



MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE

Tuesday, April 11, 2017

School Board Office - 8:30 a.m.

Present: C. Broady (in the Chair); S. Donahue, Trustee; 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; Leo Reyes, Manager of Facilities

Stakeholder Representation: C. Ratz (WVAA); R. Millard (WVTA); R. Willock (WVTA); B. Scott (WVMEA)

Absent: D. Stevenson, Board Vice Chair; P. Dorsman, Trustee; M. LaBounty (WVAA); A. Milavsky (DPAC)

1. Memorandum of Agreement – new funding

The Secretary Treasurer distributed a summary of the various new funding streams that have been announced recently, in order to better explain and clarify each one.

Under bargaining funding, the monies received this year as part of the Supreme Court decision were the Priority Measures and TEF, the teacher portion of the learning improvement fund. Both these streams are special purpose funding, with specified uses and deadlines attached to them. Combined, they totalled \$1.495 million for 2016/17. For the 2017/18 school year, the Classroom Enhancement Fund will replace Priority Measures and TEF, and will be compiled with new funding for teacher compensation and overhead/operating expenses. The CEF is ongoing funding with various reporting requirements attached to it as well. Funding is dependent upon the true cost of staffing, and the 1701 enrollment report in the fall will determine the final number. Once student numbers are confirmed at the end of September, we will know better what we need to do to meet obligations in terms of staffing for class size and composition. We estimate, using current district average teacher cost, that we will receive \$2.9 million. Once the final amount is determined in the fall, we will be funded for the full cost and won't go above it.

The Secretary Treasurer then reviewed additional bargaining-related funding, including the capital portion of the CEF related to school renovations necessary to meet new obligations. We don't yet know the cost, but must apply by April 28. Funding is expected to be announced in May.

Four other special grants were reviewed, all of which were announced this year, but after the amended 2016/17 budget was filed in February.

The one-time only Student Learning Grant of \$347,000 is intended to defray costs usually downloaded to parents and is to be used on learning resources, supplies and equipment to support classrooms and students. How these funds are spent is to be reported directly to DPAC by July 31, 2017. The allocation is \$50 per student and the

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Superintendent explained the division of funds. Of the \$50 total, \$35/student FTE will be given to schools, who will work with PACs and then the district to decide how it will be spent; \$11/district student FTE will be allocated at the district level to purchase things such as software licenses for Math IXL and Discovery Techbook, for example; \$3/District FTE will go to Student Support Services; and \$1/District FTE will go to Aboriginal Education initiatives. All uses will support the three pillars (digital access, inquiry, and self-regulation) and new curriculum. School funds are expected to defray parent costs associated with projectors in primary classrooms, supports for ADST curriculum etc., which are normally paid for by PACs. The funding will also ensure equity between schools, so that certain things are no longer dependent on fundraising.

The Education Plan Supplement of approximately \$135,000 was supposed to end this year, but has been extended for 2017/18. While any unspent amounts can be carried forward, there is no guarantee that this funding will be available after next year.

The Student Coding and Curriculum Grant is a one-time only grant of about \$78,000. The Superintendent explained that this money will be spent on a mixture of people and “stuff”. Cari Wilson’s time as district digital innovation teacher will be extended, and there will be additional support for Todd Ablett and robotics programs. Funds are available to buy robotics and coding kits, with grades 4 – 9 being the focus.

The Industry Trades Association funding has been received for the last few years and supports our ACE-IT and trades programs. It will now be managed by the Ministry of Education and districts were asked to itemize equipment needed to revitalize trades programs in their schools. We received \$30,000 for 2016/17 and expect to receive approximately \$101,000 between 2017/18 and 2019/20, with \$70,000 of the funding to be spent next year. The Director of Facilities will give more information later in the meeting.

2. 2017/18 Preliminary Budget - Funding

The Secretary Treasurer reviewed the 2017/18 preliminary budget operating grant and compared it to the 2016/17 amended grant. It was noted that figures were based on the February enrollment estimates filed with the ministry. Those will be amended and re-reported in the spring if necessary, to avoid any surprise increases. The February numbers show that we will have 6725 FTE, down 86 FTE from last year. It is not unusual for us to show a drop in numbers at this time of year and we can usually expect to pick up 75-100 FTE by September. Predicting out of district numbers can be a challenge. The drop in FTE means a decrease in funding of about \$65,000, which is not as significant because of the increase in student FTE funding, which increased to \$7301 from \$7218. As well, the preliminary budget shows one-time funding associated with enrollment decline, but that funding will disappear if we pick up more students by the fall. Other funding was reviewed, including that associated with student support services, salary differential, and summer learning. For 2017/18, we will not receive the student learning grant, nor the coding and curriculum grant, as those were one-time funding streams, but the ITA grant is increased. As a result, our total ministry revenue is down by \$362,000.

Locally generated revenues for 2017/18 were then reviewed and the Secretary Treasurer highlighted that first year academies are now included in the figures. The international program continues to be challenged by the need for homestay families.

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This year, there will be 537.2 FTE, but there is always a waitlist, so if more homestays become available, that number may increase. International fees, as announced last year, increased for 2017/18 and students are also now charged a re-registration fee each year. As a result, preliminary revenues for the international program increased to \$9.6 million. Overall, locally-generated revenues show an increase for \$309,000, though there are associated expenses.

The Secretary Treasurer concluded with what she called great news, reporting that the draw on reserves will be the lowest in years. For 2016/17, there is \$2.6 million available and for 2017/18 \$2.1 million. Currently, the estimated structural deficit for 2017/18 will be only \$322,000. That will leave \$1.8 million in reserves for future years. She emphasized that it was important to understand that most of the drop is not a result of new funding, which is all special purpose with specified parameters attached. The new funding streams have not solved the deficit issue; instead it is a result of the hard work of staff in the district to try to be more efficient with overheads and locally-generated revenues. She thanked everyone for doing a great job and said the work must continue with the goal of one day eliminating the structural deficit.

3. 2017/18 Preliminary Budget Feedback

The Superintendent explained that while the budget feedback process began as usual at the end of February, the process itself looked different this year because of the uncertainty around funding as a result of the Supreme Court decision. The full process would not necessarily have been useful before any announcements were made, so feedback was optional this year. Despite being optional, about a dozen feedback responses were received, including submissions by the WVTA, WV Kindergarten teachers, WV teacher librarians, parents, other staff groups, and community members. Items mentioned were fairly consistent with previous years and covered areas such as reduced wait times for assessments, more support for early interventions, modernization, non-enrolling staff, and self-regulation initiatives. All feedback is public and will be posted on the district website.

The Superintendent noted that a number of the items should be addressed by the new ratios or by the \$50 per student funding from the Student Learning Grant. He said he would follow up directly with Student Support Services regarding wait times for assessments, as ours were the shortest in Metro Vancouver and he is interested to learn whether or not that has changed, and why.

4. Manager of Facilities

The Director of Facilities announced that after several months in the position of Supervisor of Facilities, Leo Reyes has now been appointed Manager of Facilities. The Director said the Leo has done an incredible job and he is very excited to have him in this new role.

5. RFP update – Chartwell BASC and VOIP

The Director of Facilities reported that the RFP process for Chartwell has just concluded and the successful candidate was Top Drawer Daycare. They are currently finalizing their license and have a few families who have already expressed interest.

The RFP for our new VOIP system is still out and closes on April 21st. Once that contract has been awarded, an implementation plan will be developed and shared.

6. ITA funding

The Director of Facilities gave more information about the Industry Trades Association (ITA) funding referred to at the beginning of the meeting that is now being managed by the ministry. He said it was a great news story and that we will now be able to replace shop equipment from the 1970s and 80s. Principals worked with shop teachers to identify needs and a list of highest need items was briefly reviewed. The \$101,000 we receive for 2017/18 will be split between the three secondary schools. All purchases will be made through Nick Mann, the purchasing manager, which will hopefully result in better deals on certain items.

7. 5 year Capital Plan and AFG funding

The Secretary Treasurer reported that two bylaws will need to be read at next week's regular meeting of the Board of Education on Tuesday, April 18 – one for the five year capital plan, and one for the Annual Facilities Grant. The plan for AFG funding was reviewed at the February regular board meeting, but the Director of Facilities reviewed it again briefly, with the two biggest projects being the VOIP implementation and key scan access to buildings. He also noted that due to the scope of the boiler/HVAC work being done at WVSS South Campus under the SEP, new paint and millwork will be included, which will refresh the building as a whole.

The Director then gave brief updates on some of the facilities work done during spring break, including: painting hallways at West Bay, Caulfeild, and Hollyburn; installing a new play structure in the playground at BICS; blacktop / pot hole repairs; repairing an external staircase at Chartwell; replacing fume hoods in secondary schools; working on maker spaces in various schools; and creating a new meeting room at facilities for training sessions, seminars etc. He reported that HVAC maintenance and replacement work means we are in a good situation across the district. Our fire alarm upgrades have been finished and we are completely up to code. Fire safety plans are being developed to meet new parameters set by the WVFD.

The Director concluded by saying that much of the summer work is ahead of schedule, due to great planning, which means the summer will not be as hectic. He said he continues to be impressed by his great crew, which has been enhanced by having the purchasing manager and manager of facilities directly involved in planning.

The Chair thanked the Director and his staff for their hard work and wished them luck for the busy summer season.

8. Adjourn

9:22 a.m.

Julia Leiterman, Secretary Treasurer