

**MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE  
TUESDAY, SEPTEMBER 9, 2014, AT THE BOARD OFFICE AT 8:30 A.M.**

Present: J. Kellett (in the Chair); C. Dekker; C. Kennedy, Superintendent of Schools; J. Leiterman, Secretary Treasurer; Karen Johnson, Assistant Secretary Treasurer; G. Cords, General Manager of Facilities

Stakeholder Representation: J. Duncan (WVAA); A. Milavsky (DPAC)

Regrets: D. Stevenson; R. Millard (WVTA); B. Scott (WVMEA)

After Trustee Kellett called the meeting to order, she passed the floor to the Secretary Treasurer, who welcomed some members of the School Board Office staff and announced that she has invited staff to attend meetings whenever possible. She praised their hard work and noted that it is beneficial if they can see the whole financial picture to which each of them contributes a part.

**1. Capital Plan 2014/15**

The Secretary Treasurer announced that, in recognition of the impact of job action, the Ministry will not require districts to submit their capital plans this year. As most capital funding is earmarked for outstanding seismic upgrades around the province, it is unlikely West Vancouver School District would have received any monies, had a capital plan been submitted.

**2. Paper Consumption 2013/2014**

The Secretary Treasurer reported encouraging results regarding paper use in the district for 2013-2014, noting that 974 fewer packages of paper were used than in 2012. While the cost savings for paper is small (approx. \$3500), 7.6 million fewer sheets of paper were used, saving six trees and indicating an encouraging behaviour change. A more significant impact was noted in the excess copy charges incurred under our Xerox contract, which decreased to \$2,300 in 2013/14 from a high of \$17,000 in 2012/13.

**3. ERAC Savings 2013/14**

West Vancouver School District participates in nine learning resource contracts offered by this group purchasing/shared services body, including contracts with Follett, Microsoft and Synrevoice. The Secretary Treasurer reported that WVSD's participation in these shared services resulted in savings of 39% or \$42 000 last year.

ERAC will soon be adding Aboriginal Education and French Immersion resources, which should result in further savings.

#### **4. Financial Status at June 30, 2014 / Audited Financial Statements**

The Secretary Treasurer distributed and reviewed the financial statements 1 and 2, highlighting items related to expenses and revenues for 2013/14 on schedules 1,2,3,3A,4, and 4C.

A total of \$1,966,157 was received and spent on deferred capital expenses; in comparison to the 2012/13 fiscal year operating capital expenses were down \$765,151; special purpose expenses were down \$1.5 million; and operating expenses were down \$600,000.

Operating revenues totalled \$62,664,216, down \$242,512 from the previous year. Operating revenues from the Ministry were down net \$895,000, with a decrease of \$1.9m due to job action mitigated by increases in ELL and special education enrollment and per/fte funding; locally-generated revenues were down in some areas such as summer camps and rentals, but increased for sports academies by \$57,000 and programs of choice by \$44,000. The International Program continues to be vital, contributing 12% of our operating revenue. It was noted that the strike claw back reduced our Ministry operating grant.

Service levels have been maintained while managing to fund cooperative gains increases for support staff of over \$200,000, but costs continue to rise and locally-generated revenue remains crucial. Operating costs related to cooperative gains, hydro, MSP, transportation and paper have increased and will be reflected in the amended budget. AFG funding remains unchanged from 2007/08, but the cost to build and maintain our facilities continues to rise.

As a result of reductions in salary expenses due to job action, and a one-time only adjustment in employee future benefits to align our liability with the amount estimated by Mercer, the net structural deficit for 2013/14 was \$350,888, leaving a balance of \$4,102,643 in surplus. While the appropriation for the 2014/15 budget is expected to increase from the preliminary estimate of \$1.4m, it is expected that the West Vancouver School District will be able to maintain a fiscal prudence contingency fund of \$1m leaving additional surplus of over \$1m available for the 2015/16 budget. However, extreme caution must be exercised moving forward. The possible long-term effects of job action on enrollment and the international program are not yet known.

The Secretary Treasurer thanked Karen Johnson, Assistant Secretary Treasurer, for her hard work and diligence during a challenging year-end and audit, especially with reduced support staff as a result of job action.

**RECOMMENDATION: That the audited financial statement for the 2013-2014 fiscal year be forwarded to the Board for approval and submission to the Ministry of Education.**

Trustee Kellett concluded the meeting by thanking the Secretary Treasurer and her staff, as well as the General Manager of Facilities and his staff for their hard work in challenging circumstances.

---

Julia Leiterman, Secretary Treasurer