

**OPERATIONS AND FINANCE PARTNER ADVISORY COMMITTEE
AGENDA**

SEPTEMBER 27, 2022

3:00 PM – 4:30 PM

In person: School Board Office, 811 Stanley Street, Nelson BC

Via video conference: [Zoom](#) – Webinar ID: 657 3277 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. Changes to Proposed Agenda

4. Adoption of Agenda

Proposed Resolution:

THAT the agenda for this September 27, 2022 meeting, **BE ADOPTED**, as circulated.

5. Receiving Presentations - Nil

6. Opportunity for Comments by the Public regarding items on this Agenda

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

7. Correspondence - Nil

8. Adoption of Minutes (p. 2)

App. 8

Proposed Resolution:

THAT the minutes from the May 17, 2022 and the June 14, 2022 Operations and Finance Committee of the Whole meeting **BE ADOPTED**.

9. Unfinished Business

- A. Emerging Questions from the 2022-2023 Budget – Secretary-Treasurer

10. New Business

- A. Terms of Reference (p. 9)

App. 10A

- B. Additional Targeted Funds (p. 10)

App. 10B

- C. 2021-2022 Audited Financial Statements, Discussion and Analysis (p. 12)

App. 10C & Handout

- D. Surplus Restrictions and Carry Forwards (p. 13)

App. 10D & Handout

11. Comments or Questions from the Public

12. Meeting Schedule & Reminders (p. 14)

App. 12

The next meeting of the Committee is scheduled for January 10, 2023.

13. Adjournment of Meeting

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

HELD ON TUESDAY, MAY 17, 2022

In person at the School Board Office and via video conference

BOARD:

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

DISTRICT STAFF:

- T. Smillie, Superintendent
- J. Glaudemans, Secretary-Treasurer
- J. Hanlon, Past Interim Secretary-Treasurer
- C. Kerr, Director of Operations
- D. Holitzki, Director of Inclusive Education
- N. Howald, Director of Information Technology
- C. Singh, Director of Human Resources
- B. Eaton, Director of Instruction
- F. Maika, Public Engagement Manager
- S. Whale, Executive Assistant
- H. Kerr, Executive Assistant

PARTNERS:

- M. Bennett, CUPE
- R. Bens, CUPE
- T. Stokes, DPAC *(via video conference)*
- L. Mackay, KLPVPA *(via video conference)*
- S. Kalabis, KLPVPA *(via video conference)*
- K. Wiens, KLPVPA *(via video conference)*
- K. Walgren, KLTF *(via video conference)*
- D. Kunzelman, KLTF *(via video conference)*

GUESTS:

- J. Murray

REGRETS:

- B. Coons
- S. Chew

1. Call to Order

The meeting was called to order at 3:49 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 May 17, 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 April 26, 2022, Operations and Finance Committee of the Whole meeting **BE ADOPTED**.

9. Old Business: Nil

10. New Business

A. 2022-2023 Budget

The Committee Chair announced that there were significant challenges this year with declining enrolment numbers, COVID funding changes and the pressure of inflation. This contributed to a budget that needed a lot of work to bring it to a balanced state. She expressed her gratitude and pride for the accomplishment of staff for having achieved this goal.

The Superintendent introduced Past Interim Secretary Treasurer Hanlon and Secretary Treasurer Glaudemans and thanked them for the countless hours they put into examining every line of the budget to make sure that every avenue would be researched to balance the budget and not at the expense of our classrooms. She echoed that she is very pleased to provide a balanced budget.

The Secretary Treasurer provided a presentation including the following topics:

- Budget development process & schedule
- 2022-2023 Annual budget summary
 - Requirement to submit a balanced budget by June 30, 2022 to the Ministry of Education.
 - Consultation with key stakeholders and public.
 - Expenses related to the classroom are maintained and targets for financial efficiency were found elsewhere.
 - Reduction of the student enrollment number led to a corresponding budget reduction of 0.9% from last year.
- Operating revenue
 - Total decrease in operating revenues of \$899.027, mostly due to enrollment decline of students and unique students.
 - In 2019-2020 and 2020-2021 SD8 received COVID 19 funding for various expenditures which is now expired and not expected to return.
- Operating expenditure
 - 86% of the budget is spent on salaries & benefits and 14% on services and supplies.



A committee member inquired, whether enough money was budgeted for Teacher-Librarians to meet the contractual obligations in the District. The Past Interim Secretary-Treasurer responded that some of the required budget is funded by the special purpose fund and the classroom enhancement fund, which is not recorded in the operational budget.

The Secretary-Treasurer continued his presentation and discussed the following in detail:

- Special purpose fund summary
- Capital expenses
- Annual Budget Bylaw Summary

Discussions ensued regarding the following topics:

- Whether the carry forward in the international program of \$76,000 can be moved to the unrestricted budget
- If specific cuts were made to reduce the budget and how this will affect the operations of the District

The Secretary-Treasurer provided a summary of how the results of the public budget survey and webinar were incorporated into the budget.

A committee member inquired whether the reduction of special needs student enrollment is due to the lower number of assessments. Staff responded that the budget in this area has not been reduced and it would be in the District's and student's best interest to be diagnosed if this is needed. Furthermore, it was advised that budget items most saved on were the Student Laptop Learning Initiative and contracts that were no longer serving the District. As to the changes at the Board Office, the District has looked over every department and shifted what was necessary in order to save costs.

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

THAT the 2022-2023 Annual Budget **BE RECOMMENDED** to the Board.
Two Committee Members opposed. One Trustee abstained. Motion carried.

The Board Chair thanked the Board Office Staff, the Superintendent and the Finance Department for their hard work during this difficult period. She acknowledged that the Board and District has not had to deal with such hard decisions in a long time.

The Committee Chair thanked the Finance Committee and staff for the hard work that has been done to bring this budget in balance.

11. Question Period

At the request of Trustee Gribbin it was confirmed that a side-by-side comparison of the draft budget and proposed budget will be sent out to the Board.

12. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for September 13, 2022. It was noted that an additional Committee of the Whole meeting might be called in June and Committee members would be notified accordingly.



13. Adjournment of Meeting

The meeting adjourned at 4:59 pm.

Committee Chair

Secretary-Treasurer



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

HELD ON JUNE 14, 2022

In person at the School Board Office and via video conference

BOARD:

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

DISTRICT STAFF:

T. Smillie, Superintendent
J. Gludemans, Secretary-Treasurer
C. Kerr, Director of Operations
N. Howald, Director of Information Technology
B. Eaton, Director of Instruction
N. Lynn, Executive Assistant

PARTNERS:

M. Bennett, CUPE
A. Early, CUPE
R. Bens, CUPE (*via video conference*)
K. Walgren, KLTF (*via video conference*)
K. Wiens, KLPVPA (*via video conference*)
J. Francis, KLPVPA (*via video conference*)
N. Nazaroff, DPAC (*via video conference*)
C. Bayly, DPAC (*via video conference*)

GUESTS:

Nil

REGRETS:

B. Maslechko, Trustee
S. Chew, Trustee
C. Singh, Director of Human Resources
D. Holitzki, Director of Inclusive Education

1. Call to Order

The meeting was called to order at 3:30 p.m.

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. Upcoming Changes to Board Policy

The Committee Chair outlined that the purpose of the meeting is to review upcoming policy changes. A presentation was provided which included:



- Boards work with various experts to find best practices in approach to running effective Board meetings and being an effective Board.
- Policy 160: Policy Development, Policy 120: Board Meeting Procedures and Policy 121: Committee Structure have been reviewed for effectiveness and efficiency.
- Section 100 of policy are completed by the Board and approved without field testing.
- Changes to Board practice include:
 - Full written information packages are included with Board meeting agendas.
 - The Board receives parliamentary training and the use of Roberts Rules
- The Superintendent manages operational matters, and the Board focuses on governance.

The Chair outlined the changes to each policy which included:

Policy 160: Policy Development

- A clear flowchart of workflow has been included in the policy.
- There will be a Policy Partner Advisory Committee instead of a Committee of the Whole, which will allow the Board to consider education partner contributions prior to adoption at Meetings of the Board Held in Public.
- A new Policy Review Committee consisting of the Superintendent, Secretary-Treasurer and three Trustees will develop and revise policies prior to being presented to Board. The Board will approve for field testing and the policies will be presented to the Policy Partner Advisory Committee.
- The goal of these changes is to streamline policy development and revision, allowing more focused discussion at the Policy Committee and Board meetings.

Policy 120: Board Meeting Procedures

- The name of Open Board meetings has been changed to Meeting of the Board Held in Public.
- Minor housekeeping changes were made such as terminology, order of meeting agenda items and revisions to the correspondence section of the agenda. Correspondence that impacts the public is placed in the public agenda package.

Policy 121: Committee Structure

- There will no longer be a Committee of the Whole in order to meet Board's Governance requirements.
- Committees of the Whole will now be called Partner Advisory Committees allowing equal voice to all education partners in the areas of policy, education, operations and finance.
- There will be no voting or resolutions in Partner Advisory Committee meetings.
- Partner Advisory Committees will each meet four times per year, and the meetings will take place prior to Board of Education meetings to provide information to the Board.

The Chair opened the meeting for question period.

A DPAC representative commented that the acronym of Partner Advisory Committee is the same as Parent Advisory Committee.

The Chair shared that there will likely be an extra letter in front of PAC for example, Policy committee would be PPAC. This will be discussed and sorted out at the June 21, 2022 Public Board meeting.

A CUPE representative asked for clarity around the Terms of Reference of the new committee structures with respect to voting.



The Chair shared that all the partner advisory committees would have similar Terms of Reference, where the Board would receive information from partner groups and then the Board of Education would make final decisions.

4. Adjournment of Meeting

The meeting adjourned at 3:39 p.m.



OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE

2022-2023 TERMS OF REFERENCE

Adopted: xxx

PURPOSE

1. The Operations & Finance Partner Advisory Committee is an advisory group and is chaired by the elected Trustee. In the absence of the elected Trustee the Board Vice-Chair will assume the Chair.
2. The purpose of the Operations & Finance Partner Advisory Committee is to bring together, on an ongoing basis, partner groups, senior staff, and the Board of Education to have informal discussions about how to support the district and provide advice to Board.
3. The Operations & Finance Partner Advisory Committee will offer a venue for parties to discuss ways to work together in support of students, the school district and public education, building trust and sustaining strong functional relationships, and strengthening communication and information sharing. The discussions will be purposeful, constructive and team building in nature.
4. Operations & Finance Partner Advisory Committee input will be considered in all matters related to the district but will not replace the accountability of district management and the Board of Education in decision making.
5. An annual schedule of meetings will be developed by the Chair of the committee, in collaboration with the Board Chair. An agenda will be developed for each meeting. To facilitate open discussion, summary minutes shall be recorded, following the minute-taking standards in Policy 124.
6. Labour relations or personnel matters will be addressed through district labour management meetings.



Memorandum to the Board of Education Operations & Finance Partner Advisory Committee

FROM: Johan Glaudemans, Secretary-Treasurer
DATE: September 27, 2022
SUBJECT: New Special Purpose Funds 2022-2023

For Information

Introduction

This memorandum outlines two new special purpose funds for 2022-2023 for Early Learning and Child Care.

Information

Early Learning and Child Care (ELCC) Capacity Funding

The Ministry of Education and Child Care has provided an additional amount of \$175,000 to expand child care on school ground through and Early Learning and Child Care (ELCC) Capacity fund. The funding is to be used to fund a leadership position or position(s).

The leadership position(s) role are to:

- Support or complete an environment scan of ELCC on school grounds
- Align district resources to support ELCC
- Coordinate ELCC initiatives
- Maintain a focus on high-quality ELCC experiences
- Identify opportunities for expansion

As we currently have both a district principal and director supporting these tasks, the funds will be used to supporting these positions.

Student and Family Affordability Funding

The Ministry of Education and Child Care has provided a Student and Family Affordability Fund to assist families with rising food costs and costs of goods and services. The district has been allocated \$553, 554 to be expended by June 30, 2023.

The funding can be used to:

- Improve students' access to nutritional food/meals before, during and after school
- Directly offset costs to parents/guardians, and students, such as school supplies and other cost pressures that they are facing using existing hardship policies

The special purpose funding is a one-time only fund that must be spent by June 30, 2023 and not be used to off-set items already in the current budget.

These funds are to be used to increase nutritional opportunities for students throughout the day, provide additional food and meal support to additional students as needed, and support students with children where appropriate. This can also be used to offset costs for goods and services for parents/guardians,



and students and will be additional to any planned or budgeted spending. This will include support for basic school supplies, educational fees, and school activities.

SD8 has a hardship [policy](#) and [administrative procedure](#) that will guide the distribution of the funds. This allows the district to allocate current funding to students that most need it. To determine the best use of these funds, the district will be consulting with Indigenous rightsholders to determine any unique needs of Indigenous students. DPAC will be consulted in use of the funds. The funding will be used in a manner that flexible, private, and as stigma-free as possible using the existing hardship practices.



Memorandum to the Board of Education Operations & Finance Partner Advisory Committee

FROM: Johan Glaudemans
DATE: September 27, 2022
SUBJECT: 2021-2022 Audited Financial Statements, Discussion and Analysis

For Information

Information

The draft Audited Financial Statements, for the 2021-2022 school year ending June 30, 2022 in the required format as per the Ministry of Education and Child Care is provided as a handout. The audited statements contain summary information from the following funds:

- Operating Fund
- Special Purpose fund
- Capital Fund

The report has been reviewed by the district's external auditors, BDO Canada LLP and are considered in final draft. When presented and approved by the Board of Education in the Public meeting later this evening, these statements will be filed with the Ministry of Education who will consolidate our information with the other districts across the province to calculate the provincial totals.

This update is for the Board's information and requires no further action at this time.



Memorandum to the Board of Education Operations & Finance Partner Advisory Committee

FROM: Johan Glaudemans
DATE: September 27, 2022
SUBJECT: 2021-2022 Surplus Restrictions and Carry-Forwards

For Information

Introduction

The Operating Surplus and Carry Forward Report for School District No. 8 (Kootenay Lake)'s fiscal year 2021-2022 is provided as a handout. This report provides an update on the operating reserve and reserve balances.

Information

Following the completion of the Audited Financial Statements the district prepares an additional report that tracks the surpluses for the following funds:

- Operating Fund
- Special Purpose fund
- Capital Fund

This information contains the carry forward of the closing accounts for 2021-2022 fiscal period and will represent the opening balances for the 2022-2023 fiscal period.



2022-2023 Board & Committee Meetings Calendar

DATE	TIME	LOCATION	MEETINGS	COMMENT
September 13, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
September 27, 2022	1:30 – 2:30 pm	Board Office, Nelson	Closed Board Meeting	
	3:00 – 4:30 pm	Board Office, Nelson	O&F Partner Advisory Committee	<i>Audited Financials Recommendation</i>
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	<i>Audited Financials Approval</i>
October 11, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
November 8, 2022	1:00 – 2:30 pm	Board Office, Nelson	Inaugural Meeting	<i>Elect Chair and Vice-Chair</i>
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	<i>Growth Plan presentation</i>
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
December 13, 2022	10:30 – 12:00 pm	Board Office, Nelson	Education Partner Advisory Committee	
	12:30 – 2:00 pm	Board Office, Nelson	Policy Partner Advisory Committee	
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
<i>Winter Break (December 19 – January 2)</i>				
January 10, 2023	9:30 – 10:30 pm	Board Office, Nelson	Education Partner Advisory Committee	
	11:00 – 12:30 pm	Board Office, Nelson	Policy Partner Advisory Committee	
	1:00 – 2:30 pm	Board Office, Nelson	O&F Partner Advisory Committee	
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
February 14, 2023	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	<i>Amended Budget Recommendation</i>
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	<i>Amended Budget Approval</i>
March 14, 2023	11:00 – 12:30 pm	Board Office, Nelson	Policy Partner Advisory Committee	<i>Annual Budget Consultation Plan</i>
	1:00 – 2:30 pm	Board Office, Nelson	O&F Partner Advisory Committee	
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
<i>Spring Break (March 20 – 31)</i>				
April 11, 2023	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
May 9, 2023	9:30 – 11:00 am	Board Office, Nelson	Education Partner Advisory Committee	<i>Strategic Plan</i>
	11:30 – 12:30 pm	Board Office, Nelson	Policy Partner Advisory Committee	
	1:00 – 2:30 pm	Board Office, Nelson	O&F Partner Advisory Committee	<i>Annual Budget</i>
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
June 13, 2023	1:30 – 2:30 pm	Board Office, Nelson	Education Partner Advisory Committee	
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 pm – 7:00 pm	Board Office, Nelson	Public Board Meeting	<i>Strategic Plan Approval</i>
<i>Summer Break</i>				

