

**OPERATIONS AND FINANCE COMMITTEE OF THE WHOLE
MEETING AGENDA
TUESDAY, APRIL 26, 2022
3:30 PM – 4:30 PM**

In person: School Board Office – 811 Stanley Street, Nelson, BC
Via video conference: [Zoom](#) - Meeting ID: 6573277 9733 – Password: 495118

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 No. 8.

3. Insertions/Deletions to proposed Agenda

4. Adoption of Agenda

Proposed Resolution:

THAT the agenda for this April 26, 2022 meeting, **BE ADOPTED**, as circulated.

5. Receiving Presentations - Nil

6. Opportunity for Comments by the Public

The public may post comments or questions in the Q&A area on the webinar. These will be read aloud during the meeting.

7. Consent Package - Nil

8. Adoption of Minutes (p. 2)

App. 8

Proposed Resolution:

THAT the minutes from the February 15, 2022 Operations and Finance Committee of the Whole meeting **BE ADOPTED**.

9. Old Business

10. New Business

A. 2022-2023 Draft Preliminary Budget (p. 5)

App. 10C

11. Question Period

The public may post comments or questions in the Q&A area on the webinar. These will be read aloud during the meeting.

12. Meeting Schedule & Reminders (p. 7)

App. 12

The next meeting of the Committee is scheduled for May 17, 2022.

13. Adjournment of Meeting

**OPERATIONS AND FINANCE COMMITTEE OF THE WHOLE
MINUTES**

HELD ON TUESDAY, FEBRUARY 15, 2022

In person: School Board Office – 811 Stanley Street, Nelson BC
and via video conference

BOARD:

L. Trenaman, Board Chair
S. Nazaroff, Board Vice-Chair (*via video conference*)
D. Lang, O&F Committee Chair (*via video conference*)
S. Walsh (*via video conference*)
A. Gribbin (*via video conference*)
B. Maslechko (*via video conference*)
B. Coons (*via video conference*)
C. Beebe (*via video conference*)

DISTRICT STAFF:

T. Smillie, Superintendent
T. Stoneman, Interim Secretary-Treasurer
C. Kerr, Acting Director of Operations
N. Howald, Director of Information Technology
C. Singh, Director of Human Resources
B. Eaton, Director of Instruction
S. Shaw, Manager of Finance
S. Whale, Executive Assistant
H. Kerr, Executive Assistant

PARTNERS:

D. Kunzelman, KLTF (*via video conference*)
K. Walgren, KLTF (*via video conference*)
K. Wiens, KLPVPA (*via video conference*)
N. Nazaroff, DPAC (*via video conference*)
C. Bayly, DPAC (*via video conference*)
A. Early, CUPE (*via video conference*)
R. Bens, CUPE (*via video conference*)

REGRETS:

S. Chew, Trustee

1. Call to Order

The meeting was called to order at 3:02 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 No. 8.

3. Insertions/Deletions to proposed Agenda - Nil

4. Adoption of Agenda



UPON a motion duly made and seconded it was **RESOLVED**:

THAT the agenda for this February 15, 2022 meeting, **BE ADOPTED**, as circulated.

5. Receiving Presentations - Nil

6. Opportunity for Comments by the Public - Nil

7. Consent Package - Nil

8. Adoption of Minutes

UPON a motion duly made and seconded it was **RESOLVED**:

THAT the minutes from the October 19, 2021 Operations and Finance Committee of the Whole meeting **BE ADOPTED**.

9. Old Business - Nil

10. New Business

A. Facilities and Capital Plan Update

The Director of Operations provided an update including:

- W.E. Graham Elementary Secondary - HVAC upgrade has been completed
- Winlaw Elementary - Seamless Day modular project has been completed and children are using facility, few minor outstanding items
- Kootenay River Secondary School – Ventilation upgrade: Installation completed
- Mount Sentinel Secondary – HVAC upgrade phase 1 has been completed, currently working with Ministry for phase 2
- Mount Sentinel Secondary – Solar panel project is not looking well, as structurally not sound to hold snow. Second option to install it at Brent Kennedy Elementary hasn't been approved due to lack of sun exposure.
- Trafalgar Middle School – Wood shop project completed
- Wildflower School – Renovation of Learning Commons to Classroom: Final drawings were made and preliminary cost estimate arrived.
- Creston and Nelson Operations – Arrival of electric busses keep delaying, Diesel bus arrived and is being inspected by authorities.

B. 2021-2022 Amended Budget

The Interim Secretary-Treasurer presented the 2021-2022 Amended Budget to the Committee in detail and reflected to the Board that at the January 18th meeting a Budget with approximately \$200k deficit was presented. She reported that staffing budgets were revised with departments and cost savings for this year were identified. These changes allowed the District to reach a balanced budget.



A Trustee requested more details regarding the deficit, which were provided by staff.

The Committee Chair thanked the Interim Secretary-Treasurer for the all her work.

UPON a motion duly made and seconded it was **RESOLVED**:

THAT the 2021-2022 Amended Budget **BE RECOMMENDED** to the Board.

11. Question Period

A Partner inquired if it would be the Board’s intention to keep all schools open next year 2022-2023 and inquired what the process would be. The Superintendent responded that there are no changes related to schools as far as being open and it would involve a large consultation before such a proposition would come forward.

12. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for April 26, 2022.

13. Adjournment of Meeting

The meeting adjourned at 3:53 PM.

Committee Chair

Interim Secretary-Treasurer





2022-2023 Preliminary Draft Budget Overview



2022-2023 Annual Budget - Preliminary Draft Overview

2022-2023 Projected Operating Revenue

Sources of Revenue	Annual Budget 2022/23	Amended Budget 2021/22	Change
Operating Grant Revenue	\$ 55,381,880	\$ 56,264,667	\$ (882,787)
ISC/LEA Recovery	\$ (113,100)	\$ (113,100)	\$ -
Other Ministry of Education Grants	\$ 863,421	\$ 863,421	\$ -
Other Provincial Grants	\$ 403,076	\$ 437,666	\$ (34,590)
Tuition	\$ 1,770,150	\$ 1,660,250	\$ 109,900
Other Revenues	\$ 604,230	\$ 606,280	\$ (2,050)
Rental & Leases	\$ 72,000	\$ 72,000	\$ -
Investment Income	\$ 30,000	\$ 30,000	\$ -
Total Operating Revenue	\$ 59,011,657	\$ 59,821,184	\$ (809,527)

Preliminary Budget estimated Operating Expenses for 2022-2023

	Annual Budget 2022/23	Amended Budget 2021/22	Change
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Salaries

Teachers	22,533,782	21,813,499	720,283
Principals and Vice Principals	4,319,087	4,359,166	(40,079)
Educational Assistants	2,947,259	3,532,482	(585,223)
Support Staff	7,133,049	7,041,640	91,409
Other Professionals	2,359,420	2,370,636	(11,216)
Substitutes	2,219,299	2,109,299	110,000
Total Salaries	\$ 41,511,897	\$ 41,226,722	\$ 285,175

Employee Benefits

	\$ 10,309,235	\$ 10,007,302	\$ 301,933
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Total Salaries and Benefits

	\$ 51,821,131	\$ 51,234,024	\$ 587,107
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Services and Supplies

Services	2,131,384	2,018,452	112,932
Student Transportation	240,309	240,309	0
Professional Development and Travel	853,700	834,800	18,900
Rentals and Leases	39,441	39,441	(0)
Dues and Fees	94,182	94,082	100
Insurance	177,539	177,539	-
Supplies	3,409,654	3,551,299	(141,644)
Utilities	1,664,606	1,537,739	126,867

Total Services and Supplies

	\$ 8,610,815	\$ 8,493,661	\$ 117,155
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Total Operating Expense

	\$ 60,431,946	\$ 59,727,685	\$ 704,262
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Projected Operating Shortfall

Total Revenues	\$ 59,011,657
Total Expenses	\$ 60,431,946
Current Shortfall	\$ (1,420,290)



2021-2022 Board Calendar

DATE	TIME	LOCATION	MEETINGS	COMMENT
September 21, 2021	1:30 – 2:30 pm	Board Office, Nelson	Closed Board Meeting	
	3:00 pm – 4:30 pm	Board Office, Nelson	Operations and Finance	Audited Financials Recommendation
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	Audited Financials Approval
October 19, 2021	12:30 – 4:30 pm	Board Office, Nelson	Committees of the Whole	
October 26, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
November 23, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
December 7, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Winter Break (December 19 – January 3)</i>				
January 18, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
February 15, 2022	1:30 – 2:30 pm	Board Office, Nelson	Closed Board Meeting	<i>If needed</i>
	3:00 – 4:30 pm	Board Office, Nelson	O&F Committee Meeting	Amended Budget Recommendation
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	Amended Budget Approval
March 8, 2022	1:00 – 2:00 pm	Board Office, Nelson	Closed Board Meeting	<i>If needed</i>
	2:00 – 4:30 pm	Board Office, Nelson	Edu. and G&P Committees	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Spring Break (March 12 – 27)</i>				
April 26, 2022	1:30 – 3:00 pm	Board Office, Nelson	Closed Board Meeting	
	3:30 – 4:30 pm	Board Office, Nelson	O&F Committee Meeting	Preliminary Draft Budget Review
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
May 17, 2022	12:30 – 5:00 pm	Board Office, Nelson	Committees of the Whole	O&F – Supt’s Recommended Budget
May 24, 2022	3:30 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	2022-2023 Budget Approval
June 21, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Summer Break</i>				