



CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

**Finance and Audit Committee Meeting
Public Meeting**

**Wednesday, February 19, 2020, 4:00 pm
School Board Office
1040 Hollywood Road S
Kelowna, BC**

Board of Education: Trustee R. Cacchioni, Chairperson
Trustee N. Bowman, Committee Member
Trustee L. Tiede, Committee Member
Trustee M. Baxter

Staff: Delta Carmichael, Assistant Secretary-Treasurer
Ryan Stierman, Secretary-Treasurer/CFO
Val Dougans, Finance Manager
Kevin Kaardal, Superintendent of Schools/CEO
Terry Beaudry, Deputy Superintendent of Schools (*arrived at 4:07 pm*)
Michelle DesRochers, Executive Assistant

Partner Groups: Susan Bauhart, COTA President
Teri Wishlow, CUPE Vice-President
Mike Dornian, COPVPA Treasurer
Cherylee Morrison, COPAC Co-President (*arrived at 4:16 pm*)
Zijun Meng, DSC - Grade 12 at OKM Secondary

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

AGENDA

February 19, 2020 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Audit Committee Public Meeting Report - January 22, 2020

January 22, 2020 Committee Report - received as distributed.

PRESENTATION

2020-2021 Budget Presentation

4:07 pm: The Deputy Superintendent of Schools joined the meeting.

The Assistant Secretary-Treasurer presented an overview on how the District's operating budget is allocated as well as the predicted 2020-2021 budget pressures and responded to Trustee and partner group queries.

4:16 pm: The COPAC Co-President joined the meeting.

The Committee recommended a few amendments to the Budget Presentation. The Assistant Secretary-Treasurer will amend the Budget Presentation accordingly prior to it being posted on the District's website. The 2020-2021 Budget Presentation will be shared at the COPAC Meeting on March 2, 2020 at 6:30 pm at Hollywood Road Education Services (1040 Hollywood Road S.) in Room 3.

4:33 pm: The Deputy Superintendent of Schools left the meeting.

4:36 pm: The Deputy Superintendent of Schools rejoined the meeting.

DISCUSSION/INFORMATION ITEMS

School Fees Discussion (Ministry of Education School Fee Guidelines)

The Assistant Secretary-Treasurer provided an overview of the Ministry of Education's guidelines regarding what school districts can charge fees for. Some examples include specialty programs, school supplies, and optional field studies or special events. Currently, Central Okanagan Public Schools charges fees related to standard fees (e.g. optional school supply, cultural, and student activity), transportation fees, academy fees, as well as goods and services fees (e.g. yearbooks, uniforms, field studies, musical instrument rentals, and graduation ceremonies).

The Assistant Secretary-Treasurer stated that although school districts may charge fees under the Ministry of Education's guidelines, the Ministry of Education also requires boards of education to also have a financial hardship policy to help students who are in financial need. The Central Okanagan Public Schools' financial hardship policy is defined in *Board Regulation 425R - Student Fees (Regulations)*, section 8.

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

Future Public Board Meeting

- School Fees Discussion (Ministry of Education School Fee Guidelines)

ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

September

- Presentation: Audited Financial Statements for the Fiscal Year
- Audited Financial Statements for the Fiscal year (*Action Item*)

November

- Financial Update at September 30th School District No. 23 (Central Okanagan) Budget Development Principles
- School District No. 23 (Central Okanagan) Budget Development Timeline

January

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

February

- Budget Presentation

April (1st Meeting)

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2020-2021 Fiscal Year

April (2nd Meeting)

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

May

- Auditor's Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year
- Annual CommunityLINK Allocations
- Financial Update - International Education Program

June

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

FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

All meetings start at 4:00 pm.

April 1, 2020, April 15, 2020, May 20, 2020, June 17, 2020

September 16, 2020, October 21, 2020, November 18, 2020

MEDIA QUESTIONS

Connor Trembley – Kelowna Capital News: Mr. Trembley queried what school fees increased from last school year to this school year as well as what the fees are used for.

The Assistant Secretary-Treasurer stated that School Supply Fee for elementary students increased to \$35 from \$30 in May 2019. The School Supply Fee is used to buy personal school supplies needed throughout the year.

Mr. Trembley queried if the funding formula includes all the funding received.

The Assistant Secretary-Treasurer stated that the funding formula only includes the operating funds, it does not include other funding (e.g. Special Purpose Funding).

ADJOURNMENT

The meeting adjourned at 5:11 p.m.

Questions - Please Contact:

Trustee Cacchioni, Chairperson at 250-765-3419 or Rolli.Cacchioni@sd23.bc.ca

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

Rolli Cacchioni, Chairperson