

CENTRAL OKANAGAN PUBLIC SCHOOLS – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Audit Committee Meeting DATE: February 20, 2019

CHAIRPERSON: Trustee C. Cacchioni STAFF CONTACT: D. Carmichael, Assistant Secretary-Treasurer

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

In attendance:

Board of Education:

Trustee R. Cacchioni (Chairperson)
Trustee J. Fraser (Committee Member)
Trustee L. Tiede (Committee Member) – *via teleconference*
Trustee M. Baxter
Trustee A. Geistlinger – *via teleconference*

In attendance:

Staff:

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

Absent:

T. Beaudry, Deputy Superintendent of Schools

Partner Group Representation:

COTA Susan Bauhart, President (*left at 4:57 pm*)
COPAC No Representation
COPVPA Mike Dornian, Treasurer
CUPE David Tether, President
DSC No Representation

Agenda/Additions/Amendments/Deletions

Add: Materials for Action Item 6.3 Funding Review Panel Recommendations – Discussion

Add: New Information Item 7.1 Typical Average District Costs of Various Staffing Positions

February 20, 2019 Agenda – approved as amended.

Reports/Matters Arising

January 23, 2019 Committee Report – received as presented.

Presentation

1. 2019-2020 Budget Presentation

The Assistant Secretary-Treasurer presented an overview on how the District's operating budget is allocated as well as the predicted 2019-2020 budget pressures and responded to Trustee and partner group queries. The budget presentation is posted on the District website.

4:25 pm: Trustee Baxter left the meeting.

4:27pm: Trustee Baxter rejoined the meeting.

4:27 pm: The Superintendent of Schools/CEO left the meeting.

4:29 pm: The Superintendent of Schools/CEO rejoined the meeting.

Discussion/Action Items

1. Amendments to Policy 160 – Finance and Audit Committee

The Assistant Secretary-Treasurer outlined the amendments to Policy 160 – Finance and Audit Committee.

Outcome:

The Committee recommended that the Board of Education approve the amendments to Policy 160 – Finance and Audit Committee, as attached to the Agenda, and as presented at the February 20, 2019 Finance and Audit Committee Meeting.

2. Amendments to Policy 190 – Trustee Expenses

The Assistant Secretary-Treasurer stated that updates to *Policy 190 – Trustee Expenses* were made as per the Committee's direction at the January 23, 2019 Finance and Audit Committee Meeting.

An additional amendment to include 'school district' in front of office supplies on the first paragraph of hand stamped page 012.

Outcome:

The Committee recommended that the Board of Education approve the amendments to Policy 190 – Trustee Expenses, as amended at the February 20, 2019 Finance and Audit Committee Meeting.

3. Funding Review Panel Recommendations – Discussion

The Committee Chair stated that the information regarding the Funding Review Panel Recommendations forwarded to the Finance and Audit Committee is provided for review and recommended further discussion by the Finance and Audit Committee.

The Committee agreed to schedule an additional Finance and Audit Committee Meeting on March 6, 2019 at 4:00 pm.

The Assistant Secretary-Treasurer outlined the references as well as staff thoughts and concerns provided for each recommendation to assist in the Finance and Audit Committee Meeting's review.

The Committee discussed documentation from both the BC Trustees Association and BC Teachers' Federation regarding the Funding Model Review and requested that these documents be sent to the members of the Finance and Audit Committee along with the full Ministry of Education's Funding Model Review Report prior to the March 6, 2019 Finance and Audit Committee Meeting.

4:57 pm: The COTA President left the meeting.

The Superintendent of Schools/CEO advised that a separate group of Funding Model Review Recommendations have been forwarded to the Education and Student Services Committee for review.

Discussion/Information Items

1. Typical Average District Costs of Various Staffing Positions

The Committee Chair stated that the Budget Survey was posted on the website and then removed due to concerns with the figures included relating to some staffing positions.

The Assistant Secretary-Treasurer provided an updated chart that includes additional positions and average District cost details and requested approval to re-post the survey with the revised *typical average district costs of various staffing positions* chart.

The Committee and partner groups agreed with the revised *typical average district costs of various staffing positions* chart and requested that a statement be added to provide a clearer purpose. The Budget Survey will be reposted on the District's website.

Items Requiring Special Mention

1. BC Provincial Budget

The Secretary-Treasurer/CFO stated that the BC Provincial Budget was announced on Tuesday, February 19, 2019. Highlights for school districts include a commitment to fund the employer health tax and increased capital funding for schools. In regards to the increase in capital funding for schools, including a school in Kelowna, the District has confirmed that this refers to the new H.S. Grenda Middle School in Lake Country.

The Superintendent of Schools/CEO shared that the Ministry of Education distributed a Service Plan. The Ministry of Education's Service Plan will be provided to the Finance and Audit Committee.

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

Public Board Meeting:

- Amended Policy 190 – Trustee Expenses (Action Item)
- Amended Policy 160 – Finance and Audit Committee (Action Item)

Items for Future Finance and Audit Committee Meetings

Public Finance and Audit Meeting:

- Funding Review Panel Recommendations – Discussion
- Regulations 470R – Transportation Services Management (Discussion Item)

September	October	November
- Presentation: Audited Financial Statements for the Fiscal Year - Audited Financial Statements for the Fiscal Year (Action Item)	- 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 2019/2020 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 - Policy 161 –Accumulated Operating Surplus

Meeting Schedule

March 6, 2019 at 4:00 pm
April 3, 2019 at 4:00 pm
April 17, 2019 at 4:00 pm
May 15, 2019 at 4:00 pm

June 19, 2019 at 4:00 pm
September 18, 2019 at 4:00 pm

October 16, 2019 at 4:00 pm
November 20, 2019 at 4:00 pm

Questions – Please Contact:

Trustee Rolli Cacchioni, Chairperson

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Rolli Cacchioni, Chairperson