

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: November 19, 2014
CHAIRPERSON: Trustee R. Cacchioni STAFF CONTACT: E. Sadlowski, Director of Finance

Attendees:

Board of Education:

Trustee R. Cacchioni (Chairperson)

Trustee C. Gorman (Committee Member) (*arrived at 1:02 pm*)

Trustee M. Pendharkar (Committee Member)

Trustee D. Butler (Acting Committee Member)

Trustee M. Baxter

Staff:

E. Sadlowski, Director of Finance

L. Paul, Secretary-Treasurer

H. Gloster, Superintendent

T. Beaudry, Assistant Superintendent

B. Bertram, Executive Assistant (*Recorder*)

Partner Group Representation:

COTA Susan Bauhart, President

COPAC Vivian Evans, Vice President

COPVPA Vianne Kintzinger, Treasurer (*arrived at 1:06 pm*)

CUPE Wendy Johnson, President

District Student Council No representative

Agenda/Additions/Amendments/Deletions

Trustee Butler was appointed as an Acting Committee Member until the arrival of Trustee Gorman.

Amend: Action Item 6.3 – Review and Expense Summary at October 31, 2014 (New Material for Scheduled Item).

November 19, 2014 Agenda – approved as amended.

Reports/Matters Arising

October 15, 2014 Committee Report – received as presented.

Committee Members Queries/Comments

Susan Bauhart, COTA President, requested information on distribution of the unrestricted operating surplus from the previous year.

The Secretary-Treasurer responded that no decisions will be made regarding distribution of the surplus until the District receives its December funding allocation from the Ministry. Once that information has been received, the final budget process will be followed with recommendations brought to the Finance and Legal Committee in the spring of 2015. Strike savings returned to the District for May and June 2014 are included in the unrestricted operating surplus reported in June.

Trustee Baxter queried whether the amended District Strike Savings Summary, provided at the November 12, 2014 Public Board Meeting, would be brought back to the Finance and Legal Committee.

This item will be added as an information item on the agenda of the next Finance and Legal Committee Meeting.

Trustee Gorman queried when the Trustee Indemnity would come to the Finance and Legal Committee for review for the 2015/2016 school year.

The Director of Finance responded that the Trustee Indemnity for 2015/2016 will be reviewed during the budget deliberation process in the spring.

Discussion/Action Items

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

Committee members discussed the budget development principles. It was noted that items relevant to various stakeholders will be addressed during the regular budget deliberation process.

Outcome

The Committee recommended that the Board of Education affirm the Budget Development Principles as attached to the agenda.

2. School District No. 23 (Central Okanagan) 2015/2016 Budget Development Timeline

The Director of Finance reviewed the Budget Development Timeline. School Districts across the province are exploring ways to increase the engagement of partner groups and stakeholders in the annual budget development process. The Central Okanagan School District has initiated the practice of providing Trustees with information on the impact budget decisions could have on schools, programs and employee groups. The District has also implemented a program review schedule which includes a review of finances attached to each program. Committee members discussed the possibility of requesting budget input through an online survey using *Thought Exchange*, which could be sent to parents through Parent Advisory Councils and school e-mail lists.

The COTA President requested information on the Ministry's report on shared services for School Districts and the possible impact this could have on this year's budget. The Secretary-Treasurer advised that the Ministry has provided a series of recommendations on areas that School Districts should consider for cost savings using shared services. Some shared services are currently in existence and will impact this year's budget, e.g. telecommunication services and the Central Okanagan's claims management service which has provided savings to districts involved, and revenue for School District No. 23. A number of the Ministry's recommendations will take several years to implement. The Ministry has also begun a complete review of the accountability framework for the province, which will involve input from all stakeholders. It is anticipated that a draft document will be available by the end of the school year.

Outcome

The Committee recommended that the Board of Education approve the Budget Development Timeline with the addition of the use of the *Thought Exchange* online survey process for requesting budget input, and with the caveat that further discussion occur at the Board table regarding committee meeting times.

3. Revenue and Expense Summary at October 31, 2014

The Director of Finance reviewed the information provided in the Summary. This year's delay in reporting enrolment numbers (1701 data) has resulted in a delay in support being provided by the District for designated special needs students.

Outcome

The Committee received the Revenue and Expense Summary at October 31, 2014 and recommended that the Summary be forwarded to the Board of Education as an Information Item.

4. Policy Review: Policy 190 – Trustee Expenses; Policy 370 – Expenses: Auto and Travel; and Policy 530 – Fund-Raising

The Committee made several minor amendments to Policy 190 – Trustee Expenses.

Outcome

The Committee recommended that the Board of Education approve amended Policy 190 – Trustee Expenses and affirm Policy 370 – Expenses: Auto and Travel and Policy 530 – Fund-Raising.

Meeting Schedule

2015 Meeting Dates To Be Determined.

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

Future Public Board Meeting Action Items:

- School District No. 23 (Central Okanagan) Budget Development Principles
- School District No. 23 (Central Okanagan) 2015/2016 Budget Development Timeline
- Policy Review: Policy 190 – Trustee Expenses; Policy 370 – Expenses: Auto and Travel; and Policy 530 – Fund-Raising

Future Public Board Meeting Information Items:

- Revenue and Expense Summary at October 31, 2014

Items for Future Finance and Legal Committee Meetings

- Report on Nominal Roll Audit
- Report on Mock Aboriginal Education Audit
- District Strike Savings Summary

Questions – Please Contact:

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