



**Central Okanagan  
Public Schools**

Together We Learn

## **CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT**

### **Finance and Planning Committee Meeting**

#### **Public Meeting**

**Wednesday, February 12, 2025, 4:00 pm**

**School Board Office**

**1040 Hollywood Road S**

**Kelowna, BC**

- Board of Education: Trustee L. Tiede, Committee Chair  
Trustee W. Broughton, Committee Member  
Trustee C. Desrosiers, Committee Member  
Trustee J. Fraser  
Trustee A. Geistlinger (*joined meeting at 4:08 pm*)
- Staff: Delta Carmichael, Secretary-Treasurer/CFO  
Jon Rever, Acting Deputy Superintendent  
David Widdis, Planning Manager  
Gabe Cacchioni, Finance Manager  
Lise Bradshaw, Executive Assistant – Recorder
- Absent: Kevin Kaardal, Superintendent of Schools/CEO  
Rob Drew, Director of Operations  
Josh Currie, Assistant Director of Operations
- Partner Groups COTA: Susan Bauhart, President  
CUPE: Teri Wishlow, President and Jana Laing, Secretary-Treasurer  
COPAC: Nicola Baker, President and Jeannette Watson, Vice-President

*There were no representatives from DSC or COPVPA.*

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

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### **AGENDA**

February 12, 2025 Committee Agenda - approved as presented.

## **REPORTS/MATTERS ARISING**

### **Finance and Planning Committee Public Meeting Report - January 29, 2025**

January 29, 2025 Committee Report - received as distributed.

## **PRESENTATION**

### **2025/2026 Preliminary Budget Presentation**

The Secretary-Treasurer/CFO delivered a PowerPoint on the 2025/2026 Annual Budget. The presentation covered the District's overarching goal, strategic directions, staffing, student data, financial sources as well as assumptions and challenges involved in preparing the 2025/2026 Annual Budget Bylaw. The PowerPoint was also shared at the February 3, 2025 COPAC Meeting and is also posted on the District's website.

*4:08 pm: Trustee Geistlinger joined the meeting.*

The Secretary-Treasurer/CFO responded to questions from the Committee regarding Certified Education Assistants, portables, French funding, Classroom Enhancement Funding, Feeding Futures and the Ministry of Education and Child Care funding announcement date.

## **PUBLIC QUESTION/COMMENT PERIOD**

No members of the public in attendance.

## **COMMITTEE MEMBERS' QUERIES/COMMENTS**

None.

## **DISCUSSION/ACTION ITEMS**

### **2024/2025 Amended Annual Budget Bylaw**

The Secretary-Treasurer/CFO presented the 2024/2025 Amended Annual Budget, reflecting updated revenues and expenses based on actual student enrolment and actual expenditure patterns. The 2024/2025 Annual Budget was originally built on a projected student enrolment of 400 FTE which aligned with prior trends. In September, 2024 the overall funded student enrolment was lower than anticipated, which resulted in a \$2.2M budget adjustment to the 2024/2025 Amended Annual Budget.

Other changes in revenue were due to:

- \$2.8M labour settlement funds which covered the 1% cost of living allowance increase for teachers, support staff, principals, vice principals and exempt staff in the 2024/2025 school year.

- \$335,315 in additional Jordan's Principle funding from Indigenous Services Canada.
- The addition of 20 International Education student FTE in September 2024, with an additional 5 FTE expected in the second semester.
- Additional \$5.9M Classroom Enhancement Fund funding, allowing for 35 additional FTE teachers.
- An increase of \$3M in school-generated funds, representing fees collected in schools.

Changes in expenditures were due to:

- A budget pressure of \$2.2M (however, senior staff worked collaboratively to identify \$2.2M in savings. Where possible, unfilled positions were left vacant to avoid impact to existing positions.
- Increase in Jordan's Principle funded CEA costs due to an increase in approved applications.
- Teacher illnesses increased by a .5 additional day per teacher FTE (12 days in total).
- Labour settlement funds mentioned above generated an increase in the wages and related benefits.
- Classroom Enhancement funded teacher salaries and benefits increased by 35 FTE due to enrolment and composition needs.
- Changes to services and supplies budgets.

The Secretary-Treasurer/CFO responded to questions from the Committee.

### **Outcomes:**

**The Finance and Planning Committee recommended to the Board:**

**THAT: The Board of Education of School District No. 23 (Central Okanagan) give first reading to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for the Fiscal Year 2024/2025 in the amount of \$384,094,443.**

**THAT: The Board of Education of School District No. 23 (Central Okanagan) give second reading to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for the Fiscal Year 2024/2025 in the amount of \$384,094,443.**

**THAT: The Board of Education of School District No. 23 (Central Okanagan) give all three readings to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for the Fiscal Year 2024/2025 in the amount of \$384,094,443.**

**THAT: The Board of Education of School District No. 23 (Central Okanagan) give third reading and adopt the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for the Fiscal Year 2024/2025 in the amount of \$384,094,443 on the 19th day of February 2025.**

### **Review of Transportation Fees for the 2025/2026 Fiscal Year**

The Secretary-Treasurer/CFO outlined three options for the Committee to consider relating to a proposed increase in student transportation fees for the 2025/2026 school year. Since the Government of British Columbia only provides \$600,000 in transportation funding, the District must heavily subsidize the Transportation budget each year, with these funds coming from the District's Operating funds. The Committee members and Trustees discussed the various options and unanimously agreed to the lowest fee increase.

*5:23 pm: The CUPE President left the meeting.*

#### **Outcome:**

**The Finance and Planning Committee recommended to the Board:**

**THAT: The Board of Education set the transportation fee at \$525 per year for each bus rider for the period effective July 1, 2025 to June 30, 2026.**

Additionally, Trustees and Committee members discussed possible solutions to advocate for this issue, and ways they could possibly alleviate some of the Transportation budget pressures.

#### **Outcome:**

**The Finance and Planning Committee recommended to the Board:**

**THAT: The Board of Education requests the transportation department to perform a review of secondary bus routes to determine if school buses are providing service where reliable BC Transit Service is available.**

### **2025/2026 School Fees Summary**

The Secretary-Treasurer/CFO recommended an increase to the fee that is charged to elementary school students for school supplies. This fee has not seen an increase since July of 2019.

#### **Outcome:**

**The Finance and Planning Committee recommended to the Board:**

**THAT: The Board of Education approve the school supply fee increase from \$35/student to \$40/student effective July 1, 2025 as presented at the February 12, 2025 Finance and Planning Committee meeting.**

### **Proposed Catchment Boundary Adjustment – Webber Road Elementary and Shannon Lake Elementary**

The Planning Manager outlined the need for a catchment boundary adjustment due to the new 53-lot subdivision in the Smith Creek Road area in West Kelowna. The recommended adjustment is a minor change, does not have a significant change to the neighbourhood, no students are living in the area currently, and the boundaries stay within the established policies.

The Planning Manager answered queries from the Committee members.

**Outcome: The Finance and Planning Committee recommended to the Board:**

**THAT: The catchment boundary between Shannon Lake Elementary and Webber Road Elementary be adjusted, as attached to the Agenda, and as presented at the February 12, 2025 Finance and Planning Committee meeting.**

### **Enhancement Agreement – North Glenmore Elementary Rubber Surface**

The Planning Manager outlined the proposed Enhancement Agreement to install a rubberized surface to provide accessible access to the swing on the playground at North Glenmore Elementary School.

The COPAC President expressed concern regarding the approval of this Enhancement Agreement considering the queue of PAC Enhancement Agreement requests in the District. She also queried the similar request to install a rubber surface on the playground at École Dorothea Walker Elementary. Trustee Broughton queried the cost of the installation; the Planning Manager advised that it was approximately \$20,000.

**Outcome: The Finance and Planning Committee recommended to the Board:**

**THAT: The Board of Education enter into an Enhancement Agreement with North Glenmore Elementary School for the installation of playground swing and rubber surface, as attached to the Agenda, and as presented at the February 12, 2025 Finance and Planning Committee Meeting.**

### **Three Year Annual Facility Grant (AFG) Plan 2025/2026 - 2027/2028**

*6:29 pm: The COPAC President left the meeting.*

The Planning Manager provided the plan for the Three-Year Annual Facility Grant created by the Operations Department, based on an understanding that grant funding levels will remain consistent.

The Committee and Trustees queried line items planned for each year and the amount of deferred maintenance.

**Outcome: The Finance and Planning Committee recommended to the Board:**

**THAT: The Board of Education approve the Annual Facility Grant Plan for 2025/2026 through 2027/2028, as attached to the Agenda and as presented at the February 12, 2025 Finance and Planning Committee Meeting.**

## **DISCUSSION/INFORMATION ITEMS**

### **2024/2025 Ministry Funding Recalculation Allocation - Updated January 28, 2025**

The Secretary-Treasurer/CFO reviewed the tables on the 2024/2025 Ministry Funding Recalculation Allocation, which were not provided until January 28, 2025. There were no significant changes.

## **COMMITTEE CORRESPONDENCE**

None

## **RECOMMENDATIONS/REFERRALS TO THE BOARD**

February 12, 2025 Public Meeting:

Action Items:

- 2024/2025 Amended Annual Budget Bylaw
- Review of Transportation Fees for the 2025/2026 Fiscal Year
- Review of Secondary School Bus Routes
- 2025/2026 School Fees Summary
- Proposed Catchment Boundary Adjustment – Webber Road Elementary and Shannon Lake Elementary
- Enhancement Agreement – North Glenmore Elementary Rubber Surface
- Three Year Annual Facility Grant (AFG) Plan 2025/2026 - 2027/2028

Information Item:

- 2024/2025 Ministry Funding Recalculation Allocation - Updated January 28, 2025

## **ITEMS FOR FUTURE FINANCE AND PLANNING COMMITTEE MEETINGS**

### **April (1st Meeting)**

#### Finance:

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2025/2026 Fiscal Year

### **April (2nd Meeting)**

#### Finance:

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

#### Planning:

- Proposed Site for Surplus Portables and School Buses (deferred from November 20, 2024 meeting)

### **May**

#### Finance:

- 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
- Financial Update - Feeding Futures Program

#### Planning:

- Annual Transportation Update
- Capital Plan Submission

### **June**

#### Finance:

- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year 2025/2026
- 2024/2025 Accumulated Operating Surplus Review
- Proposed Multi-Year Financial Plan (2025/2026 to 2027/2028)
- Annual Review of Financial Planning and Reporting Policy

#### Planning:

- Energy and Sustainability Presentation

## **FUTURE FINANCE AND PLANNING COMMITTEE MEETINGS**

- Wednesday, April 2, 2025
- Wednesday, April 23, 2025
- Wednesday, May 21, 2025
- Wednesday, June 18, 2025

4:00 pm, Main Board Room  
1040 Hollywood Rd. S., Kelowna

## **MEDIA QUESTIONS**

None.

## **ADJOURNMENT**

The meeting adjourned at 6:40 pm.

### **Questions - Please Contact:**

Trustee Lee-Ann Tiede, Committee Chair at 250-258-3556 or [Lee-Ann.Tiede@sd23.bc.ca](mailto:Lee-Ann.Tiede@sd23.bc.ca)

Delta Carmichael, Secretary-Treasurer/CFO at 250-860-8888 or [Delta.Carmichael@sd23.bc.ca](mailto:Delta.Carmichael@sd23.bc.ca)

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Lee-Ann Tiede, Chair