



MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE

Tuesday, December 12, 2017

School Board Office - 8:30 a.m.

Present: D. Stevenson (in the Chair); P. Dorsman, 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; Nick Mann, Manager of Purchasing

Stakeholder Representation: M. LaBounty (WVAA); R. Millard (WVTA); Danielle Katerberg (DPAC)

Absent: B. Scott, R. Willock

1. Ricoh Update

The Secretary Treasurer reported that the copier replacement process is moving along and that the representatives from Ricoh that we are dealing with have been supportive and very easy to work with. The first stage of deployment will be to replace the large devices at each site. Ricoh machines will be installed from December 15 – 22, to avoid disruption to schools during the report card period earlier in the month. Our contract with Xerox ends on December 31, 2017, and all Xerox machines will be removed on December 27. A test device was installed by the district IT office to check and test network integration and Ricoh reported that it was the easiest and swiftest deployment they have experienced, and gave high praise to Helen Setsikas and the IT department. Approximately 50 smaller school-owned devices remain in our buildings and are the responsibility of the individual schools that purchased them. When surveyed about the need for these smaller devices, the main reason cited was privacy. All the new Ricoh devices will come with a secure-print option and the ability to send print jobs to any device in the district. The print job can be released by logging in, either with the employee's keyscan card or their employee ID number. Unreleased jobs will expire after 24 hours. The Secretary Treasurer said she was very pleased with the process and anticipates the implementation will go smoothly. Email instructions for employees will follow in the coming weeks.

2. VOIP Update

The Secretary Treasurer reported that while infrastructure for the change to VOIP is now in place across the district, the deployment will happen slowly, by design. The facilities department went live about three weeks ago and have reported no problems with dropped calls and is happy with the handsets. The biggest delay thus far has been the removal of the old Telus landlines. Telus has done that this week and we will now begin to realize savings there. The board office will be next to make the switch and the other schools after Christmas, with everyone on VOIP by the end of the school year. The order of schools is yet to be determined. Of note is that fact that until everyone is on the same

Committee members: Dave Stevenson, Pieter Dorsman

system, the full 10-digit phone numbers will have to be used. Once the process is complete, we will be able to use the four-digit locals again.

3. Support staff payroll changes

The Assistant Secretary Treasurer said that she is excited to report that we are taking the first step toward the implementation of an electronic timesheet system for support staff. Currently, any over time and sick time is retroactively applied, and pay slips can be difficult to read. As of January 1, 2018, permanent support staff will move to a bi-weekly pay schedule, the same as temporary or casual support staff. In the short term, this means the completion of weekly paper timesheets. It is anticipated that staff will be used to completing timesheets weekly by the time the switch to electronic weekly timesheets happens in April, after spring break. Training will occur beforehand.

It was noted that with the change to bi-weekly pay periods, there is an initial reduction in pay timing-wise. Staff will only receive three weeks' pay in January, though they will of course ultimately be paid for all the hours they work. The district is offering an advance equal to one week's pay to those employees who request it in advance. The monies will then be paid back incrementally over the next four pay periods. The Assistant Secretary Treasurer commended Payroll Manager Leona Geall for the effective and comprehensive communication with staff about this change. She also noted that she and Ms Geall will be working in the week between Christmas and the New Year to compile 2017 pay and pension data before the necessary changes to the database take place. Ultimately, the new bi-weekly electronic system will be an improvement for everyone, including the payroll staff member who currently must go through the approximately 450 individual timesheets to compare pay received vs. actual hours worked and make any and all adjustments. The new system will reduce the possibility of error and allow staff to see up to date balances for vacation and sick time on their pay stubs.

4. Estimated 2017/18 funding update

The Secretary Treasurer said that although she will not receive the final funding numbers until Friday, she wanted to take the opportunity to give a brief summary of the estimated figures. An in-depth presentation will be given in January.

Our enrollment increased by 118 FTE over our spring estimates, which will result in an increase of approximately \$862,000 in basic operating funding. As well, we should receive approximately \$25,000 in special education funding, due to an increase in level 2 and 3 students, though there was a decrease in level 1. We had an increase in summer learning funding of \$11,000 for regular students, but our lower international student numbers meant a loss of approximately \$26,000 in fees, for a net loss of \$15,000 related to summer learning. Our locally-generated revenue also increased as a result of an increase in the number of academies. The total estimated increase in revenue is \$1.2 million. It was noted that there will be costs associated with these areas as well.

The Secretary Treasurer reminded the committee that the MOE and industry best practice recommends that 2-3% of revenue be held as reserves. For us, that means approximately \$2 million: \$1 million for unexpected emergencies and \$1 million fiscal prudence contingency. If reserves exceed 3%, it is expected that the monies will put into classrooms.

Committee members: Dave Stevenson, Pieter Dorsman

This year, through staffing, the school district is consciously going into a structural deficit, using available reserves to support classrooms. We have exceeded staffing costs funded through LIF and will use \$30,000 of the operating budget to cover those costs. As well, the hiring of an increased number of EAs has had a significant impact, as has staffing of non-enrolling teachers beyond the Ministry's calculations of staffing necessary to meet the terms of our collective agreement. There is also an increase in the estimated cost of TTOCs. The result will be an estimated \$350,000 draw on reserves to cover increased salary costs. We also carried forward \$225,000 in operating funds from the student learning grant received in 2016/2017 and those funds need to be spent by the end of this school year. Total estimated increase in expenses is \$1.6 million, for a planned usage of reserves of \$400-500,000.

The Secretary Treasurer will provide an in-depth report in January, and in the meantime will forward a breakdown of expenditures related to the student learning grant to Mr Millard, president of the WVTA, per his request.

5. SE gymnasium update

The Director of Facilities reported that he anticipates that the RFP process for this project will start within the next couple of weeks. The plan is to break ground in April, for completion in September 2018. The final size will be the equivalent of two gyms (six volleyball courts), changing rooms, washrooms, and a mezzanine office area. Sentinel Principal Mike Finch will work with parents on fundraising. As well, the lower area next to the current field house will be paved this summer, providing approximately 24 extra parking stalls that will service the new supported structure.

6. Site temperature monitoring

The Director of Facilities reported that the district is currently taking part in a free trial using wireless technology to control boiler and heating functions. Currently to be trialled at Irwin Park, it is hoped that this may allow us to increase functionality at older sites without controls. As well, it will increase efficiency and give some control back to administrators who currently have to contact facilities staff to make changes to the temperature in their schools.

7. Energy Manager Associate

The Secretary Treasurer told the committee about an Energy Manager program that BC Hydro has had in place for about 10-15 years with some public sector organizations. Under the scheme, if the organization hires an Energy Manager, BC Hydro will pay half the salary. As those salaries are about \$80-90,000, it was too expensive for WVSD. We did approach NVSD about the possibility of sharing their Energy Manager and allowing them to work for us one day per week, with us paying that share of the salary. They were not interested. The main benefit of being part of the program is the ability to access otherwise unavailable funding and rebates. Part of the Director of Facilities' mandate when he was hired was to look at strategic long-term planning for facilities, and a large portion of that has been related to energy usage. As a result of the work he has done, and being an electrician by trade, his contacts at BC Hydro suggested that he become an Energy Manager Associate. The role will require him to complete 75 hours of

Committee members: Dave Stevenson, Pieter Dorsman

webinar training, as well as attend a number of meetings, but won't require much extra work beyond that, as he is basically already performing the tasks associated with the position. The Director noted that as an Associate, there is no salary with the role, but the benefit is the ability to have access to incentives and rebates. He noted that when a lighting or energy audit is performed, we can now access up to \$30,000 in related funding. As well, we can be reimbursed up to 50% of the cost for things like converting schools to LED lighting. Chartwell was recently converted and the payback should be realized in three years. There are only 12 Energy Managers in the province, so we are fortunate to be able to be part of the program.

8. Adjourn

9:05 a.m.

Julia Leiterman, Secretary Treasurer