



## **MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE**

**Tuesday, December 08, 2020**

**MS Teams - 8:30 a.m.**

Present: D. Stevenson (in the Chair); C. Brody, Board Chair; N. Brown, Board Vice Chair; L. Block, Trustee; S. Donahue, Trustee; J. Leiterman, Secretary Treasurer; C. Kennedy, Superintendent; S. Nosek, Associate Superintendent; D. Nelson, Director of Instruction; K. Johnson, Assistant Secretary Treasurer; F. De Dios, Director of Facilities; D. Eliasov, Manager of Facilities; J. Carpino, Manager of Purchasing and Transportation; J. Brown, Manager of Finance; S. Duffield, Manager of Finance & Transportation

Stakeholder Representation: R. Willock, S. Capier (WVTA); B. Scott (WVMEA); C. Ratz, S. Rauh (WVAA); K. Richter (DPAC)

### **1. 7-11 Mask donation**

The Secretary Treasurer opened with good news. The retail convenience store 7-Eleven has donated a total of 500,000 masks to the B.C. school districts. The masks will be distributed to the districts with the largest numbers of COVID-19 cases. West Vancouver will receive 10,805 masks. The masks will be received this week and distributed to schools as needed starting in the new year. This is an excellent donation and appreciated by the district.

### **2. Irwin Park – Municipal contribution**

The Secretary Treasurer reported updated information regarding drainage issue at Irwin Park Elementary. The building envelope, HVAC and boiler system were renewed two years ago, but shortly after that the site experienced a flood. The flooding has been a long-term problem at the site due to two factors. The outside subsurface drainage at the site is old and various parts are clogged. It is an expensive issue to resolve, estimated at upwards of \$1m. The second factor that contributes to the flooding is the way the site is configured. The municipal playground, the school's sports court and parking lot all drain into a stairwell, and when the rain exceeds the drain capacity can then flow under a doorway and into a storage room. The short-term solution was to sandbag the area, which worked but was not a long-term solution. The Secretary Treasurer discussed the issue with Andrew Banks, Director of Parks in the municipality, and due to our great partnership, he agreed to amend the drainage in the playground area. It took a year and a half to pass the budget for this at the municipal level, but the sand

bags have been removed and the work was completed this fall. The site is considered safe and not expected to experience future flooding.

Trustee Stevenson expressed gratitude to the municipality for their contribution, and suggested that it would be appropriate for the Board to write Council a thank you letter.

### **3. West Vancouver Place For Sport Update**

The Secretary Treasurer offered an update on the deteriorating track at West Vancouver Secondary School. The district has been trying to find the funds to replace the track's surface since 2011. It is a challenging job because the site is not flat, and there is over a meter of slope between the north and south sides. We have been working with the District of WV to replace the track, as well as the addition of an artificial turf infield and lights. This will provide an excellent municipal resource, not only for the school but for the community. The hours of use will be extended because currently the grass is poorly drained and only usable for small portions of the year, and the track is only usable during daylight hours. The project has a formal fundraising committee comprised of members of our district, members from the municipality and the West Vancouver Foundation as well as the stakeholders of the various sports groups. At the current time there is \$3.3m in committed funds, with \$2.250m of that coming from the District of West Vancouver, which makes this project a possibility. However, the total cost of the project is \$5.1m so this leaves a shortfall of \$1.85m. The fundraising committee had been planning a fundraising push in March, but that was put on hold due to COVID-19. The committee is now active again with plans for new fundraising initiatives. In addition, the Secretary Treasurer has applied for a Federal infrastructure grant. This grant has been applied for three times unsuccessfully, but as the project is now much more developed and more money has been raised, she is hopeful this attempt may be successful. . The total maximum amount of the grant is \$1.23m, and awards will not be announced for another few months, which has pushed the timing of the project commencement from Summer 2021 to summer 2022. However, one contributing factor to a successful infrastructure application is to have the design in place so that if the money is granted, construction could begin right away. Joint work to hire a design consultant has been undertaken with the District of West Vancouver, as we are heavily relying on their experience with projects of this type, as well as the depth of their purchasing department. The municipality ran the RFP for the project, and together with the Secretary-Treasurer they selected a new firm, saving a sizeable amount of money compared to original estimates for design work. The firm chosen is experienced and have designed field projects for the municipality in the past. The design services cost is being split 50/50 with municipality.

### **4. Audit RFP**

The West Vancouver School District goes to RFP for their auditing and bus services every five years. Three-year contracts are signed, with two years of optional extension. KPMG has been the District's auditor for the last five years and they have given excellent service. Going to RFP is a lot of work but it is very useful as the vendors work to put their best proposal forward and the district can get a good to get a sense of offerings from various firms. The Secretary Treasurer offered her congratulations to Jason Brown, Manager of Finance who has added purchasing to his portfolio. This was his first major RFP, and it is now posted on BC bid and will close just before Christmas break. The results will be reviewed in

early January. An additional Audit Committee meeting will be held in Jan to review the results of the RFP selection process and the staff recommendation of the successful proponent.

#### **5. Payroll Continuity Planning**

Secretary Treasurer Leiterman reminded the committee that the district undertook an enterprise risk management audit with KPMG three years ago. It explored all areas of risk within the organization and identified what they were, as well as who is responsible to come up with risk mitigation plans. One area that has always been of concern is payroll. It is an area of the business that is very complex, requires specialized knowledge, highly detail-oriented, with two-week deadlines year-round. As the team members are highly specialized, there is a huge risk if one, two or all three of them fall ill at the same time or if there is an issue with our internal payroll system. Payroll Manager Leona Geall and Assistant Secretary Treasurer Karen Johnson put together a 30-page Payroll emergency plan, with step-by-step instructions on how to run payroll in the event of an emergency, including details on all our different payrolls, filing and processing dates, where the electronic files are kept and how to access them and create the necessary bank transfers and staff payments.

#### **6. 2020/21 Amended Budget Update - Review**

The Secretary Treasurer gave a brief update of the Amended Budget Revenue for 2020/21. She noted that the cost side is not yet completed but she is able to show a good picture of where the revenue will be at this time. There are three funding streams: Capital, Special Purpose and Operating. The Operating fund is the most changeable as it is driven by enrolment and how many students are enrolled in special programs, and the number of international students. It is a more difficult number to peg in the spring during the preliminary budget process, and it is also the biggest number the district deals with. She reminded the committee that this is an estimate, and the numbers may still change in February when the full budget is presented, as she will not receive the final funding statement from the ministry until possibly the middle of Christmas break. She is confident with the locally generated revenues from international students and the academies however, and has based the ministry funding on the approved 1701 enrollment report. The interest and rentals are estimated.

Preliminary FTE estimates in February, when compared to the actual FTE in the September 1701, show a loss of regular operating funding of \$147,041, due to a drop of 18.55 FTE. This was a particularly difficult year to estimate due to COVID-19 so the Secretary Treasurer was pleased that the drop was not larger. Special Needs funding increased by \$28,300. Estimates for ELL were right on so there is no change to reflect. Homeschooling saw a slight increase of \$1500 in funding. Estimations for Adult Education saw an increase of \$14,469 in funding. Summer Learning saw record numbers of registrations in early spring, but once the travel bans were lifted enrolment dropped, particularly in the elementary age group, resulting in a loss of \$39,487 in funding. Various amounts for everything else in the operating grant result in a small increase of \$18,503. The net change for the operating grant portion is \$123,756 less funding than estimated in the spring.

In Other Ministry Funding, various transportation, health benefits, pay equity and FSA remained the same as did the Teacher Labour Settlement. However, an additional amount resulting from bargaining

has been announced. We will receive Teacher Mentorship Funding of \$160,000 to support mentorship of new teachers. Careers funding was not confirmed for the preliminary budget, but we now know to expect \$30,000. All together, we have a net increase of Other Ministry funding of \$190,000.

International revenue was a big unknown in March. The worst-case scenario estimate of a 45% drop in enrollment, or 281 FTE was used in the preliminary budget. However, the actual FTE is 301, decreasing the loss and boosting our international revenue by \$447,000. The homestay revenue did decrease \$600,000 but it does not affect the bottom line as the funds flow straight through to the homestay families. This is a result of not being able to find homestay families now that seniors have had to be excluded from the list due to COVID-19.

In Other Revenue, Elementary Band saw a decrease of \$18,000 in revenue. Academies and Choice Programs dropped \$223,725. Leases are operating at reduced numbers and some reduced rates, leading to an estimated drop of \$145,742. Rentals are currently suspended. Interest saw an estimated increase of \$85,600 and miscellaneous revenue continues to hold at an estimated \$10,000. Total for other revenues is a net decrease in revenue of \$301,867.

The Secretary-Treasurer went on to explain that while there is a total net reduction in expected revenue of \$388,623, the loss of \$681,725 is tied to matching reductions in cost. The remaining positive portion of \$293,102 will have a positive impact on our bottom line.

Trustee Block shared she was impressed with such a concise and informative explanation of funding and budgets. She thanked the Secretary Treasurer, and Manager of Finance Jason Brown for his work on the audit RFP process. She was also impressed with the risk document created by Ms. Geall and Ms. Johnson, and how the districts Risk Register is a living document. She also reiterated Trustee Stevenson's suggestion that the school district send a thank you letter to the municipality for the Irwin Park funding.

7. Adjourn  
a.m.

9:07

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Julia Leiterman, Secretary Treasurer