

FINANCE COMMITTEE
Reporting to Public Session Tuesday, January 28, 2014

The Finance Committee met on Wednesday, January 22, 2014 at 4:05 pm. In attendance were Trustees Baljinder Narang (Acting Chair), Meiling Chia, Larry Hayes, Harman Pandher, James Wang and Gary Wong; Superintendent of Schools Kevin Kaardal, Secretary-Treasurer Greg Frank, Deputy Superintendent Gina Niccoli-Moen, Assistant Secretary-Treasurer Roy Uyeno and Manager, Finance and Budgets Shind Chand.

1. Draft 2013/2014 Amended Operating Budget

Assistant Secretary-Treasurer Roy Uyeno provided the committee with an overview of the district's draft 2013/2014 amended operating budget. The district has updated its operating budget to reflect revised projections of operating revenues and expenses for the current year.

Further information will be brought to the next meeting. The 2013/2014 Amended Operating Budget will be presented to the February 25, 2014 public board meeting for approval.

Recommendation: THAT the Board of Education receive this information.

2. Draft 2014/2015 Budget Process and Timelines

Secretary-Treasurer Greg Frank reviewed with the committee the draft 2014/2015 budget process and timelines. Key dates include:

- February 25, 2014 – Board approval of the 2013/2014 Amended Operating Budget
- March 14, 2014 – anticipated Ministry announcement of the 2014/2015 preliminary operating grant funding
- April 22, 2014 – Board approval of the 2014/2015 Preliminary Operating Budget and three-year operating budget
- April 30, 2014 – Budget Bylaw submitted to Ministry of Education

The budget process will include use of the district's website to provide information on the district's budget process, budget details and related information and to seek input from the public on budget priorities and related issues. Partner group participation will play a key role in the budget development process. The Board will hold a public budget meeting in April.

Mr. Frank highlighted key budget issues with the committee which included no anticipated increase in Ministry of Education funding and potential new costs and inflationary cost pressures.

Recommendation: THAT the Board of Education receive this information.

3. Adjournment

The Chair adjourned the meeting at 5:00 p.m.

POLICY COMMITTEE
Reporting to Public Session Tuesday, January 28, 2014

The Policy Committee met on Monday, January 20, 2014 at 5:06 p.m. In attendance were Trustees Gary Wong (Chair), Meiling Chia and Baljinder Narang, Superintendent of Schools, Kevin Kaardal, Secretary-Treasurer, Greg Frank and Assistant Superintendent, Heather Hart for item 1. Regrets: Jen Mezei, DPAC Representative.

1. Administration of Medication at School - Policy 5.11 – New Medical Form to Include Glucagon

The committee received an update from Heather Hart, Assistant Superintendent in regards to recent government changes in the provision of supports for students with Type I Diabetes (T1D) while they are attending school.

T1D is one of the most common chronic conditions among children, with approximately 2,000 young people affected in British Columbia. As such, there are increasing requests by parents that school staff be trained to directly administer insulin where a student is not independent in the task, and that school staff be trained to respond in the case of a low blood sugar emergency.

Starting January 2014, Health Authorities will train designated school staff in the administration of glucagon as an emergency response to severe low blood sugar. As a result, the committee reviewed the district's current *Diabetes Emergency Action Plan (Form B2)* and made recommendations to include the administration of glucagon within the *Diabetes Emergency Action Plan (Form B2)*. The committee also recommended that because no changes are required to the policy 5.11 or to the regulations, that the changes to the *Diabetes Emergency Action Plan (Form B2)* be approved and implemented without circulating the proposed changes through a Notice of Motion.

Recommendation: THAT the Board receive this information and approve the recommended changes to the *Diabetes Emergency Action Plan (Form B2)*.

2. Responding to Problem Sexual Behaviour Between Students Under the Age of 12 – Policy 5.21 (Draft Policy)

Kevin Kaardal, Superintendent of Schools/CEO, presented the committee an updated draft policy Responding to Problem Sexual Behaviour Between Students Under the Age of 12. The committee reviewed the draft policy in detail. The committee discussed whether a policy of this nature was required. The Superintendent will provide information requested by the committee for discussion at the next meeting.

Recommendation: THAT the Board receive this information

3. Naming of School District Facilities – Policy 7.00 (Draft Policy)

Kevin Kaardal, Superintendent of Schools/CEO, presented to the committee a revised draft of the Naming of School District Facilities Policy. The new draft policy reflects the district's long standing practice of naming new schools after the geographical area in which the school site is located. The committee reviewed the draft policy and regulations in detail. Staff will bring a revised draft to the next policy committee meeting.

Recommendation: THAT the Board receive this information.

4. Adjournment

The meeting was adjourned at 5:40 p.m.

5. Date of Next Meeting

The date of the next Policy Committee meeting is Monday, March 10, 2014 at 5:30 p.m.