

MINUTES OF A MEETING OF THE FINANCE AND FACILITIES COMMITTEE

Tuesday, June 6, 2023

MS Teams – 8:30 am

Present: D. Stevenson, Trustee (in the Chair); C. Broady, Chair; N. Brown, Vice Chair; L. Block, F. Zhu, Trustees; C. Kennedy, Superintendent; S. Nosek, Deputy Superintendent; J. Leiterman, Secretary-Treasurer; S. Mascoe, Executive Director of Human Resources; R. Street, Director of Facilities; K. Johnson, Assistant Secretary Treasurer; D. Eliasov, Manager of Facilities; M. Son, Manager of Purchasing & Transportation; S. Duffield, Manager of Accounting

Stakeholder Representation:

S. Capier, S. Price (WVTA); S. Slater; M. Finch (WVAA); C. Fota (WVMEA)

1.	<p><u>Introduction – Director of Facilities</u></p> <p>Secretary-Treasurer Leiterman officially introduced Russell Street, the newly appointed Director of Facilities, who became a part of the District on May 15.</p>
2.	<p><u>Five-Year Capital Plan – Major Projects</u></p> <p>The Secretary-Treasurer explained that the District submits an annual Five-Year Plan for the upcoming year, with major projects submitted in June and minor projects in Sept. Sentinel Secondary remains the district's sole major project. Building code updates implemented in the past 12 months, have increased the seismic risk rating of the building from H3 to H1. This elevated risk enhances the probability of securing funding for the project.</p> <p>The Ministry of Education and Child Care has recommended that our District apply for funding under two streams: Seismic and Renovation. Since obtaining funding for a complete reconstruction is unlikely, pursuing both streams would enable us to address the seismic concerns and make necessary modifications to accommodate the current capacity issues at Sentinel, as well as the forecasted growth from the Upper Lands development project.</p> <p>Secretary-Treasurer Leiterman will be seeking a Board Resolution to include the Sentinel Seismic and Renovation project in the 2024/25 Five-Year Capital Plan (Major Projects).</p>

Committee members: Dave Stevenson, Lynne Block

3.	<p><u>2023/24 Preliminary Annual Budget</u></p> <p>Secretary-Treasurer Leiterman reviewed the 2023/24 Preliminary Annual Budget. The Capital Fund, will include two Minor projects under the 23/24 Five-Year Capital Plan (Chartwell and WVSS South Campus).</p> <p>Special Purpose Funds – the District will receive three new funds for the following projects: Integration Inquiry Project- funds annually for three years Feeding Future Feeding – funds annually (the amount may change) Federal French Funding (OLEP) – one time increase to enhance the French Immersion Program.</p> <p>Secretary-Treasurer Leiterman emphasized the District’s continuous prioritization of the board’s strategic plan with respect to the operating portion of the annual budget. Accountability is a fundamental principle guiding their processes and decisions, as they place great importance on transparency. The goals revolve around upholding educational excellence and fostering visionary leadership. Addressing the budget shortfalls, she stressed the importance of minimizing any negative effects on classrooms and ensuring job security for permanent employees.</p> <p>The operating revenue and operating expenses were discussed, with salaries and benefit playing a major role in the operating expenses. Investments in technology are also significant but have been planned in stages and will only occur as budget constraints permit.</p> <p>Planned cost reductions were insufficient to eliminate a structural deficit, and the leadership team will revisit the budget challenges for 2023/24 in the fall, once 2022/23 financial results are finalized and actual enrolment numbers are known.</p>
5.	<p>Adjourn</p> <p style="text-align: right;">9:05 am</p>

Julia Leiterman, Secretary Treasurer

Committee members: Dave Stevenson, Lynne Block