

A School District No. 8 (Kootenay Lake) Finance Committee meeting was held in the Board Room, 570 Johnstone Road, Nelson, B.C. on Tuesday, October 29, 2013 at 1:00 P.M.

TRUSTEES PRESENT: M. Joy, R. Huscroft, A. Hambler-Pruden, S. Huser,
B. Maslechko, L. Trenaman (*left meeting at 1:40 pm*),
B. Wright

REGRETS: Trustees D. Lang, S. Walsh
B. MacLean, Manager of Operations

ALSO PRESENT: J. Jones, Superintendent of Schools
K. Morris, Secretary-Treasurer
A. Leathwood, Director of Innovative Learning Services
B. Eaton, Director of Independent Learning Services
L. Brown, Director of Operations
D. Holitzki, Director of Human Resources
A. MacKenzie, Executive Assistant
R. Simpson, KLPVPA
P. Boscariol, KLTF
S. Wilson, DPAC
M. Bennett, CUPE
N. Latham, CUPE

**VIA VIDEO CONFERENCE
IN CRESTON:** B. Blair, KLTF

MEDIA & PUBLIC: B. Abraham

CALL TO ORDER

Chair Joy called the meeting to order at 1:00 P.M.

INSERTIONS/DELETIONS TO PROPOSED AGENDA

Nil

ADOPTION OF AGENDA

Moved by Trustee Huscroft, seconded by Trustee Maslechko
AND RESOLVED THAT:

The Finance Committee Agenda for the October 29, 2013 meeting be adopted
as circulated.

OPPORTUNITY FOR COMMENTS BY THE PUBLIC

Nil

ADOPTION OF OCTOBER 8, 2013 SPECIAL FINANCE COMMITTEE MINUTES

Moved by Susan Wilson, seconded by Rob Simpson
AND RESOLVED THAT:

The Special Finance Committee Minutes from the October 8, 2013 meeting, be adopted.

CORRESPONDENCE

Nil

OLD BUSINESS

Annual Plan – Communication Strategy

At the September 17, 2013 Finance Committee Meeting the Committee requested further discussion on communication strategy:

Discussion at September 17, 2013 meeting:

- student symposia - hear from students
- Stakeholders - clear framework with more advanced notification to a variety of groups - who we are targeting?
- public input - what do you want to hear from them, what would we like to ask the public - three questions?
- input - who do you want input from - who aren't we receiving input from? Next step is how to approach those individuals/groups? They need a bigger picture of how they fit in the puzzle - ask for input in specific areas.
- context - not a clear understanding of how the budget works - provide context on the departments, ie transportation.
- challenge as to how we will obtain the input.
- marketing campaign - every 4 - 6 weeks in newspaper with a fact sheet. Need to hear more from the general public - tax payers - not angry people. Provide a question or two to solicit input.
- visit schools and sit in on some of the staff meetings with input item on agenda to hear from teachers, EA's, custodians, etc., also attend maintenance staff meetings.
- parent teacher interviews - focused presentations by Board and Committee members - advertise.
- conversation around service rather than the dollar figure. What services would they like to see for their children?
- libraries - living book presentations - talk about experiences within their lives.
- survey parents through newsletter to have the discussions at home with their children - use PAC and DPAC
- concern that we will receive needs we can't fill
- stakeholder roundtables by invitation - 100's of people - students, staff, members from other organizations that work directly/indirectly with us/public that have children in schools and that don't have. Several ways to facilitate the meeting.

- use Thoughtstream with specific questions - advertise through various media
the third party people that utilize the school system that aren't represented here.

Discussion at October 29, 2013 Meeting:

Who are we targeting?:

- Staff
- General public
- Parents
- Students

What do we want to ask or tell?:

- Conversion of dollars to services
- Where does the money go
- Students - priorities – what do they absolutely need and what can they live without
- Inform how decisions are made and what the Committee does
- Understand limitations of funds.

What is the best way to reach out?:

- Encourage Principals to place on staff meeting agendas
- Electronic transmission of pertinent information we would like to share
- CUPE - Talk to us, we are there
- Create a questionnaire to go out in the field
- Would like to hear back if what we are doing is meeting the needs
- Break into sub-committees and go to different worksites on lunch break, etc. to deliver a message and receive input
- Some of employee groups don't take a lunch hour due to work hours
- Doing too many strategies – identify three strategies – they will reach the people if they are interested
- Advertise a fact sheet via a press release.

How to receive information?:

- Electronic surveys
- Public meeting
- Phone survey better than mail out survey which is costly and low return
- Send survey out to stakeholder reps in order that they can have meetings with their groups – Susan advises that DPAC has done this – turn around is 2 months
- paper surveys are better
- Grab parents as they drop students off or outside the grocery store
- Digital surveys - same people responding each time
- Public forums need to be held in specific communities to bring people out
- Start the ball rolling with a face to face and then launch the budget process

- Should be fair and equitable to present to the Committee for funds
- Need to be cautious that we don't give false hopes as to available funds.

2012/2013 Appropriated Surplus

Rationale for Director recommendations:

Custodial Equipment Carry forward –

- more efficiency;
- need replacement plan similar to evergreen, vehicles, tech ed. Equipment.

Tradesperson

- we have more work than we have people
- request for 2 positions was in 13/14 Preliminary Budget

Distributed Learning Secondments

- sets out opportunities for students to learn from a distance
- not an ongoing position
- more rigor and engagement for students
- two part time teachers for project work.

Early Learning Supplement

- in the Spring we allocated \$300,000 Early Learning funds; in the Fall we had more Kindergarten classes so need to increase the budget
- continue level of support for Kindergarten.

Achievement Initiative

- collective conversation
- was in 13/14 Preliminary Budget
- new curriculum released by the Ministry – review and provide feedback

BCeSis support

- with retirement of BCeSis IT person, current staff need training to support SD8 users

Clerical Relief support

- with the clerical reduction, some schools have purchased extra time and some not
- this would be a pool of relief or extra hours for Principals to use during key pressure times (data collection, report cards, registration, year end transition).

International Cultural Expansion

Comments:

- Distributed Learning – concern that the funds could go into classrooms instead
- Difficulty supporting the International Cultural expansion - report as to how funds were spent and the success

Provide suggestions for surplus allocation to K. Morris by end of the week to be brought back to next meeting.

2014/2015 BUDGET

2014/2015 Budget Process

Kim provided a draft process for 14/15, but has concerns.

- Loud and clear about Superintendents recommendations coming to Committee before 2nd reading – concern that we won't have good recommendations by February, 2014
- Consider first and second reading on April 1st and continuation of second reading and third reading by April 22nd?

Kim will send out revised process to Committee members via email and if acceptable to Committee, the process will be considered approved by email consensus.

SEPTEMBER 30, 2013 FINANCIAL SUMMARY REPORT

TABLED TO NOVEMBER 19, 2013 MEETING.

The September 30, 2013 Financial Summary Report, BE RECEIVED for information

2013/2014 BUDGET CHANGE REPORT

TABLED TO NOVEMBER 19, 2013 MEETING.

The 2013/2014 Budget Change Report, BE RECEIVED for information.

TRANSACTIONS OVER \$10,000

TABLED TO NOVEMBER 19, 2013 MEETING.

The report of transactions over \$10,000, BE RECEIVED.

QUESTION PERIOD

Overspending on administrative and underspending on teaching for next meeting.

NEXT MEETING DATE

The next Finance Committee Meeting is scheduled for November 19, 2013 at the Nelson Board Office.

ADJOURNMENT

The meeting adjourned at 2:39 P.M.

Chair

Secretary-Treasurer