



**Central Okanagan
Public Schools**
Together We Learn

CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Finance and Planning Committee Meeting

Public Meeting

Wednesday, November 20, 2024, 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 (*arrived at 4:07 pm*)
Trustee J. Fraser (*by telephone*)

Staff: Delta Carmichael, Secretary-Treasurer/CFO (*by telephone*)
Kevin Kaardal, Superintendent of Schools/CEO
Terry Beaudry, Deputy Superintendent of Schools
Josh Currie, Assistant Director of Operations
David Widdis, Project Manager
Lise Bradshaw, Executive Assistant (Recorder)

Absent: Rob Drew, Director of Operations (*travelling for District business*)

Partner Groups: Susan Bauhart, COTA President
Jeannette Watson, COPAC Vice-President
Scott Sieben, COPVPA President
Kiersten Bereska, DSC Student Rep
George York, CUPE Rep (*arrived at 4:34 pm*)

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

*Trustee Fraser was appointed as Acting Voting Committee member for the November 20, 2024
Finance and Planning Committee Meeting, until Trustee Desrosiers' arrival.*

AGENDA

November 20, 2024 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Planning Committee Public Meeting Report - October 16, 2024

October 16, 2024 Committee Report - received as distributed.

PUBLIC QUESTION/COMMENT PERIOD

None

COMMITTEE MEMBERS QUERIES/COMMENTS

None

DISCUSSION/ACTION ITEMS

2024/2025 and 2025/2026 Budget Timeline and Budget Development Principles

The Secretary-Treasurer/CFO advised that the budget timeline is provided as a guide for the Board, staff, and the public to use in the ongoing development of the budget. It 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 Secretary-Treasurer/CFO and Superintendent of Schools/CEO answered queries from the COTA President regarding the 2024/2025 uncertainties for staffing, space requirements and capacity issues, cost escalations and per-pupil funding from the Ministry of Education and Child Care.

4:07 pm: Trustee Desrosiers arrived and assumed her role as Voting Committee Member.

Trustee Broughton offered some suggestions for the 2025/2026 budget survey. The Superintendent of Schools/CEO advised that those would be confirmed at the January 29, 2025 Finance and Planning Committee meeting, and that many of the suggestions were already in place.

The Committee clarified the "Final Day for Staff Adjustment/Teacher Layoffs" item on the Budget timeline.

Outcome:

The Finance and Planning Committee recommended to the Board:

THAT: The Board of Education approve the 2024/2025 and 2025/2026 Budget Timeline as presented at the November 20, 2024 Finance and Planning Committee meeting.

Financial Update – September 30, 2024

The Office of the Auditor General of British Columbia recommends that every school district regularly report forecasted results compared with actual budget results to the school board (or

committee of the board), and provide an accompanying discussion and analysis, as necessary, to fully communicate financial performance and key risks.

The Superintendent of Schools/CEO and Secretary-Treasurer/CFO answered queries from the Committee regarding expenditures, annual facilities funding, snapshot dates, CEF funding, ELL funding, historical patterns for illness costs and the new Wellness program.

Outcome:

The Finance and Planning Committee recommended to the Board:

THAT: The Board of Education receive the Financial Update as of September 30, 2024 as presented, and forward to the Board of Education as an Information Item.

Proposed Site for Surplus Portables and School Buses

The Assistant Director of Operations presented the proposed site options for the storage of surplus portables and school buses.

Trustee Desrosiers noted that a cost estimate for the Hall/Johnson Road proposal was not listed in the memo. The Secretary-Treasurer/CFO advised that the costs would be in between the estimate for option 1 and option 3.

The COTA President queried whether the Quigley Elementary School site would no longer be considered as an option for a future middle school site, if it was chosen as the option for storage. The Secretary-Treasurer/CFO advised that if they were fortunate to receive funding from the Ministry of Education and Child Care, this issue would be brought back to the Committee for discussion. The Superintendent of Schools/CEO also advised that the plan was an addition to Rutland Middle School rather than a reconfiguration of Quigley Elementary school.

In response to a query from Trustee Broughton about current usage of the space at Quigley Elementary, the Assistant Director of Operations advised that the site was currently under-utilized.

Kristel Ritchie, the owner of Rutland Parent Participation Preschool, requested to make a comment as she was unable to gain entry to the meeting in time for the Public Question and Comment period. Ms. Ritchie advised that the preschool, which formerly used the courtyard area inside of Quigley Elementary School, had moved to the space outlined in the proposal in the memo. The Superintendent of Schools/CEO advised that District staff would be in touch with her regarding specifics of their space and the proposed use by the Operations Department.

Trustee Broughton requested that staff provide some information regarding the structures mentioned by Ms. Ritchie, that were built or improved on the site.

Trustee Desrosiers requested more information on the fencing and security that would need to be installed on the other options.

Outcome:

Committee members deferred the decision on the proposed site for surplus portables and school buses to the January 29, 2025 Finance and Planning Committee meeting.

DISCUSSION/INFORMATION ITEMS

Feeding Futures Fund Budget – 2024/2025

The CUPE Vice-President queried the costs for staff in the Chef Support in Schools, and how many CUPE staff were in this role. The Superintendent of Schools/CEO and Secretary-Treasurer advised that this was a human resources issue and not appropriate for this committee.

The Secretary-Treasurer/CFO answered queries from Trustee Broughton regarding clerical support and Welcome Centre costs.

Statement of Financial Information for June 30, 2024

The Secretary Treasurer/CFO advised that the Statement of Financial Information (SOFI) for June 30, 2024 is an annual provincial government requirement. The SOFI Report identifies wages and any expenses paid on behalf of employees.

The SOFI report will be forwarded to the Board of Education to be included on a future Public Board Meeting Agenda as an information item. Once the SOFI Report is signed, it will be forwarded to the Ministry of Education and Child Care by the December 31, 2024 deadline, and also be posted on the District's website under District Info – Financial Reports – Statement of Financial Information.

Integrated Pest Management Report – Update

The Assistant Director of Operations provided information to the Committee regarding the damage to district-owned grounds from an over-abundance of invasive weeds, and the need to utilize chemical controls in some situations so that maintenance costs and damage do not get to an unreasonable level. The District will be able to adhere to the Province's Integrated Pest Management guidelines and also promote safe pesticide use.

Trustee Broughton and Trustee Desrosiers queried whether Policy 620 *Integrated Pest Management (IPM)* needed to be amended to support the new direction staff wants to take. The Superintendent of Schools/CEO advised that he will review the Policy and if it needs to be amended, he will bring it back to the Policy Committee.

The CUPE Vice-President queried who would be applying pesticides. The Assistant Director of Operations advised that there are a number of CUPE grounds staff that have their pesticide certification.

COMMITTEE CORRESPONDENCE

The Committee Chair queried the correspondence received at the Board level regarding the trees and landscaping at Watson Road Elementary, and wanted to confirm that communication to the school community had occurred. The Superintendent of Schools/CEO advised that yes, the staff and school community was well-aware of the project.

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

December 11, 2024 Public Board Meeting:

- 2024/2025 and 2025/2026 Budget Timeline and Budget Development Principles (Action Item)
- Financial Update – September 30, 2024 (Information Item)
- Feeding Futures Fund Budget – 2024/2025 (Information Item)
- Statement of Financial Information for June 30, 2024 (Information Item)
- Integrated Pest Management Report – Update (Information Item)

ITEMS FOR FUTURE FINANCE AND PLANNING COMMITTEE MEETINGS

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 31st
- Budget Survey Development

Planning:

- Proposed Site for Surplus Portables and School Buses (*Deferred from November 20, 2024 Finance and Planning Committee meeting*).

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 2025/2026 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

- January 29, 2025
- February 26, 2025
- April 2, 2025

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

MEDIA QUESTIONS

No media present.

ADJOURNMENT

The meeting adjourned at 5:02 pm.

Questions - Please Contact:

Trustee Tiede, Committee Chair at 250-258-3556 or Lee-Ann.Tiede@sd23.bc.ca

Delta Carmichael, Secretary-Treasurer/CFO at 250-860-8888 or Delta.Carmichael@sd23.bc.ca

Lee-Ann Tiede, Chair