

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee Meeting DATE: November 15, 2017

CHAIRPERSON: Trustee R. Cacchioni STAFF CONTACT: E. Sadlowski, Assistant Secretary-Treasurer

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

Attendees:

Board of Education:

Trustee R. Cacchioni (Chairperson)

Trustee J. Fraser (Committee Member)

Trustee C. Gorman (Committee Member)

(joined the meeting at 3:33 pm)

Trustee M. Baxter

Trustee D. Butler

Trustee L. Tiede (Acting Committee Member)

Staff:

E. Sadlowski, Assistant Secretary-Treasurer

L. Paul, Secretary-Treasurer *(joined the meeting at 3:36 pm)*

K. Kaardal, Superintendent of Schools/CEO *(absent)*

T. Beaudry, Deputy Superintendent *(absent)*

D. Carmichael, Finance Manager

H. Wendt, Executive Assistant *(Recorder)*

Partner Group Representation:

COTA Susan Bauhart, President

COPAC No representative

COPVA Michael Dornian, Treasurer

CUPE No representative

DSC Logan Braun, George Elliot Secondary School *(joined the meeting at 4:02 pm)*

Agenda/Additions/Amendments/Deletions

Trustee Tiede was appointed Acting Committee Member until the arrival of Trustee Gorman.

November 15, 2017 Agenda – approved as distributed.

Reports/Matters Arising

October 18, 2017 Committee Report – received as presented.

Discussion/Action Items

1. Central Okanagan Public Schools Budget Development Principles

The Assistant Secretary-Treasurer presented the Budget Development Principles and requested input as to whether any modifications should be made given that the Principles have not been amended for some time. The Committee reviewed the document and provided suggestions.

Outcome

The Committee directed staff to revise the Central Okanagan Public Schools Budget Development Principles and the Committee accepted the Principles as amended at the November 15, 2017 Finance and Legal Committee Meeting. The Committee recommended that the Board of Education approve the amended Budget Development Principles.

3:33 pm: Trustee Gorman joined the meeting and assumed his duties as a Committee member.

2. Central Okanagan Public Schools Budget Development Timeline

The Assistant Secretary-Treasurer provided an overview of the Budget Development Timeline and noted that the Budget Survey, which is scheduled to be discussed at the January 17, 2018 Finance and Legal Committee Meeting, was not distributed last year due to the uncertainty surrounding Ministry funding. The Assistant Secretary-Treasurer suggested a survey would provide valuable feedback into the 2018/2019 budget development.

The Committee discussed the February 5, 2018 Finance Presentation, which is held in conjunction with the COPAC meeting at Hollywood Road Education Services.

3:36 pm: *The Secretary-Treasurer joined the meeting.*

The Committee suggested that perhaps the Finance Presentation to COPAC could be better advertised so that the community is aware the presentation is open for the public to attend. Attendance has been light in the past. The Secretary-Treasurer noted that in discussions with other Districts throughout the province, most if not all have also seen a minimal turn out.

In response to queries from the Committee, the Secretary-Treasurer noted that 'streaming' the presentation is not feasible as the technology is not in place to accomplish that. However, the presentation can be taped and then subsequently placed on the District's website. This will also allow the District to determine how many 'hits' the video has received to determine public interest.

Outcome

The Committee directed staff to videotape the February 5, 2018 Finance Presentation and then subsequently place it on the District's website.

The Committee provided suggestions as to the content of the Finance Presentation.

The COTA President requested that the 2018/2019 budget provide a line item for collaboration time for teaching staff. The COTA President also noted that she has been receiving feedback, particularly from elementary schools, that because the District has allocated the non-enrolling teachers to the various schools, support to the students and schools has been lessened due to the requirement that the ratios be adhered to, creating a strain on the schools. The Assistant Secretary-Treasurer noted that the District was required to meet the ratios outlined in the Letter of Understanding #17 and, therefore, the non-enrolling teachers did have to be assigned by the District to address the needs of each school as best as possible. There is actually an increase in non-enrolling staff; however, it may be assigned to different program areas.

Outcome

The Committee recommended that the Board of Education approve the Central Okanagan Public Schools 2018/2019 Budget Development Timeline, as attached to the Agenda and presented at the November 15, 2017 Public Finance and Legal Committee Meeting.

3. Review of Board Policies Related to Finance

The Assistant Secretary-Treasurer provided an overview of the proposed amendments to the various Board policies. The Committee suggested further amendments.

In response to queries from the Committee, the Finance Manager confirmed the District has a process regarding outsourcing pursuant to Board Policy 206. The applicable Administrative Procedure outlines the level of spending, what amount requires a purchase order, and what amount requires a tender process.

The Committee also requested that, pursuant to Policy 207 (Investments), a report be provided at the January 17, 2018 Finance and Legal Committee meeting providing a comprehensive portfolio review including a portfolio evaluation. In response to queries from the Committee regarding a request for proposal (RFP) for managing the District's portfolio, the Secretary-Treasurer noted RBC Dominion Securities, who currently manages the investments, does not charge the District a fee and provides a comprehensive and seamless service. The Committee decided no RFP process would be required at this time.

The Committee noted that Policy 208, dealing with the Whistleblower Service, is restricted to dealing with manipulation of financial propriety. However, in the past, the Whistleblower Service utilized by the District, has received other complaints as well, all of which are dealt with and forwarded by the legal firm tasked with compiling the complaints.

Trustee Butler, Chair of the Policy Committee, noted the Committee is reviewing what an appropriate forum might be for anonymous complaints such as Human Resources and matters dealing with the schools. The Policy Committee will be bringing forward recommendations as necessary in due course.

4:02 pm: *The District Student Council representative joined the meeting.*

Outcome

The Committee recommended that the Board of Education approve the amendments to Board Policies 160 (Finance and Legal Committee), 206 (Purchasing), 207 (Investments), and 208 (Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity), as presented at the November 15, 2017 Finance and Legal Committee Meeting.

Outcome

The Committee recommended that the Coordinating Committee review the matter of an omnibus motion relating to housekeeping changes in the Board policies thereby not requiring that each and every amendment (i.e., amending School District No. 23 to Central Okanagan Public Schools) need not come before the Board of Education.

Information Items

1. Statement of Financial Information for the Year Ending June 30, 2017

The Assistant Secretary-Treasurer noted the Statement of Financial Information for the year ending June 30, 2017 has been posted to the District's website.

2. Economic Stability Dividend 2018

The Assistant Secretary-Treasurer advised that as part of the Economic Stability Mandate, the provincial government committed to introducing a shared benefit that activates an ongoing general wage increase when GDP growth exceed the Economic Forecast Council forecasts. As a result, COTA and CUPE members will receive a 0.4% increase effective May 1, 2018.

Items Requiring Special Mention

The COTA President noted that various breakfast programs are operating throughout the District and these are a valuable service to assist children and their families. The Committee noted that the District is in the process of compiling information on the different groups that are providing this service in order to better understand which schools have a program and which are in need of one.

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

Board of Education Public Meeting (Wednesday, December 13, 2017)

- *Central Okanagan Public Schools Budget Development Principles and Budget Development Timeline (Action Item).*
- *Review of Board Policies related to Finance (Action Item).*

Coordinating Committee (Tuesday, December 5, 2017)

- *Omnibus motion regarding housekeeping amendments to Board policies.*

Meeting Schedule

2018 Committee Meeting Dates to be confirmed.

Items for Future Finance and Legal Committee Meetings

- *Report regarding utilization of Aboriginal Education targeted funding, specifically relating to programs that are being taught to both Aboriginal students and the general student population.*
- *Pursuant to Board Policy 207 (Investments), a report providing a comprehensive portfolio review including a portfolio evaluation (Finance and Legal Committee Meeting - January 17, 2017).*

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 - Financial Update at September 30	- 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 31 - Budget Survey development	- Budget Presentation	- Overview of Budget Allocation - Budget Consultation Input Received - Financial Update at March 31
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 Rolli Cacchioni, Chairperson
Eileen Sadlowski, Assistant Secretary-Treasurer

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Rolli Cacchioni, Chairperson