

**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE  
AGENDA**

**TUESDAY, MARCH 12, 2024**

**3:30 PM – 4:30 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**

**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

**9. Unfinished Business – Nil**

**10. New Business – Secretary Treasurer**

A. 2024-2025 Budget Schedule (p. 4)

App. 10A

B. 2024-2025 Enrolment Projections and Projected Revenue (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 14, 2024.

**13. Adjournment of Meeting**

**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE  
AGENDA  
TUESDAY, FEBRUARY 13, 2024**

<b><u>Board:</u></b>	D. Lang, Chair ( <i>via video conference</i> ) J. Bremner, Vice Chair M. J. Blackmore ( <i>via video conference</i> ) S. Chew ( <i>via video conference</i> ) K. Etheridge, Committee Chair ( <i>via video conference</i> ) A. Gribbin M. Shunter L. Trenaman, Chair
<b><u>District Staff:</u></b>	T. Smillie, Superintendent C. MacArthur, Secretary-Treasurer B. Eaton, District Director of Instruction – Innovative Learning J. Francis, Principal and KLPVP Partner ( <i>via video conference</i> ) C. Kerr, Director of Operations C. Singh, Director of Human Resources S. Bruskowski, Executive Assistant
<b><u>Partners:</u></b>	N. Nazaroff, DPAC ( <i>via video conference</i> ) Don Courson, Metis Partner Ajla Morrow, DPAC
<b><u>Guests:</u></b>	Nil
<b><u>Regrets:</u></b>	D. Holitzki, District Director of Instruction – Equity, Inclusion & Diversity S. Nazaroff, Trustee

**1. Call to Order**

The meeting was called to order at 3:01 pm, followed by a round of introductions.

**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 – Nil**

**7. Correspondence – Nil**

**8. Adoption of Minutes**

**9. Unfinished Business – Nil**

**10. New Business – Secretary Treasurer**

A. 2023-2024 Amended Annual Budget

In a presentation, Secretary-Treasurer MacArthur compared the initial budget, which was created and approved based on best information available, to the 2023-2024 draft amended budget, which is based on the September 29, 2023 enrolment count and takes into consideration developments and adjustments that have occurred over the course of the 2023-2024 school year.

Secretary-Treasurer MacArthur answered questions from Trustees and partners.

**11. Comments or Questions from the Public – Nil**

**12. Meeting Schedule & Reminders**

The next meeting of the Committee is scheduled for March 12, 2024.

**13. Adjournment of Meeting**

The meeting was adjourned at 3:29 pm.

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Committee Chair

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Secretary-Treasurer

**FROM:** Cathy MacArthur, Secretary-Treasurer  
**DATE:** March 12, 2024  
**SUBJECT:** 2024 - 2025 Budget Schedule

**For Information**

### Introduction

This memorandum provides an information on the 2024 - 2025 Budget Schedule.

### Background

An internal and public consultation process is undertaken to identify budget priorities. The district incorporates those priorities into the preliminary operating budget as directed by the Board. By June 30th each year, the Board must adopt a budget for the upcoming school year.

### Information

The public budget consultation process for the 2024- 2025 school year is scheduled to commence on March 13, 2024. The schedule is outlined in the table below.

Date	Time	Meeting	Meeting Description/Tasks	Attendees/Responsible	Location
March 13, 2024	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 9, 2024	9:00PM – 3:00PM	Board Working Session	Preliminary Draft Budget Review.	Trustees	Board Office & Zoom
April 23, 2024	11:00AM – 12:30PM	Indigenous rights holders, KLPVPA, CUPE, KLTF, DPAC	Focused Draft Budget Discussion.	Trustees, Senior Staff & Partner Groups	Board Office & Zoom
April 23, 2024	1:00PM – 2:00PM	Operations & Finance Committee Meeting	Preliminary Draft Budget Review.	Trustees, Senior Staff & Committee Members	Board Office & Zoom
April 25, 2024	6:00PM – 7:30PM	Public Webinar	Presentation of Updated Budget, Survey Results, Public Q&A.	Partner Groups & Public	Zoom Webinar
May 14, 2024	1:30PM – 2:30PM	Operations & Finance Committee Meeting	Superintendent's Recommended Budget.	Committee Members	Board Office & Zoom
May 14, 2024	5:00PM – 7:00PM	Meeting of the Board Held in Public	Superintendent's Recommended Budget. Planned Readings 1, 2 & 3 of Budget Bylaw.	Trustees	Board Office & Zoom

**FROM:** Cathy MacArthur, Secretary-Treasurer  
**DATE:** March 12, 2024  
**SUBJECT:** 2024-2025 Enrolment Projections and Projected Revenue

**For Information**

### Introduction

This memorandum provides an overview of the enrolment projections for 2024-2025.

### Background

Enrolment projections are submitted to the Ministry of Education and Child Care annually and no later than February 15<sup>th</sup> each year. Submissions form the funding basis for preliminary funding estimates for the Ministry. These estimates will be published no later than March 15<sup>th</sup> annually.

### Information

For 2024-2025, School District No. 8 (Kootenay Lake) is projecting an estimated enrolment of 4,411 Regular K-12 School FTEs, 16 Alternate Schools FTEs and 275 Online Learning FTEs. This is a projected decline of 70.4375 FTEs which is predominantly made up of regular K-12 school enrolments.

At current 2023-2024 per student FTE funding levels, this would result in an approximate total funding reduction of \$603,684 which includes:

- a reduction in the basic enrolment based funding of \$610,333,
- a reduction in the supplement for unique student needs of \$110,365, and
- an increase in the supplement for enrolment declines of \$117,014.

Funding protection funding would not be triggered as the overall decline in the operating grant does not exceed 1.5%.

The reduction in the supplement for unique student needs consists of the following changes:

Type of Learner	Increase (Decrease)	Funding Rate per Student	Increase (Decrease) in Funding
Special Needs Level 1	(1)	49,070	(49,070)
Special Needs Level 2	(2)	23,280	(46,560)
Special Needs Level 3	(3)	11,760	(35,280)
English Language Learning	1	1,735	1,735
Indigenous Education	11	1,710	18,810
			<b>(110,365)</b>

On or no later than March 15<sup>th</sup>, 2024, 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 2024-2025 Annual Budget cycle.