



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

**Tuesday, October 11, 2016**

**School Board Office - 8:30 a.m.**

**Present:** S. Donahue (in the Chair); C. Broady, Board Chair; C. Kennedy, Superintendent of Schools; J. Leiterman, Secretary Treasurer; W. Hickey, Director of Facilities; K. Johnson, Assistant Secretary Treasurer; J. Brown, Manager of Finance; N. Mann, Manager of Purchasing and Transportation

Stakeholder Representation: M. LaBounty (WVAA); A. Milavsky (DPAC)

**Absent:** D. Stevenson, Committee Chair; B. Scott (WVMEA); R. Millard (WVTA)

The meeting began with the Secretary Treasurer adding an item to the agenda:  
2. SOP Water Safety Protocol

### **1. WVSS Track Project**

The Secretary Treasurer gave a brief update, noting that after taking the summer off, the fundraising committee is working again and meeting weekly. As well, she reported that the awarding of the \$500,000 community infrastructure grant for which the district applied in the spring has still not been announced. It is hoped that we will have more information by the end of October. The grant monies are key to the project, as although the fundraising committee has a great website and a presence at every community event, they are finding fundraising a challenge and are yet to secure any major donors.

### **2. Safe Operating Procedure – Water Flushing Protocol**

The Secretary Treasurer reported that last spring the Ministry started asking districts across the province to look into water quality and safety. In West Vancouver Schools, the Director Facilities was already working with Vancouver Coastal Health (VCH) to create written protocols and documentation around water quality and now have a Safe Operating Procedure in place. The SOP was reviewed, noting the steps followed by custodians at each site every day, including flushing toilets to quickly move a large volume of water through the pipes; running water fountains daily until a change in temperature is observed (versus running for a specific length of time); ensuring all drinking fountain locations have been flushed; and recording data on designated log sheets. Follow up has been done by the same independent testing company used by VCH and any detected contaminants in the water in our facilities are well below acceptable levels.

The next step is to map the location of all water fountains, including high and low spots, in order to make flushing as efficient and effective as possible. The district plumber will also be working to map all our piping systems, which are aging. There is also a replacement program being developed for water fountains to be replaced by filtered water stations.

These procedures ensure that our water is, and continues to be, safe to drink.

Committee members: Dave Stevenson, Sheelah Donahue

### 3. Facilities Summer Project Review

The Director of Facilities introduced each member of the facilities crew seated in the gallery, noting that some staff were on holiday after a busy summer. He said that he has a fantastic team, who work efficiently and make his job easier. He noted, too, that he encourages staff to come forward with ideas about to improve work flow and increase productivity.

A slideshow was shown, reviewing the projects undertaken during the summer:

#### Ecole Cedardale

- Renovation of old library into new classroom, including all new electrical, ceiling, flooring, millwork, plumbing

#### Ecole Pauline Johnson

- Creation of a learning commons, including new circulation desk, shelving, and tables

#### Sentinel

- Renovation of one of the art rooms to increase pottery space, flexibility, visibility
- Create space for the Connect program
- Renovate old book storage space to create teachers' prep room

#### WVSS

- Create, in consultation with Todd Ablett and Jackie Wong, a room and arena for the new robotics academy
  - New cabinets, stairs, rolling ring, Wi-Fi, soundproofing

#### BICS

- Installation of Terratek solar panels, acquired with donations from the island's community foundation and a private donor

It was noted that there is a long payback period for solar panels, but that the education piece is huge. There is an associated website, allowing students and others to see how much energy was created, how many trees were saved etc. The energy does go back to the school, and though cost-savings are negligible at the moment, every bit does help, as BICS is one of only two schools in the district with an electric heating system. The solar panels require very little maintenance, and should require as much care in 25 years as they do currently.

- Repair deck on portable received from the Ministry of Education to house all-day Kindergarten. A contractor was hired for this work.

#### Chartwell

- Modify portable to accommodate the new StrongStart program
- Replace fencing
- Replace basketball goosenecks, hoops, and backboards

### Rockridge

- Renovate library to create learning commons
- Re-align parking lot to accommodate more staff

### Ridgeview

- Install new roof and flashing – almost complete
- New millwork
- New fencing and new softfall in playground

### Caulfeild

- Repaint front face of school – buys some time until building envelope can be addressed
- Repaint game lines and sports court
- Install new Kindergarten playground
- Re-align parking lot to improve parking

### Gleneagles

- Upgrade drainage on gravel field

The Director then said that he is strongly in favour of predictive, preventative maintenance, rather than reactive, often more expensive responses to emergency situations. To that end, the following maintenance was performed throughout the district during the summer months:

- HVAC systems – now on a schedule to be maintained and have filters changed four times a year
- Fire alarms – annual inspections, any identified deficiencies are 98% resolved
- Roofing assessments – 10 year spending plan being developed and will be reported upon in the coming weeks
- Fall restraints – safety system put in place for employee safety while working on roofs
- Softfall renewal – 12” deep to meet VCH standards
- Grounds maintenance – safety and aesthetic appeal

The Director concluded by saying that although we have our challenges, that is to be expected with the age of our buildings. He said that in the seven or eight months that he has been here, he has come to learn what an awesome, talented team he has, and that he appreciates that they are always up for the challenge. In the interest of more efficiency and better coordination, he has arranged for staff to be assigned to each family of schools. It has worked well so far and staff are increasingly able to regularly work within their area of expertise. He wanted to publically thank his crew for their hard work and for being so good at what they do.

The Secretary Treasurer reported that from a financial perspective, she is very pleased with how things are going with facilities. The challenge remains funding, as it hasn't increased and our buildings continue to age. The changes in planning have been key to maximizing the money we do have, and this year we have been able to do more with

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the same or fewer funds. She feels that collaboration and communication have improved and that the continuing shift in focus from large projects to preventative maintenance will be beneficial.

The Board Chair, on behalf of the board, then extended her thanks to facilities staff for their hard work, especially during the summer months, and let them know that it is very much appreciated.

**4. Adjourn**

**9:15**

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Julia Leiterman, Secretary Treasurer