

A School District No. 8 (Kootenay Lake) Finance and Operations Committee of the Whole meeting was held in the Board Room, 570 Johnstone Road, Nelson, B.C., on Tuesday, May 22, 2018.

TRUSTEES PRESENT: B. Maslechko, S. Nazaroff, R. Huscroft, D. Lang, B. Wright

REGRETS: C. Bendig, Trustee
C. Beebe, Trustee
H. Suttie, Trustee
M. Bennett, CUPE
E. Hernandez, DPAC

ALSO PRESENT: C. Perkins, Superintendent
K. Morris, Secretary-Treasurer
B. MacLean, Director of Operations
D. Holitzki, Director of Human Resources
B. Eaton, Director of Inclusive Education
L. Fehr, Director of Innovative Learning Services
N. Howald, Director of Information Technology
S. Shaw, Executive Assistant
D. Sabourin, KLTF
D. Kunzelman, KLTF
T. Mushumanski, KLPVPA
J. Bate, KLPVPA
B. Reimer, CUPE
T. Rice, DPAC

GUESTS: T. Neels, Partner, Grant Thornton LLP

VIA TELEPHONE: L. Trenaman, Trustee

VIA VIDEO CONFERENCE

IN CRESTON:

CALL TO ORDER

Committee Chair Lang called the meeting to order at 4:31 p.m.

ACKNOWLEDGEMENT OF ABORIGINAL TERRITORY

We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District #8.

INSERTIONS/DELETIONS TO PROPOSED AGENDA

Secretary-Treasurer Morris confirmed the 3% reduction to Services and Supplies will be addressed on the current agenda.

ADOPTION OF AGENDA

Moved by Director Fehr, seconded by Secretary-Treasurer Morris AND RESOLVED THAT:

The Finance and Operations Committee of the Whole Agenda for the May 22, 2018 meeting, BE ADOPTED, as circulated.

OPPORTUNITY FOR COMMENTS BY THE PUBLIC

Nil

CONSENT PACKAGE

Moved by Trustee Huscroft, seconded by T. Rice, DPAC AND RESOLVED THAT:

The May 22, 2018 consent package, BE RECEIVED.

ADOPTION OF FINANCE AND OPERATIONS COMMITTEE OF THE WHOLE MINUTES

Moved by Secretary-Treasurer Morris, seconded by Trustee Maslechko AND RESOLVED THAT:

The Finance and Operations Committee of the Whole Minutes from the April 24, 2018 Regular and the May 8, 2018 Special meetings, BE ADOPTED.

OLD BUSINESS

Nil

2017/2018 YEAR END AUDIT PLAN

Secretary-Treasurer Morris reminded the committee that in the terms of reference, this committee serves as the audit committee.

T. Neels, Partner, Grant Thornton LLP, presented the 2017/2018 audit plan;

Follows a risk-based audit approach;

Audit fees are based on the proposal accepted by the District. Engaged to provide a 1-page audit report;

Audit performed in August, results presented to the committee in September, and approved Financials Statements submitted to the Ministry by the September 30th deadline.

Moved by Trustee Maslechko, seconded by Trustee Wright AND RESOLVED THAT:

The 2017/2018 Year End Audit Plan, BE APPROVED.

Moved by Director Fehr, seconded by Trustee Wright AND RESOLVED THAT:

The 2017/2018 Year End Audit Plan presentation by T. Neels, Partner, Grant Thornton LLP, BE RECEIVED.

2018/2019 BUDGET

A. INITIATIVES AND ADDITIONS SURVEY RESULTS

Secretary-Treasurer Morris presented the budget survey results:
Top three education initiatives are in the budget;
Reminded the committee that by consensus IBM Technology Plan was noted as a top priority for the surplus discussion;
Advised the committee to keep the results in mind as ideas for trade-offs or for the surplus discussion after the IBM report is handled.

B. 2018/2019 PRELIMINARY BUDGET DRAFT 5

Secretary-Treasurer Morris presented Draft 5 of the 2018/2019 Preliminary Budget and demonstrated where the 3% reduction is coming from;
In response to the committee's concern relative to a 3% reduction in Services and Supplies, the revised budget to takes \$96,000 of the 3% from staffing in maintenance, and the remainder from Services and Supplies. This change does not trigger any layoffs.

C. TRADE-OFFS

Secretary-Treasurer Morris reminded the committee that in order to add initiatives to the budget, they need to request a trade-off;
Capital replacement is difficult to address in an annual budget and is addressed by the Facilities Plan;
Committee members discussed that budgets for staff development and maintenance are priorities;
No trade-offs proposed.

2019/2020 CAPITAL PLAN UPDATE

Secretary-Treasurer Morris discussed the 2018/2019 Capital Plan and proposed it be used as a rollover document for the 2019/2020 Capital Plan;
Required to submit annually to the Ministry;
Committee in agreement with making it a rollover Capital Plan and continuing with the Facilities Plan.

Moved by T. Mushumanski, KLPVPA, seconded by Trustee Wright AND RESOLVED THAT:

The 2019/2020 Capital Plan Update, BE RECEIVED.

2017 CARBON NEUTRAL ACTION REPORT

Director MacLean presented the 2017 Carbon Neutral Action Report; Top initiatives include LED lighting upgrades throughout the district, boiler upgrades, composting programs, and window replacement projects.

Moved by Trustee Maslechko, seconded by Director Fehr AND RESOLVED THAT:

The 2017 Carbon Neutral Action Report, BE RECEIVED.

FACILITIES PLAN FOLLOW-UP MEETINGS UPDATE

Secretary-Treasurer Morris reported the Salmo Facilities Plan Follow-up Meeting occurred on May 1st and the rest are scheduled through June 19th.

Moved by T. Rice, DPAC, seconded by T. Mushumanski, KLPVPA, AND RESOLVED THAT:

The Facilities Plan Follow-up Meetings Update, BE RECEIVED.

SECRETARY-TREASURER INTERVIEW QUESTIONS

5:29 p.m. Secretary-Treasurer Morris left the meeting.

Committee members discussed potential interview questions and credentials that would be beneficial for the Secretary-Treasurer position.

5:37 p.m. Secretary-Treasurer Morris returned to the meeting.

QUESTION PERIOD

Superintendent Perkins confirmed that Secretary-Treasurer Morris and the District will maintain open communication as needed after her departure from School District No. 8.

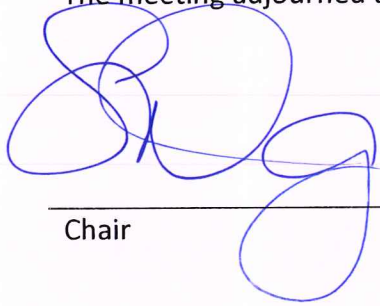
MEETING SCHEDULE

The next Finance and Operations Committee of the Whole Meeting is scheduled for June 26, 2018 at the Nelson Board Office.

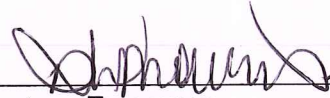
The Draft 2018/2019 Schedule of Board and Committee Meetings will be presented at the May 22, 2018 Special and approved at the June 12, 2018 Regular Board Meetings.

ADJOURNMENT

The meeting adjourned at 5:38 p.m.

A large, stylized handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Chair

A handwritten signature in black ink, appearing to be 'D. Phelan', written in a cursive style above a horizontal line.

Secretary-Treasurer

