susan Bauhart inquired if the recommendations submitted by British Columbia Teacher's Federation were made available.
Trustee Baxter advised that all information will be collated and there would be a public report available in the coming months.

Discussion/Action Items

1. Central Okanagan Public Schools Superintendent of Schools/CEO 2018/2019 Budget Recommendations

The Secretary-Treasurer/CFO detailed recommended changes based on the discussions at the April 4, 2018 Finance and Audit Committee Meeting.

The additional information included:

- The Current District Allocations to programs and services included in the Status Quo Budget.
- Subsequent Budget Recommendations Following Initial Feedback.
- Inclusion of the current budget allocation for the Recommended Budget Adjustments.

The Secretary-Treasurer reviewed the Summary Recommendations to Meet the 2018/2019 Budget Pressure:

Budget Pressure Including New Budget Requests		\$ (2,283,156)
Removal of New Budget Requests		687,980
INITIAL STATUS QUO BUDGET PRESSURE		\$ (1,595,176)
<u>SURPLUS CARRYFORWARD</u>		
Portables Funded fr 2017/18 Surplus Carryfwd	1,000,000	
IT Security Funded fr 2017/18 Surplus Carryfwd	<u>100,000</u>	1,100,000
<u>INCREASED REVENUE</u>		
Busing Revenue Increase - Transportation Fee Adjustment		500,000
<u>REDUCED ALLOCATIONS FR STATUS QUO BUDGET</u>		
Elimination of Funding for Inflation	400,000	
Discretionary Teacher Staffing Allocation Reduction	202,320	
Utilities Budget Allocation Reduction	<u>150,000</u>	752,320
<u>INCREASED BUDGET ALLOCATIONS</u>		
Bus Routes (2)	(120,000)	
Operations Staff	(210,324)	
Aboriginal Education Curriculum Development Committee	<u>(20,000)</u>	(350,324)
<u>RECOMMENDED BUDGET ADDITIONS</u>		
COTA Pro-Request	(4,500)	
Career Programs (2 FTE) for Capstone Project	(202,320)	
IT Security Project (One Time)	(100,000)	
Numeracy Budget Increase	(30,000)	
Deputy & Assistant Supts Initiatives	(60,000)	
Health & Safety Training & Travel	<u>(10,000)</u>	(406,820)
REMAINING BUDGET PRESSURE		\$ 0

The Committee requested that a report be provided that clearly defines the actual costs of the portables over the current year and next.

- 4:30 COTA representative Mary Hope arrived at the meeting
 4:30 CUPE representative Shelley Yost left the meeting
 4:35 CUPE representative Shelley Yost returned to the meeting

The Superintendent of Schools/CEO suggested that as the budget is balanced that The Committee recommend to the Board of Education the approval of the Central Okanagan Public Schools budget recommendations as a whole.

Outcome:

THAT: The Board of Education approve the Central Okanagan Public Schools Superintendent of Schools/CEO 2018/2019 Budget Recommendations as presented at the April 18, 2018 Finance and Audit Committee Meeting.

Information Items

1. School District No. 23 (Central Okanagan) 2018-2019 Aboriginal Program Preliminary Budget

The Deputy Superintendent noted that the funding for Aboriginal Education is targeted funding. The Aboriginal Education Council provides budget recommendations to staff.

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

Public Board Meeting Action Items:

1. Central Okanagan Public Schools Superintendent of Schools/CEO 2018/2019 Budget Recommendations

Items for Future Finance and Audit Committee Meetings

September	October	November
- Presentation: Audited Financial Statements for the Fiscal Year - Audited Financial Statements for the Fiscal Year (<i>Action Item</i>)	- Finance and Audit Committee – Review of Mandate, Purpose and Function - Financial Update at September 30th	- School District No. 23 (Central Okanagan) Budget Development Principles - School District No. 23 (Central Okanagan) Budget Development Timeline
January	February	April (1st meeting)
- Amended Annual Budget for the Fiscal Year - Ministry Recalculation Allocation – School District No. 23 and Provincial - Financial Update at December 31st - Budget Survey development	- Budget Presentation	- Overview of Budget Allocation - Budget Consultation Input Received - Trustee Indemnity for the 2018/2019 Fiscal Year
April (2nd meeting)	May	June
- Central Okanagan School District Preliminary Budget Proposal – Superintendent's Budget Recommendations - Financial Update at March 31st	- Auditor's Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year - Annual CommunityLINK Allocations - 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

Meeting Schedule

May 16, 2018 at 4:00 pm

October 17, 2018 at 4:00 pm

June 20, 2018 at 4:00 pm

November 21, 2018 at 4:00 pm

September 19, 2018 at 4:00 pm

Questions – Please Contact:

Trustee Julia Fraser, Chairperson

Eileen Sadlowski, Secretary-Treasurer/CFO

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Julia Fraser, Chairperson