



**Central Okanagan  
Public Schools**

Together We Learn

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

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

#### **Public Meeting**

**Wednesday, October 16, 2024, 4:00 pm**

**School Board Office**

**1040 Hollywood Road S**

**Kelowna, BC**

Board of Education: Trustee J. Fraser, Co-Chair  
Trustee W. Broughton, Co-Chair (*arrived at 4:10 pm*)  
Trustee C. Desrosiers, Committee Member  
Trustee L. Guderyan, Committee Member  
Trustee A. Geistlinger (*arrived at 4:05 pm*)  
Trustee L. Tiede

Absent: Trustee V. Johnson

Staff: Delta Carmichael, Secretary-Treasurer/CFO  
Kevin Kaardal, Superintendent of Schools/CEO  
Jon Rever, Acting Deputy Superintendent  
Josh Currie, Assistant Director of Operations  
David Widdis, Planning Manager  
Lise Bradshaw, Executive Assistant

Absent: Terry Beaudry, Deputy Superintendent (*on Secondment to Ministry of Education and Child Care*)

Partner Groups: Teri Wishlow, CUPE President  
Susan Bauhart, COTA President  
Nicola Baker, COPAC President (*arrived at 4:06 pm*)  
Scott Sieben, COPVPA President (*arrived at 4:13 pm*)  
Stella Pushor and Ala'a Alaiwah, DSC Student Reps

**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 Fraser, 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 Fraser will chair the October 16, 2024 Finance and Planning Committee meeting.

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

*Trustee Guderyan was appointed as Acting Voting Committee member for the October 16, 2024 Finance and Planning Committee Meeting, until Trustee Broughton could join the meeting.*

## **AGENDA**

October 16, 2024 Committee Agenda - approved as presented.

## **REPORTS/MATTERS ARISING**

### **Finance and Planning Committee Public Meeting Report - September 18, 2024**

September 18, 2024 Committee Report - received as distributed.

## **DISCUSSION/ACTION ITEMS**

### **Capital Plan Bylaw No. 2024/2025-CPSD23-04**

The Secretary-Treasurer/CFO advised that the Ministry of Education and Child Care had provided an Amended Capital Plan Response letter on September 10, 2024 providing additional support and approval for an 8-classroom prefabricated modular addition at Webber Road Elementary school. The Board is required to approve a Bylaw to access the funding.

The COTA President queried if there is a chance that a newly elected government could pull back any funding committed to school districts for capital projects. The Superintendent of Schools/CEO advised that that scenario would be very unlikely as these funding agreements are legal commitments that have been made by the Ministry of Education and Child Care.

**Outcome:**

**The Finance and Planning Committee recommended the following:**

**THAT: The Board of Education of School District No. 23 (Central Okanagan) give first reading to Capital Bylaw No. 2024/2025-CPSD23-04.**

**THAT: The Board of Education of School District No. 23 (Central Okanagan) give second reading to Capital Bylaw No. 2024/2025-CPSD23-04.**

**THAT: The Board of Education of School District No. 23 (Central Okanagan) give all three readings to Capital Bylaw No. 2024/2025-CPSD23-04 at the November 13, 2024, Public Board Meeting.**

**THAT: The Board of Education of School District No. 23 (Central Okanagan) give third reading and adopt Capital Bylaw No. 2024/2025-CPSD23-04.**

**Annual Integrated Pest Management Report**

*4:10 pm: Trustee Broughton joined the meeting, and assumed his role as a Voting Committee Member.*

The Assistant Director of Operations provided information on the annual report provided to the Board of Education regarding Pest Management.

Trustee Geistlinger queried whether elementary school fields were fertilized, as it mentions that middle and secondary school fields are fertilized twice per year. The Assistant Director of Operations later confirmed that elementary schools are fertilized at least once per year.

Trustee Geistlinger queried the use of Certified Experts, per Policy 620 Integrated Pest Management, regarding the problem of invasive weeds on school fields. The Superintendent of Schools/CEO clarified that experts are only brought in for pests such as wasps and rats. The Superintendent of Schools/CEO advised that he has requested that the Operations team and the Secretary-Treasurer/CFO provide a report to the Finance and Planning Committee that provides information on what the City of Kelowna and other jurisdictions are doing to maintain their fields, as they are a valuable resource that must be preserved.

The COPAC President queried the trees that had recently been removed at some school sites, and requested that some be replaced as they provide shade for students. The Superintendent of Schools/CEO advised that some of these trees that were removed were hazardous and unsuitable for a school environment. The Operations team is in the process of replacing some of the trees, and the District has been selected by the BC Parks Foundation (Green Schools) to have trees planted to create natural learning spaces.

**Outcome:**

**The Finance and Planning Committee recommended the following:**

**THAT: The Board of Education accept the Annual Integrated Pest Management Report as the Annual Report required in Policy 620 – Integrated Pest Management (IPM), as attached to the Agenda and presented at the October 16, 2024 Finance and Planning Committee Public Meeting.**

**DISCUSSION/INFORMATION ITEMS**

**Ministry of Education and Child Care 2024/2025 Preliminary Operating Grant Summary Tables**

The Secretary-Treasurer/CFO provided an overview of the Ministry of Education and Child Care 2024/2025 Preliminary Operating Grant Summary and related Funding Tables, which are used to build the 2024/2025 Annual Budget. The numbers do not yet reflect the student data from the September 30, 2024 1701 submission. This information will be updated by December, 2024.

The Secretary-Treasurer/CFO and Superintendent of Schools/CEO answered queries from the Committee regarding the projections and the Classroom Enhancement Fund.

**Budget Pressures Overview – 2024/2025**

The Secretary-Treasurer/CFO provided information on the significant circumstances that created a \$4.4M budget pressure, such as:

- Cost escalations;
- Not being fully funded for inflation;
- A substantial enrolment drop compared to the 6-year average.

The District's senior team collaborated and found savings within the District to cover the budget pressure with no loss of staff.

The Secretary-Treasurer/CFO and Superintendent of Schools/CEO answered queries from the Committee clarifying:

- How a local capital transfer works;
- International Education revenue;
- The tech Refresh Program;
- Investment portfolios;
- Discretionary funding/spending;
- New child care spaces and the need to have the Ministry of Education and Child Care fund the maintenance of the new facilities;
- Decentralization of custodial supplies.

### **Student and Family Affordability Fund Update at June 30, 2024**

The Secretary-Treasurer/CFO provided the Committee with a report on the spending of this fund for the 2023/2024 school year. The fund was allocated an additional \$826,000 in April of 2024 to further support families. In June of 2024, the following plan was proposed to the Ministry of Children and Families with respect to how the District would be supporting families and students utilizing these funds:

- Every school to receive an allocation of \$15 per pupil;
- Base funding to the Welcome Centre and Indigenous Education Department;
- The remaining funds to be distributed to the 22 schools with highest family affordability need.

The COPAC President queried whether these funds could be used to help families with the cost of student assessments. The Superintendent of Schools/CEO advised that he has asked the Ministry of Education and Child Care about this matter, and it is not permitted.

### **Feeding Futures Fund Update at June 30, 2024**

The Secretary-Treasurer/CFO provided an update on the spending in the first year of this program. The District was allocated \$2.8M by the Ministry of Education and Child Care and has spent 87% of the funds as of June 30, 2024. Funding was used on universal breakfast programs, brown bag lunch programs, school-based lunch programs and snack programs. Additionally, the Welcome Centre and Indigenous Education Department were supported. The District also received \$150,000 of capital funding through the Minor Capital Program, and these funds supported schools with small and large equipment orders and the replacement of a commercial kitchen at Rutland Middle School.

The Secretary-Treasurer/CFO and the Superintendent of Schools/CEO answered queries from the Committee.

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

November 13, 2024 Public Board Meeting:

- Capital Plan Bylaw No. 2024/2025-CPSD23-04 (Action Item)
- Annual Integrated Pest Management Report (Action Item)
- Ministry of Education and Child Care 2024/2025 Preliminary Operating Grant Summary Tables (Information Item)
- Budget Pressures Overview – 2024/2025 (Information Item)
- Student and Family Affordability Fund Update at June 30, 2024 (Information Item)
- Feeding Futures Fund Update at June 30, 2024 (Information Item)

## ITEMS FOR FUTURE FINANCE AND PLANNING COMMITTEE MEETINGS

### November

#### Finance:

- Financial Update as of September 30, 2024
- School District No. 23 (Central Okanagan) Budget Development Principles
- School District No. 23 (Central Okanagan) Budget Development Timeline
- 2023/2024 Statement of Financial Information
- Feeding Futures Fund Budget 2024/2025

### January

- Annual Review of Committee's Mandate, Purpose and Function.

#### Finance:

- Amended Annual Budget for the Fiscal Year
- Ministry of Education and Child Care Recalculation Allocation
- Financial Update at December 31st
- 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 31st

**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, November 16, 2024

Wednesday, January 29, 2025

Wednesday, February 26, 2025

4:00 pm, 1040 Hollywood Rd. S.

**MEDIA QUESTIONS**

No media present.

**ADJOURNMENT**

The meeting adjourned at 5:04 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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Julia Fraser, Co-Chair