

CENTRAL OKANAGAN PUBLIC SCHOOLS – BOARD COMMITTEE REPORT

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

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

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

In attendance:

Board of Education:

Trustee R. Cacchioni (Chairperson)
Trustee J. Fraser (Committee Member)
Trustee L. Tiede (Committee Member) – *arrived at 4:03 pm*
Trustee M. Baxter

In attendance:

Staff:

R. Stierman, Secretary-Treasurer/CFO
D. Carmichael, Assistant Secretary-Treasurer
V. Dougans, Finance Manager
M. DesRochers, Executive Assistant (*Recorder*)

Absent:

K. Kaardal, Superintendent of Schools/CEO
T. Beaudry, Deputy Superintendent of Schools

Partner Group Representation:

COTA Susan Bauhart, President
COPAC Cherylee Morrison, Co-President
COPVPA Mike Dornian, Treasurer
CUPE Teri Wishlow, Vice-President
DSC Sebastian Sharma, Grade 11 at Okanagan Mission Secondary
DSC Armaan Sidhu, Grade 11 at George Elliot Secondary
DSC Myah Taylor, Grade 11 at George Elliot Secondary

Agenda/Additions/Amendments/Deletions

Trustee Baxter was appointed Acting Committee Member in the absence of Trustee Tiede.

November 20, 2019 Agenda – approved as presented.

Reports/Matters Arising

October 16, 2019 Committee Report – received as presented.

Discussion/Action Items

1. 2019-2020 Budget Timeline and Budget Development Principles

The Assistant Secretary-Treasurer outlined the 2019-2020 Budget Timeline and Budget Development Principles. The Budget Timeline outlines the significant dates and deadlines pertaining to both the amendments of the current year's budget as well as the development of next year's budget. The Budget Develop Principles were developed a number of years ago and serve as a guideline when making budget decisions.

In response to a query from the COTA President, the Secretary-Treasurer/CFO stated that the District anticipates to receive the funding formula by March 2020.

4:03 pm: Trustee Tiede joined the meeting and assumed her role as Committee Member.

Outcome

The Committee recommended that the Board of Education approve the 2019-2020 Budget Timeline as presented at the November 20, 2019 Finance and Audit Committee Meeting.

The COTA President requested that, with the potential provincial budget cuts, the District review the budget to ensure funds are allocated appropriately. The COTA President also requested that Collaborative Time be added into the budget.

Discussion/Information Items

1. Financial Update – International Education Program

The Assistant Secretary-Treasurer stated that the Board requested information on the distribution of revenue from the International Education Program to Central Okanagan Public Schools. The Assistant Secretary-Treasurer reviewed the Financial Summary of the International Education Program, the student per pupil analysis, and a comparison between the District's 2019 per student funding, with and without the revenue generated from the International Education Program, with other comparable sized districts in the province.

Dr. Rick Oliver, Assistant Superintendent, stated that since the Financial Update was prepared, the District has met its financial targets with 413 full time equivalent (FTE) students.

2. Statement of Financial Information for June 30, 2019

The Assistant Secretary-Treasurer provided the Statement of Financial Information (SOFI) for June 30, 2019. The full report is available on the District's website (Board of Education – Committees – Finance and Audit Committee – Agendas – 11/20/2019). Once the SOFI Report is signed it will be posted on the District's website under District Info – Financial Reports.

4:17 pm: Trustee Baxter left the meeting.

3. Funding Model Review Update

The Secretary-Treasurer/CFO stated that the following four working groups were established to assess the implications of some of the Funding Model Review Panel's 22 Recommendations. The four working groups are: Financial Management, Adult and Continuing Education, Inclusive Education, and Online Learning.

The Secretary-Treasurer/CFO reviewed the Financial Management and the Adult and Continuing Education working group reports. The District is supportive of both the Financial Management and the Adult and Continuing Education working groups' comments.

4:19 pm: Trustee Baxter rejoined the meeting.

4:21 pm: Trustee Baxter left the meeting.

The Secretary-Treasurer/CFO stated that, in terms of the Inclusive Education Report, the District is concerned that a prevalence model will not be responsive enough to reflect the significant growth that the District is experiencing as it will use historical and census data that is not necessarily updated in a timely manner.

The Secretary-Treasurer/CFO outlined a *Student Designation Analysis* that the District staff prepared and responded to questions. The analysis illustrates the impact the funding model to support inclusive education will have on Central Okanagan Public Schools.

The Secretary-Treasurer/CFO reviewed the Online Learning working group report and stated that the District has no concerns.

4:33 pm – Trustee Baxter rejoined the meeting.

Items Requiring Special Mention

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

Future Public Board Meeting:

- *2019-2020 Budget Timeline and Budget Development Principles (Action Item)*
- *Financial Update – International Education Program (Information Item)*
- *Statement of Financial Information for June 30, 2019 (Information Item)*
- *Funding Model Review Update (Information Item)*

Items for Future Finance and Audit Committee Meetings

Future Public Finance and Audit Committee Meetings

- Rental Program Report (Profitability)
- Review of all Joint Use Agreements

September	October	November
- Presentation: Audited Financial Statements for the Fiscal Year - Audited Financial Statements for the Fiscal Year (<i>Action Item</i>)	- Financial Update at September 30th -	- Budget Development Principles - School District No. 23 (Central Okanagan) Budget Development Timeline
January	February	April (1st meeting)
- Amended Annual Budget for the Fiscal Year - Ministry Recalculation Allocation – School District No. 23 and Provincial - Financial Update at December 31st - Budget Survey development - Annual Review of Committee's Mandate, Purpose and Function	- Budget Presentation	- Overview of Budget Allocation - Budget Consultation Input Received - Trustee Indemnity for the 2019/2020 Fiscal Year
April (2nd meeting)	May	June
- Central Okanagan School District Preliminary Budget Proposal – Superintendent's Budget Recommendations - Financial Update at March 31st	- Auditor's Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year - Annual CommunityLINK Allocations - Financial Update – International Education Program	- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year

Meeting Schedule

Future meetings will be determined by the Board of Education at the Public Board Meeting on November 27, 2019.

Questions – Please Contact:

Trustee Rolli Cacchioni, Chairperson

Phone: 250-765-3419

email: Rolli.Cacchioni@sd23.bc.ca

Delta Carmichael, Assistant Secretary-Treasurer

Phone: 250-470-3233

email: Delta.Carmichael@sd23.bc.ca

Rolli Cacchioni, Chairperson