



**Central Okanagan
Public Schools**
Together We Learn

CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Finance and Audit Committee Meeting Public Meeting

Wednesday, October 20, 2021, 4:00 pm

School Board Office (must pre-register) or Zoom (for public observation)

1040 Hollywood Road South

Kelowna, BC

Board of Education: Trustee L. Tiede, Chairperson
Trustee W. Broughton, Committee Member
Trustee J. Fraser, Committee Member
Trustee M. Baxter

Staff: Delta Carmichael, Assistant Secretary-Treasurer
Val Dougans, Finance Manager
Kevin Kaardal, Superintendent of Schools/CEO
Terry Beaudry, Deputy Superintendent of Schools
Michelle DesRochers, Executive Assistant (recorder)

Absent: Ryan Stierman, Secretary-Treasurer/CFO

Partner Groups: Susan Bauhart, COTA President
Deannie Zahara, COPAC Member-at-Large
Mike Dornian, COPVPA Treasurer
Winnie-Mingzhi Jian - DSC - Grade 10 at OKM Secondary

There was no representative from the CUPE.

**The Central Okanagan Board of Education acknowledged that this meeting was being held
the unceded, Traditional Territory of the Okanagan People.**

AGENDA

Add: Material for scheduled Discussion/Information Item 6.2 Ministry of Education 2021/2022 Updated Operating Grant Summary Tables

October 20, 2021 Committee Agenda - approved as amended.

REPORTS/MATTERS ARISING

Finance and Audit Committee Public Meeting Report - September 22, 2021

September 22, 2021 Committee Report - received as distributed.

PUBLIC QUESTION/COMMENT PERIOD

There were no public questions/comments.

COMMITTEE MEMBERS QUERIES/COMMENTS

There were no Committee member queries/comments.

DISCUSSION/ACTION ITEMS

Financial Update - September 30, 2021

The Assistant Secretary-Treasurer provided the Financial Update for the period ending September 30, 2021. The revenue and expenses for the first three months of the District's fiscal year were reviewed. Key items to note included a higher than anticipated student enrolment resulting in an unexpected increase in projected operating grants, COVID-19 related expenses were approximately \$28,690 for the period, benefits costs were lower due to several employees reaching their annual CPP and EI maximum limits, and an increase of 13 additional, full-time equivalent, teachers associated with the Classroom Enhancement Fund.

The Assistant Secretary-Treasurer responded to questions.

Outcome:

The Finance and Audit Committee received the Financial Update as of September 30, 2021 as presented and forwarded the report to the Board of Education as an information item.

DISCUSSION/INFORMATION ITEMS

COVID-19 Cost Tracking - Ministry of Education Submission (Federal and Provincial Safe Return to School)

As per the Committee's request at the September 22, 2021 Finance and Audit Committee Meeting, the report submitted to the Ministry of Education regarding the costs associated to both the Federal and Provincial Safe Return to School Grants was provided.

The Committee reviewed the report.

Ministry of Education 2021/2022 Updated Operating Grant Summary Tables

The Assistant Secretary-Treasurer provided an overview of the preliminary Ministry of Education's 2021/2022 Estimated Operating Grant Summary and related Funding Tables, highlighting that the Annual Facility Grant has increased for the first time in several years. The District is expecting an update on the 2021/2022 Operating Grants Summary and related Funding Tables in December 2021.

RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES

Future Public Board Meeting

- Financial Update - September 30, 2021 (Information Item)

ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

November

- School District No. 23 (Central Okanagan) Budget Development Principles
- School District No. 23 (Central Okanagan) Budget Development Timeline

January

- Amended Annual Budget for the Fiscal Year
- Ministry Recalculation Allocation – School District No. 23 and Provincial
- Financial Update at December 31st
- Budget Survey development
- Annual Review of Committee's Mandate, Purpose and Function

February

- Budget Presentation
- School Fees Summary

April (1st Meeting)

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2022-2023 Fiscal Year

April (2nd Meeting)

- Central Okanagan School District Preliminary Budget Proposal – Superintendent's Budget Recommendations
- Financial Report at March 31st

May

- 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

June

- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year

FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

All meetings start at 4:00 pm.

November 17, 2021

MEDIA QUESTIONS

There were no media questions.

ADJOURNMENT

The meeting adjourned at 4:28 pm.

Questions - Please Contact:

Trustee Lee-Ann Tiede, Chairperson at 250-763-4650 or Lee-Ann.Tiede@sd23.bc.ca

Delta Carmichael, Assistant Secretary-Treasurer at 250-470-3233 or Delta.Carmichael@sd23.bc.ca

Lee-Ann Tiede, Chair