

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: General Affairs Committee DATE: October 2, 2013

CHAIRPERSON: Trustee M. Baxter STAFF CONTACT: H. Gloster, Superintendent

Attendees:

Trustee M. Baxter (Chairperson)
Trustee J. Brinkerhoff (Absent)
Trustee D. Butler
Trustee R. Cacchioni
Trustee J. Fraser
Trustee C. Gorman (arrived at 4:40)
Trustee M. Pendharkar

Staff:
H. Gloster, Superintendent
L. Paul, Secretary-Treasurer
T. Beaudry, Assistant Superintendent
E. Sadlowski, Director of Finance
J. Rever, Director of Instruction K-12
J. Colquhoun, Director of Human Resources-Labour Relations
M. Essler, Executive Assistant (Recorder)

Partner Group Representation:

COPAC	Shaun Bos, President
COTA	April Smith, First Vice-President
COPVA	No representative
CUPE	Wendy Johnson, President
DSC	No representative

Report/Matters Arising

The General Affairs Committee Public Meeting Report of January 9, 2013 was received.
The General Affairs Committee Special Public Meeting Report of January 23, 2013 was received.

Recognition/Presentations/Delegations

1. School Planning Councils – A Cornerstone in School Improvement

Presenter: Terry-Lee Beaudry, Assistant Superintendent

Pursuant to a trustee request at a previous Board Meeting, the Assistant Superintendent provided a presentation on the formation of School Planning Councils (SPC), the role of parents and trustees on the Councils, and the process for the 2013/2014 school year and beyond.

In accordance with the School Act, SPCs were established in the Fall of 2002. The composition consists of the principal of the school, one teacher (elected annually by secret ballot by the teachers who teach at the school), 3 representatives of the Parent Advisory Council and one student for schools enrolling students in grade 10, 11 or 12.

The role of the Board of Education on the SPC is to consult on the allocation of staff and resources in the school, matters contained in the district achievement contract relating to the school, education services and programs in the school and school safety, including the installation and operation of video surveillance cameras. The major responsibility of the SPC is to develop, monitor and review school plans for student achievement in consultation with the school community. The Ministry of Education has established *Guidelines for School Planning Councils* outlining the full role of the individuals on the SPC including the representative of the Board of Education, the Principal, teacher and Parent Advisory Council, and also the duties of the SPC as a whole.

The SPC meeting structure and schedule for 2013/2014 will remain the same as the 2012/2013 school year with meetings commencing in January of 2014.

A review of the District's School Improvement/School Planning Councils Process will be conducted for implementation in the 2014/2015 school year. This will include a review of the District's Data Warehouse (SKOPUS), School Improvement Planning Systems (SKOVISION), School Improvement Planning Cycle, School Planning Council Reporting Template, District SPC Meeting Structure/Schedule and the District SPC Parent Orientation Sessions. Recommendations will be forwarded to the Board for review in April of 2014. The Review of the District's K-12 Assessment Plan, will include discussion of the Early Learning Profile, Early Development Instrument, School-Wide Write, Whole Class Reading Assessment and Canadian Achievement Test 4, which is the data that is currently contained within the Data Warehouse. The representation of the Board of Education on the

review committee will be discussed at a future Education and Student Services Committee. The recommendations from the review of the District's K-12 Assessment Plan will be forwarded to the Education and Student Services Committee and Board of Education in February of 2014.

School Planning Council Orientation meetings have been scheduled as follows:

1. Westside Zone
Date: Monday, October 28, 2013
Time: 5:30 to 7:30 pm
Location: Mount Boucherie Secondary School
2. Central Zone
Date: Tuesday, October 29, 2013
Time: 5:30 to 7:30 pm
Location: Hollywood Road Education Services – Room 1
3. Mission/Lake Country/Rutland Zones
Date: Tuesday, November 5, 2013
Time: 5:30 to 7:30 pm
Location: Hollywood Road Education Services – Room 1

The Orientation Sessions will include the presentation of the Assistant Superintendent as made at the October 2, 2013 General Affairs Committee Meeting, an opportunity for SPC members to provide input and also ask questions. The members of the SPC can attend any of the above three sessions.

The Committee discussed the current process for the development of the School Planning Council Report and the approval by the Board of Education.

Public Question/Comment Period

Leslie Munro, Parent, George Elliot Secondary School

- Ms. Munro was in attendance for item 6.1 – Cooperative Gains Savings Plan and her concern of the staff recommendation for the reduction of Education Assistant allocations to special purpose funds in the amount of \$17,000 effective the 2014/2015 school year.

Discussion/Action Items

1. Cooperative Gains Savings Plan

The financial effect of the Provincial Framework that was reached with CUPE results in the Central Okanagan School District needing to identify \$681,308 in savings in the 2013/2014 school year, and \$1.181 million in ongoing savings beginning in the 2014/2015 school year. Boards of Education are required to have approved savings plans in place if they want to use the provincial framework to conclude negotiations with the Union local. The savings plan submission is to be forwarded to the Ministry of Education by October 15, 2013. The Committee discussed the staff recommendation to achieve the savings required. The staff recommendations include:

2013/2014 School Year

The Central Okanagan School District currently has sufficient surplus to fund the additional costs of the settlement. Staff are recommending the use of this resource as the least disruptive means by which savings can be achieved. In many of the potential areas for budget reduction this year, staffing and other resources have already been put in place, and to eliminate these at this time of year could result in significant lay-offs and adjustments to the system.

Given that the current year is underway, staff is comfortable that the surplus will be available for use in off-setting the savings required in 2013/2014 and that additional funding will likely arise from the December recalculation allocation. The Director of Finance confirmed that the expectation is that the District will receive approximately \$2M in the recalculation funds.

2014/2015 School Year

The School District will be required to identify \$1.181 million of ongoing savings to fund the support staff framework. These adjustments are preliminary to satisfy the Cooperative Gains Mandate and will be required to be reviewed during the regular budget process. Staff is recommending that these ongoing savings come from the following adjustments to the 2014/2015 budget:

Increase to Ministry Funded Enrolment	250,000
Increase International Ed Program Enrolment	125,000
Budget for Salary Recoveries from outside agencies	150,000
Reduce Telephone Budgets	60,000
Reduce Support for Food at District Meetings	10,000
Reduce Transportation Subcontracting Expense	100,000
Eliminate Education Week Funding	5,000
Reduce District Clerical Allocation	41,500
Reduce District Support for Collaborative Time and Training	425,000
Reduce Education Assistant Allocations to Special Purpose Funds	<u>17,000</u>
TOTAL:	\$1,183,500

The Committee reviewed the options available which would require further review to determine the impact and the options which are not recommended. As part of the regular Budget Review Process it is also possible to consider adjustments to allocations for District Administration, Hollywood Road Education Services, Operations, Special Education and Technology.

The Director of Finance reviewed each suggested amendment to be made to the 2014/2015 budget. Clarification was provided on the reduction of education assistant allocations to special purpose funds. In order to remain within the Grant, there would have to be a reduction in the allocation of educational assistant hours. With the increase in wages, to allocate the same number of education assistant hours would cost an additional \$17,000.

The COPAC President proposed increasing the transportation fee and also the consideration of a charge for staff parking.

Trustee Fraser made the following recommendation:

THAT: The recommendation from staff in tier 1 be approved with the amendment that the “Reduce Education Assistant Allocations to Special Purpose Funds” be amended to read “Increase in User Rental Fees”.

DEFEATED

Opposed: Trustee Butler, Trustee Gorman and Trustee Cacchioni

Trustee Gorman made the following recommendation:

THAT: The General Affairs Committee approve the staff recommendation for the Savings Plan to be forwarded to the October 9, 2013 Public Board Meeting.

CARRIED

Opposed: Trustee Fraser

2. Amendments to Policy 115 – Inaugural and Annual Board Meetings

The suggested amendments would clarify the current practice of rotating the position of Vice-Chair. The Committee discussed the proposed amendments to the Policy.

Trustee Pendharkar made the following recommendation:

THAT: The amendments to Policy 115 – Inaugural and Annual Board Meetings be forwarded to the November 27th Public Board Meeting.

CARRIED

Opposed: Trustee Baxter

The meeting was adjourned and the following Agenda items were deferred to the December 4, 2013 General Affairs Committee Meeting:

3. **Amendments to Policy 135 – School Board Operation**
4. **Amendments to Policy 110 – Policy Development**
5. **Amendments to Policy 140 – School Board Committees**
6. **Invitations for Trustee Participation on “Special” Committees**

Questions – Please Contact:

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Moyra Baxter, Chairperson