

**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE BUDGET ADVISORY  
COMMITTEE MEETING  
November 28, 2016**

**PRESENT:**

**Board - Committee Members:**

Tom Hendrickson	Chair
John Koopman	Trustee

**Representatives:**

Lori Izawa	Parent	PAC
Darlene Smith	Payroll	CMAWBC
Shannon Perna	Teacher	FCTA
Jon Polishak	Teacher	FCTA
Bruce Becker	Principal	FCPVPA
Karl Koslowsky	Vice Principal	DISTRICT
Brad Bourel	Maintenance	CMAWBC

**Staff:**

Karen Nelson	Superintendent
Natalie Lowe-Zucchet	Secretary-Treasurer
Kevin Bird	Assistant Superintendent

**Recording Secretary:**

Laurie Bjorge	Accounting/Data/Human Resources
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**Regrets:**

Cindy Ferguson	Trustee	
Cathy Speth	Representative AEC	
Wayne Bobb	Representative AEC	
Mark Classen	Principal	FCPVPA
Wendy Clark	Parent	DPAC

**1. Call to Order**

Trustee Hendrickson called the meeting to order at 4:30 p.m. in the District Education Office in Hope, B.C.

**2. Approval of Agenda**

**SMITH/IZAWA**

THAT the Agenda of the Budget Advisory Committee meeting be amended to add the Election of the Chair.

**Carried**

**3. Election of Chair**

Lori Izawa nominated Trustee Hendrickson. Nomination is accepted. There were no other nominees. Trustee Hendrickson accepted the position of Chair by acclamation.

**4. Approval of Agenda**

**IZAWA/KOOPMAN**

THAT the Agenda be approved as amended.

**Carried**

**5. Approval of Minutes – May 9, 2016**

**IZAWA/SMITH**

THAT the Minutes of the Budget Advisory Committee meeting held on May 9 , 2016 be approved.

**Carried**

**6. Preliminary Budget**

The Secretary-Treasurer presented the 2016-2017 preliminary budget. The timeline and key dates were explained, beginning with the Minister announcing Provincial funding in February. Each district submits their three year enrolment projections. Districts must submit balanced budgets by June 30<sup>th</sup> each year. Contractually layoff notices have to be sent out by the end of April. Districts are funded based on 1701 numbers at September 30<sup>th</sup>.

Our district has been in funding protection for the last three years. This is the first year we're not due to enrolment growth in our district. The Ministry has released some funding after preliminary announcements that they had been holding back , as well as providing new funding for every additional new student, to meet the shortfall in funding for staff costs.

Less than 1% of other revenue that comes into the district is from interest, rentals, and international students. It is projected that the district will be receiving approximately \$19 million from operating grants. Other grants have been minimally changed.

The Ministry announced an infusion of \$14 million dollars of transportation funding, of which we will receive \$184,000 to use for the addition of a small bus, and to fund extra-curricular field trips.

The government has created a Financial Health working group of strategic advisors to look at the overall budget process. The group's findings have been shared as had the Auditor General's report, which included key points that Boards need to consider, ie. is there a strategic plan in place that is linked to the budget and are we communicating with stakeholders about financial performance.

The revenue numbers presented includes the money that the ministry released that had been held back, the infusion of the transportation dollars, and the increase in per pupil funding. Most of the extra

revenue has been spent on pay increases. Overall, the provincial budget increased by \$50 million which largely was used for labour settlement costs.

Other costs pressures include the additional funding and expenditures for Trades Program. Mr. Karl Koslowsky has been spending time applying for grants and funding for this program. Technical changes such as MyEducation BC, and NGN is an ongoing concern.

Due to declining enrolment over a period of years, the district entered funding protection. At that time, the district was being funded beyond our annual needs which enabled the district to put away that money resulting in a significant surplus. That money is used cautiously so that the district won't have to cut funding to programs and allows the district continue to operate and meet needs as they come up.

Some districts have audit committees to ensure proper financial reporting and structure. Our district brings in an auditor annually who ensures proper financial controls are in place, and reports recommendations to the Board. Our budget committee could function as our audit committee.

The Assistant Superintendent reported that he has discussed with other districts how they are changing their budget process to support the new curriculum. Many are moving from centralized budgeting to school based budgeting as our district has been doing. This enables the schools to make more individualized decisions reflecting the needs of their schools.

## **7. Strategic Plan**

The Superintendent discussed how the district's Strategic Plan ties in with the district's budget. Our district is focusing on inclusion. Many speakers have been brought in to provide sessions for staff and parents to help provide support.

The Student Services Support Coordinator discussed the process of identifying special needs students, providing support for them and their parents, as well as support for the Special Education teachers and assistants in the way of professional development.

There is funding for each school for communication and collaboration to enable teachers to work with their colleagues. Funding is provided for a group of teachers to participate in a very high level of leadership training which happens three to five times per year.

The Assistant Superintendent talked about the all day treatment program which provides clinical help to students, in which the district assists with the transportation costs.

Mr. Koslowsky talked about the new ADST program and how the programs have used grant money to provide tools and material for training.

The district is proud of its Honouring Culture. The AEC has full autonomy on how they spend their money to support the students. Honouring ceremonies are a positive and encouraging practice in the schools.

The committee discussed at length the issue of student transition, including collaboration between StrongStart and Kindergarten. The practice has been mostly concentrated on higher needs students, but all agree should include all students. Early intervention is a priority.

**8. Office of the Attorney General Report**

The Secretary-Treasurer reviewed the auditor's report and recommendations:

- *Better development and communication of strategic plans, and the linkage to budgeting;*
- *Better reporting to school boards of financial performance relative to budget; and*
- *Stronger budgetary and expenditure controls, including expenditure initiation.*

The Secretary Treasurer is confident that financial reporting and financial controls in the district are very well done. More communication needs to happen as how the budget links to the strategic plan.

**9. Transportation Funding**

The Ministry announced the additional transportation funding and gave a short turn around time as to how the districts wanted to spend the dollars. The district's submission included an upgrade to technology on busses for safety, a smaller bus for smaller groups, and to pay for extra-curricular field trips. Staff are always encouraged to submit suggestions to the Secretary-Treasurer.

The Superintendent requested that the discussion regarding student transitions be brought forward to the next Budget Advisory Committee meeting. The committee also agreed to bring forward the discussion of field trips to the next meeting.

**10. Questions**

No further questions.

**Adjournment**

**/IZAWA**

THAT the meeting be adjourned. 6:40 p.m.

**Carried**

**Notice of Next Meeting:**

January 16, 2017

4:30 p.m.

District Education Office