



**BOARD OF EDUCATION  
PUBLIC MEETING  
AGENDA**

**Wednesday, February 12, 2020, 6:00 pm**

**School Board Office**

**1040 Hollywood Road S**

**Kelowna, BC**

**The Central Okanagan Board of Education acknowledges that this meeting is being held on the unceded,  
Traditional Territory of the Okanagan People.**

A copy of the Agenda and attachments are available on the School District website:  
<http://www.sd23.bc.ca/Board/boardmeetinginfo/meetingagendaattachments/Pages/default.aspx>  
Alternatively, copies are available on request at the District Administration Office.

---

**Pages**

**1. CALL TO ORDER**

**2. AGENDA**

Additions/Amendments/Deletions

THAT: The Agenda for the Public Board Meeting of February 12, 2020 be adopted (as amended, if appropriate).

**3. MINUTES**

**3.1 Public Board Meeting - January 29, 2020**

7

*(Attachment)*

THAT: The Minutes of the Public Board Meeting of January 29, 2020 be adopted as presented.

**4. CENTRAL OKANAGAN PUBLIC SCHOOLS – "INSIDE 23"**

**4.1 Harmony Day T-Shirt Artwork**

## 5. DECLARATIONS

### 5.1 Harmony Day - February 19, 2020

Presenter: Leigh-Ann Yanow, Chair, Harmony Day Committee

#### **DECLARATION:**

**WHEREAS** Harmony Day recognizes that the citizens of the Central Okanagan come from all over the world; and,

**WHEREAS** Harmony Day provides an annual opportunity for the Central Okanagan Public Schools community to celebrate cultural diversity while committing to mutual respect; and,

**WHEREAS** Harmony Day creates sensitivity to and respect for differences; and,

**WHEREAS** Harmony Day allows the Central Okanagan Public Schools to focus on the mission of educating students in a safe, inspirational learning environment; and,

**THEREFORE** I, Moyra Baxter, as Chairperson of the Board of Education of the Central Okanagan Public Schools, do hereby proclaim February 19, 2020 as Harmony Day in Central Okanagan Public Schools.

### 5.2 Pink Shirt Day - February 26, 2020

#### **DECLARATION:**

The Central Okanagan Board of Education declares Wednesday, February 26, 2020 as "Pink Shirt Day" in Central Okanagan Public Schools.

## 6. Meeting Recess (Five Minutes)

## 7. PUBLIC QUESTION/COMMENT PERIOD

The purpose of this public question/comment period is to provide an opportunity to members of the gallery to ask a question or comment on any items on the agenda. The total time for this period shall normally be 15 minutes. A person wishing to speak is requested by the Chairperson of the Board to state their name and provide, if possible, a written copy of the comments.

## 8. TRUSTEES QUERIES/COMMENTS

## 9. ACTION ITEMS

### 9.1 Transportation Task Force Steering Committee Recommendations 15

*Referred from the Planning and Facilities Committee - February 5, 2020  
(Attachment)*

### 9.2 Approval of 2019/2020 Amended Annual Budget 34

*Recommendation from the Finance and Audit Committee - January 22, 2020  
(Attachment)*

#### **RECOMMENDATIONS:**

**THAT: At the February 12, 2020 Public Board Meeting, the Board of Education give first, second and third readings to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for 2019/2020.**

**THAT: The School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for 2019/2020 in the amount of \$275,685,975 be read a first, second and third time, passed and adopted the 12<sup>th</sup> day of February, 2020.**

### 9.3 Affirmation of Policy 160 - Finance and Audit Committee 53

*Recommendation from the Finance and Audit Committee - January 22, 2020  
(Attachment)*

#### **RECOMMENDATION:**

**THAT: The Board of Education affirm Policy 160 – Finance and Audit Committee, as attached to the Agenda, and as presented at the February 12, 2020 Public Board Meeting.**

## 10. PUBLIC QUESTION/COMMENT PERIOD

This public question/comment period is to provide an opportunity to members of the gallery to ask a question or comment on any matter pertaining to public education.

## 11. INFORMATION ITEMS

### 11.1 Superintendent's Emergent Issues

### 11.2 Level 4 and 5 Field Study Summary – 2019/2020 58

*(Attachment)*

11.3	<b><u>General Statement – January 29, 2020</u></b>	72
	<i>(Attachment)</i>	
11.4	<b><u>Financial Update - December 31, 2019</u></b>	73
	<i>Referred by the Finance and Audit Committee - January 22, 2020</i> <i>(Attachment)</i>	
11.5	<b><u>2020/2021 Budget Survey Questions</u></b>	77
	<i>Referred by the Finance and Audit Committee - January 22, 2020</i> <i>(Attachment)</i>	
12.	<b>BOARD/DISTRICT COMMITTEE QUERIES/COMMENTS AND REPORTS</b>	
13.	<b>BOARD CORRESPONDENCE</b>	
	<b>Sent:</b>	
	<b>Received:</b>	
	M. Howell, February 4, 2020, Transportation Recommendations	
	<b>RECOMMENDATION:</b>	
	<b>THAT: At the February 12, 2020 Public Board Meeting, the Board receive the correspondence listed above.</b>	
14.	<b>ITEMS REQUIRING SPECIAL MENTION</b>	
15.	<b>BC PUBLIC SCHOOL EMPLOYERS' ASSOCIATION</b>	
16.	<b>BC SCHOOL TRUSTEES ASSOCIATION</b>	
16.1	<b><u>BCSTA Provincial Council Meeting</u></b>	
	Friday, February 21, 2020 to Saturday, February 22, 2020 Vancouver, BC	
16.2	<b><u>Thompson Okanagan Branch BCSTA Meeting</u></b>	
	Friday, March 6, 2020 to Saturday, March 7, 2020 Chase, BC	

**16.3     BCSTA Leadership Series**

Wednesday, April 8, 2020  
Vernon, BC

**16.4     BCSTA AGM**

April 16-19, 2020  
Vancouver, BC

- **Deadline for Substantive AGM Motions: February 16, 2020**

**17.     BOARD MEETINGS WITH PARTNER AND COMMUNITY GROUPS**

**17.1     Joint Board of Education and City of West Kelowna Meeting**

Friday, February 28, 2020  
10:00 am - 12:00 pm  
Board Room Main at 1040 Hollywood Road South

**18.     FUTURE MEETINGS**

**18.1     Regularly Scheduled Board Meetings**

Regular Public Board Meeting  
Wednesday, February 26, 2020 at 6:00 pm, Board Room Main at 1040  
Hollywood Road South

Regular Public Board Meeting  
Wednesday, March 11, 2020 at 6:00 pm, Board Room Main at 1040  
Hollywood Road South

**18.2     Board Standing Committee Meetings**

General Affairs Committee Meeting  
Wednesday, March 4, 2020 at 4:00 pm, Board Room Main at 1040 Hollywood  
Road South

Planning and Facilities Committee Meeting  
Wednesday, March 4, 2020 at 6:00 pm, Board Room Main at 1040 Hollywood  
Road South

19. NOTICES OF MOTION
20. ITEMS FOR A FUTURE AGENDA
21. MEDIA QUESTIONS
22. ADJOURNMENT



**BOARD OF EDUCATION  
PUBLIC MEETING  
MINUTES**

**Wednesday, January 29, 2020, 6:00 pm  
School Board Office  
1040 Hollywood Road S  
Kelowna, BC**

Board of Education: Trustee M. Baxter, Chairperson  
Trustee N. Bowman  
Trustee R. Cacchioni  
Trustee C. Desrosiers  
Trustee J. Fraser  
Trustee A. Geistlinger  
Trustee L. Tiede

Staff: Kevin Kaardal, Superintendent of Schools/CEO  
Ryan Stierman, Secretary-Treasurer/CFO  
Michelle DesRochers, Executive Assistant (recorder)

Absent: Terry Beaudry, Deputy Superintendent of Schools

Partner Groups: Des Sjoquist, COPVPA Vice-President  
Cherylee Morrison, COPAC Co-President  
McKinley Kemp, DSC Co-President

*There were no representatives from CUPE or COTA.*

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

---

**CALL TO ORDER**

The meeting was called to order at 6:05 pm.

**AGENDA**

**Main 20P-013**

MOVED by Trustee Fraser

SECONDED by Trustee Geistlinger

THAT: The Agenda for the Public Board Meeting of January 29, 2020 be adopted.

**CARRIED**

## **MINUTES**

### **Public Board Meeting - January 15, 2020**

#### **Main 20P-014**

MOVED by Trustee Tiede

SECONDED by Trustee Desrosiers

THAT: The Minutes of the Public Board Meeting of January 15, 2020 be adopted as presented.

#### **CARRIED**

**ABSTAINED:** Trustee Cacchioni

### **CENTRAL OKANAGAN PUBLIC SCHOOLS – "INSIDE 23"**

#### **Science Inquiry and Numeracy Exploration - South Kelowna Elementary School**

In attendance:

Nadia Piasentin, Principal, South Kelowna Elementary School

Leanna Estey – Grade 3 teacher

Chontelle Wilson – Grade 4/5 Learning Community Teacher

Carys Swan – former student teacher at South Kelowna Elementary School

#### **Students:**

Charlotte Henderson – Gr. 3 student

Lucy Weber – Gr. 3 student

Owen Gordon – Gr. 5 student

Lexi DiGeorgio – Gr. 5 student

Dante Madore – Gr. 5 student

Keean Sartorius – Gr. 5 student

Humraj Chahal – Gr. 5 student

The students of South Kelowna Elementary School presented on math explorations and how numbers relate and connect to our world, as well as, science inquiry projects created with student voice. From counting to using strategies to understand and apply their number sense, the students are using a growth mindset to become stronger mathematicians. In the Fall, their learning community completed an environmental inquiry unit. The task of the students was to explore the displays set up around their room and the information in their Google classroom. Some of the topics explored were Climate Change, Plastic in the Ocean, Energy & Resources, Compost & Waste Management, Pollution & Recycling, composting, and endangered animals. They used critical thinking to explore how humans are impacting, and helping the environment.

## **INTRODUCTION/RECOGNITION**

### **KSS AAA Boys Volleyball Team - Provincial Silver Medalists**

In attendance:

Mike Sodaro, Head Coach

Brady Ibbetson, Assistant Coach

Danika Embree, Manager

#### **Team Members:**

Joshua Bermel	Jayden Lalonde
Ethan Braam	Dawson March
Riley Brinnen	Max McDonald
Connor Dojohn	Mason Sodaro
Tyson Embree	Owen Waterhouse
Wilson Holland	Thys Weststrate
Rylan Ibbetson	Braden White

The Board of Education congratulated the KSS Owls AAA Boys Volleyball Team, who won the silver medal at the provincial tournament at the end of November.

## **DECLARATIONS**

### **Human Rights Month**

The Central Okanagan Board of Education declared the month of February 2020 as Human Rights Month in Central Okanagan Public Schools.

### **Canadian Home and School Federation National Teacher/Staff Appreciation Week**

The Central Okanagan Board of Education declared the week of February 9-15, 2020, as the Canadian Home and School Federation National Teacher/Staff Appreciation Week in Central Okanagan Public Schools.

The Canadian Home and School Federation is a national organization representing provincial Home and School Federations, and is the only organization linking provincial parent groups across Canada on issues of common national interest in public education. The Canadian Home and School Federation initiated the Teacher/Staff Appreciation Week (TSAW) in 1988. The purpose of this week is to encourage parents and the wider community to recognize the personal and professional contributions that our teachers and school staff make to children and their education.

#### **Meeting Recess (Five Minutes)**

*6:27 pm: The meeting recessed.*

*6:33 pm: The meeting reconvened.*

## DELEGATIONS

### **French Immersion in Lake Country**

Presenter: Stephanie Lawton, PAC President – École Peter Greer Elementary School

Ms. Lawton presented to the Board of Education a proposal with three options to offer French Immersion in the Lake Country area due to the opening of the new H.S. Grenda Middle School in September 2021. The main goal of the proposal is to have French Immersion students continue with schooling within their community and offer French Immersion at H.S. Grenda Middle School.

The Board will be undertaking a review of the District's Long-Term Facility Plan in the Fall. This topic will be included in their discussions.

#### **Main 20P-015**

MOVED by Trustee Fraser

SECONDED by Trustee Geistlinger

**THAT: The Board of Education accept the delegation report regarding French Immersion in Lake Country.**

**CARRIED**

## **PUBLIC QUESTION/COMMENT PERIOD**

**Jennifer Dewolf:** Ms. Dewolf queried if the review in the Fall of 2020 provides enough time for any potential changes to occur in the 2021/2022 school year for French Immersion.

*The Board Chair confirmed that the Board will have sufficient time to conduct the Long-Term Facilities Plan Review, starting in the Fall of 2020, and implement any changes for the 2021/2022 school year.*

**Aubin Dorion:** Ms. Dorion queried if the French Immersion program is not added to H.S. Grenda Middle, will the Board look at providing bus service into Kelowna.

*The Board Chair stated that it is currently Board Policy not to provide transportation for programs of choice, unless they are provided at the student's English catchment school.*

## **ACTION ITEMS**

### **Policy 155 - Planning and Facilities Committee**

#### **Main 20P-016**

MOVED by Trustee Cacchioni

SECONDED by Trustee Fraser

**THAT: The Board of Education affirm Policy 155 - Planning and Facilities Committee, as attached to the Agenda, and as presented at the January 29, 2020 Public Board Meeting.**

**CARRIED**

**Enhancement Agreement - Mar Jok Elementary School - Outdoor Basketball Court**

**Main 20P-017**

MOVED by Trustee Cacchioni

SECONDED by Trustee Fraser

**THAT: The Board of Education enter into an Enhancement Agreement with Mar Jok Elementary School PAC for the creation of an outdoor basketball court outlined in Appendix D, as attached to the Agenda, and as presented at the January 29, 2020 Public Board Meeting.**

**CARRIED**

**Renewable and Low Carbon Fuel Requirements Regulation**

**Main 20P-018**

MOVED by Trustee Cacchioni

SECONDED by Trustee Fraser

**THAT: The Board of Education sell 691 low carbon credits at the highest trading amount offered at the time of sale.**

**CARRIED**

**Proposal for Substantive Change - Hockey Canada Skills Academy (Canyon Falls Middle School)**

**Main 20P-019**

MOVED by Trustee Bowman

SECONDED by Trustee Tiede

**THAT: The Board of Education approve the Proposal for Substantive Change - Hockey Canada Skills Academy (Canyon Falls Middle School), as attached to the Agenda, and as presented at the January 29, 2020 Public Board Meeting.**

**CARRIED**

**Proposal to Conduct the Canadian Index for Adolescent Health Upstream Project Survey as Developed by the Canadian Observatory on Homelessness (CoH) at York University**

**Main 20P-020**

MOVED by Trustee Bowman

SECONDED by Trustee Geistlinger

**THAT: The Board of Education approve Grade 8 participation from two middle schools in the Canadian Index for Adolescent Health Upstream Project Survey, as attached to the Agenda, and as presented at the January 29, 2020 Public Board Meeting.**

**CARRIED**

## **Updated Acknowledgement of Okanagan Territory**

### **Main 20P-021**

MOVED by Trustee Fraser

SECONDED by Trustee Tiede

**THAT: The Board of Education approve the updated acknowledgement of the Okanagan Territory as follows: "The Central Okanagan Board of Education acknowledges that this meeting is being held on the unceded, Traditional Territory of the Okanagan People".**

**CARRIED**

### **PUBLIC QUESTION/COMMENT PERIOD**

There were no public questions/comments.

### **INFORMATION ITEMS**

#### **Superintendent's Emergent Issues**

The Superintendent of Schools/CEO stated that he had no emergent issues to report.

#### **Level 4 and 5 Field Study Summary – 2019/2020**

The Superintendent of Schools/CEO stated that due to the coronavirus, Field Studies are be diverted from entering China.

The Board reviewed the information.

#### **General Statement – January 15, 2020**

The Board reviewed the information.

### **BOARD CORRESPONDENCE**

#### **Sent:**

Response to COTA First Vice-President, January 17, 2020, Equity in Action for Truth and Reconciliation 2020-2025

#### **Received:**

B. Clarke, January 13, 2020, Indigenous Spirituality

N. Wood, January 13, 2020, Regarding Implementing First Nations History in Canada

B. Colero, January 14, 2020, Feedback on Equity in Action Document

COTA First Vice-President, January 17, 2020, Equity in Action for Truth and Reconciliation 2020-2025

Okanagan Indian Band, January 20, 2020, New School Project Update

S. Higginson, January 21, 2020, Re M. Baxter on Ad Hoc Committee - BCSTA Director Term of Office

## **Main 20P-022**

MOVED by Trustee Fraser

SECONDED by Trustee Tiede

**THAT: At the January 29, 2020 Public Board Meeting, the Board receive the correspondence listed above.**

**CARRIED**

## **ITEMS REQUIRING SPECIAL MENTION**

Trustees and the Superintendent of Schools/CEO reported on the following:

1. Trustees spoke of their attendance at events throughout the District including the Okanagan College Gateway Program Graduation, the performance at Triple Threat Theatre at Okanagan Mission Secondary School of Joseph and the Amazing Technicolor Dreamcoat, the Harmony Day Living Library Middle School Conference, and the BCIT/School District Dual Credit Graduation ceremony.
2. **Student Enrollment** - A reminder that student enrollment for September 2020 will open on February 3, 2020 at 7:00 am.
3. **Ready Set Learn** - All elementary schools in the Central Okanagan Public Schools will be providing Early Learning opportunities for families to build connections between home and school. The schedule of individual school events is posted on the District's web page ([www.sd23.bc.ca](http://www.sd23.bc.ca)).
4. The Indigenous Education Department, in partnership with the Early Learning Team, hosted the **Annual Primary Winter Gathering** for all Grade 2/3 Indigenous students throughout the District. Over 600 primary students joined in the celebration.
5. **2020-2021 Budget Presentation** - The public presentation explaining how the District's budget is established will take place prior to the COPAC Meeting on Monday, March 2, 2020 at 6:30 pm at Hollywood Road Education Services – Room 3. All those interested in learning more about the School District 2020/2021 budget and how to provide input are encouraged to attend.
6. The Partners for Inclusive Education would like to let everyone know that the month of **February is Inclusive Education Month.**

## **BC PUBLIC SCHOOL EMPLOYERS' ASSOCIATION**

### **BCPSEA AGM**

January 30-31, 2020

Vancouver, BC

## **BC SCHOOL TRUSTEES ASSOCIATION**

### **BCSTA Provincial Council Meeting**

Friday, February 21, 2020 to Saturday, February 22, 2020  
Vancouver, BC

### **Thompson Okanagan Branch BCSTA Meeting**

Friday, March 6, 2020 to Saturday, March 7, 2020  
Chase, BC

### **BCSTA Leadership Series**

Wednesday, April 8, 2020  
Vernon, BC

### **BCSTA AGM**

April 16-19, 2020  
Vancouver, BC

- **Deadline for Extraordinary AGM Motions: February 6, 2020**
- **Deadline for Substantive AGM Motions: February 16, 2020**

## **FUTURE MEETINGS**

### **Regularly Scheduled Board Meetings**

Regular Public Board Meeting

Wednesday, February 12, 2020, at 6:00 pm, Board Room Main at 1040 Hollywood Road South

Regular Public Board Meeting

Wednesday, February 26, 2020, at 6:00 pm, Board Room Main at 1040 Hollywood Road South

### **Board Standing Committee Meetings**

Policy Committee

Wednesday, February 5, 2020, at 4:00 pm, Board Room Main at 1040 Hollywood Road South

Planning and Facilities Committee

Wednesday, February 5, 2020, at 6:00 pm, Board Room Main at 1040 Hollywood Road South

## **MEDIA QUESTIONS**

There were no media representatives at the meeting.

## **ADJOURNMENT**

The Chairperson adjourned the meeting at 7:15 pm.

---

Chairperson

---

Secretary-Treasurer/CFO



# Memorandum

**Date:** February 7, 2020  
**To:** Board of Education  
**From:** Ryan Stierman, Secretary-Treasurer/CFO

**Action Item: Transportation Task Force Steering Committee Recommendations**

## **1.0 BACKGROUND**

At the February 5, 2020 Planning and Facilities Committee meeting, the Committee reviewed the recommendations of the Transportation Task Force Steering Committee.

The Planning and Facilities Committee passed the following Motion:

**THAT: The recommendations from the Transportation Task Force Steering Committee be referred to the February 12, 2020 Public Board Meeting for discussion.**

After reviewing the recommendations, the Planning and Facilities Committee also directed staff to provide additional options, including alternate fee amounts and eligibility limits, related to the proposed Transportation Task Force Steering Committee's Recommendations for the Board to consider at the February 12, 2020 Public Board Meeting.

The Committee also agreed that any recommendations made at the February 12, 2020 meeting could be referred to a Special Planning and Facilities Committee Meeting for final recommendations to the February 26, 2020 Public Board Meeting or be referred directly to the February 26, 2020 Public Board Meeting.

In response to the request from the Committee, the following analysis is being included detailing the financial impact of various eligibility distances and fee scenarios. For ease of review of the analysis, the operating subsidy amounts have been coded red if they increase the operating subsidy from current levels, yellow if it remains relatively the same and green if it reduces the operating subsidy from current levels. The eligibility limits have been colour coded green if it matches the feedback received from the public consultations and red if it does not match the feedback received.

## Scenario Financial Analysis

Eligibility Limits			No route cap*									
			# of riders			Addtl Routes	Projected Operating Subsidy @ Fee					
EY	MY	SS	Eligible	Courtesy	Total		\$ 225	\$ 250	\$ 300	\$ 350	\$ 400	\$ 450
3.0	3.6	4.8	4,575	1,217	5,792	5	3,590,793	3,491,618	3,286,318	3,081,018	2,875,718	2,670,418
3.0	4.0	4.8	4,344	1,363	5,707	3	3,450,793	3,351,618	3,150,568	2,949,518	2,748,468	2,547,418
3.6	4.0	4.8	4,151	1,521	5,672	2	3,380,793	3,281,618	3,082,318	2,883,018	2,683,718	2,484,418
3.0	4.4	4.8	4,117	1,533	5,650	2	3,381,343	3,282,168	3,082,868	2,883,568	2,684,268	2,484,968
4.0	4.8	4.8	3,555	1,999	5,554	0	3,241,343	3,142,168	2,948,768	2,755,368	2,561,968	2,368,568

\*Routes are added in order to ensure courtesy riders that rode in 2019-20 continue to be provided a seat

Eligibility Limits			Route cap**									
			# of riders - Route cap			Addtl Routes***	Projected Operating Subsidy @ Fee					
EY	MY	SS	Eligible	Courtesy	Total		\$ 225	\$ 250	\$ 300	\$ 350	\$ 400	\$ 450
3.0	3.6	4.8	4,575	1,078	5,653	2	3,415,543	3,316,368	3,118,018	2,919,668	2,721,318	2,522,968
3.0	4.0	4.8	4,344	1,249	5,593	1	3,330,543	3,231,368	3,030,018	2,828,668	2,627,318	2,425,968
3.6	4.0	4.8	4,151	1,403	5,554	0	3,241,343	3,142,168	2,948,768	2,755,368	2,561,968	2,368,568
3.0	4.4	4.8	4,117	1,437	5,554	0	3,241,343	3,142,168	2,948,768	2,755,368	2,561,968	2,368,568
4.0	4.8	4.8	3,555	1,999	5,554	0	3,241,343	3,142,168	2,948,768	2,755,368	2,561,968	2,368,568

\*\* Routes are only added if there are not enough courtesy riders to remove from seats to accommodate the additional eligible riders

\*\*\* Routes still required to be added in the Upper Mission area as there are not sufficient Middle and Secondary courtesy riders to remove to accommodate the additional eligible riders

The memo provided to the Planning and Facilities Committee is included as Appendix A.

The memo details the recommendations that were brought forward after an extensive public consultation that resulted in over 3,500 responses and hundreds of conversations at the five public consultation sessions. What the Steering Committee heard from the consultation was as follows:

- Parents need to be notified of their seat status earlier so they can make arrangements.
- Eligibility distances need to be reviewed to reflect the age of students and challenges with topography.
- Courtesy seat assignment should be prioritized based on distance and age.
- Public transit is a viable option for secondary school students, if there is adequate service available.
- Fees should increase to cover a greater share of costs and/or increase service.
- A family's situation should be considered when setting policy on fees.
- Busing for schools and programs of choice should remain status quo.

The Transportation Task Force Steering Committee has extensively communicated its progress publicly using the [Transportation Review Website](#) and direct communications to parents. Communications relating to transportation are expected to significantly improve over previous years due to earlier timelines and notification to parents. Staff is committed to continue to keep parents well informed on any changes and what impact the changes will have on the transportation system.

## **2.0 APPENDIX**

- A. Action Item – Transportation Task Force Steering Committee Recommendations – February 5, 2020 Planning and Facilities Committee Meeting



# Memorandum

**Date:** January 31, 2020  
**To:** Planning and Facilities Committee  
**From:** Ryan Stierman, Secretary-Treasurer/CFO

## **Information Item: Transportation Task Force Steering Committee Recommendations**

### **1.0 RELEVANT BOARD MOTION/DIRECTION**

Public Board Meeting – February 27, 2019

#### ***Main 19P-031 as Amended by Amendment 19P-034***

**THAT:** The Board of Education strike a Transportation Task Force to review the District's transportation service and bring back recommendations by April 30, 2019 for implementation in the 2019-2020 school year;

**AND THAT:** The Transportation Task Force bring back all other recommendations by January 31, 2020 for implementation in the 2020-2021 school year.

Public Board Meeting – March 13, 2019

#### ***Main 19P-043***

**THAT:** The Board of Education approve the Transportation Task Force Terms of Reference, as attached to the Agenda, and as presented at the March 13, 2019 Public Board Meeting.

### **2.0 BACKGROUND**

Formed in the 2018-2019 school year in response to increasing community demands and unsustainable cost increases in Transportation, the Transportation Task Force Steering Committee was established by the Board of Education to make recommendations to create a sustainable transportation system that better meets the needs of the community.

As part of its work, the Transportation Task Force Steering Committee conducted a comprehensive community consultation that consisted of two surveys and five public consultation sessions. With over 3,500 responses and over 100 parents that attended the public sessions, the Committee was provided with a significant feedback to develop its recommendations.

All of the timelines, presentations and survey results for the Committee's work is published on the [Transportation Review Website](#).

The Steering Committee is recommending the changes as summarized in Appendix A:

- Increase of the Transportation Charge to \$450.00
- Changes to 425R – STUDENT FEES (Appendix B)
- New 470R – TRANSPORTATION SERVICES MANAGEMENT (Appendix C)

### 3.0 NEXT STEPS

Date	Action
February 5, 2020	Recommendations reviewed and recommended to the Board of Education as presented or amended by the Planning and Facilities Committee (Public Meeting 6:00 PM at School Board Office)
February 12, 2020	The Board of Education reviews and approves the recommendations of the Planning and Facilities Committee as presented or amended. (Public Meeting 6:00 PM at School Board Office)
February 13, 2020	Final decision and information package sent out to all parents
February 17, 2020	Registration opens for busing service

### 4.0 INFORMATION STATEMENT

Per the analysis below the proposed \$450 fee will:

- Provide funding for inflation (2% wage increase, higher insurance and fuel costs expected)
- Provide funding for the operating and potential capital costs for the expected 5 additional routes due to lower eligibility limits.

	<b>Projected 30-Jun-19</b>	<b>Proposed 30-Jun-20</b>
Riders	5,554	5,792
Unpaid	(773)	(773)
Subsidies	(673)	(873)
<b>Net Fees Paid</b>	<b>4,108</b>	<b>4,146</b>
Rate	\$ 225	\$ 450
Busing Fees	\$ 924,300	\$ 1,865,700
Busing Funding	\$ 600,000	\$ 600,000
<b>Total Revenue</b>	<b>\$ 1,524,300</b>	<b>\$ 2,465,700</b>
Total Operating Costs	\$ 4,684,429	\$ 5,128,118
Shortfall	\$ (3,160,129)	\$ (2,662,418)
<b>Operating Funding Supplement</b>	<b>\$ 3,160,129</b>	<b>\$ 2,662,418</b>
<b>Funding per rider</b>		
Fees	\$ 166.42	\$ 322.12
Funding	\$ 108.03	\$ 103.59
Operating Subsidy	\$ 568.98	\$ 459.67

## **5.0 SECRETARY-TREASURER/CFO'S COMMENTS**

The Transportation Task Force Steering Committee has authentically listened to the feedback received from the community and believes the recommend changes to the transportation system will better meet the needs of the community and allow for a more sustainable transportation system.

## **6.0 STEERING COMMITTEE'S RECOMMENDATIONS:**

**THAT: The Planning and Facilities Committee recommends to the Board:**

**THAT: The Board of Education set the transportation fee to \$450/year for each bus rider for the period effective July 1, 2020 to June 30, 2021.**

**THAT: The Board of Education approves the amendments to Regulation 425R – Student Fees (Regulations), as attached to the Agenda and presented at the February 5, 2020 Planning and Facilities Committee Meeting.**

**THAT: The Board of Education approves the rewrite to Regulation 470R – Transportation Services Management (Regulation) Guiding Principles for Transportation in Central Okanagan Public Schools, as attached to the Agenda and presented at the February 5, 2020 Planning and Facilities Committee Meeting.**

## **7.0 APPENDICES**

- A. Summary of Significant Recommendations
- B. Amended 425R – Student Fees (Regulations)
- C. Rewritten 470R – Transportation Services Management (Regulation) Guiding Principles for Transportation in Central Okanagan Public Schools
- D. Current 470R – Transportation Services Management (Regulation) Guiding Principles for Transportation in Central Okanagan Public Schools



# TRANSPORTATION RECOMMENDATIONS

<u>WHAT WE'VE HEARD</u>	<u>OUR RESPONSE</u>
Parents need to be notified of their seat status earlier so they can make arrangements.	<ul style="list-style-type: none"><li>• Deadline of May 31 to register for busing.</li><li>• Any eligible applications after May 31 will be provided a seat if there are seats available.</li><li>• Any applications made by the deadline will be informed of their status by July 31.</li></ul>
Eligibility distances need to be reviewed to reflect the age of students and challenges with topography.	<ul style="list-style-type: none"><li>• Eligibility limits lowered for elementary (3.0 km) and middle school students (3.6 km).</li><li>• More stops established in areas with challenging topography than flat areas to reflect more difficult walking conditions.</li><li>• Limit remains at 4.8 kms for secondary school students.</li></ul>
Courtesy seat assignment should be prioritized based on distance and age.	<ul style="list-style-type: none"><li>• Courtesy seats are those seats not required for eligible riders.</li><li>• Courtesy seats are first allocated to elementary school and middle school students.</li><li>• Distance continues being the main determining factor.</li><li>• Other criteria such as grade and timestamp have been added when distance is the same.</li></ul>
Public transit is a viable option for secondary school students, if there is adequate service available.	<ul style="list-style-type: none"><li>• No areas will be defined as having adequate service for the 2020/21 school year.</li><li>• The District will work with BC Transit and if an area has sufficient public transit service to support secondary school transportation, the District will redirect resources to support other areas.</li><li>• District staff will continue to collaborate with BC transit to create better transit opportunities for secondary students.</li></ul>
Fees should increase to cover a greater share of costs and/or increase service	<ul style="list-style-type: none"><li>• Fees are recommended to increase to \$450 per year.</li><li>• This amount matches the amount charged for youth to ride transit for 10 months. All students that require busing will pay the same amount.</li><li>• This amount will generate between \$900,000 and \$1,000,000 to cover the anticipated costs to implement the new eligibility limits in the first year and to reduce the operating subsidy in future years.</li><li>• This amount increases the family's portion of transportation costs to 48%.</li></ul>
A family's situation should be considered when setting policy on fees.	<ul style="list-style-type: none"><li>• Continue to provide multiple student discounts of 50% for the 3rd and 4th child and no charge for the 5th and additional children in a family.</li><li>• Allow for payment plans for the transportation charge through the District's fee system.</li><li>• Allow parents to apply for a fee subsidy under low income thresholds.</li></ul>
Busing for schools and programs of choice should remain status quo.	<ul style="list-style-type: none"><li>• No changes are being proposed to busing for schools or programs of choice.</li><li>• Busing will continue to be provided if the program is at the student's English catchment school.</li></ul>



## Policies And Procedures

**Section Four: Students***“Together We Learn”***425R – STUDENT FEES**

Schools may assess and collect the goods and services fees, distinct schools, unique programs and specialty academy fees, rentals, deposits, and charges described below, providing that the ability to pay is not a prerequisite to taking an educational program and that the charge is not for an activity that directly relates to achieving the prescribed learning outcomes of a course or program except where permitted by legislation. All goods, services, distinct schools, unique programs and specialty academy fees and supplies referred to in these Regulations shall be optional to students. The financial hardship Policy (section 8) applies to all student fees.

The Board may assess and collect a Student Transportation Charge for students requesting access to the District transportation system.

**Interpretation**

For the purpose of these Regulations:

*Goods and Services*

Include but are not limited to:

- Materials and equipment of a nature, or of a quality or quantity, beyond that which is necessary to meet the required outcomes or assessment requirements of an educational program,
- Paper, writing tools, calculators other than graphical calculators, student planners, exercise books, computer storage media and other school supplies and equipment for a student's individual use,
- The provision of a musical instrument for a student's individual use, and
- The payment of expenses in respect of field trips or special events including expenses for transportation, accommodation, meals, entrance fees and equipment rentals.
- Student bus passes or replacement bus passes.

*Student Transportation Charge*

Representing a portion of the cost to transport the student to and from school as per Policy 470.

*Supplies*

Items which are purchased and used personally by the student; (examples: school supplies available through the bulk purchase plan, gym strip, exercise books, binders, loose-leaf refills, blank computer diskettes, home economics and technology education projects)



## Section Four: Students

*“Together We Learn”*

<i>Educational Resource Materials</i>	Information, represented or stored in a variety of media and formats, that is used for instruction in an educational program and materials and equipment necessary to meet the learning outcomes or assessment requirements of an educational program provided by the Board of Education.
<i>Musical Instruments</i>	School District owned musical instruments used in the curricular and extracurricular school-based music programs.
<i>Merchandise</i>	Merchandise of a non-educational nature available through the schools for the benefit of its students (examples: personal foods and beverages, T-shirts and book fairs).
<i>Activities</i>	Optional activities of a non-educational or supplemental nature that are made available through the schools for the benefit of students (example: co-curricular programs).
<i>Distinct School</i>	A school that provides a curriculum with a specific school-wide educational focus (e.g. traditional or fine arts), or creates a unique school identity (e.g. mandatory uniforms).
<i>Unique Program</i>	A program that fulfills a recognized educational need separate from existing programs and services, but within the parameters of provincially prescribed and/or Board authorized curriculum, and provides educational options for students, parents and staff (e.g. International Baccalaureate, Advanced Placement or Elementary/Middle School Okanagan Language).
<i>Specialty Academy</i>	An educational program that emphasizes a particular sport, activity or subject area, and meets the prescribed criteria set out in the regulations (BC Ministry of Education Specialty Academy Criteria Regulation 219/08 dated October 15, 2009).

### 1. Goods and Services and Supplies

The Superintendent of Schools may approve the charging of specific fees and levies to students for goods and services and supplies not normally provided free-of-charge by the district's schools.

### 2. Student Transportation Charge

The Board may approve the charging of a portion of the cost to transport the student to and from school as per Policy 470.



## Section Four: Students

*“Together We Learn”*

### 3. Educational Resource Materials

Secondary and middle schools may require a deposit (caution fee) for equipment or materials on the following basis:

- 3.1 individual fee
- 3.2 family fee

Upon the return of such equipment or materials in working order and good condition, all of the deposit shall be refunded to the student.

### 4. Activity Charges

Schools may collect an activity charge (student council/supplemental field trips/extra-curricular activities/cultural performance) providing the charge for the activity or resources does not relate directly to a prescribed outcome. Also, alternative activity must be provided to non-participating students. Activity charges should be on a cost-recovery basis or, where common among schools, shall be applied consistently and shall reflect reasonable cost recovery.

### 5. Approval and Publication

- 5.1 Applications for the charging of goods and services fees activity charges, and the requiring of deposits referred to in subsections 1 to 3 above, shall be submitted to the Superintendent of Schools or his designate for approval.
- 5.2 Upon receiving approval of the applicable goods and services fees, student transportation charge, charges, and deposits, each school shall publish a schedule of such fees, charges and deposits, and shall make the schedule available to students and children registered under Section 13 of the School Act, and to the parents of those students before the beginning of the school year.

### 6. Merchandise and Activities

#### 6.1 Merchandise:

Schools will be free to sell a wide range of merchandise beyond the Goods and Services and supplies, a general list of such known merchandise must be approved by the principal and filed with the office of the Superintendent of Schools or his designate for information purposes.

#### 6.2 Band instruments:

Schools may charge a nominal fee (below market rate) for the rental of School District owned band instruments. The rental fee will be established by the school principal.

#### 6.3 Activities:

Although schools will be free to undertake a number of activities beyond those required in the educational program, a list of such known activities with estimated



## Section Four: Students

*“Together We Learn”*

charges is to be approved by the principal and filed with the office of the Superintendent of Schools or his designate for information purposes.

### 6.4 **Specialty Academy Fees:**

A school may charge a fee for an authorized academy to recover supplementary instruction and resource costs (e.g. professional coaches, facility rentals) provided that Academy and associated fees are approved by the school's School Planning Council on a yearly basis. Authorized Secondary School Apprenticeship specialty academies and Dual Credit Program specialty academies may charge for tools, equipment and materials directly related to the academy.

## 7. **Accounting**

All monies collected and distributed by a school are public funds and are subject to an audit by the office of the Secretary-Treasurer.

7.1 Proper accounting procedures shall be maintained at each school.

7.2 The principal shall be responsible for authorizing all expenditures.

7.3 Separate accounts shall be maintained for each approved specialty academy.

## 8. **Financial Hardship**

8.1 Principals shall annually notify parents through newsletters, notices to parents, and at the time of registration, that a student will not be excluded from any educational program due to financial hardship.

8.2 Principals shall facilitate participation in courses by fully or partially waiving the schedule for payment of goods, services, supplies, project fees, distinct schools, unique programs, specialty academies and charges for students unable to pay because of financial hardship. Where fees are fully or partially waived, the principal may explore with the student options to recover the fees through school-sponsored fundraising, other school funds or community sources. Parents of other participating students are not expected to fund financial hardship.

8.3 Principals shall facilitate exemption requests for the student transportation charge by meeting with the parents seeking the exemption and completing the student transportation fee Subsidy Request form. The form must be submitted confidentially to the Secretary-Treasurer for final approval.

8.4 Parents may also submit exemption requests directly to the Secretary-Treasurer should they qualify under income thresholds.



**Section Four: Students**

*"Together We Learn"*

- 8.5 Principals are directed to establish a procedure in each school which will allow for the private and confidential consideration of financial circumstances of individual students and families. Such procedures will preserve the dignity of families who may be unable to pay.

AMENDMENT



Policies And Procedures

**Section Four: Students**

*“Together We Learn”*

**470R – TRANSPORTATION SERVICES MANAGEMENT  
(REGULATIONS)**

**GUIDING PRINCIPLES for TRANSPORTATION  
in Central Okanagan Public Schools**

**Registration**

- 1) A student must be registered and have a seat assigned in order to ride the school bus. Registration will be available online year-round.
- 2) Priority registration shall be open in the spring and until May 31 for the upcoming school year. Applications made after May 31 for students deemed to be eligible riders shall be accommodated if there is a seat available.

**Eligible Riders**

- 3) An Elementary school student will be considered eligible for transportation if their home address is at least 3.0 km from the school or schools designated for the catchment area (measured as actual driving distance).
- 4) A Middle school student will be considered eligible for transportation if their home address is at least 3.6 km from the school or schools designated for the catchment area (measured as actual driving distance).
- 5) A Secondary school student will be considered eligible for transportation if their home address is at least 4.8 km from the school or schools designated for the catchment area (measured as actual driving distance) and the student does not live in a neighborhood deemed to have adequate transit service.
- 6) If a student meets the criterion for eligibility distance after being placed by the District at a school other than their catchment area school(s), the student will be given the same consideration and priority as other eligible students. These students will only be designated as “redirected” students by the appropriate Assistant Superintendent.
- 7) Special Education students identified by the Student Support Services Department as requiring a specially equipped bus will be considered as eligible students.



## Section Four: Students

*“Together We Learn”*

### **Courtesy Riders**

- 8) Courtesy seats shall not be provided to students who reside less than 2.0 km from their catchment school.
- 9) Seats that are not required for eligible students on school bus routes will be made available to Elementary and Middle school students as courtesy riders based on the following criteria on a route by route basis:
  - a) Furthest home to school distance
  - b) If distance is the same, grade level
  - c) If distance and grade level are the same, application date and timestamp
- 10) Seats that are not required for eligible students and Elementary and Middle School courtesy riders on school bus routes will be made available to secondary students who reside in a neighborhood not deemed to have adequate transit service as courtesy riders based on the furthest home to school distance. If distance is the same, application date and timestamp will be used.
- 11) In the case of a student residing with parents or caregivers in more than one home, one address will be accepted for eligibility purposes. However, where possible, consideration will be given to an alternate stop on the same route or a courtesy seat on another route within the same catchment, if a parent submits an application and provided there are no remaining courtesy applications on that route. A transportation charge will be assessed for each route assigned.
- 12) Transportation will not be provided to a school or program of choice outside a student's English catchment area unless approved by the Board (e.g. French Immersion or locally developed courses).

### **Conduct**

- 13) Students must abide by their school's Code of Conduct expected of all riders.

### **Routes**

- 14) School bus routes are established on the basis of safety and efficiency of service for students who meet the criteria for eligibility.
- 15) Route changes must be approved by the Director of Operations or delegate.



## Section Four: Students

*"Together We Learn"*

- 16) A minimum of fourteen (14) eligible students is required for the establishment of a bus route.
- 17) Where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of 60 minutes as a guideline.
- 18) Where reasonable, a bus driver will be assigned to the morning and afternoon routes for a given run.

### **Fees and Payments**

- 19) Eligible riders and courtesy riders registered on bus routes must pay the student transportation charge; however, Board Policy 425 – Student Fees and 425R – Student Fees (Regulations) is in place for those families who are experiencing financial hardship and are unable to pay the transportation charge.
- 20) Families with more than two children assigned to a bus will receive a 50% subsidy of the Student Transportation Charge for the third and fourth child assigned to a bus and a 100% subsidy of the Student Transportation Charge for the fifth and any additional children who are assigned on a bus.
- 21) The student transportation charge is to be paid or payment arrangements setup in the District's fee system and all past due school and transportation fees must be paid prior to a student being provided a bus pass.
- 22) Failure to pay the transportation charge or follow payment arrangements may result in the removal of service.
- 23) If an eligible rider or courtesy rider discontinues using the transportation service prior to March 31 of any year, a prorated refund will be issued upon request and once the bus pass is surrendered to the School District. The refund will only cover the months after the month in which the pass is surrendered. No refunds will be issued after March 31.
- 24) The student transportation charge will be communicated each year in accordance with Policy 425 – Student Fees
- 25) Students will not ride the bus unless they have received a valid bus pass.
- 26) Additional Service Routes – If approved by the Board, parent requested routes will be charged the actual cost of the route. Approval by the Board is required on an annual basis.



**Section Four: Students**

*“Together We Learn”*

**Transportation Assistance Payments**

- 27) If there are less than fourteen (14) eligible students for a bus route, the individual providing transportation of the student(s) to the catchment school may be eligible for transportation assistance payment based on mileage from the home address to the school.
- 28) Transportation assistance payments described in the above guideline are calculated at the rate of 60% of the rate paid to staff for personal use of vehicles for Board business, based in one round trip per day, for the days on which the student(s) attend(s) school. To a maximum of \$625 per year, per family. This annual maximum transportation assistance rate will be adjusted as the five (5) year average cost/student changes.
- 29) If a family has more than one student attending a given school, only one transportation assistance payment will be made.
- 30) If transportation or a transportation assistance payment is provided on behalf of a student on the wait list for their catchment area school and the invitation to return mid-year is declined in favour of a September entry, school bus transportation or the transportation assistance payment will be continued for the balance of the current school year. However, if the student remains at this school in the following year the student transportation charge will apply or transportation assistance payments will be discontinued.

Date Agreed: November 12, 2008

Date Amended: May 27, 2009, May 12, 2010, November 13, 2013;

October 14, 2015; February 22, 2017; June 12, 2019

Related Documents:

470R – Transportation Services Management

Page 4 of 4



## Section Four: Students

*“Together We Learn”*

### **470R – TRANSPORTATION SERVICES MANAGEMENT (REGULATIONS)**

#### **GUIDING PRINCIPLES for TRANSPORTATION in Central Okanagan Public Schools**

##### **Rider Eligibility**

- 1) A student must be registered as an eligible or courtesy rider in order to ride the school bus. Registration will be available online year round.
- 2) A student will be considered eligible for subsidized transportation if his or her home address is at least 4.0 km (Elementary) or at least 4.8 km (Middle/Secondary) from the school or schools designated for the catchment area (measured as actual shortest driving or walking distance).
- 3) If a student meets the criterion for home-school distance after being placed by the District at a school other than his or her catchment area school(s), the student will be given the same consideration as other eligible students. These students will only be designated as “capped” students by the appropriate Assistant Superintendent.
- 4) Seats that are not required for eligible students on school bus routes will be made available to courtesy riders based on the criterion of furthest home to school distance. Courtesy ridership is subject to cancellation at any time, with a one-week notice, based on the receipt of an application for the transportation for a newly identified eligible student living within the catchment area.
- 5) In the case of a student residing with parents or caregivers in more than one home, one address will be accepted for eligibility purposes. However, where possible, consideration will be given to an alternate stop on the same route or a courtesy seat on another route within the same catchment if a parent submits an application.
- 6) In situations in which a student in Kindergarten through Gr. 3 qualifies as an eligible or courtesy rider and an older sibling travelling to the same school does not, the older sibling will be given courtesy riding privileges on the same bus if space permits.
- 7) In the event that students with courtesy riding privileges have to be displaced due to the registration of eligible students living further from the school, the first criterion for priority will be distance from the school and the second criterion will be the accommodation of an older sibling travelling with a younger student. Ties will be broken in favour of the youngest student.
- 8) Transportation will not be provided to a school elective program outside a student’s catchment area (e.g. French Immersion or locally developed courses).



## Section Four: Students

*“Together We Learn”*

### **Conduct**

- 9) Students must abide by their school’s Code of Conduct expected of all riders.

### **Routes**

- 10) School bus routes are established on the basis of safety and efficiency of service for students who meet the criteria for eligibility.
- 11) Route changes must be approved by the Director of Operations or delegate.
- 12) A minimum of fourteen (14) eligible students is required for the establishment of a bus route.
- 13) Where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of 40 minutes as a guideline.
- 14) Where reasonable, a bus driver will be assigned to the morning and afternoon routes for a given run.
- 15) Where reasonable, bus stops at sites other than school sites will have 15 or fewer students.
- 16) Where reasonable, routes will be planned so that students are able to travel without having to transfer from one bus to another in a single direction.

### **Fees and Payments**

- 17) Eligible riders and courtesy riders registered on bus routes must pay the student transportation charge; however, Board Policy 425 – Student Fees and 425R – Student Fees (Regulations) is in place for those families who are experiencing financial hardship and are unable to pay the transportation charge.
- 18) Special Education students identified by the Student Support Services Department as requiring a specially equipped bus will be considered as eligible students.
- 19) Families with more than two children assigned to a bus will receive a 50% subsidy of the Student Transportation Charge for the third and fourth child assigned to a bus and a 100% subsidy of the Student Transportation Charge for the fifth and any additional children that are assigned on a bus.
- 20) Once the Board has established a student transportation charge for a year of service, a minimum 50% of the charge must be paid by June 30<sup>th</sup> of the year prior to the year of service, and the charge must be fully paid by October 15<sup>th</sup> of the year of service.
- 21) If there are less than fourteen (14) eligible students for a bus route, the individual providing transportation of the student(s) to the catchment school may be eligible for transportation assistance payment based on mileage from the home address to the school.

- 22) Transportation assistance payments described in the above guideline are calculated at the rate of 60% of the rate paid to staff for personal use of vehicles for Board business to a maximum of 100 kilometres per day, based in one round trip per day, for the days on which the student(s) attend(s) school. To a maximum of \$625 per year, per family. This annual maximum transportation assistance rate will be adjusted as the five (5) year average cost/student changes.
- 23) If a family has more than one student attending a given school, only one transportation assistance payment will be made.
- 24) If transportation or a transportation assistance payment is provided on behalf of a student on the wait list for his or her catchment area school and the invitation to return mid-year is declined in favour of a September entry, school bus transportation or the transportation assistance payment will be continued for the balance of the current school year. However, if the student remains at this school in the following year the student transportation charge will apply or transportation assistance payments will be discontinued.
- 25) Students must be registered and assigned to a route by the Transportation Department before the student transportation charge will be accepted.
- 26) The student transportation charge is to be paid before the bus pass will be issued.
- 27) Students added to a route midyear will be required to pay for the current and remaining months before the pass will be issued.
- 28) A current identified eligible student who does not register by the established new year registration date and has not submitted the student transportation charge by the cut-off date will not be eligible to 'bump' a courtesy rider. Upon registration such a student will be placed at the top of the waiting list for the next available seat.
- 29) If a courtesy rider is 'bumped' by a newly identified eligible rider, the courtesy rider will receive a refund pro-rated from the last day of service.
- 30) If an eligible rider or courtesy rider discontinues using the transportation service prior to March 31 of any year, a prorated refund will be issued upon request and once the bus pass is surrendered to the School District. The refund will only cover the months after the month in which the pass is surrendered. No refunds will be issued after March 31.
- 31) The student transportation charge and lost and damaged bus pass charge will be communicated each year in accordance with Policy 425 – Student Fees
- 32) Students will not ride the bus unless they have been registered, have paid the student transportation charge and have received a valid bus pass.
- 33) Additional Service Routes - parent requested routes will be charged the minimum of the student transportation charge or actual cost if higher than the student transportation charge.

Date Agreed: November 12, 2008

Date Amended: May 27, 2009, May 12, 2010, November 13, 2013;

October 14, 2015; February 22, 2017; June 12, 2019

Related Documents:

470R – Transportation Services Management

Page 3 of 3



# Memorandum

**Date:** February 7, 2020  
**To:** Board of Education  
**From:** Finance and Audit Committee

**Action:** **Approval of 2019/2020 Amended Annual Budget**

---

## **1.0 ISSUE STATEMENT**

The Ministry of Education requires that the Amended Annual Budget be prepared, adopted by Bylaw and submitted by February 29, 2020.

## **2.0 RELEVANT BOARD MOTION/DIRECTION**

None.

## **3.0 BACKGROUND**

Each February, the Board submits an Amended Annual Budget reflecting updated revenues and expenses based on actual student enrolment and actual expenditure patterns. The Amended Annual Budget includes the Operating, Special Purpose and Capital Funds.

**The Amended Budget Bylaw amount is \$ 275,685,975.**

## **4.0 POINTS FOR CONSIDERATION**

- a) The Amended Budget Bylaw has increased from the Annual Budget Bylaw by approximately \$10.92 million. This increase is primarily due to a number of factors including:
  - i. The District requested and received an additional \$5.075 million in classroom enhancement funding over what was reported in the 2019/2020 Annual Budget Bylaw. This funding allowed the District to add additional teachers into specific schools to better support classroom composition challenges.

- ii. A student enrolment increase from projection causing an overall increase in the District's operating grant of \$4.176 million. This increase in the operating grant is comprised of:

General	1,728,953
Special Education	2,081,200
ELL	76,245
Aboriginal	<u>237,800</u>
Enrolment Increase	4,124,198
Salary Differential	118,858
Local Education Agreement	<u>(64,493)</u>
Miscellaneous	<u>(2,853)</u>
Adjustments	51,513
Total Increase	<u><u>4,175,710</u></u>

- iii. As at June 30, 2019, a balance of \$401,235 remained from previous Annual Facility Grant (AFG) special purpose funding. This amount was fully spent by November 2019.
- iv. A balance of \$75,219 remained from the prior year's Learning Improvement (LIF) special purpose funding. The District expects this amount to be fully spent by June 2020.
- v. Funds generated by schools has been budgeted \$500,000 higher than the Annual Budget Bylaw based on prior year spending.
- vi. The internally restricted balances, which includes the prior year's operating surplus (appropriated for next year's budget), net school surpluses, surplus relating to the targeted aboriginal programs etc., are \$523,000 higher than anticipated when the annual budget bylaw was completed.
- vii. Budgets have been adjusted to reflect the increase in enrolment through staffing additions, services and supplies and general allocations.
- viii. Assuming spending trends as expected, the District anticipates an unrestricted operating surplus of approximately \$2-2.5M which is in line with previous years.

## 5.0 OPTIONS FOR ACTION

1. Approve the Amended Annual Budget and Bylaw as presented.
2. Request a change to the Amended Annual Budget. The Amended Annual Budget will need to go directly to the Board (bypassing the Finance and Audit Committee) in order to meet the Ministry's February 29, 2020 deadline.

**6.0 FOLLOW-UP/REVIEW (if applicable)**

Not applicable.

**7.0 SECRETARY-TREASURER/CFO'S COMMENTS**

The Ministry of Education has indicated that the Amended Annual Budget proceed as per usual. The recommended Amended Annual Budget properly reflects the District's expected spending patterns for the rest of the fiscal year.

**8.0. RECOMMENDATIONS**

**THAT: At the February 12, 2020 Public Board Meeting, the Board of Education give first, second and third readings to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for 2019/2020.**

**THAT: The School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for 2019/2020 in the amount of \$275,685,975 be read a first, second and third time, passed and adopted the 12<sup>th</sup> day of February, 2020.**

**9.0 APPENDIX**

A. Amended Annual Budget

Amended Annual Budget

## **School District No. 23 (Central Okanagan)**

June 30, 2020

# School District No. 23 (Central Okanagan)

June 30, 2020

## Table of Contents

Bylaw .....	1
Amended Annual Budget - Revenue and Expense - Statement 2 .....	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 .....	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2 .....	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source .....	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object .....	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object .....	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds .....	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4 .....	14

\*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 23 (CENTRAL OKANAGAN) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2019/2020 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$275,685,975 for the 2019/2020 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 26th DAY OF FEBRUARY, 2020;

READ A SECOND TIME THE 26th DAY OF FEBRUARY, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF FEBRUARY, 2020;

( Corporate Seal )

---

Chairperson of the Board

---

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the 26th DAY OF FEBRUARY, 2020.

---

Secretary Treasurer

# School District No. 23 (Central Okanagan)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	23,371,688	23,145,100
Adult	27,250	27,750
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>23,398,938</b>	<b>23,172,850</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	239,637,430	229,898,819
Other	893,926	818,926
Tuition	5,800,000	5,800,000
Other Revenue	11,059,493	10,475,000
Rentals and Leases	575,000	575,000
Investment Income	576,581	576,000
Amortization of Deferred Capital Revenue	8,340,880	8,340,880
<b>Total Revenue</b>	<b>266,883,310</b>	<b>256,484,625</b>
<b>Expenses</b>		
Instruction	221,709,965	212,119,543
District Administration	6,555,995	6,364,152
Operations and Maintenance	36,876,423	37,003,314
Transportation and Housing	4,533,332	4,128,837
<b>Total Expense</b>	<b>269,675,715</b>	<b>259,615,846</b>
<b>Net Revenue (Expense)</b>	<b>(2,792,405)</b>	<b>(3,131,221)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>4,023,494</b>	<b>3,501,300</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>1,231,089</b>	<b>370,079</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	1,231,089	370,079
<b>Budgeted Surplus (Deficit), for the year</b>	<b>1,231,089</b>	<b>370,079</b>

# School District No. 23 (Central Okanagan)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	228,384,664	223,994,977
Operating - Tangible Capital Assets Purchased	1,488,196	1,195,486
Special Purpose Funds - Total Expense	28,096,000	22,425,818
Special Purpose Funds - Tangible Capital Assets Purchased	1,208,651	815,351
Capital Fund - Total Expense	13,195,051	13,195,051
Capital Fund - Tangible Capital Assets Purchased from Local Capital	3,313,413	3,138,413
<b>Total Budget Bylaw Amount</b>	<b>275,685,975</b>	<b>264,765,096</b>

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

**School District No. 23 (Central Okanagan)**

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(2,792,405)</b>	<b>(3,131,221)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(2,696,847)	(2,010,837)
From Local Capital	(3,313,413)	(3,138,413)
From Deferred Capital Revenue	(25,000,000)	(25,000,000)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(31,010,260)</b>	<b>(30,149,250)</b>
Amortization of Tangible Capital Assets	13,195,051	13,195,051
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(17,815,209)</b>	<b>(16,954,199)</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(20,607,614)</b>	<b>(20,085,420)</b>

# School District No. 23 (Central Okanagan)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	5,890,059			<b>5,890,059</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	778,115	1,208,651	(4,779,171)	<b>(2,792,405)</b>
Interfund Transfers				
Tangible Capital Assets Purchased	(1,488,196)	(1,208,651)	2,696,847	-
Local Capital	(3,313,413)		3,313,413	-
<b>Net Changes for the year</b>	<b>(4,023,494)</b>	<b>-</b>	<b>1,231,089</b>	<b>(2,792,405)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>1,866,565</b>	<b>-</b>	<b>1,231,089</b>	<b>3,097,654</b>

# School District No. 23 (Central Okanagan)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	218,134,360	213,958,650
Other	893,926	818,926
Tuition	5,800,000	5,800,000
Other Revenue	3,259,493	3,175,000
Rentals and Leases	575,000	575,000
Investment Income	500,000	500,000
<b>Total Revenue</b>	<b>229,162,779</b>	<b>224,827,576</b>
<b>Expenses</b>		
Instruction	193,613,965	189,693,725
District Administration	6,555,995	6,364,152
Operations and Maintenance	23,681,372	23,808,263
Transportation and Housing	4,533,332	4,128,837
<b>Total Expense</b>	<b>228,384,664</b>	<b>223,994,977</b>
<b>Net Revenue (Expense)</b>	<b>778,115</b>	<b>832,599</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>4,023,494</b>	<b>3,501,300</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(1,488,196)	(1,195,486)
Local Capital	(3,313,413)	(3,138,413)
<b>Total Net Transfers</b>	<b>(4,801,609)</b>	<b>(4,333,899)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 23 (Central Okanagan)**

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	215,572,034	211,331,831
ISC/LEA Recovery	(1,114,493)	(1,050,000)
Other Ministry of Education Grants		
Pay Equity	1,238,323	1,238,323
Funding for Graduated Adults	15,000	15,000
Transportation Supplement	600,000	600,000
Carbon Tax Grant	120,000	120,000
Employer Health Tax Grant	1,703,496	1,703,496
<b>Total Provincial Grants - Ministry of Education</b>	<b>218,134,360</b>	<b>213,958,650</b>
<b>Provincial Grants - Other</b>	<b>893,926</b>	<b>818,926</b>
<b>Tuition</b>		
International and Out of Province Students	5,800,000	5,800,000
<b>Total Tuition</b>	<b>5,800,000</b>	<b>5,800,000</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	525,000	525,000
Funding from First Nations	1,114,493	1,050,000
Miscellaneous		
Transportation Fees	900,000	900,000
Wage Recoveries	300,000	300,000
Miscellaneous	420,000	400,000
<b>Total Other Revenue</b>	<b>3,259,493</b>	<b>3,175,000</b>
<b>Rentals and Leases</b>	<b>575,000</b>	<b>575,000</b>
<b>Investment Income</b>	<b>500,000</b>	<b>500,000</b>
<b>Total Operating Revenue</b>	<b>229,162,779</b>	<b>224,827,576</b>

# School District No. 23 (Central Okanagan)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	101,879,716	99,536,091
Principals and Vice Principals	12,377,201	12,295,968
Educational Assistants	17,455,389	15,892,633
Support Staff	21,783,674	21,459,288
Other Professionals	3,362,438	3,263,864
Substitutes	7,111,464	7,097,464
<b>Total Salaries</b>	<b>163,969,882</b>	<b>159,545,308</b>
<b>Employee Benefits</b>	<b>41,303,931</b>	<b>41,443,515</b>
<b>Total Salaries and Benefits</b>	<b>205,273,813</b>	<b>200,988,823</b>
<b>Services and Supplies</b>		
Services	5,673,485	5,566,131
Student Transportation	375,455	368,459
Professional Development and Travel	2,036,097	2,091,355
Rentals and Leases	635,000	635,000
Dues and Fees	425,500	428,000
Insurance	659,500	604,500
Supplies	9,465,814	9,472,709
Utilities	3,840,000	3,840,000
<b>Total Services and Supplies</b>	<b>23,110,851</b>	<b>23,006,154</b>
<b>Total Operating Expense</b>	<b>228,384,664</b>	<b>223,994,977</b>

# School District No. 23 (Central Okanagan)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	83,149,731	1,369,797	261,112	1,389,990		6,360,464	92,531,094
1.03 Career Programs	643,030		35,000	368,084		8,500	1,054,614
1.07 Library Services	2,006,486	234,010		1,349,742	101,899	14,286	3,706,423
1.08 Counselling	2,826,747					10,000	2,836,747
1.10 Special Education	11,344,327	844,397	14,745,472	755,180		470,000	28,159,376
1.30 English Language Learning	925,443			46,192		5,000	976,635
1.31 Indigenous Education	584,741	241,526	2,413,805	53,347		10,000	3,303,419
1.41 School Administration		8,824,114		3,489,675		50,714	12,364,503
1.62 International and Out of Province Students	399,211	211,800		72,525	249,021	7,500	940,057
<b>Total Function 1</b>	<b>101,879,716</b>	<b>11,725,644</b>	<b>17,455,389</b>	<b>7,524,735</b>	<b>350,920</b>	<b>6,936,464</b>	<b>145,872,868</b>
<b>4 District Administration</b>							
4.11 Educational Administration		348,706		114,529	624,296	127,000	1,214,531
4.40 School District Governance					152,327		152,327
4.41 Business Administration		302,851		930,060	1,251,774	48,000	2,532,685
<b>Total Function 4</b>	<b>-</b>	<b>651,557</b>	<b>-</b>	<b>1,044,589</b>	<b>2,028,397</b>	<b>175,000</b>	<b>3,899,543</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				293,724	547,410		841,134
5.50 Maintenance Operations				9,721,378	160,310		9,881,688
5.52 Maintenance of Grounds				837,477			837,477
5.56 Utilities				195,960	93,533		289,493
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,048,539</b>	<b>801,253</b>	<b>-</b>	<b>11,849,792</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				56,347	181,868		238,215
7.70 Student Transportation				2,109,464			2,109,464
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,165,811</b>	<b>181,868</b>	<b>-</b>	<b>2,347,679</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>101,879,716</b>	<b>12,377,201</b>	<b>17,455,389</b>	<b>21,783,674</b>	<b>3,362,438</b>	<b>7,111,464</b>	<b>163,969,882</b>

# School District No. 23 (Central Okanagan)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	92,531,094	23,043,092	115,574,186	7,531,487	123,105,673	119,666,093
1.03 Career Programs	1,054,614	251,963	1,306,577	578,730	1,885,307	1,923,573
1.07 Library Services	3,706,423	940,670	4,647,093	493,770	5,140,863	5,841,484
1.08 Counselling	2,836,747	676,815	3,513,562	5,000	3,518,562	3,566,351
1.10 Special Education	28,159,376	7,231,149	35,390,525	864,212	36,254,737	35,183,031
1.30 English Language Learning	976,635	233,173	1,209,808	41,050	1,250,858	1,529,894
1.31 Indigenous Education	3,303,419	888,680	4,192,099	510,500	4,702,599	4,370,992
1.41 School Administration	12,364,503	2,686,373	15,050,876	96,900	15,147,776	14,973,881
1.62 International and Out of Province Students	940,057	217,890	1,157,947	1,449,643	2,607,590	2,638,426
<b>Total Function 1</b>	<b>145,872,868</b>	<b>36,169,805</b>	<b>182,042,673</b>	<b>11,571,292</b>	<b>193,613,965</b>	<b>189,693,725</b>
<b>4 District Administration</b>						
4.11 Educational Administration	1,214,531	321,268	1,535,799	331,700	1,867,499	1,825,554
4.40 School District Governance	152,327	3,047	155,374	143,328	298,702	312,458
4.41 Business Administration	2,532,685	651,457	3,184,142	1,205,652	4,389,794	4,226,140
<b>Total Function 4</b>	<b>3,899,543</b>	<b>975,772</b>	<b>4,875,315</b>	<b>1,680,680</b>	<b>6,555,995</b>	<b>6,364,152</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	841,134	222,033	1,063,167	450,000	1,513,167	1,500,508
5.50 Maintenance Operations	9,881,688	2,929,538	12,811,226	2,971,000	15,782,226	15,896,644
5.52 Maintenance of Grounds	837,477	196,468	1,033,945	473,500	1,507,445	1,517,445
5.56 Utilities	289,493	38,162	327,655	4,550,879	4,878,534	4,893,666
<b>Total Function 5</b>	<b>11,849,792</b>	<b>3,386,201</b>	<b>15,235,993</b>	<b>8,445,379</b>	<b>23,681,372</b>	<b>23,808,263</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	238,215	61,808	300,023	30,500	330,523	311,028
7.70 Student Transportation	2,109,464	710,345	2,819,809	1,383,000	4,202,809	3,817,809
<b>Total Function 7</b>	<b>2,347,679</b>	<b>772,153</b>	<b>3,119,832</b>	<b>1,413,500</b>	<b>4,533,332</b>	<b>4,128,837</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>163,969,882</b>	<b>41,303,931</b>	<b>205,273,813</b>	<b>23,110,851</b>	<b>228,384,664</b>	<b>223,994,977</b>

# School District No. 23 (Central Okanagan)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	21,503,070	15,940,169
Other Revenue	7,800,000	7,300,000
Investment Income	1,581	1,000
<b>Total Revenue</b>	<b>29,304,651</b>	<b>23,241,169</b>
<b>Expenses</b>		
Instruction	28,096,000	22,425,818
<b>Total Expense</b>	<b>28,096,000</b>	<b>22,425,818</b>
<b>Net Revenue (Expense)</b>	<b>1,208,651</b>	<b>815,351</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(1,208,651)	(815,351)
<b>Total Net Transfers</b>	<b>(1,208,651)</b>	<b>(815,351)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 23 (Central Okanagan)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	401,235	75,219	22,065				22,900	14,745	
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	785,351	793,018			256,000	75,950	308,871	1,244,780	616,135
Provincial Grants - Other				7,800,000					
Investment Income								1,581	
	785,351	793,018	-	7,800,000	256,000	75,950	308,871	1,246,361	616,135
<b>Less:</b> Allocated to Revenue	1,186,586	868,237	22,065	7,800,000	256,000	75,950	331,771	1,261,106	616,135
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	1,186,586	868,237	22,065		256,000	75,950	331,771	1,259,525	616,135
Other Revenue				7,800,000					
Investment Income								1,581	
	1,186,586	868,237	22,065	7,800,000	256,000	75,950	331,771	1,261,106	616,135
<b>Expenses</b>									
Salaries									
Teachers						39,920	79,839	43,342	
Educational Assistants		673,051			174,277				
Support Staff									96,250
Substitutes									450,000
	-	673,051	-	-	174,277	39,920	79,839	43,342	546,250
Employee Benefits		195,186			63,590	9,581	19,161	10,402	18,900
Services and Supplies				7,800,000	18,133	26,449	232,771	1,207,362	50,985
	-	868,237	-	7,800,000	256,000	75,950	331,771	1,261,106	616,135
<b>Net Revenue (Expense) before Interfund Transfers</b>	1,186,586	-	22,065	-	-	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	(1,186,586)		(22,065)						
	(1,186,586)	-	(22,065)	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 23 (Central Okanagan)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

Schedule 3A

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Provincial Resource Program	TOTAL
	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>				6,395	542,559
<b>Add:</b> Restricted Grants					
Provincial Grants - Ministry of Education	16,623,082	76,022	732	180,570	20,960,511
Provincial Grants - Other					7,800,000
Investment Income					1,581
	16,623,082	76,022	732	180,570	28,762,092
<b>Less:</b> Allocated to Revenue	16,623,082	76,022	732	186,965	29,304,651
<b>Deferred Revenue, end of year</b>	-	-	-	-	-
<b>Revenues</b>					
Provincial Grants - Ministry of Education	16,623,082	76,022	732	186,965	21,503,070
Other Revenue					7,800,000
Investment Income					1,581
	16,623,082	76,022	732	186,965	29,304,651
<b>Expenses</b>					
Salaries					
Teachers	13,341,211	76,022		79,839	13,660,173
Educational Assistants					847,328
Support Staff					96,250
Substitutes					450,000
	13,341,211	76,022	-	79,839	15,053,751
Employee Benefits	3,281,871			19,161	3,617,852
Services and Supplies			732	87,965	9,424,397
	16,623,082	76,022	732	186,965	28,096,000
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	1,208,651
<b>Interfund Transfers</b>					
Tangible Capital Assets Purchased					(1,208,651)
	-	-	-	-	(1,208,651)
<b>Net Revenue (Expense)</b>	-	-	-	-	-

**School District No. 23 (Central Okanagan)**

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2020

	<b>2020 Amended Annual Budget</b>			
	<b>Invested in Tangible Capital Assets</b>	<b>Local Capital</b>	<b>Fund Balance</b>	<b>2020 Annual Budget</b>
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		75,000	<b>75,000</b>	75,000
Amortization of Deferred Capital Revenue	8,340,880		<b>8,340,880</b>	8,340,880
<b>Total Revenue</b>	<b>8,340,880</b>	<b>75,000</b>	<b>8,415,880</b>	8,415,880
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	13,195,051		<b>13,195,051</b>	13,195,051
<b>Total Expense</b>	<b>13,195,051</b>	-	<b>13,195,051</b>	13,195,051
<b>Net Revenue (Expense)</b>	<b>(4,854,171)</b>	<b>75,000</b>	<b>(4,779,171)</b>	(4,779,171)
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	2,696,847		<b>2,696,847</b>	2,010,837
Local Capital		3,313,413	<b>3,313,413</b>	3,138,413
<b>Total Net Transfers</b>	<b>2,696,847</b>	<b>3,313,413</b>	<b>6,010,260</b>	5,149,250
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	3,313,413	(3,313,413)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>3,313,413</b>	<b>(3,313,413)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>1,156,089</b>	<b>75,000</b>	<b>1,231,089</b>	370,079



## Section One: Board of Education

*“Together We Learn”*

### 160 – FINANCE AND AUDIT COMMITTEE

#### Introduction

The Finance and Audit Committee is a standing committee of the Board of Education.

The Board recognizes its responsibility for the effective use of public funds in providing the best possible education to the students in the community.

The Board has a duty to govern the district in a fiscally responsible and cost effective manner, while carrying out the strategies required to achieve its goals.

#### Policy

##### 1. Membership

###### 1.1 Voting Members:

- 1.1.1 Three trustees, appointed by the full Board, with one trustee appointed Committee Chairperson at the Board’s inaugural or annual meeting.
- 1.1.2 In the absence of a Trustee committee member, or if the full Trustee committee membership has not been appointed, the Committee Chairperson may appoint temporary Trustee committee members.

###### 1.2 Non-Voting Members:

- 1.2.1 a representative from each partner group for purposes of providing input
- 1.2.2 Secretary-Treasurer and/or Assistant Secretary-Treasurer
- 1.2.3 the Board Chairperson

##### 2. Scope of Functions

- 2.1 Provide recommendations to the Board.



## Section One: Board of Education

*“Together We Learn”*

- 2.2 Function according to Board policy and, in the absence of policy, shall follow *Robert’s Rules of Order*.
- 2.3 Recommend to the Board the annual authorization of trustee indemnity to be increased in accordance with the BC Consumer Price Index during the preliminary budget process.
- 2.4 Coordinate the budget development process, recommend the operating budget for approval by the Board and monitor its implementation on a regular basis.
- 2.5 Review significant accounting policies and procedures and deal with all financial matters of the School District including acquisition, disposal or rental of buildings and property and investment strategies.
- 2.6 Review all general insurance matters including risk assessment and management processes.
- 2.7 Function as an Audit Committee.
- 2.8 Review and evaluate all policies directly pertaining to the Finance and Audit Committee function at least once every four years.

### 3. Budget Functions

The budget is a “living” document that identifies the financial resources appropriated by the Board to provide the human and material resources necessary to meet the district’s educational and operational objectives. The Board, through policy/regulations, will provide appropriate flexibility in budget management to enable administration to make the most effective use of fiscal resources within the approved budget.

#### 3.1 Budget Development

The Board’s annual operating budget is a financial plan which reflects how the district’s educational and operational plan will be implemented and maintained. The budget reflects the goals and objectives established by the Board for the school/fiscal year to which the budget applies and will be consistent with the Board’s mission and goal statements.



## Section One: Board of Education

*“Together We Learn”*

Annually, the Finance and Audit Committee, (in consultation with the Superintendent), will develop a budget timeline, solicit input from the partner groups, and the general public, and recommend an operating budget to the Board.

### 3.2 Budget Monitoring

The Committee will receive reports on a regular basis, or as requested, outlining the status of the budget and forecasts for the remainder of the year. Information will be presented by function and major spending categories. The Secretary-Treasurer and/or the Assistant Secretary-Treasurer will advise the Finance Committee of significant deviations from the approved budget. After the review is complete, the reports will be forwarded to the Board, along with any recommendations from the Committee.

### 3.3 Budget Management

The Superintendent is responsible for the overall management of the educational and operational programs that are supported by the annual budget.

The Secretary-Treasurer is responsible for the financial reports and for the management of the budget. This includes responsibility for ensuring that the funds are used for the purpose intended, for monitoring expenditures to ensure they do not exceed the total funds allocated without proper authority, and for monitoring revenue accounts to ensure that revenue objectives are achieved.

It is recognized that the fiscal resources allocated may be greater or less than the cost of providing the service. All those involved in managing the budget are expected to act in a fiscally responsible and cost effective manner, while meeting the district's educational and operational objectives. Any funds remaining after the objectives have been met will become reserved for general budget management purposes unless otherwise appropriated at year-end.

## 4. Audit Committee Function

The Audit Committee's principle function is to oversee the school district's financial reporting process and its internal control structure, and report its findings to the Board. The Audit Committee assists the Board of Education to fulfill its governance and oversight responsibilities in relation to the school district's financial reporting, internal control system, risk management system, and internal and external audit functions. These tasks are facilitated by asking questions about the quality of work done by management, participating in the audit planning and reporting process, understanding and reviewing the aspects of the operation that put the school district at risk and the district's preparedness to face that risk. It summarizes its findings and provides advice and recommendations so that the Board can



## Section One: Board of Education

*“Together We Learn”*

make informed decisions. The committee shall be comprised of the three (3) Board members who comprise the Finance Committee, assisted by the district’s Secretary-Treasurer and/or Assistant Secretary-Treasurer.

The Committee shall:

- 4.1 on an annual basis, review and discuss with the external auditor all significant relationships with the district that could impair such auditor's independence;
- 4.2 review the audited financial statements and recommend approval of the audited statements by the Board;
- 4.3 oversee the integrity of the internal control structure including information technology security and control with a focus on safeguarding district assets;
- 4.4 discuss significant financial risk exposures and the steps management has taken to identify, monitor, control and report such exposures;
- 4.5 monitor the development of and changes to accounting principles, practices and judgment as well as financial reporting standards and their impact on the school district's financial reporting;
- 4.6 oversight of regulatory compliance, ethics, and whistleblower hotlines;
- 4.7 review audit results with the external auditors and follow up on the implementation of the auditor’s letter of recommendation; make recommendations to the Board as to potential policy or procedural changes arising out of the audit recommendations;
- 4.8 review the nature and extent of other services provided by the external auditors in relation to auditor independence;
- 4.9 oversee engagement of external auditors including the terms of the audit engagement and the appropriateness of proposed fees, as well, review and evaluate request for audit service proposals from external audit firms every five years;
- 4.10 meet with the external auditors at an Incamera Meeting without staff members present.

## 5. Meetings

- 5.1 All meetings shall be governed by Board policy and, in the absence of Policy, by *Robert’s Rules of Order*.



**Section One: Board of Education**

*“Together We Learn”*

- 5.2 A seconder is not required for resolutions moved at the committee level.
- 5.3 Public meetings of the Committee shall be scheduled to occur on specific dates and times during the school year as determined by Board resolution at the inaugural or annual meeting.
- 5.4 Items required to be Incamera will be dealt with at an Incamera meeting to be attended by trustees and senior staff and others, as needed by invitation. Incamera meetings shall usually be scheduled to occur on the specific dates determined by the Board for public meetings of this Committee.

Date Agreed: March 29, 2006

Date Amended: December 12, 2007; June 9, 2010

June 26, 2013; September 10, 2014; June 22, 2016;

December 13, 2017; March 13, 2019

Date Reviewed: December 14, 2016

### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
1	SMS	5	University of California, Santa Barbara, CA	USA	CADA Leadership Camp	Hockey Academy Students	9 to 12	22	6-Jul-2019	11-Jul-2019	5
2	KSS	4	Green Bay Bible Camp, West Kelowna, BC	Canada	Team Building/ Breakaway Activity	Football Team	10 to 12	45	26-Aug-2019	28-Aug-2019	2
3	OKM	4	Victoria and The Gulf Islands, BC	Canada	S.A.L.T.S. Sailing and Life Training	Quest BC Students	11	24	8-Sep-2019	14-Sep-2019	6
4	SMS	4	Kelowna Paddle Centre, Kelowna, BC	Canada	Paddleboard Training	Outdoor Education Students	7 & 8	40	9-Sep-2019	9-Sep-2019	0
5	GESS	4	Oyama Zipline Adventure Park, Oyama, BC	Canada	Grad 2020 Retreat	Grade 12 Students	12	150	13-Sep-2019	13-Sep-2019	0
6	KSS	4	Gardom Lake Camp (near Enderby, BC)	Canada	Leadership Retreat	Leadership Students	11 & 12	80	15-Sep-2019	16-Sep-2019	1
7	OKM	4	Banff, Yoho, and Kootenay National Parks, AB	Canada	Hiking and Backpacking in National Parks	Grade 12 Students	12	141	15-Sep-2019	21-Sep-2019	6
--	RSS	4	<b>POSTPONED – DATE TBD</b> Coquihalla Summit (Coquihalla Mountain area, BC)	Canada	Hiking and Camping Skills	Outdoor Education Students	9 to 12	24	17-Sep-2019	20-Sep-2019	3
8	DRK	4	Eagle Bay Camp, Eagle Bay, BC	Canada	Community Building	Learning Community	8	37	18-Sep-2019	20-Sep-2019	2

### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
9	KSS	4	Twin Peaks (near Cherryville, BC)	Canada	Outdoor Education Co-Curricular Trip	Grade 12 Students	12	24	19-Sep-2019	21-Sep-2019	2
10	MBSS	5	Wenatchee High School, Wenatchee, WA	USA	Participating in Football Games	Varsity and Junior Varsity Football Teams	9 to 12	55	19-Sep-2019	21-Sep-2019	2
11	KSS	5	University of Calgary, Calgary, AB	Canada	Volleyball Tournament	Grade 11 & 12 Students	11 & 12	14	19-Sep-2019	22-Sep-2019	3
12	DRK	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building, Activating Living & Connection to the Community	Grade 7 Learning Community	7	70 to 80	20-Sep-2019	20-Sep-2019	0
13	RSS	4	<b>CANCELLED</b> Glacier National Park, BC (Illecillewaet Campground)	Canada	Hiking and Camping Skills	Outdoor Education Students	9 to 12	24	24-Sep-2019	27-Sep-2019	3
14	SMS	4	<u>Fintry Provincial Park*</u> <del>E.C. Manning Provincial Park, Princeton, BC</del> <del>(between Hope and Princeton, BC)</del> *Location changed due to weather.	Canada	Hiking and Camping Skills	Grade 8 Students	8	40	25-Sep-2019	27-Sep-2019	2
15	OKM	4	<b>CANCELLED</b> Okanagan Mountain Park, Kelowna, BC	Canada	Indigenous Studies on Land and Water	Quest BC Students	11	24	25-Sep-2019	27-Sep-2019	2

## LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
16	OKM	4	<b>CANCELLED</b> Okanagan Mountain Park, Kelowna, BC	Canada	Hiking and Camping Skills	Quest BC Students	11	24	26-Sep-2019	27-Sep-2019	1
17	KSS	4	Finlayson Lakes above Mabel Lake (near Lumby, BC)	Canada	Outdoor Education Co-Curricular Trip	Grade 11 Students	11	48	26-Sep-2019	28-Sep-2019	2
18	MBSS	4	Kettle Valley Railway to Arlington Lakes, Kettle River and Westbridge, BC	Canada	Introduction to Cycle Touring, Camping	Outdoor Education Students	10 to 12	30	26-Sep-2019	28-Sep-2019	2
19	CNB	4	E.C. Manning Provincial Park, BC (between Hope and Princeton, BC)	Canada	Outdoor Education, Camping, Hiking	Outdoor Education Students	8	50 to 60	30-Sep-2019	2-Oct-2019	2
20	MBSS	4	Boucherie Bluffs, West Kelowna, BC	Canada	Introduction to Top Rope Rock Climbing, Belaying, Rappelling	Outdoor Education Students	10 to 12	12	1-Oct-2019	1-Oct-2019	0
21	RSS	4	Skaha Provincial Park, Penticton, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	20	1-Oct-2019	1-Oct-2019	0
22	MBSS	4	Skaha Bluffs, Penticton, BC	Canada	Introduction to Top Rope Rock Climbing, Belaying, Rappelling	Outdoor Education Students	10 to 12	12	3-Oct-2019	3-Oct-2019	0

## LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
23	RSS	4	Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	25	3-Oct-2019	3-Oct-2019	0
24	KSS	4	Beaver Lakes Chain (above Winfield, BC)	Canada	Outdoor Education Co-Curricular Trip	Outdoor Education Students	12	24	3-Oct-2019	4-Oct-2019	1
25	OKM	4	Ottawa, ON	Canada	Cultural and Regional Studies	Quest BC Students	11	24	3-Oct-2019	10-Oct-2019	7
26	MBSS	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building Exercise on Ropes Course, Frisbee Golf	International / Leadership Students	9 to 12	100	4-Oct-2019	4-Oct-2019	0
27	RSS	4	Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	25	7-Oct-2019	7-Oct-2019	0
28	MBSS	4	Okanagan Mountain Park, Kelowna, BC	Canada	Leadership Skills, Hiking and Camping	Outdoor Education Students	9	30	7-Oct-2019	9-Oct-2019	2
--	RSS	4	<b>CHANGED TO LONELY BOY CRAG FIELD STUDIES OCT 3, 7, (Postponed to 23), 10, 17, 23</b> <del>Goudie Road area, Kelowna, BC</del>	Canada	<del>Hiking and Camping Skills</del>	<del>Outdoor Education Students</del>	<del>9 to 12</del>	25	7-Oct-2019	11-Oct-2019	4

## LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
29	MBSS	4	Boucherie Bluffs, West Kelowna, BC	Canada	Introduction to Top Rope Rock Climbing, Belaying, Rappelling	Outdoor Education Students	10 to 12	12	8-Oct-2019	8-Oct-2019	0
30	MBSS	4	Skaha Bluffs, Penticton, BC	Canada	Introduction to Top Rope Rock Climbing, Belaying, Rappelling	Outdoor Education Students	10 to 12	12	9-Oct-2019	9-Oct-2019	0
31	KSS	4	Kettle Valley Railway <i>(between Penticton &amp; Osprey Lake area, behind Summerland, BC)</i>	Canada	Outdoor Education Co-Curricular Trip	Outdoor Education Students	11	24	9-Oct-2019	10-Oct-2019	1
32	MBSS	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building Activities, Rope Course	CLC Health and Medicine Students	11	28	10-Oct-2019	10-Oct-2019	0
33	MBSS	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building Activities, Rope Course	Tourism 12 Students	12	20	10-Oct-2019	10-Oct-2019	0
34	RSS	4	Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	25	10-Oct-2019	10-Oct-2019	0
35	KSS	5	New York City, NY	USA	Fine Arts/Media Cultural Tour	Fine Arts/Media Students	11 & 12	26 to 30	14-Oct-2019	18-Oct-2019	4

## LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
36	MBSS	4	<b>CANCELLED</b> Skaha Bluffs, Penticton, BC	Canada	Introduction to Top Rope Rock Climbing, Belaying, Rappelling	Outdoor Education Students	10 to 12	12	<del>17-Oct-2019</del>	<del>17-Oct-2019</del>	0
37	RSS	4	Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	25	17-Oct-2019	17-Oct-2019	0
38	KSS	4	Gulf Islands, BC	Canada	"Sailing A Tall Ship"	Outdoor Education and Rec Leadership Students	11 & 12	27	20-Oct-2019	25-Oct-2019	5
39	MBSS	5	Smith Rock, OR	USA	Rock Climbing: Top Rope, Rappel, Rope Traverse	Outdoor Education Students	10 to 12	24	20-Oct-2019	25-Oct-2019	5
40	GPE	5	Disneyland, Anaheim, CA	USA	"Dreams Take Flight" Program	Special Needs Students	5	5	21-Oct-2019	23-Oct-2019	2
41	MBSS	4	Okanagan Mountain Park, Kelowna, BC	Canada	Leadership Skills, Hiking and Camping	Outdoor Education Students	9	30	21-Oct-2019	23-Oct-2019	2
42	SVE	5	Disneyland, Anaheim, CA	USA	"Dreams Take Flight" Program	Special Needs Students	5	5	21-Oct-2019	23-Oct-2019	2
43	RSS	4	<b>RESCHEDULED FROM OCT. 7</b> Lonely Boy Crag,	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	25	23-Oct-2019	23-Oct-2019	0

## LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
			Chute Lake Road, Kelowna, BC								
--	RSS	4	<b>POSTPONED TO NOV. 21</b> <del>Goudie Road area, Kelowna, BC</del>	Canada	Overnight Camping	Outdoor Education Students	<del>9 to 12</del>	24	<del>25-Oct-2019</del>	<del>29-Oct-2019</del>	4
44	RSS	4	Goudie Road area, Kelowna, BC	Canada	Overnight Camping	Outdoor Education Students	9 to 12	24	5-Nov-2019	6-Nov-2019	1
45	MBSS	4	North Okanagan Fire Training Centre, Vernon, BC	Canada	Live Fire Training	MBSS Fire Academy Students	11 & 12	17	9-Nov-2019	9-Nov-2019	0
46	GMS & CNB	5	Chubu University Haruhigaoka Junior High School, Kasugai, Aichi	Japan	Cultural Scholarship Exchange Experience at Sister School, Assisting in English Classes	Student Scholarship Winners - 4 from GMS, 4 from CNB	8	8	9-Nov-2019	17-Nov-2019	8
47	OKM	4	Tofino, BC	Canada	Exploration of Pacific Rim Park and Indigenous Studies	Quest BC Students	11	24	12-Nov-2019	15-Nov-2019	3
48	RSS	4	<b>CANCELLED</b> <del>Goudie Road area, Kelowna, BC</del>	Canada	Overnight Camping	Outdoor Education Students	<del>9 to 12</del>	24	<del>14-Nov-2019</del>	<del>15-Nov-2019</del>	<del>1</del>

## LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
49	RSS	4	<b>RESCHEDULED FROM OCT. 25</b> <i>Location Changed Due to Weather:</i> McCulloch Forestry Recreation Site, Kelowna, BC <del>Goudie Road area</del>	Canada	Overnight Camping	Outdoor Education Students	9 to 12	24	21-Nov-2019	22-Nov-2019	1
50	OKM	5	Helsinki and Jyväskylä	Finland	Cultural Hockey School and Cultural Tour	Hockey Academy Students	9 to 12	24	22-Nov-2019	1-Dec-2019	9
51	<del>RSS</del>	4	<b>CANCELLED</b> <del>Goudie Road area, Kelowna, BC</del>	<del>Canada</del>	<del>Overnight Camping</del>	<del>Outdoor Education Students</del>	<del>9 to 12</del>	<del>24</del>	<del>28-Nov-2019</del>	<del>29-Nov-2019</del>	<del>1</del>
52	KSS	5	Hawaii (Big Island and Oahu)	USA	Reinforce Marine Biology Course Material	Marine Biology Students	11	18	1-Dec-2019	10-Dec-2019	9
53	KSS	5	Kasugai, Aichi	Japan	World Global Sustainable Development Conference	Japanese as a Second Language Students	11	2	11-Dec-2019	15-Dec-2019	4
54	KSS	5	Edmonton, AB	Canada	Basketball Tournament	4A Boys	11 & 12	15	11-Dec-2019	15-Dec-2019	4
55	KSS	5	Seattle, WA	USA	Basketball Tournament	4A Boys	11 & 12	15	26-Dec-2019	29-Dec-2019	3
56	OKM	4	Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Quest BC Students	11	24	7-Jan-2020	7-Jan-2020	0

### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
57	OKM	4	Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Quest BC Students	11	24	9-Jan-2020	9-Jan-2020	0
58	OKM	4	Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Quest BC Students	11	24	14-Jan-2020	14-Jan-2020	0
59	MBSS	4	<b>CANCELLED DUE TO EXTREME COLD WEATHER FORECAST</b> Silver Lake Forestry Camp	Canada	<del>Winter Camp</del>	<del>Outdoor Education Students</del>	9	30	<del>13-Jan-2020</del>	<del>14-Jan-2020</del>	<del>1</del>
60	OKM	4	Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Quest BC Students	11	24	16-Jan-2020	16-Jan-2020	0
61	MBSS	4	<b>CANCELLED DUE TO EXTREME COLD WEATHER FORECAST</b> Silver Lake Forestry Camp	Canada	<del>Winter Camp</del>	<del>Outdoor Education Students</del>	9	24	<del>17-Jan-2020</del>	<del>17-Jan-2020</del>	<del>1</del>
62	MBSS	4	McCullough Lake, BC	Canada	Winter Camp	Outdoor Education Students	10 to 12	17	17-Jan-2020	19-Jan-2020	2
63	OKM	4	McCullough Lake, BC	Canada	Winter Camp	Quest BC Students	11	24	20-Jan-2020	22-Jan-2020	2
64	WAT	4	Gardom Lake Camp (near Enderby, BC)	Canada	Outdoor Education and Team Building	Grade 6 Students	6	89	29-Jan-2020	31-Jan-2020	2

## LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
65	GMS	5	Québec City, QC	Canada	Language and French Cultural Immersion	French 9 Students	9	10	5-Feb-2020	10-Feb-2020	5
66	KSS	5	<b>RESCHEDULED FROM FEBRUARY 12-21, 2020</b> Hawaii <i>(Big Island and Oahu)</i>	USA	Reinforce Marine Biology Course Material	Marine Biology Students	11	18	5-Feb-2020	13-Feb-2020	8
67	OKM	4	Hydraulic Lake, BC	Canada	Outdoor Education	Outdoor Education Students	11 & 12	37	10-Feb-2020	11-Feb-2020	1
	KSS	5	<b>RESCHEDULED TO FEBRUARY 5-13, 2020</b> Hawaii <i>(Big Island and Oahu)</i>	USA	Reinforce Marine Biology Course Material	Marine Biology Students	11	18	12-Feb-2020	21-Feb-2020	9
68	KSS	4	Silver Lake Forestry Camp, Peachland, BC	Canada	Outdoor Education Co-Curricular	Outdoor Education Students	11	30	13-Feb-2020	14-Feb-2020	1
69	GMS	4	Vancouver, BC	Canada	Attend Canucks Game Day Skate, Tour Arena, Science World, Canucks Game	GMS Hockey Academy Students	6 & 7	17	18-Feb-2020	20-Feb-2020	2
70	RSS	4	McCulloch Lake Area, Kelowna, BC	Canada	Snowshoeing and Overnight Snow Camping	Outdoor Education	10 to 12	24	18-Feb-2020	20-Feb-2020	2
71	OKM	4	Bamfield Marine Sciences Centre, Bamfield, BC	Canada	Marine Biology Exploration	Marine Biology Students	10 to 12	24	24-Feb-2020	28-Feb-2020	4

### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
72	KSS	4	Headwaters Lake Camp (near Peachland, BC)	Canada	Outdoor Education Co-Curricular	Outdoor Education Students	12	30	27-Feb-2020	29-Feb-2020	2
73	OKM	4	Hardcore Archery, Kelowna, BC	Canada	Outdoor Education	Outdoor Education Students	11 & 12	20	28-Feb-2020	28-Feb-2020	0
	OKM	4	<b>RESCHEDULED TO APRIL 1, 2020</b> Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Outdoor Education Students	11 & 12	20	2-Mar-2020	2-Mar-2020	0
74	GMS	4	Vancouver, BC	Canada	Attend Canucks Game Day Skate, Tour Arena, Science World, Canucks Game	GMS Hockey Academy Students	8 & 9	24	9-Mar-2020	11-Mar-2020	2
75	OKM	5	Rome, Assisi, Dubrovnik, Zadar, Zagreb, and Vienna	Italy, Croatia, Austria	Music Cultural Learning	Concert and Jazz Band Students	10 to 12	60 to 100	9-Mar-2020	21-Mar-2020	12
76	OKM	4	Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Outdoor Education Students	11 & 12	20	11-Mar-2020	11-Mar-2020	0
77	MBSS	5	Disneyland and Universal Studios, Los Angeles and Anaheim, CA	USA	Music Performances and Workshops	Senior Concert Band Students	10 to 12	41	13-Mar-2020	19-Mar-2020	6
78	KSS, MBSS, OKM, & RSS	5	Annecy, Chambéry and Rumilly	France	4 Week Reciprocal Exchange Program	Grade 10 FIMM and Core French Students	10	15	14-Mar-2020	14-Apr-2020	31

Submitted to Board of Education Meeting – February 12, 2020

Page 11

### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
79	KSS, MBSS, OKM, & RSS	5	Annecy, Chambéry and Rumilly	France	6 Week Reciprocal Exchange Program	Grade 10 & 11 FIMM and Core French Students	11 & 12	19	14-Mar-2020	25-Apr-2020	42
80	KSS	5	Anaheim, Los Angeles, and Ontario, CA	USA	Leadership Education and Enrichment	Leadership Students	11 & 12	22	27-Mar-2020	5-Apr-2020	9
81	OKM	4	<b>RESCHEDULED FROM MARCH 2, 2020</b> Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Outdoor Education Students	11 & 12	20	1-Apr-2020	1-Apr-2020	0
82	KSS	5	New York, NY	USA	Musical and Cultural Events, Activities and Experience	Music Students	10 to 12	54+	5-Apr-2020	12-Apr-2020	7
83	GMS	5	Toronto and London, ON	Canada	Global Student Leadership Summit	Leadership Students	7 to 9	8	17-Apr-2020	22-Apr-2020	5
84	KLO	5	London, ON	Canada	Global Student Leadership Summit	Leadership Students	8 & 9	10	17-Apr-2020	22-Apr-2020	5
85	KSS	5	Toronto and London, ON	Canada	Global Student Leadership Summit	Leadership Students	10 to 12	10	17-Apr-2020	22-Apr-2020	5
86	MBSS	5	Toronto and London, ON	Canada	Global Student Leadership Summit	Leadership Students	9 to 12	12	17-Apr-2020	22-Apr-2020	5

### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
87	OKM	5	London, ON	Canada	Global Student Leadership Summit	Leadership Students	10 to 12	10	17-Apr-2020	22-Apr-2020	5
88	OKM	4	Victoria and the Gulf Islands, BC	Canada	Sailing and Life Training	Quest Students	8 to 12	28	19-Apr-2020	24-Apr-2020	5
89	OKM	4	Whistler, BC	Canada	Con Brio Music Festival	Music Students	9	50	23-Apr-2020	26-Apr-2020	3
90	ELE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year End Outdoor Experience	Grade 5 Students	5	29	29-Apr-2020	1-May-2020	2
91	DRK	5	Québec City and Charlevoix, QC	Canada	Linguistic, Cultural, and Historical Exploration in a Francophone Setting	French Immersion Students	9	30	2-May-2020	8-May-2020	6
92	RLE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year-End Outdoor Experience	Grade 5 Students	5	74	11-May-2020	12-May-2020	1
93	OKM	5	Calgary, AB	Canada	MusicFest Canada	Jazz Band Students	11 & 12	8	19-May-2020	22-May-2020	3
94	SKE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year-End/ Alternative PE / Outdoor Education	Grade 6 Students	6	46	25-May-2020	27-May-2020	2

## LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
95	CTE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year-End Celebration Trip: Archery, Hiking, Canoeing, Kayaking, Climbing Wall	Grade 5 Students	5	50	3-Jun-2020	5-Jun-2020	2
96	GPE	4	Silver Lake Forestry Camp, Peachland, BC	Canada	Year End Celebration Trip: Hiking, Archery, Canoeing, Paddle Boarding	Grade 5 Students	5	64	4-Jun-2020	5-Jun-2020	1
97	GME	4	Silver Lake Forestry Camp, Peachland, BC	Canada	Outdoor Camp Year-End Celebration	Grade 6 Students	6	104	10-Jun-2020	12-Jun-2020	2
98	AME	4	Sunnybrae Camp, Tapen, BC	Canada	Year-End Camping Trip	Grade 5 Students	5	105	17-Jun-2020	18-Jun-2020	1
99	DRK	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year-End Celebration	Grade 8 Students	8	56	17-Jun-2020	19-Jun-2020	2
100	MJE	4	Camp Owaissi, West Kelowna, BC	Canada	Year-End Celebration Trip: Archery, Hiking, Canoeing, Paddle Boarding	Grade 5 Students	5	77	17-Jun-2020	19-Jun-2020	2
101	KLO	5	Montréal and Québec City, QC	Canada	Cultural / Linguistic Experience in a Francophone Setting and Canadian History	French Immersion and Core French Students	8 & 9	30	20-Jun-2020	26-Jun-2020	6



**Central Okanagan  
Public Schools**  
Together We Learn

## **BOARD OF EDUCATION INCAMERA BOARD MEETING GENERAL STATEMENT**

**Date:** Wednesday, January 29, 2020  
**Time:** 3:30 pm to 5:35 pm  
**Location:** School Board Office  
1040 Hollywood Road S.  
Kelowna, BC

**In attendance:**

**Board of Education:**

Trustee M. Baxter, Chairperson  
Trustee N. Bowman (*arrived at 3:50 pm*)  
Trustee R. Cacchioni  
Trustee C. Desrosiers (*arrived at 3:35 pm*)  
Trustee J. Fraser  
Trustee A. Geistlinger  
Trustee L. Tiede

**In attendance:**

**Staff:**

K. Kaardal, Superintendent of Schools/CEO  
R. Stierman, Secretary-Treasurer/CFO  
B. McEwen, Executive Director of Human Resources  
M. DesRochers, Executive Assistant (*Recorder*)

**Absent:**

T. Beaudry, Deputy Superintendent  
K. Cormier, Director of Labour Relations

**The following general statement is prepared and issued in accordance with  
Section 72 (3) of the School Act RSBC 1996**

The meeting was called to order at 3:30 pm.

1. The Board adopted the Agenda as amended for the Incamera Meeting of January 29, 2020.
2. The Board adopted the Minutes as amended for the Incamera Meeting of January 15, 2020.
3. There was one Human Resources Information Items. (*Trustee Desrosiers joined the meeting at 3:35 pm*)
4. There were two Human Resources Action Items.
5. There was one Trustee comment.
6. There was one Action Item. (*Trustee Bowman joined the meeting at 3:50 pm*)
7. There was one Superintendent Emergent Issue
8. There were two Information Items.
9. There were two sent items for Board Correspondence received.
10. There were three Invitations (For Trustee Attendance).
11. There were three Board Meetings with Partner and Community Groups listed.
12. There were two dates for Informal Board Sessions/Interchanges listed.
13. There was one BC Public School Employers' Association Item.
14. There were four BC School Trustee Association Items.

The meeting was adjourned at 5:35 pm.

Ryan Stierman, Secretary-Treasurer/CFO



## **Financial Update**

### **Date: December 31, 2019**

#### **Background**

The Office of the Auditor General of BC, in their May 2016 report '*Improving Budgeting and Expenditure Management in the Public Education System*' recommended that every school district 'regularly report forecasted results compared with actual budget results to the school board (or committee of the board), and provide an accompanying discussion and analysis, as necessary, to fully communicate financial performance and key risks'.

#### **Financial Performance**

The District's fiscal year runs from July 1 to June 30 each year. The enclosed document analyzes the financial revenue and expenditures for the six months ending December 31, 2019. Comparison is provided to the 2019/2020 preliminary annual budget submitted in February 2019. Other items of note for the 2019/2020 financial year include:

Overall funded student enrolment was higher than anticipated resulting in an expected increase in projected operating grants. This increase as well as an unappropriated surplus from the 2019 fiscal year allowed additional teachers to be added to the system to support classroom composition as well as our increased English Language Learner (ELL) student population.

Based on the costs to December 31, 2019, the District's spending is progressing as expected. We anticipate an unrestricted operating surplus of approximately \$2-2.5M at June 30, 2020, which is in line with previous years.

Illness replacement at the end of December is expected to trend to budget by yearend.

Benefit costs are lower during the latter part of each calendar year (September- December) as a number of employees have reached their annual maximum for CPP and EI.

In the fall, once all registrations were processed, the District added bus routes to the system. These additional costs were absorbed in the Amended Annual Budget.

Revenue from outside sources is as expected year to date. International enrolment is at 378 FTE at the end of December and is expected to meet the projected 400 FTE by the end of the year.

During spring staffing (April 2019), 162 teacher FTE were identified to be funded by the Classroom Enhancement Fund (CEF). Of this, 118 FTE were enrolling teachers. In September, the District added an additional 9 teacher FTE to the system to better support classroom composition. In our fall CEF submission to the Ministry of Education, the District requested and received our full request of 182 FTE (2019 FTE = 147).

As previously discussed, in early 2018, an Independent Panel conducted a review of the BC K-12 Public Education Funding Model to ensure the education system receives stable and predictable funding. In March 2020, the Ministry of Education will announce the new funding formula for British Columbia school districts. District staff are mainly concerned with Recommendation 6 (Inclusive Education) and Recommendation 9 (Funding based on the number of students versus the number of courses being taken). At this time, it is unclear how the changes to the funding formula will affect our District.

### **Key Financial Risks**

Key financial risks for our District include the cost of sick leave and benefits, as well as unexpected cost increases in some major spending categories (utilities, insurance).

Cost of sick leave is budgeted using historical patterns applied to current staffing levels. The financial risk of overspending is mitigated through incorporating contingencies within these budgets to minimize the impact of unforeseen costs.

For other major spending categories, risk is mitigated through careful monitoring and if necessary, underspending in other discretionary areas to offset increasing costs.

Department and school budgets are actively reviewed by management and where areas of concern have been identified, department management have met to discuss ways of completing the year within the allotted budget.

---

Operating Fund			Actual to Dec 31, 2019	Forecast to Year End	2019/2020 Annual Budget	Forecast (Over) Under	Forecast Variance %	Commentary
Instruction	Salaries & Benefits	*	71,551,810	715,518,100	178,757,494	(536,760,606)	-300.27%	Overall student enrolment was higher than expected (resulting in increased teachers FTE) at the Annual Budget, Amended Budget has been adjusted for this increase.
	Services and Supplies		6,555,320	11,046,380	11,046,380	0	0.00%	Spending progressing as expected.
	<b>Total</b>	<b>1</b>	<b>78,107,130</b>	<b>726,564,480</b>	<b>189,803,874</b>	<b>(536,760,606)</b>	<b>-282.80%</b>	
District Administration	Salaries & Benefits	**	2,432,458	4,664,917	4,683,704	18,788	0.40%	Spending progressing as expected.
	Services and Supplies		948,141	1,680,447	1,680,447	0	0.00%	Spending progressing as expected.
	<b>Total</b>	<b>4</b>	<b>3,380,599</b>	<b>6,345,364</b>	<b>6,364,151</b>	<b>18,788</b>	<b>0.40%</b>	
Operations & Maintenance	Salaries & Benefits		7,043,677	14,887,353	15,083,590	196,236	1.30%	Spending progressing as expected.
	Services and Supplies		4,263,491	8,609,523	8,609,523	0	0.00%	Spending progressing as expected.
	<b>Total</b>	<b>5</b>	<b>11,307,167</b>	<b>23,496,876</b>	<b>23,693,113</b>	<b>196,236</b>	<b>0.83%</b>	
Transportation	Salaries & Benefits		1,442,473	3,050,000	2,945,336	(104,664)	-3.55%	Additional routes were added to the system in the fall, Annual Budget absorbed some of this but the Amended Budget has been adjusted for the additional expenses.
	Services and Supplies		850,060	1,183,500	1,183,500	0	0.00%	Spending progressing as expected.
	<b>Total</b>	<b>7</b>	<b>2,292,533</b>	<b>4,233,500</b>	<b>4,128,836</b>	<b>(104,664)</b>	<b>-2.53%</b>	
<b>TOTALS</b>			<b>95,087,430</b>	<b>760,640,220</b>	<b>223,989,975</b>	<b>(536,650,245)</b>	<b>-239.59%</b>	

\* The majority of staff attached to Instruction are paid over 10 months.

\*\* The majority of staff attached to District Administration are paid over 12 months.

Capital Fund			Actual to Dec 31, 2019	Forecast to Year End	2019/2020 Annual Budget	Forecast (Over) Under	Forecast Variance %	Commentary
Capital Assets	Local Capital	03	\$ 2,523,102	\$ 4,338,899	\$ 4,338,899	\$ -	0.00%	Additions relate primarily to the District's school refresh program and school based capital purchases.
	Bylaw Capital	99	5,278,020	52,780,204	13,195,051	(39,585,153)	-300.00%	Amortization adjusted each year once financial statements are finalized.
<b>TOTALS</b>			<b>\$ 7,801,123</b>	<b>\$ 57,119,103</b>	<b>\$ 17,533,950</b>	<b>\$ (39,585,153)</b>	<b>-225.76%</b>	

Special Purpose Funds		Fund	Actual to Dec 31, 2019	Forecast to Year End	2019/2020 Annual Budget	% of Budget Spent	Forecast (Over) Under
Annual Facilities		57	\$ 1,186,586	\$ 1,200,778	\$ 785,351	151.09%	Includes prior year carry forward balances to be spent by March 2020.
Classroom Enhancement		71	6,706,854	15,663,856	12,240,629	54.79%	Additional CEF funding has been requested & awarded. Once the 2019/20 amended budget is approved, the budget figures in this report will be updated. Total CEF funds awarded were \$17,315,239. An additional 13 teacher FTE has been added to the system effective January 13, 2020.
Community Link		85	483,605	1,261,106	1,270,780	38.06%	Includes fiscal 2019 carry fwd to be spent by June 2020.
Learning Improv-Support Staff		97	176,383	868,237	793,018	22.24%	Includes fiscal 2019 carry fwd to be spent by June 2020.
Official Languages (French)		96	140,653	331,771	308,871	45.54%	Includes fiscal 2019 carry fwd to be spent by June 2020.
Provincial Resource Project		88	92,660	186,965	180,570	51.32%	Includes fiscal 2019 carry fwd to be spent by June 2020.
Ready Set Learn		95	20,135	75,950	75,948	26.51%	Spending will progress as expected throughout the year.
School Generated		89	1,928,053	7,800,000	7,300,000	26.41%	Preliminary budget was light; adjusted through Amended Budget.
Special Education Equipment		72	-	22,065	30,000	0.00%	Spending will progress as expected throughout the year.
Strong Start		94	103,465	256,000	256,000	40.42%	Spending will progress as expected throughout the year.
<b>TOTALS</b>			<b>\$ 10,838,393</b>	<b>\$ 27,666,728</b>	<b>\$ 23,241,167</b>	<b>46.63%</b>	

**Total Budget Bylaw** **\$ 264,765,092**

Bylaw Capital Projects		Fund	Actual to Dec 31, 2019	Ministry COA Budget	Balances Still to Withdraw	% of Budget Spent	Forecast (Over) Under
Annual Facilities Grant		57	\$ 1,231,789	\$ 3,075,143	\$ 1,843,354	40.06%	Expected to fully spend by March 31, 2020.
Canyon Falls Middle		33	36,919,095	37,110,000	\$ 190,905	99.49%	Project is at substantial completion, building deficiencies still outstanding.
H.S. Grenda Middle		33	4,256,031	34,407,183	\$ 30,151,152	12.37%	Must be fully spent by June 1, 2021, will request extension as required.
Dust Collectors		34	291,605	513,549	\$ 221,944	56.78%	Projects are almost completed. Balance will be tsf to MOE Restricted for future use.
MBSS Bathroom Upgrade		35	564,389	590,000	\$ 25,611	95.66%	Project has been completed. Balance will be tsf to MOE Restricted for future use.
RLE Playground		35	105,000	105,000	\$ -	100.00%	Playground has been purchased and installed.
SLE Playground		35	105,000	105,000	\$ -	100.00%	Playground has been purchased and installed.
Replacement Buses		35	939,944	984,008	\$ 44,064	95.52%	Project has been completed. Balance will be tsf to MOE Restricted for future use.
<b>TOTALS</b>			<b>\$ 44,412,853</b>	<b>\$ 76,889,883</b>	<b>\$ 32,477,029</b>	<b>57.76%</b>	

Other Information					2019/2020 Figures (30-Sept-19)	2018/2019 Figures	Notes
Appropriated Surplus					0	4,023,494	
Unappropriated Surplus					0	1,866,565	
	<b>Total Surplus</b>				<b>\$ -</b>	<b>\$ 5,890,059</b>	Available for carry forward
Staffing FTE	Teachers	MBF			1,420.97	1,382.51	Change FTE growth & complexity of school organizations
	Principal/Vice Principals	MBF			99.60	94.00	5.60 Ab. Ed. VP (1), Int'l Ed. District Principal (.6), CFS (2), middle school VP (2)
	Educational Assistants				554.00	510.00	44.00 Student FTE growth & complexity of school organizations
	Support Staff				519.00	498.00	21.00 Increase in bus drivers (routes), advocates (increase in funding), clerical (CFS)
	Other Professionals	MBF			39.50	37.70	1.80 Asst Transport Mng (1), Asst Cust Mng (1), Int'l Ed. (-2)
	<b>Total Staffing FTE</b>				<b>2,633.07</b>	<b>2,522.21</b>	
Funded Students (FTE)							Change
	School Age				22,672.0000	22,279.6000	392.40 Annual Budget = 150 FTE, April staffing = 352.5 FTE
	Alternate Schools				261.5000	255.0000	6.50
	Distributed Learning (DL)				122.6875	144.5000	(21.81) February recount expected to absorb this FTE decrease
	<b>Total Enrolment Based Funding</b>				<b>23,056.1875</b>	<b>22,679.1000</b>	
							Change
	Level 1 Special Needs				15.0000	18.0000	(3.00)
	Level 2 Special Needs				1,012.0000	904.0000	108.00 new Ks, home school & private sector students in our system.
	Level 3 Special Needs				267.0000	223.0000	44.00
	English Language Learners				756.0000	604.0000	152.00 Per are a preferred destination for Immigration, Refugees & Citizenship Canada to settle refugees. As well, our syrian student FTE has increased over the prior year.
	Aboriginal Education				2,864.0000	2,679.0000	185.00 More students accessing the Aboriginal Education program
	Adult Education				6.2500	6.7500	(0.50)
	<b>Supplemental for Unique Student Needs</b>				<b>4,920.2500</b>	<b>4,434.7500</b>	
	CE - Feb/May (Recount)				0.0000	12.0000	Feb & May/20 FTE not yet included
	DL - Feb/May (Recount)				0.0000	327.0000	Feb & May/20 FTE not yet included
	Level 2 Special Needs				0.0000	10.0000	Feb & May/20 FTE not yet included
	Level 3 Special Needs				0.0000	20.0000	Feb & May/20 FTE not yet included
	ELL Supplement - Newcomer Refugees				0.0000	3.0000	Feb & May/20 FTE not yet included
	<b>Total Feb &amp; May Enrolment Counts</b>				<b>0.0000</b>	<b>372.0000</b>	
	International Education				400.0000	400.0000	
	<b>Total Student FTE</b>				<b>28,376.4375</b>	<b>27,885.8500</b>	



---

To: **Board of Education**  
From: Delta Carmichael, Assistant Secretary Treasurer  
Date: January 22, 2020  
Re: 2020/2021 Budget Survey Questions DRAFT

---

Please find below a list of draft budget survey questions for consideration. Per Policy 160 Finance and Audit Committee, section 3.1 Budget Development, on an annual basis, the District is required to solicit input from the partner groups and the general public on the development of the next year's budget.

1. With regard to your child's education, what is most important to you and why?
2. What changes to programs, services and/or activities would you like the District to consider as we develop the 2020/2021 budget?
3. Are there other efficiency measures or cost-saving ideas we should consider as we develop the 2020/2021 budget?
4. If the new Ministry funding model results in a budget shortfall, what programs, services and/or activities would you like to have the District prioritize.
5. What other information would you like us to know that will help us establish next year's (2020/2021) budget?