



**FINANCE AND OPERATIONS COMMITTEE OF THE WHOLE
MINUTES
BOARD OF EDUCATION
School District No. 8 (Kootenay Lake)
TUESDAY, JUNE 26, 2018**

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, June 26, 2018.

TRUSTEES PRESENT: L. Trenaman, S. Nazaroff, R. Huscroft, B. Wright, B. Maslechko

REGRETS: D. Lang, Trustee
H. Suttie, Trustee
D. Kunzelman, KLTF
M. Bennett, CUPE
E. Hernandez, DPAC

ALSO PRESENT: C. Perkins, Superintendent
K. Morris, Secretary-Treasurer
D. Holitzki, Director of Human Resource Services
B. Eaton, Director of Inclusive Education
L. Fehr, Director of Innovative Learning Services
N. Howald, Director of Information Technology
B. MacLean, Director of Operations (4:53 p.m.)
S. Shaw, Executive Assistant
D. Sabourin, KLTF
T. Mushumanski, KLPVPA
J. Bate, KLPVPA (4:38 p.m.)
B. Reimer, CUPE
T. Rice, DPAC

VIA TELEPHONE: M. McLellan

**VIA VIDEO CONFERENCE IN
CRESTON:** C. Beebe, Trustee

CALL TO ORDER

Chair Trenaman called the meeting to order at 4:36 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

Nil

ADOPTION OF AGENDA

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

The Finance and Operations Committee of the Whole Agenda for the June 26, 2018 meeting, BE ADOPTED, as circulated.

RECEIVING PRESENTATIONS/DELEGATIONS

Nil

OPPORTUNITY FOR COMMENTS BY THE PUBLIC

Nil

CONSENT PACKAGE

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

The June 26, 2018 consent package, BE RECEIVED.

ADOPTION OF MINUTES

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

The Finance and Operations Committee of the Whole Minutes from the May 22, 2018 meeting, BE ADOPTED.

OLD BUSINESS

A. **Action**

Nil

B. **Information/Discussion**

Nil

NEW BUSINESS

A. **Action**

a) **2017/2018 Surplus Appropriation Prioritization**

Secretary-Treasurer Morris advised there is an estimated surplus of \$2 million;
Reviewed proposed Information Technology budget of \$752,000 surplus;
Presented suggested surplus appropriation for carry forward items and Information Technology budget;
Committee members divided into groups and discussed how to allocate the remaining \$291,000 unappropriated surplus;

4:53 p.m. Director MacLean arrives.

Each group shared their suggested surplus appropriation with the Committee:
Group 4: \$100,000 facilities plan, \$25,000 operations mower, \$80,000 operations fleet, \$2,500 Dreambox, \$20,000 SafeSchools, \$15,000 ArtStarts, \$7,500 student symposium, \$25,000 fine arts.

Group 3: \$66,000 trades position, \$50,000 mental health clinician for art therapy, \$190,000 flexible amount for either capital or future staffing pressures.

Group 2: \$50,000 elementary explorations project pilot, \$7,000 teacher mentorship, \$50,000 e-commerce system, \$60,000 flexible amount for operations department.

Group 1: Dreambox with provision that other schools able to come on board with it in future to be District wide, \$66,000 trades position, 3% returned to schools, time increase for teacher librarians, \$2,000 special service carry over, mentorship program; Secretary-Treasurer Morris stated she will sort the surplus requests suggested by frequency and amount, and provide to the Committee for final surplus appropriation discussions in the fall;

Reminded the Committee that the purpose of this discussion is to prioritize surplus till August, and assist with making surplus appropriation decisions in September with the audited financial statements.

B. Information/Discussion

a) 2018/2019 Budget Process Debrief

Committee members shared what they liked about the budget process and areas for improvement:

T. Rice, DPAC: Process was fun and educational. Next year, would like a broader discussion by each department on what is in their current budget, to help the Committee better understand what rolls into large line items, and provide reassurance that Directors have trimmed their budgets where they can.

D. Sabourin, KLTF: For talking tables, would like to have the questions in advance, to be prepared to discuss during the meeting as a stakeholder group. Teachers were outnumbered by principals/vice-principals and felt this hindered authentic discussion in talking tables.

Superintendent Perkins: Enjoyed talking tables. Would like to add students to the conversation next year to enhance authenticity. Requested starting the budget process earlier next year, to assist with the hiring schedule.

Director Holitzki: Enjoyed the process and talking tables. Agrees with including students in the discussion. Would like to see more clear alignment across all departments and stakeholders, in regards to goals.

Trustee Maslechko: Enjoyed talking tables.

Director Fehr: Proposed using a rollover budget. Still submit annually with the Ministry as required, but plan as a District for 3 years rather than 1 year at a time.

T. Mushumanski, KLPVPA: Liked the process and talking tables. Proposed splitting talking tables into groups e.g. meeting for only CUPE. Proposed meeting more frequently as a Committee.

Trustee Huscroft: In favour of meeting a few more times as a Committee. In previous years, more meetings provided the opportunity to look deeper into things. Proposed scheduling the facilities plan meetings earlier and providing a more in depth report at the beginning of the budgeting process.

Trustee Nazaroff: Agrees with having an in depth report of where we're at with the facilities plan at the start of budgeting.

Chair Trenaman: Gains the most information and learning as a trustee from going out to the communities and having conversations. Likes the facilities plan meetings, talking tables, and student symposium, for this reason.

Secretary-Treasurer Morris: Acknowledged the principals/vice-principals for collecting information from their members for the budget survey. Thanked the Committee for their patience with the budget process.

b) Facilities Plan Follow-up Meetings Update

Secretary-Treasurer Morris reported all 5 facilities plan follow-up meetings are complete and have gained a good understanding of what's happening in the communities;
Reminded the Committee that moving forward with the facilities plan, consultations relative to school closure will begin in January 2019.

c) Monthly Financial Report Format

5:43 p.m. Chair Trenaman passes the gavel to Vice-Chair Nazaroff. Chair Trenaman leaves the meeting.

Secretary-Treasurer Morris suggested the Committee consider using a different financial report format in the future;
Presented examples of other Districts' financial reporting for consideration;
Committee members discussed reporting ideas including metrics for success, dashboard reports, graphs, comparative metrics, and detailed quarterly reports.

5:49 p.m. Chair Trenaman returns to the meeting. Vice-Chair Nazaroff passes the gavel to Chair Trenaman.

Secretary-Treasurer Morris recommended Committee members consider what is most meaningful to them in terms of finance and address the financial report format in the fall;
Encouraged the Committee to review the proposed section 600 finance policy manual revisions relative to financial reporting and provide field testing feedback.

QUESTION PERIOD

No questions;

On behalf of the Board, Chair Trenaman acknowledged Secretary-Treasurer Morris for her work on the Committee and presented her with a card.

MEETING SCHEDULE AND REMINDERS

The next Finance and Operations Committee of the Whole Meeting is scheduled for September 25, 2018 at the Nelson Board Office.

ADJOURNMENT

The meeting adjourned at 5:55 p.m.


Chair


Secretary-Treasurer