![School District 8 Kootenay Lake logo]

OPERATIONS AND FINANCE COMMITTEE OF THE WHOLE
MEETING AGENDA
TUESDAY, FEBRUARY 15, 2022
3:00 PM (PT) – 4:30 PM (PT) / 4:00 PM (MT) – 5:30 PM (MT)
Via video conference: Zoom - Meeting ID: 611 8378 2337 – Password: 316245
Due to COVID-19 public attendance is only available via zoom

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 February 15, 2022 meeting, **BE ADOPTED**, as circulated.

5. **Receiving Presentations** - Nil

6. **Opportunity for Comments by the Public**
   The public will 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 October 19, 2021 Operations and Finance Committee of the Whole meeting **BE ADOPTED**.

9. **Old Business**

10. **New Business**

    A. <u>Facilities and Capital Plan Update</u> – Secretary-Treasurer

    B. <u>2021-2022 Amended Budget</u> – Secretary-Treasurer (p.)   *[Link to Amended Budget]*
                                                                          [Link to Amended Budget Discussion]

    Proposed Resolution:

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

11. **Question Period**
    The public will 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. 6)   App. 12

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

13. **Adjournment of Meeting**

**OPERATIONS AND FINANCE COMMITTEE OF THE WHOLE
MEETING MINUTES
HELD ON TUESDAY, OCTOBER 19, 2021**
In person at the School Board Office – 811 Stanley Street, Nelson
and via video conference

BOARD:	L. Trenaman, Board Chair
	S. Nazaroff, Board Vice-Chair
	S. Walsh
	D. Lang, O&F Committee Chair
	A. Gribbin (*via video conference*)
	B. Maslechko (*via video conference*)
	B. Coons (*via video conference*)
DISTRICT STAFF:	T. Smillie, Superintendent
	M. McLellan, Secretary-Treasurer
	C. Kerr, Acting Director of Operations
	N. Howald, Director of Information Technology (*via video conference*)
	C. Singh, Director of Human Resources
	B. Eaton, Director of Instruction (*via video conference*)
	S. Shaw, Manager of Finance
	S. Whale, Executive Assistant
PARTNERS:	R. Bens, CUPE (*via video conference*)
	K. Kusnir, CUPE (*via video conference*)
	D. Kunzelman, KLTF (*via video conference*)
	C. Wilson, KLTF (*via video conference*)
	K. Wiens, KLPVPA (*via video conference*)
	J. Francis, KLPVPA (*via video conference*)
	N. Nazaroff, DPAC (*via video conference*)
GUESTS:	Miriam H. (*via video conference*)
	C. Bayly (*via video conference*)
	Pauline (*via video conference*)
REGRETS:	S. Chew, Trustee
	C. Beebe, Trustee
	D. Holitzki, Director of Inclusive Education
	M. Bennett, CUPE
	A. Early, CUPE
	R. Sherman, KLPVPA

1. **Call to Order**
   The meeting was called to order at 4:32 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 October 19, 2021 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 September 21, 2021 Operations and Finance Committee of the Whole meeting **BE ADOPTED**.

9. **Old Business**

   A. <u>Update on Student Laptops for Success</u>

   The Director of Information Technology reported that the rollout of student laptops is under way and that over 90% have been distributed.

   C. Wilson joined the meeting at 4:36 PM.

   The Director of Information Technology shared pictures with the Committee to showcase the rollout and the excitement students felt. He also noted that staff have been supportive. He mentioned that there will be a working session and survey scheduled with the Board, Teachers, and Administrators to determine whether the initiative was successful or if further evaluation is needed.

10. **New Business**

    A. <u>2021-2022 Terms of Reference and Annual Plan Review</u>

    The Committee Chair explained that the Terms of Reference and Annual Plan would be deferred to give the Board the opportunity to review Policy 121 Committee Structure. She advised that both documents from last year would be in effect until they are replaced following this Board review.

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

THAT the Operations & Finance Committee of the Whole operate according to the 2020-2021 Terms of Reference;

AND THAT the consideration of the 2021-2022 Terms of Reference **BE DEFERRED**.

B. 2021-2022 Budget & Staffing Update

The Secretary-Treasurer provided a verbal update on the 2021-2022 Budget and staffing. He noted that there are positive and negative changes this year. He pointed out a few highlights:

- It will continue to be a tight budget year
- Re-start funding of 36,000 as a new revenue
- Mental Health funding of 129,000 as a new revenue
- Expected CEF funding increase
- New revenue total amounts 1.1 Mio
- Student enrolment has decreased by 20FTE as compared to the prior year
- Unique Designations have also decreased as compared to the prior year.
- Budget execution is overall in line with the Board's adopted budget for the year
- Various re-allocations planned within allocated sub-budgets to balance the budget.

C. Staffing Ratios

The Secretary-Treasurer referenced the attached Memorandum and explained the analysis in more detail. He noted that the date indicated that the District has fewer exempt staff than other districts, and compared principals and vice-prinicpals, despite being a larger district with a greater number of schools. He reported that the District's Finance department will periodically updated the analysis to have a reference point as to how the District aligns with other districts in the province.

A Trustee requested more clarification on exempt staff of 17 "other exempt" categorized. Staff responded that it's all non-PVP exempt staff in District.

A Trustee inquired if there is a total of all exempt staff and ratio for teachers and other staff. The Secretary-Treasurer responded that he could bring that forward again at a future meeting.

D. Facilities and Capital Plan Update
The Secretary-Treasurer introduced the topic and provided high-level numbers as to year-to-date costs as compared to the Capital Operations Plan. The Director of Operations to provide a detailed update as to the work completed at various schools around the District.

A Trustee inquired about the status of the ventilation upgrade to ministry standards. The Director of Operations reported that first shipment of MERV13 filters was received the previous day and that they will get installed right away.

11. **Question Period**

    A guest from the public inquired about the Homelinks student funding where the curriculum budget has disappeared and asked how the funding is allocated. The Secretary-Treasurer noted that Homelinks had a negative carry forward but that this should not impact educational service delivery by the District.

12. **Meeting Schedule & Reminders**
    The next meeting of the Committee is scheduled for February 15, 2022.

13. **Adjournment of Meeting**
    The Meeting adjourned at 5:12pm.

School District 8
Kootenay Lake

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	
Winter Break (December 19 – January 3)				
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	*If needed*
	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	*If needed*
	2:00 – 4:30 pm	Board Office, Nelson	Edu. and G&P Committees	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
Spring Break (March 12 – 27)				
April 26, 2022	1:30 – 3:00 pm	Crawford Bay School	Closed Board Meeting	
	3:30 – 4:30 pm	Crawford Bay School	O&F Committee Meeting	Preliminary Draft Budget Review
	5:00 – 7:00 pm	Crawford Bay School	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	
Summer Break				