

FINANCE AND OPERATIONS COMMITTEE OF THE WHOLE  
AGENDA

BOARD OF EDUCATION (the "Board")  
School District 8 Kootenay Lake, Board Office  
570 Johnstone Road, Nelson, B.C. V1L 6J2

TUESDAY, JANUARY 8, 2019

4:30 - 6:00 P.M.

1. CALL TO ORDER

2. 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.*

3. INSERTIONS/DELETIONS TO PROPOSED AGENDA

4. ADOPTION OF AGENDA

Proposed Resolution:

The Finance and Operations Committee of the Whole Agenda for the January 8, 2019 meeting, BE ADOPTED, as circulated.

5. RECEIVING PRESENTATIONS/DELEGATIONS

Nil

6. OPPORTUNITY FOR COMMENTS BY THE PUBLIC

7. CONSENT PACKAGE (p. 3)

App. A

Proposed Resolution:

The January 8, 2019 consent package, BE RECEIVED.

8. ADOPTION OF MINUTES (p. 8)

App. B

Proposed Resolution:

The Finance and Operations Committee of the Whole Minutes from the November 27, 2018 meeting, BE ADOPTED.

9. OLD BUSINESS

A. Action

Nil

B. Information/Discussion

a) Monthly Financial Report - Secretary-Treasurer McLellan

10. **NEW BUSINESS**

A. **Action**

Nil

B. **Information/Discussion**

- a) Update to Trustees as to School Fees for consumables and non-consumables throughout the District, Discussion (p. 13)

App. C +  
Handout

11. **QUESTION PERIOD**

An opportunity to ask for clarification.

12. **MEETING SCHEDULE AND REMINDERS** (p. 16)

App. D

The next Finance and Operations Committee of the Whole Meeting is scheduled for February 12, 2019 at the Nelson Board Office.

13. **ADJOURNMENT**

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FINANCE AND OPERATIONS COMMITTEE OF THE WHOLE  
CONSENT PACKAGE  
January 8, 2019

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ITEM

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*The following Consent items are routine items received for information.*

1. Transactions over \$10,000 p. 4
2. Financial Report *Handout*

CHEQUE PROCESS NUMBER: 29773

CHQ/ePAYMT	TY	VENDOR	NAME		AMOUNT
194505	CH	( ) 387-3166	Minister Of Finance		15,708.50
194506	CH	( ) 999-1002	Municipal Pension Fund		87,055.54
194512	CH	( ) -1024	Receiver General		119,208.74
31542	EP	(647) 288-5730	CDW Canada Inc.	40,701.61	40,701.61
31552	EP	( ) -1333	Canadian Union Of Public Employees	17,290.57	17,290.57
31563	EP	( ) 428-5357	FortisBC Inc.	10,030.24	10,030.24
31576	EP	(866) 880-2765	IBM Canada Ltd.	30,660.00	30,660.00
31582	EP	(250) 352-6678	Kootenay Kids Society	13,791.50	13,791.50
31608	EP	(604) 913-7782	Pebt In Trust c/o Morneau Shepell	102,064.51	102,064.51
31637	EP	(877) 763-1540	S.C.Restorations Ltd.	26,775.00	26,775.00
31639	EP	(888) 997-9901	Superior Propane Inc	12,987.87	12,987.87
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					476,274.08

CHEQUE PROCESS NUMBER: 29802

CHQ/ePAYMT	TY	VENDOR	NAME	AMOUNT
194549	CH	( ) -1024	Receiver General	340,002.84
31722	EP	(905) 803-8000	ARI Financial Services T46163	65,041.00
31748	EP	( ) 594-0422	Garaventa (Canada) LTD	25,242.50
31805	EP	(250) 365-7007	Waste Management	10,455.46
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				440,741.80

CHEQUE PROCESS NUMBER: 29828

CHQ/ePAYMT	TY	VENDOR	NAME	AMOUNT
194572	CH	( ) 688-3591	Great West Life	13,002.03
194573	CH	(604) 434-2681	Houle Electric Limited	18,612.30
194578	CH	( ) 999-0010	Kootenay Lake Teachers Federation	21,667.39
194584	CH	( ) 387-3166	Minister Of Finance	19,337.50
194586	CH	( ) 999-1003	Municipal Pension Fund	13,551.57
194587	CH	( ) 999-1002	Municipal Pension Fund	87,843.71
194592	CH	( ) -1024	Receiver General	172,287.30
194599	CH	( ) 387-1002	Teachers' Pension Fund	756,676.19
31861	EP	( ) 731-8121	BC Teachers Federation	46,216.46
31862	EP	(800) 663-9163	British Columbia Teacher Federation	44,928.27
31875	EP	(250) 352-5511	City Of Nelson	25,604.08
31885	EP	( ) -1333	Canadian Union Of Public Employees	17,794.27
31899	EP	( ) 428-5357	FortisBC Inc.	15,947.08
31900	EP	(250) 428-5357	FortisBC-Natural Gas	24,269.29
31909	EP	( ) 354-2066	Heritage Roofing	13,237.35
31939	EP	(604) 654-2311	Pacific Blue Cross	102,741.15
31952	EP	(250) 365-5185	Rocky Mountain Energy	16,961.48
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				1,410,677.42

CHEQUE PROCESS NUMBER: 29853

CHQ/ePAYMT	TY	VENDOR	NAME		AMOUNT
194628	CH	( ) 999-0010	Kootenay Lake Teachers Federation		19,250.22
194634	CH	( ) 387-3166	Minister Of Finance		18,200.00
194635	CH	( ) 999-1003	Municipal Pension Fund		13,807.14
194640	CH	( ) -1024	Receiver General		552,594.75
194648	CH	( ) 387-1002	Teachers' Pension Fund		704,909.64
32049	EP	(250) 365-5633	Arrow Professional Landscaping Ltd.	11,812.50	11,812.50
32054	EP	( ) 731-8121	BC Teachers Federation	41,745.52	41,745.52
32055	EP	(800) 663-9163	British Columbia Teacher Federation	40,560.18	40,560.18
32096	EP	(877) 489-6933	FSEAP Vancouver	12,393.00	12,393.00
32146	EP	( ) 428-9590	Mister Tire Sales	10,060.84	10,060.84
32157	EP	(604) 654-2311	Pacific Blue Cross	98,953.39	98,953.39
32165	EP	( ) 352-6665	Regional Dist Of Central Kootenay	11,861.89	11,861.89
32169	EP	(250) 365-5185	Rocky Mountain Energy	15,671.24	15,671.24
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					1,551,820.31

**BOARD OF EDUCATION  
FINANCE AND OPERATIONS COMMITTEE OF THE WHOLE  
MINUTES  
TUESDAY, NOVEMBER 27, 2018**

A School District 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, November 27, 2018.

**TRUSTEES PRESENT:** L. Trenaman, S. Nazaroff, B. Maslechko, D. Lang, A. Gribbin, S. Walsh, S. Chew, B. Coons (*via Video Conference*), C. Beebe (*via Video Conference*)

**DISTRICT STAFF:** C. Perkins, Superintendent  
M. McLellan, Secretary-Treasurer  
B. Eaton, Director of Inclusive Education  
B. MacLean, Director of Operations  
D. Holitzki, Director of Human Resource Services  
N. Howald, Director of Information Technology  
N. Ross, Acting Director of Innovative Learning Services  
S. Whale, Executive Assistant

**PARTNERS:** D. Sabourin, KLTF  
D. Kunzelman, KLTF (*via Video Conference*)  
K. Wiens, KLPVPA (*via Video Conference*)  
T. Mushumanski, KLPVPA  
N. Latham, CUPE  
M. Bennett, CUPE

**REGRETS:** J. Bate, KLPVPA  
B. Reimer, CUPE  
T. Rice, DPAC  
E. Hernandez, DPAC

1. **CALL TO ORDER**

Chair Trenaman called meeting to order at 4:30 pm

2. **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.*

3. **COMMITTEE PURPOSE**

Chair Trenaman read out loud "The purpose of the Finance & Operations Committee of the Whole is to:

- monitor significant financial planning, management and reporting matters of the District;
- develop annual operating, special purpose and capital budgets;
- make recommendations and deliver reports to the Board of Education;
- serve as the Board's audit committee and provide surplus allocation recommendation,



if applicable; and

- provide strategic direction and recommendations in regard to planning and management of School District facilities, properties and student transportation to best meet student needs.

Chair Trenaman inquired if any questions. Response: None.

Chair Trenaman welcomed all participants and asked everyone to introduce themselves.

#### 4. ELECTION OF FINANCE AND OPERATIONS COMMITTEE OF THE WHOLE CHAIR

Chair Trenaman explained that Position of Finance & Operations Committee of the Whole Chair is an annual assignment. All members of the Committee have voting privilege. Chair must be Board of Education Trustee.

Chair Trenaman called for nominations from the floor for the position of Finance & Operations Committee of the Whole Chair.

Trustee Walsh nominated Trustee Lang.

Chair Trenaman called for nominations a second time.

N. Latham nominated Chair Trenaman.

Chair Trenaman called for nominations a third time.

M. Bennett nominated Trustee Gribbin.

Chair Trenaman heard no further nominations, declared the nominations closed.

Trustee Trenaman declined the nomination.

Trustee Gribbin declined the nomination.

Trustee Lang accepted the nomination.

Trustee Lang was declared Finance & Operations Committee of the Whole Chair by acclamation.

Committee Chair Lang assumed the chair.

#### 5. DESTRUCTION OF BALLOTS

Nil

#### 6. INSERTIONS/DELETIONS TO PROPOSED AGENDA

Nil

#### 7. ADOPTION OF AGENDA

Moved by Trustee Walsh, seconded by Trustee Chew, AND RESOLVED THAT:

The Finance and Operations Committee of the Whole Agenda for the November 27, 2018 meeting, BE ADOPTED, as circulated.

#### 8. RECEIVING PRESENTATIONS/DELEGATIONS

Nil

#### 9. OPPORTUNITY FOR COMMENTS BY THE PUBLIC

Nil

10. CONSENT PACKAGE

Trustee Walsh likes to pull September 30, 2018 Financial Report. Committee Chair Lang placed it under Old Business 13. B. b)

Moved by Chair Trenaman, seconded by Trustee Walsh, AND RESOLVED THAT:

The November 27, 2018 consent package, BE RECEIVED.

11. ADOPTION OF MINUTES

Moved by Trustee Chew, seconded by Trenaman, AND RESOLVED THAT:

The Finance and Operations Committee of the Whole Minutes from the September 25, 2018 meeting, BE ADOPTED.

12. OLD BUSINESS

A. Action

a) 2017/2018 Surplus Appropriation Prioritization

Secretary-Treasurer McLellan introduced this topic and gave a brief review:

- Over the last 4 years we had a consistent surplus, as have most school districts throughout BC.
- For the past 2 years, the District has transferred some of its Operating Surplus to Capital fund for the goal of saving towards future facilities projects, which are apparently more likely to receive approval and funding from the Ministry if there is a material local contribution.
- After deducting carry forwards of \$866,396 and Other Appropriations already approved by the Board of \$636,000, there remains \$528,149.00 of the 2017-2018 Accumulated Operating Surplus Un-Appropriated.
- Based on surplus appropriation requests discussed by the Committee and the Board at previous meetings, Staff of the District prepared three options for possible final appropriation of the 2017-2018 Accumulated Operating Surplus:
  - Option A: Spend most of the remaining unappropriated funds, as follows:
    - Enrolment-based funds to Schools (\$25/student) \$117,679.69
    - Art Starts \$15,000.00
    - Student Symposium \$7,500.00
    - Fine Arts Committee Equipment & Festival \$25,000.00
    - YETI Start-up Equipment & Supplies \$90,000.00
    - 6-years of Barager Data & Tools \$144,000.00
    - Mower \$25,000.00
    - Fleet Maintenance \$80,000.00
    - Dreambox \$2,500.00
    - Safe Schools Contract Extension \$20,000.00
    - TOTAL \$526,679.69
  - Option B: Spend approximately half the remaining funds; and
  - Option C: Add all funds to District Reserve.

Any funds not appropriated would be added to the District Reserve.

He then briefly described each line item within each option on the appendix on page 25.

Various questions were asked to each item and Committee Board discussed the different Options thoroughly.

Trustee Beebe suggested new Option D:

25/Students Enrolment Based Funds to Schools	117,679.69
Students Symposium	7,500.00
YETI Start-up Equipment & Festival	90,000
Barager Data & Tools	144,000
Dreambox	2,500
Fleet Maintenance	80,000
District Reserve	86,469.31

After further discussions Chair Trenaman built on Trustee Beebe's suggestion Option D and created Option E:

10/Student Enrolment Based Funds to Schools	47,071.88
Students Symposium	7,500.00
YETI Start-up Equipment & Festival	90,000
Barager Data & Tools	144,000
Dreambox	2,500
Mower	25,000
District Reserve	212,077.12

Chair Trenaman called on amendment Option E, which was declined by the Committee Board.

The Committee Board voted on Option A:

**Moved** by Trustee Gribbin, seconded by D. Kunzelman, KLTF, AND RESOLVED THAT:

The 2017/2018 Surplus Allocation Priorities for unappropriated surplus amounts Option A, be recommended to the Board for approval.

Opposed: Director Howald, Director Holitzki, Acting Director Ross, N. Latham, CUPE, Director B. MacLean, Chair L. Trenaman

Abstained: Secretary-Treasurer McLellan, Superintendent Perkins

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

The meeting be extended by 5 minutes.

Opposed: N. Latham, CUPE  
Carried

## B. Information/Discussion

### a) Monthly Financial Report - Secretary-Treasurer McLellan

Secretary-Treasurer McLellan presented the Monthly Financial Report to the Committee Board. The only change to this month's report is in response to the request by Trustee Chew to add the year-over-year comparison on the schools spending report.

13. **NEW BUSINESS**

A. **Action**

Nil

B. **Information/Discussion**

a) **2019-2020 Budget Process & Schedule**

Secretary-Treasurer McLellan presented the 2019-2020 Budget Process & Schedule to the Committee Board.

14. **QUESTION PERIOD**

Nil

15. **MEETING SCHEDULE AND REMINDERS**

The next Finance and Operations Committee of the Whole Meeting is scheduled for January 8, 2019 at the Nelson Board Office.

16. **ADJOURNMENT**

Meeting adjourned at 6:04 pm

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Chair

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Secretary-Treasurer

## **POLICY 430: Fees, Deposits and Financial Hardship**

The Board of Education for School District No. 8 (Kootenay Lake) commits to provide free instruction and educational resource materials to students, in accordance with the School Act, Regulations and Ministerial Orders.

The charging of fees and deposits must not become a barrier for student participation in curricular activities or programs.

The intent of school fees is to assist in covering costs without realizing a profit.

### Guidelines

#### 1. General

- 1.1. Principals shall establish a schedule of fees and deposits in consultation with the school Parent Advisory Council, with secondary students, and with staff.
- 1.2. The schedule of fees and deposits for the following year must be submitted to the Superintendent of Schools prior to May 1 of each year.
- 1.3. The Superintendent will review the schedule of fees and deposits to ensure that they meet Board Policy and Ministry requirements. Prior to June 1 of each year the Superintendent will present a schedule of fees for each school for Board approval.
- 1.4. If, after June 1, new courses are developed which are not on the list of courses for which fees can be charged, the fees for those courses must be approved by the Board prior to September 30.
- 1.5. The schedule of fees and deposits must include provision to waive in whole or in part, or to make alternate arrangements for payment of fees, for parents/guardians who cannot afford to pay some or all of the fee(s) or deposit(s). Students and parents/guardians must be treated with dignity and respect. Under no circumstances may schools address outstanding fees or deposits by identifying a child or a family to the school or the public.
- 1.6. Under no circumstances may schools withhold or delay report cards as a consequence for late payment of fees or deposits.

#### 2. Fees

- 2.1. Schools may establish and set fees for membership in a student association, school handbook, school yearbook, graduation activities, combination locks.
- 2.2. Schools may charge fees for expenses associated with extra-curricular field trips.
- 2.3. Schools may establish rental fees for equipment.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85]

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: December 11, 2018

2.4. Schools may establish fees for consumables and non-consumables.

### 3. Deposits

3.1. Schools may charge a textbook deposit fee of \$25 per student to a maximum of \$50 per family.

3.2. The deposit is refundable at the end of the school year provided that textbooks are returned to the school in a suitable condition.

3.3. The school must include provision to waive in whole or in part, or to make alternate arrangements for payment of deposits, for parents/guardians who cannot afford to pay some or all of the deposit(s).

3.4. The school must ensure that appropriate procedures are in place so that proper records are kept of textbooks and deposits.

### 4. Procedures in Cases of Financial Hardship:

4.1. Principals will involve the staff and Parent Advisory Council in developing procedures for dealing with individual cases when financial hardship may prevent a student from participating in a curricular program or activity.

4.2. Extra-curricular trips or activities are not considered part of the educational program and do not relate to specific learning outcomes: Therefore fees which are limited to expenses, may be charged.

4.3. Principals will ensure that the school community is aware that the school has provisions for addressing cases of financial hardship and that anyone who may find themselves in such a situation can approach the Principal or other staff members privately and in confidence. Consequently, all members of staff need to be aware of this provision and be able to advise parents/guardians and students accordingly.

4.4. Principals will publish the school's fee and deposit schedule in the school handbook, student agenda and/or newsletters before the beginning of the school year or semester. The schedule will outline a fair and confidential process for students, parents and school staff to waive fees in cases where students and their parents experience financial hardship. This process will also be outlined on appropriate permission slips and communication tools.

4.5. The Principal will receive and deal with all requests for support and consideration. In doing so, the Principal will consider the following options.

4.5.1. deferred payment

4.5.2. payment over time

4.5.3. partial waiver

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85]

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: December 11, 2018

4.5.4. full waiver.

4.6. All requests are held in strict confidentiality, respecting the privacy of the family and student.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85]  
Related Contract Article: Nil  
Adopted: November 12, 2002  
Amended: November 3, 2009  
Amended: December 11, 2018

# 2018-2019 Board Calendar

revised: 12/13/2018

DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
September 11	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
September 25	11:00 am - 12:00 pm		Special Closed Board Meeting	
	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
	6:00 pm - 7:00 pm		Special Open Board Meeting	
October 9	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
<i>October 20 - General Local Elections</i>				
November 13	12:00 pm - 2:00 pm			Trustee Oaths & Orientation
	2:00 pm - 2:30 pm		Special Open Board Meeting	
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
November 20	9:00 am - 12:00 pm			Trustee Orientation
November 27	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
December 11	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
<i>December 25 - No Meetings - Winter Break</i>				



DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
January 8	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
January 22	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
February 12	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
February 26	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
March 12	1:00 pm - 2:30 pm	Finance & Operations		
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
<i>March 26 - No Meetings - Spring Break</i>				
April 9	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
April 23	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	

DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
May 14	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
May 28	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
June 11	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
June 25	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	