



## **MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE**

**Tuesday, January 10, 2017**

**School Board Office - 8:30 a.m.**

Present: D. Stevenson (in the Chair); P. Dorsman and Nicole Brown, Trustees; C. Kennedy, Superintendent of Schools; J. Leiterman, Secretary Treasurer; W. Hickey, Director of Facilities; 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)

It was noted that Trustee Pieter Dorsman has joined the F+F Committee for this calendar year, switching roles with Trustee Sheelah Donahue, who now sits on the Human Resources Committee.

### **1. Payroll management over Christmas break**

The Secretary Treasurer reported that, for the first time, staff was not required to come into the office over Christmas break to run payroll. She thanked Payroll Manager Leona Geall and staff Marcela Ruiz and Paul Tsang for a great job preparing everything ahead of time, and Assistant Secretary-Treasurer Karen Johnson for her assistance to the team. This will now be the ongoing practice.

### **2. Update on December reporting requirements**

Next, the Secretary Treasurer thanked Margot Pritchard, manager of accounting, for her hard work during the month of December preparing tax returns for our three charitable entities: School District #45 (including the Rockridge Scholarship Fund); Sentinel Scholarship Fund; and WVSS Scholarship Fund. She then thanked Manager of Finance Jason Brown for training the new board office receptionist, while helping his staff prepare the annual SOFI report, and submitting the quarterly GRE report before Christmas. Particular note was made of his great work on the quarterly report.

### **3. Facilities management of winter conditions**

The Director of Facilities reported that December had been a particularly challenging month with weather-related issues. He said that he works closely with Deputy Superintendent Dave Eberwein, beginning with regular communication at 4am as they check conditions around schools across the district on days of adverse weather conditions. The Deputy Superintendent then handles communications with the Superintendent and, if necessary, to other districts by 5:30am and to our parents by 6am.

Committee members: Dave Stevenson, Pieter Dorsman

In the cold weather, salting and plowing shifts begin at 4am each day and the Director said his grounds crew, led by Connor Payne and Ian Moody, has been outstanding. Though conditions have improved, the 4am conversations will continue this week, while the temperatures are still low. We get our salt from the District of West Vancouver and they did run out of salt one day last week. As a result, our crews sanded for one day, concentrating on main access points to buildings only, and taped off areas of concern as required. The Director said we have learned a lot through this experience and have identified ways to improve going forward. In response to Vice Chair Stevenson's question about the possibility of sharing specialized snow/ice clearing equipment, the Director said he was exploring the possibility. Vice Chair Stevenson asked that thanks be passed on to facilities staff for their hard work during an already busy month.

**4. Facilities staffing update**

A position for a Trades Assistant was posted yesterday, in order to provide support for existing trades staff. The assistant would be responsible for demolitions, transportation of materials and supplies etc. With the departure of the senior electrician for a position closer to home, the Director looked at the skills and abilities of our existing staff and felt that we can work effectively with one electrician, and that staffing monies would be better spent on an assistant position.

**5. WV Schools annual Playground Grant award**

The Secretary Treasurer reminded the committee that each year a playground grant of \$10,000 is available - \$5000 in cash, and \$5000 in labour. The grant can be carried forward if there are no applications. This year, there was only one applicant – Bowen Island Community School. BICS' application was approved and the Director of Facilities reported that they are hoping to have the installation completed during spring break.

It was noted that Gleneagles Ch'axáy is now the only elementary school with a wooden structure remaining on the playground. All others have been upgraded to composite material.

**6. West Vancouver Place for Sport**

The Secretary Treasurer announced that the WVSS track project was not successful in winning a federal community infrastructure grant. Despite submitting what was felt to be a very strong application, including letters of support from community groups and financial commitments from the municipality and the school district, the request was turned down for the second time in two years. No reason was given.

The fundraising committee is regrouping and plans to meet regularly in the new year to work on new community initiatives. It was reported that a number of the private individuals approached for donations have felt that tax dollars should be funding a community project like this one.

**7. 2016/17 Amended Budget - Funding**

The Secretary Treasurer reviewed the details of the amended funding/revenue for the 2016/17 amended budget. It was noted that as of September 2016, we had an increase in student enrollment of 52 FTE over the preliminary figures. As a result, the base operating grant has increased by \$375k. Other funding was reviewed, including that associated with unique student needs and ELL. The funding to cover salary differential increased by \$584k and the average salary in our district is \$75,571. This is good news for our teachers, who are now only \$551 below the provincial average. The superintendent explained that while the rise in our average salary over prior years is due in part to salary increases, the reduction of the gap between local and provincial average salary is due to an increase in the average experience of our teaching staff and the resulting movement up our salary grid. Other good news regarding funding was that districts were not required to find year two of administrative savings – the amount for year one was simply maintained.

Ultimately, the ministry operating grant is \$1.6 m higher than the preliminary budget estimates. The committee was reminded that there are associated increased costs with all the funding streams, however, so our net results will not increase by the same amount.

Locally-generated revenues were also reviewed, with academies and programs of choice showing some changes due to different delivery models and new additions. The international program continues to be critical to our budget. International enrollment is slightly higher than anticipated, and the resulting total revenues are \$8.2 m, an increase of \$213k over the preliminary budget.

Again, the Secretary Treasurer stressed that all revenues have associated expenses but that overall, we can expect to land in a more favourable position than anticipated this year and are in good shape for 2017/18. As our local demographics continue to shrink, we will continue to rely on our programming to draw students in from out of district.

It was also noted that the recently-announced funding as a result of the Supreme Court decision is not included in the amended budget, per ministry instructions. At this point, our district's allocation of those monies is unknown.

The amended expenses will be reviewed at the February Finance and Facilities Committee meeting and, pending a recommendation by the committee, the amended budget for 2016/17 forwarded to the Board of Education for approval at the regular board meeting on February 21, 2017.

**8. Adjourn**

**9:06 a.m.**