



**Central Okanagan  
Public Schools**

Together We Learn

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

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

#### **Public Meeting**

**Wednesday, September 18, 2024, 4:00 pm**

**School Board Office**

**1040 Hollywood Road S**

**Kelowna, BC**

Board of Education: Trustee W. Broughton, Co-Chair  
Trustee J. Fraser, Co-Chair  
Trustee V. Johnson, Committee Member *(by telephone)*  
Trustee L. Guderyan, Committee Member  
Trustee C. Desrosiers  
Trustee A. Geistlinger  
Trustee L. Tiede

Staff: Delta Carmichael, Secretary-Treasurer/CFO  
Alicia Austen, Acting Assistant Secretary-Treasurer  
Rob Drew, Director of Operations  
Josh Currie, Assistant Director of Operations  
Jason Groetchen, Maintenance Manager  
David Widdis, Planning Manager  
Kevin Kaardal, Superintendent of Schools/CEO  
Terry Beaudry, Deputy Superintendent of Schools  
Lise Bradshaw, Executive Assistant (Recorder)

Partner Groups Teri Wishlow, CUPE President  
Susan Bauhart, COTA President  
Nicola Baker, COPAC President  
Nathan Hind, COPAC Member at Large

*There were no representatives from COPVPA or District Student Council.*

**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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Trustee Broughton, Co-Chair, advised:

*Due to the combination of the Finance and Audit Committee with the Planning and Facilities Committee effective September 1, 2024, Trustees have agreed that until the new Committee Chair is elected (at the October 30, 2024 AGM), Trustee Broughton will chair the September 18, 2024 Finance and Planning Committee meeting, and Trustee Fraser will chair the October 16, 2024 Finance and Planning Committee meeting.*

*Furthermore, as the two Action items on the Agenda relate to Finance, the voting committee members of the former Finance and Audit Committee will vote on the motions.*

## **AGENDA**

September 18, 2024 Committee Agenda - approved as presented.

## **REPORTS/MATTERS ARISING**

### **Finance and Audit Committee Meeting Report - June 19, 2024**

June 19, 2024 Committee Report - received as distributed.

### **Planning and Facilities Committee Meeting Report - May 1, 2024**

May 1, 2024 Committee Report - received as distributed.

## **PRESENTATIONS**

### **Report to the Finance and Planning Committee - Communication of Audit Results and Audited Financial Statements Fiscal Year 2023/2024**

Tyler Neels of Grant Thornton LLP presented the Auditor's Report to the Finance and Planning Committee regarding the audit results of the audited financial statements for the fiscal year June, 30, 2024. The Report highlighted:

- Deliverables required,
- Audit risks and results,
- Accounting practices,
- Adjustments and uncorrected misstatements,
- Asset retirement obligations,
- Internal control observations - journal entries.

The June 30, 2024 audit of the Central Okanagan Public Schools is substantially completed, and the final audited financial Statements as at June 30, 2024 will be provided, for final approval, at the next Public Board meeting scheduled for September 25, 2024. Once approved, the audited financial statements as at June 30, 2024 will be provided to the Ministry of Education and Child Care by the September 30, 2024 filing deadline.

Mr. Neels and staff responded to queries from the Committee regarding:

- Actuarial valuation by Mercer Consultants regarding employee future benefits,
- Adjustments and uncorrected misstatements,
- Management representation letter,
- Why sick leave funds are not classified as restricted or targeted funding.

The Superintendent of Schools/CEO thanked Mr. Neels and the team from Grant Thornton for their thorough work over the summer. Special mention also went to the Secretary-Treasurer/CFO and the short-staffed Finance team.

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

The COTA President queried the seemingly low student enrolment numbers and possible shortfall for the 2024/2025 school year, and the impact this may have to the 2024/2025 Classroom Enhancement Fund (CEF) request due to the Ministry of Education and Child Care in the fall. The Superintendent of Schools/CEO responded to say that the District works with the Ministry of Education and Child Care to anticipate the CEF funding request but there will likely be an impact this year.

The Superintendent of Schools/CEO shared that the Ministry of Education and Child Care had just announced the addition of an 8-classroom pre-fabricated addition to Webber Road Elementary School.

The COPAC President queried whether there is a list of requests for the pre-fabricated classrooms. The Director of Operations confirmed that these are all listed in the 5 Year Capital Plan that was submitted to the Ministry of Education and Child Care in June of 2024.

The CUPE President queried whether capital projects have holdbacks with contractors to ensure that projects are finished in a timely manner. The Director of Operations confirmed that there are holdbacks.

## **DISCUSSION/ACTION ITEMS**

### **Audited Financial Statements Fiscal Year 2023/2024**

The Secretary-Treasurer/CFO presented the Audited Financial Statements as at June 30, 2024, which included a Statement of Financial Position, Statement of Operations, Statement of Remeasurement Gains and Losses, Statement of Changes in Net Debt, and Statement of Cash Flows.

#### **Outcomes:**

**The Finance and Planning Committee received the Audited Financial Statements Fiscal Year 2023/2024, as attached to the Agenda, and as presented at the September 18, 2024 Finance and Planning Committee Meeting;**

**The Committee recommended that the Board of Education receive and approve the Audited Financial Statements Fiscal Year 2023/2024.**

### **2023/2024 Accumulated Operating Surplus**

The Secretary-Treasurer/CFO presented information on the 2023/2024 Accumulated Operating Surplus. Board Policy 161 *Accumulated Operating Surplus* establishes the guidelines and resources on the accumulation and use of operating surplus.

Trustee Desrosiers thanked the Finance team for their hard work and recognized how difficult it is to have a surplus when the District is not funded for inflation.

Trustee Guderyan queried the recommended percentage for a surplus.

*The Secretary-Treasurer/CFO and the Superintendent of Schools/CEO responded to queries.*

#### **Outcomes:**

**The Finance and Audit Committee received the 2023/2024 Accumulated Operating Surplus Report for the year ended June 30, 2024, as attached to the Agenda, and as presented at the September 18, 2024 Finance and Planning Committee Public Meeting.**

**The Committee recommended that the Board of Education receive and approve the 2023/2024 Accumulated Operating Surplus for the year ended June 30, 2024**

## **DISCUSSION/INFORMATION ITEMS**

### **Financial Statement Discussion and Analysis for the Year Ending June 30, 2024**

The Secretary-Treasurer/CFO stated that the Ministry of Education and Child Care requires that the District provide a Financial Statement Discussion and Analysis Report to accompany the audited financial statements each year as supplementary information. This detailed report is prepared by District staff and is based on currently known facts, decisions and conditions. It includes a summary of significant events (capital projects), indicators of financial health, financial liabilities, operating revenues and expenses, FTE student enrolment data, expenditure overview, and comparisons.

### **2024 Summer Projects Update**

The Director of Operations outlined the extensive work done by the Operations team over the summer months. During the summer, routine maintenance of facilities, grounds, transportation and custodial is carried out. In addition to this routine maintenance throughout the District, complex construction projects were completed, portables were moved and installed, and enhancement agreements were completed, all of which required dedication, skill and professionalism. Custodial and Transportation staff also worked diligently to ensure students and staff had a safe, and clean environment to return to in September. The Operations Department will continue to focus on completing outstanding or deficient items from these projects, moving quickly onto other key projects and priorities to continue supporting schools throughout the 2024/2025 school year.

The Director of Operations provided a PowerPoint Presentation showing photos of various school sites and projects. The Director of Operations, the Assistant Director of Operations and the Superintendent of Schools/CEO responded to comments and questions from Committee members regarding:

- The new kitchen space at Rutland Middle School, for Foods classes,
- Portables installed at Webber Road Elementary, now that the pre-fabricated classrooms will be constructed,
- The pre-fabricated classroom addition at Chief Tomat Elementary and the relocation of the new gaga ball pit,
- Hollywood Road Education Services' renovation and targeted completion date,
- École H.S. Grenda Middle School's gymnasium floor, the schedule for refinishing middle and secondary gymnasium floors, and the products used,
- Deductibles for insurance claims,
- Authentic community engagement with planned work done by the Operations team.

Committee members offered thanks to the Operations team for the immense amount of work done over the summer months which ultimately supports students.

## **ITEMS REQUIRING SPECIAL MENTION**

Trustee Fraser thanked staff for the opportunity to tour the renovations at École Dr. Knox Middle School in June.

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

Public Board Meeting – September 25, 2024

- Audited Financial Statements Fiscal Year 2023/2024 (Action)
- 2023/2024 Accumulated Operating Surplus (Action)
- Financial Statement Discussion and Analysis for the Year Ending June 30, 2024 (Information)
- 2024 Summer Projects Update (Information)

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

### **October**

#### Finance:

- Financial Update at September 30<sup>th</sup>
- Student and Family Affordability Fund Update as of June 30, 2024
- Feeding Futures Budget and Program Overview

#### Planning:

- Annual Integrated Pest Management Report

### **November**

#### Finance:

- School District No. 23 (Central Okanagan) Budget Development Principles
- School District No. 23 (Central Okanagan) Budget Development Timeline
- 2023/2024 Statement of Financial Information

### **January**

#### Finance:

- Annual Review of Committee's Mandate, Purpose and Function.
- Amended Annual Budget for the Fiscal Year
- Ministry of Education and Child Care Recalculation Allocation
- Financial Update at December 31<sup>st</sup>
- Budget Survey Development

**February**

Finance:

- Budget Presentation
- School Fees Summary

Planning:

- Annual Facility Grant (AFG) Plan

**April (1st Meeting)**

Finance:

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2024/2025 Fiscal Year

**April (2nd Meeting)**

Finance:

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

**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, October 16, 2024
- Wednesday, November 20, 2024
- Wednesday, January 29, 2025

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

**MEDIA QUESTIONS**

No media present.

**ADJOURNMENT**

The meeting adjourned at 5:24 pm.

**Questions - Please Contact:**

Trustee Broughton, Co-Chair at 250-718-9219 or [Wayne.Broughton@sd23.bc.ca](mailto:Wayne.Broughton@sd23.bc.ca)

Trustee Fraser, Co-Chair at 250-718-8613 or [Julia.Fraser@sd23.bc.ca](mailto:Julia.Fraser@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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Wayne Broughton, Co-Chair