

**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE
AGENDA**

TUESDAY, MARCH 14, 2023

1:30 PM – 2:30 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 March 14, 2023 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 February 14, 2023 Operations & Finance Partner Advisory Committee meeting **BE ADOPTED**.

9. Unfinished Business – Nil

10. New Business – Secretary Treasurer

A. Enrollment Projections and Projected Revenues 2023-2024 (p. 4)

App. 10A

B. Annual Budget Consultation Plan (p. 5)

App. 10B

11. Comments or Questions from the Public

12. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for May 09, 2023.

13. Adjournment of Meeting



**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE
MINUTES**

App. 8

TUESDAY, FEBRUARY 14, 2023

Board:

K. Etheridge, Committee Chair
L. Trenaman, Chair
D. Lang, Vice-Chair (via video conference)
M. J. Blackmore
J. Bremner
S. Chew (via video conference)
A. Gribbin
S. Nazaroff
M. Shunter

District Staff:

T. Smillie, Superintendent
J. Gludemans, Secretary-Treasurer
B. Eaton, District Director of Instruction – Innovative Learning
C. Kerr, Director of Operations (via video conference)
C. Singh, Director of Human Resources
S. Bruskowski, Executive Assistant

Partners:

C. Bayly – DPAC
M. Bennett – CUPE
A. Early – CUPE
J. Francis – KLPVPA
G. Higginbottom – ACE
J. Kooznetsoff – KLPVPA
D. Kunzelman – KLTF
T. Rice – DPAC
C. Wilson – KLTF

Regrets:

D. Holitzki, District Director of Instruction – Equity, Inclusion & Diversity

1. Call to Order

The meeting was called to order at 1:35 PM.

2. Acknowledgement of Aboriginal Territory

3. Changes to Proposed Agenda - Nil

4. Adoption of Agenda

5. Receiving Presentations - Nil

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

A Partner asked whether there was going to be an update on the strike vote. The Superintendent clarified that information cannot be shared with the public during ongoing bargaining.

7. Correspondence - Nil

8. Adoption of Minutes

A Partner suggested several edits to the minutes of the September 27, 2022, meeting. The September 27, 2023, minutes were adopted as amended.



9. Unfinished Business - Nil

10. New Business

A. Amended budget

The Secretary-Treasurer presented the 2022-2023 Amended Annual Budget. The (Initial) Annual Budget was based on projections and best estimates available at the time. Revenues were updated after the September 29 enrollment count. The amended budget reflects the changes that occurred over the course of the school year. As part of the package provided in the agenda, the Secretary-Treasurer presented the amended annual budget bylaw which will be provided to the Board for approval in the Public Meeting of the Board later the same day.

The Secretary-Treasurer responded to comments and questions by Trustees and partners.

B. Budget Development Process and Schedule

The Secretary-Treasurer provided the 2023-2024 budget schedule and invited everyone to participate in the survey. The feedback received will be considered in the creation of the budget.

11. Comments or Questions from the Public

The Superintendent replied to a member of the public that releasing the \$76k carry-forward in the international program into the unrestricted operating surplus will be brought forward to the Board for consideration during the annual budget process.

12. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for March 14, 2023.

13. Adjournment of Meeting

The meeting was adjourned at 2:54 PM.

Committee Chair

Secretary-Treasurer



FROM: Johan Glaudemans, Secretary-Treasurer
DATE: March 14, 2023
SUBJECT: 2023-24 Enrolment Projections

For Information

Introduction

This memorandum provides an overview of the enrolment projections for 2023-24.

Background

Enrolment projections are submitted annually and no later than February 15th each year. Submissions form the funding basis for preliminary funding estimates from the Ministry. These estimates will be published no later than March 15th annually.

Information

For 2023-24, School District No. 8 (Kootenay Lake) is projecting an estimated enrolment of 4,478 Regular K-12 Schools FTE enrolment, 18 Alternate Schools FTE and 230 Online Learning FTE. This is a projected decline of 6.5625 FTE which is predominantly made up of regular K-12 school enrolment. At current 2022-23 per FTE funding levels this would approximate a funding reduction of (\$51,269) and would not trigger funding protection funding.

Further, within this enrolment decline, we are projecting unique student needs FTE changes as follows:

▪ Level 1 - an increase of 1 student	1 x \$44,850	\$44,850
▪ Level 2 - an increase of 13 students	13 x \$21,280	\$276,640
▪ Level 3 - a decrease of 2 students	2 x (\$10,750)	<u>(\$21,500)</u>
		\$299,990

Other changes account for a funding reduction of \$44,509:

▪ ESL - a reduction of 3 students	3 x (\$1,585)	(\$4,755)
▪ Indigenous Education - a reduction of 25 students	25 x (\$1,565)	(\$39,125)
▪ Adult education - a decrease of 0.125 student	0.125 x (\$5,030)	<u>(\$628)</u>
		(\$44,508)

Overall, our funding adjustments are expected to be as follows:

	2023-24 vs 2022-23
Change in Funding	\$204,213

On or no later than March 15th, 2023, the Ministry of Education and Child Care releases the preliminary enrolment-based funding calculations on its website. These calculations will determine the funding amounts that will form part of our Initial 2023-24 Annual Budget cycle.



Date	Time	Meeting	Meeting Description/Tasks	Attendees/Responsible	Location
March 15, 2023	n/a	Surveys to KLPVPA, Students & Public	Invitation to comment. Preliminary Draft Budget Posted Online.	Public, Partner Groups and Students	Online Survey & Invitation to Comment
April 5, 2023	9:00PM – 3:00PM	Board Working Session	Preliminary Draft Budget Review.	Trustees	Board Office & Zoom
April 6, 2023	2:00PM – 4:30PM	LKB, ACE, KLPVPA, CUPE, KLTF, DPAC	Focused Draft Budget Discussion.	Trustees, Senior Staff & Partner Groups	Board Office & Zoom
April 11, 2023	3:30PM – 4:30PM	O&F Committee Meeting	Preliminary Draft Budget Review.	Trustees & Senior Staff	Board Office & Zoom
April 25, 2023	6:00PM – 7:30PM	Public Webinar	Presentation of Updated Budget, Survey Results, Public Q&A.	Partner Groups & Public	Zoom Webinar
May 9, 2023	3:00PM – 4:30PM	O&F Committee Meeting	Supt.'s Recommended Budget.	Committee Members	Board Office & Zoom
May 9, 2023	5:00PM – 7:00PM	Meeting of the Board held in Public	Supt.'s Recommended Budget. Planned Readings 1, 2 & 3 of Budget Bylaw.	Trustees	Board Office & Zoom

