

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

**MINUTES OF THE BUDGET ADVISORY
COMMITTEE MEETING
May 7, 2018**

PRESENT:

Board - Committee Members:

Tom Hendrickson	Chair
Heather Stewin	Trustee

Representatives:

Shannon Perna	Teacher	FCTA
Amy Smith	President	FCTA
Sequel Adamson	Student	
Darlene Smith	Payroll	CMAWBC

Staff:

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

Recording Secretary:

Ashley Limb	Accounting/Data/Human Resources
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Regrets:

Cindy Ferguson	Trustee	
Bruce Becker	Principal	FCPVPA
Wayne Bobb	Representative	AEC
Wendy Clark	Parent	DPAC
Karl Koslowsky	Vice Principal	DISTRICT
Brad Bourel	Maintenance	CMAWBC
Cathy Speth	Representative	AEC

1. Call to Order

The Secretary-Treasurer called the meeting to order at 4:31 p.m. in the District Education Office in Hope, B.C.

2. Approval of Agenda

STEWIN/PERNA

THAT the Agenda be approved as presented.

Carried

3. Approval of Minutes – April 9, 2018**SMITH/ADAMSON**

THAT the Minutes of the Budget Advisory Committee meeting held on April 9, 2018 be approved.

Carried

4. Annual Draft Budget

The Secretary-Treasurer reviewed the Annual Draft Budget that will need to be approved by the Board by June 30, 2018.

The Secretary-Treasurer explained the overall revenue and expenses of the annual budget which includes operating, special purpose funds and capital funds.

Projected revenue is very similar to last year. The grant revenue is slightly higher due to an increase in the per student amount in both unique student needs and in terms of regular grants. The Ministry have added in inflationary factors in student amounts.

The Secretary-Treasurer indicated that the Local Education Agreement revenue from the First Nations bands are fairly similar to last year but will change slightly depending on the final on-reserve student enrolment. Miscellaneous revenue is made up of small grants and small equipment sales. There is some money that comes in for rentals and leases which include our lease with the University of Fraser Valley – which is put back into dual credit course programming – as well as rentals such a Harrison Hot Springs Preschool & Daycare Centre.

The Secretary-Treasurer reviewed a breakdown of the operating expenses by object, such as staff category salaries, as well as employee benefits cost and the supplies budget. The committee reviewed the breakdown of various programs, benefits and services.

The Ministry of Education has an expectation that the budget be broken down to account for the funding received in special purpose funds to ensure these are funds are being spent on associated programming.

5. BCASBO Submission – Funding Review Panel

BCASBO did an excellent job summarizing the concerns and what needs to be considered in the BC K-12 Funding Model Review. The following are their brief recommendations:

- Retain the core per pupil funding;
- Retain autonomy for Boards of Education to effectively utilize available resources for student needs;
- Ensure funding allocations provide equitable access to education services through the province;
- Establish base per-school and/or per-district funding amounts for special education to ensure district have capacity for basic level of services;
- Establish funding for students with special needs on educational needs rather than utilizing categories;

- Retain the target for aboriginal education funding;
- Establish a policy to recognize pressures on districts for costs of collective agreements, tax burdens, benefit premium rates, etc.;

More recommendations were provided in the handout which the committee discussed.

6. Employee Benefits Buying Group

The BCPSEA Employee Benefits Buying Group Program circulated a booklet regarding rates and changes which included increases in extended health costs. There were improvements made to the teacher plan increasing the premiums for that particular group.

7. Audit Committee

The Auditor General came out with a report last year regarding the advisability of having an audit committee for School Districts. Fraser-Cascade is not a large enough district to have a stand-alone internal audit committee. The external auditor does the audited financial statements and presents to the Board of Education.

Some of the roles and responsibilities of an audit committee could be done by the Budget Advisory Committee and it is important to understand the role of the committee. The committee could be an avenue for oversight looking at financial reporting, accounting policies, and the appointment of the auditor.

Discussion surrounded the external auditor going out to tender but there was consensus that there are no concerns with information fatigue. It was recommended to have the auditor come to the next meeting and explain the process as well as the audited financial statements.

There would need to be a change in the policy for roles and responsibilities of the Budget Advisory Committee to have audit committee responsibilities added.

8. Staffing

The Secretary-Treasurer noted that 15 Special Education Assistants received layoff notices. The majority of these employees were hired mid-year and it is expected that their hours will be added back in the fall, with the location potentially changing.

There were no layoffs to teaching staff.

Adjournment

PERNA/STEWIN

THAT the meeting be adjourned at 5:40p.m.

Carried

Notice of Next Meeting:

Fall 2018

4:30 p.m.

District Education Office