

CENTRAL OKANAGAN PUBLIC SCHOOLS – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Audit Committee Meeting DATE: April 4, 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 L. Tiede (Committee Member – arrived at 4:03 pm)
Trustee M. Baxter
Trustee D. Butler
Trustee L. Mossman

Absent:

Trustee C. Gorman

In attendance:

Staff:

E. Sadlowski, Secretary-Treasurer/CFO
D. Carmichael, Assistant Secretary-Treasurer
K. Kaardal, Superintendent of Schools/CEO
V. Dougans, Finance Manager
M. Essler, Executive Assistant (*Recorder*)

Absent:

T. Beaudry, Deputy Superintendent

Partner Group Representation:

COTA Susan Bauhart, President
COPAC No representative
COPVPA Mike Dornian, Treasurer
CUPE David Tether, President
DSC Jordan Johnston, Student, Kelowna Secondary School

Agenda/Additions/Amendments/Deletions

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

*Updated Information 7.1 Central Okanagan Public Schools Superintendent of Schools/CEO 2018/2019 Budget Recommendations
- Replacement page 000030 – Appendix A*

April 4, 2018 Agenda – approved as amended.

Reports/Matters Arising

March 7, 2018 Committee Report – approved as presented.

4:03 pm Trustee Tiede arrived and assumed the position of Acting Voting Committee Member.

Committee Members Queries/Comments

Trustee Baxter queried if the portable information provided at the Central Okanagan Parent Advisory Council would be provided to the Board of Education.

The Secretary-Treasurer/CFO confirmed that the portable information will be provided at the next Planning and Facilities Committee Meeting.

Discussion/Action Items

1. Trustee Indemnity for the 2018/2019 Fiscal Year

The Assistant Secretary-Treasurer confirmed that in accordance with Policy 160 – Finance and Audit Committee, item 2.3, the Committee is required to make a recommendation to the Board on the annual authorization of trustee indemnity to be increased in accordance with the BC Consumer Price Index during

the preliminary budget process. Trustee Baxter suggested that the recommendation to the Board of Education include reference to the Consumer Price Index.

Outcome

THAT: The Finance and Audit Committee recommends to the Board of Education:

THAT: The Board of Education set the Trustee Indemnity for the period effective July 1, 2018 to June 30, 2019 in accordance with the January 2018 Consumer Price Index.

2. Review of Transportation Fees for the 2018/2019 Fiscal Year

The Assistant Secretary-Treasurer reviewed the memo of April 4, 2018. The Committee discussed the previous requirements by the Ministry of Education for the \$600,000 Student Transportation Fund imposed in August of 2016. A restriction on the funding was that the funding to be applied to eliminate fees for eligible families only (outside the traditional walk limits). This resulted in inequity among families with some paying the \$250/year and others riding at no cost. The Board of Education expressed to the Ministry of Education the inequity this requirement caused to families. The Ministry restrictions for the funding are now removed allowing the District an opportunity to return to the previous system that is more equitable and provides a benefit to everyone wishing to use the transportation system.

4:17 The COTA President and COPVPA representative left the meeting.

The Committee reviewed the analysis provided for the three rate options. The staff recommendation of \$150/year fee applied to all riders would allow the District to create a more equitable fee structure. This proposal would also cover the expected 2018/2019 transportation shortfall while also achieving a more equitable system for the District's bus riders.

4:19 The COTA President returned to the meeting.

4:20 The COPVPA representative returned to the meeting.

The Committee recommended the base transportation fee be set at \$200/year, which together with the Ministry funding, would provide an anticipated surplus of approximately \$190,000 which would be considered for use towards additional bus routes.

4:27 The COPVPA representative left the meeting

The fee per rider would be reduced for additional riders in a family. The Committee discussed forwarding the recommendation on the transportation fee to the April 11th Public Board Meeting in order that the Board decision can become part of the budget process.

Outcome

THAT: The Finance and Audit Committee recommends to the Board of Education:

THAT: The Board of Education set the transportation fee to \$200/year for each bus rider for the period effective July 1, 2018 to June 30, 2019.

4:31 The COPVPA representative returned to the meeting.

Information Items

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

Recommendations

The Secretary-Treasurer presented to the Committee an overview of the Superintendent of Schools/CEO 2018/2019 Budget Recommendations report. Included in the presentation were the 2018/2019 Budget Timeline, Key Assumptions for a Status Quo Budget, Key Assumptions for Enrolment Increases and the Additional Budget Requests from/for COTA, Career Programs, the Instructional Leadership Team, IT Security & Staffing, Numeracy Portfolio, Deputy and Assistant Superintendents, Health & Safety and Operations. The Committee requested the reformatting of the Budget pressures information to include the

current and additional budget request information. The Superintendent of Schools/CEO 2018/2019 Budget Recommendations report will be updated pursuant to discussions at the Committee level and brought forward as an action item to the April 18th Finance and Audit Meeting.

5:49 The COPVPA representative left the meeting.

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

Public Board Meeting Action Items:

1. Trustee Indemnity for the 2018/2019 Fiscal Year
2. Review of Transportation Fees for the 2018/2019 Fiscal Year
(April 11, 2018 Public Board Meeting)

Items for Future Finance and Audit Committee Meetings

April 18, 2018 – Action Item:

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

Future

2. Draft Surplus Policy

September	October	November
<ul style="list-style-type: none"> - Presentation: Audited Financial Statements for the Fiscal Year - Audited Financial Statements for the Fiscal Year (<i>Action Item</i>) 	<ul style="list-style-type: none"> - Finance and Audit Committee – Review of Mandate, Purpose and Function - Financial Update at September 30th 	<ul style="list-style-type: none"> - School District No. 23 (Central Okanagan) Budget Development Principles - School District No. 23 (Central Okanagan) Budget Development Timeline
January	February	April (1st meeting)
<ul style="list-style-type: none"> - Amended Annual Budget for the Fiscal Year - Ministry Recalculation Allocation – School District No. 23 and Provincial - Financial Update at December 31st - Budget Survey development 	<ul style="list-style-type: none"> - Budget Presentation 	<ul style="list-style-type: none"> - Overview of Budget Allocation - Budget Consultation Input Received - Trustee Indemnity for the 2018/2019 Fiscal Year
April (2nd meeting)	May	June
<ul style="list-style-type: none"> - Central Okanagan School District Preliminary Budget Proposal – Superintendent’s Budget Recommendations - Financial Update at March 31st 	<ul style="list-style-type: none"> - Auditor’s Report to the Finance and Audit 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 	<ul style="list-style-type: none"> - School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year

Meeting Schedule

April 18, 2018 at 4:00 pm

September 19, 2018 at 4:00 pm

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

Questions – Please Contact:

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Julia Fraser, Chairperson