



MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE

Tuesday, November 1, 2016

School Board Office - 8:30 a.m.

Present: S. Donahue (in the Chair); C. Broady, Board Chair; C. Kennedy, Superintendent of Schools; J. Leiterman, Secretary Treasurer; W. Hickey, Director of Facilities; K. Johnson, Assistant Secretary Treasurer; J. Brown, Manager of Finance; N. Mann, Manager of Purchasing and Transportation

Stakeholder Representation: M. LaBounty (WVAA); A. Milavsky (DPAC); R. Millard (WVTA); Sean Moores (WVTA); B. Scott (WVMEA)

Absent: D. Stevenson, Committee Chair

The meeting began with the Secretary Treasurer adding an item to the agenda:

5. Preferred Vendor List

1. School Enhancement Program funding

The Secretary Treasurer began by saying that by all accounts the Treasury Board is pleased with the Ministry's Capital Branch and the recent improvements in funding and spending organization. With the creation of the School Enhancement Program (SEP) funding, any unspent funds from five-year capital plans are being re-directed to shelf-ready projects that must be completed by March 31st of each year. This new method of awarding funding has resulted in any monies awarded being spent in a much faster and more productive process.

Initially, West Vancouver Schools received \$716,000 in 2016 SEP funds for the Ridgeview roof project, which the Director of Facilities reported was completed last Friday, October 28, after numerous rain delays. The final inspection is this morning.

In the second round of 2016 SEP funding, West Vancouver Schools has now been awarded \$271,000 for alarm panel upgrades at seven sites in the district. The panels themselves were upgraded last year, but the rest of the system then needed to be brought up to code and the newly-awarded funding covers those costs.

The Board Chair said that discussions at last weekend's BCSTA Provincial Council indicate that there may be a third round of SEP funding announced as well. The Director of Facilities said that when completing the SEP applications, he has found that more information on the application equates to more success with the Ministry. The Secretary Treasurer agreed, noting that the capital department has been much more responsive recently. She also reported that the VFA facility assessment, which gathers the data on the condition of our buildings and other facilities that is subsequently used by the Ministry in determining the merits of our funding applications, is overdue. Typically completed every three years, West Vancouver Schools has not been surveyed in almost seven years. We have received assurances that the surveyors are coming, but have not received information about when that might be.

Committee members: Dave Stevenson, Sheelah Donahue

2. Transportation Grant

The Secretary Treasurer reported that West Vancouver Schools has been successful in our application to receive \$84,722, our allocation of the new transportation funding announced in August. As a result, Friday bus service on Bowen Island has been reinstated. The application was completed by the Manager of Purchasing and Transportation, and included historical background about busing on Bowen Island and details about how the new funding would be used. The Secretary Treasurer reported that one of the benefits of the new funding is the possibility for districts to apply for and receive their full allocation, even if transportation plans will not exhaust those monies. Re-instating the Friday bus service will cost approximately \$29,000, which means that the district has around \$50,000 which can be used for regular operations. While there has been no formal announcement, indications are that this funding will be ongoing, because it is calculated as part of the operating grant.

Administrative Procedure 550 – Student Transportation has been updated at point #4, to reflect that transportation is now available for BICS students from Monday – Friday; and at point #5, which was simplified by removing reference to the grandfather clause in respect to the busing of secondary school-age Bowen students.

3. West Vancouver Place for Sport update

The Secretary Treasurer gave her brief monthly update, saying that there is not much news. The fundraising committee has not yet secured any large donors, either private or corporate. As well, there is still no word on the community infrastructure grant, though it is hoped there will be an announcement before the end of the month.

Last week, West Vancouver Community Foundation and fundraising committee member Geoff Jopson held a meeting at ILC for senior staff, administrators, and parents regarding the donor program. This education piece was intended to reach out to stakeholders in the school district and perhaps encourage school-based fundraising initiatives. He suggested that each school could set a target of \$2500.

4. On-line payment implementation

The Secretary Treasurer explained that SchoolCash, the financial software used in our schools, complements the central software used by the accounting department at the board office, and links to MyEd BC to provide an easy online payment service for parents. The implementation of that online payment component is now almost complete. Most schools launched the program last year, and all secondary schools and three remaining elementary schools will be on board by the end of this year.

Among the 11 elementary schools using the program, there is a 77% adoption rate by parents, who can now pay for school fees, field trips, and other school-based costs directly. This online solution has cut down on the workload for administrative assistants, teachers, and district staff. As well, PAC treasurers met with the Secretary Treasurer and manager of accounting last week, to learn about how PACs can access the system for fundraisers. The concept was well-received and Gleneagles has already used the opportunity. They recently received 57% of their donations online and the system

automatically generated 69 tax receipt letters, another huge reduction in workload at the district level.

4. Preferred vendor list

The Secretary Treasurer reported what she called more good news. She referred to an email sent to all district staff last week, letting them know that we are now able to receive a 30% discount on most paints at Sherwin-Williams. This is a result of the Purchasing Manager conducting a vendor review and negotiating pricing.

The Purchasing Manager said that he has been working with all facilities staff to analyze the most commonly-used items, asking staff for feedback and recommendations, and looking for cost-savings where possible. He is trying to lock in prices with vendors for two to three years, and in return, will add them to a preferred-vendor list as an incentive. As well, he is asking his counterparts in other districts for information and comparative pricing as well. The Director of Facilities said he is very pleased with the Manager's efforts and hard work and that cost-savings are starting to be realized, in some cases on a daily basis.

5. Adjourn

8:54

Julia Leiterman, Secretary Treasurer