



**MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE
TUESDAY, NOVEMBER 12, 2013, AT THE BOARD OFFICE AT 8:30 A.M.**

Present: D. Stevenson (in the Chair); J. Kellett (in the Chair for part); C. Dekker; C. Kennedy, Superintendent of Schools; K. Martin, Director of Human Resources; S. Margolles, Manager of Purchasing & Transportation; J. Leiterman, Secretary Treasurer

Stakeholder Representation: V. Brady (WVAA); S. Donahue (WVDPAC); R. Millard (WVTA)

1. Edco Savings

The Secretary Treasurer reported that the district saved \$74,000 in 2013 by participating in the Edco purchasing group. She complimented Sonya Margolles for her diligent work in this regard, and thanked her for her active participation with Edco.

2. WVSS Track Project

The Secretary Treasurer said we have had 2 meetings with the partner groups to define the full scope of the project before moving forward. Final quotes have yet to be received, but the cost for the project will be in the neighbourhood of \$4.5m.

We are working with the Municipality to organize a public information meeting on November 28th from 4:30 to 7:30 p.m. to inform the community of the project concept and respond to any questions.

Funding: To date SD45 is the only participant that has pledged funding towards the project (\$200,000). If the project proceeds, funding sources may include municipal, provincial and federal grants, as well as fund-raising in the community.

3. Kay Meek Joint Use Agreement

The Secretary Treasurer reported that the West Vancouver Arts Centre Trust has agreed to the new joint use agreement, and we will require a recommendation that it go to the Board for approval at our November 19th Board Meeting.

Recommendation:

THAT THE UPDATED JOINT-USE AGREEMENT BETWEEN THE WEST VANCOUVER ARTS CENTRE TRUST AND THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 45 (WEST VANCOUVER) BE APPROVED BY THE BOARD.

TRUSTEE DAVE STEVENSON LEFT THE MEETING AND TRUSTEE KELLETT CHAIRED FOR THE REMAINDER.

4. Savings Plan

The Secretary Treasurer provided a history of the Board's surplus from 2006 to current, and explained that we have historically accessed these funds only for specific short term projects and innovation. She stated that it is not sound fiscal management to fund ongoing costs with short-term sources of funding and indicated that we will not exercise the option of using surplus to fund the first year of the savings plan.

Committee members: Dave Stevenson, Jane Kellett

The Secretary Treasurer reviewed the areas in the budget that were used to fund the savings plan, but as the Plan is confidential until we receive approval from the Treasury Board, she did not provide dollar figures.

She did provide a summary indicating the relative percentage of savings found in each of the areas of operations, excluded staff salaries and support staff salaries. She said that senior management made every effort to minimize the impact of the savings plan by spreading the cost over the entire budget, and that most staffing changes will not take effect until the following year in order to give staff time to adjust. Our savings plan follows the mandate that cuts must not affect the delivery of education in the classroom.

5. **Other**

Sheelah Donahue said she had received inquiries about schools now being required to rent tables for events, and had heard that the district's table inventory had all been distributed among the secondary schools. The Secretary-Treasurer confirmed this information, responding that in order to best utilize our limited facilities staff time we would no longer be delivering tables around to schools. The tables in the facilities inventory were a heavy model inappropriate for sites without two custodians, and accordingly had been redistributed to only the three secondary schools. Elementary schools have been encouraged to use their equipment replacement funds if they wish to supplement their existing inventory, or else rent tables as needed for special events.

The Secretary Treasurer was invited to attend the December DPAC meeting and explain the Savings Plan if it has received approval by then.

The Secretary Treasurer said she would be pleased to accept if she is free on that day and details are no longer confidential.

6. **End**

9:40

A handwritten signature in black ink, appearing to read 'JL', is written over a light blue horizontal line.

Julia Leiterman, Secretary Treasurer