



MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE

Tuesday, October 10, 2017

School Board Office - 8:30 a.m.

Present: D. Stevenson (in the Chair); P. Dorsman, Trustee; C. Kennedy, Superintendent of Schools; J. Leiterman, Secretary Treasurer; K. Martin, Acting Associate Superintendent; W. Hickey, Director of Facilities; A. Campbell, Acting Director of Instruction; Leo Reyes, Manager of Facilities; Nick Mann, Manager of Purchasing

Stakeholder Representation: M. LaBounty (WVAA); R. Willock (WVTA); Danielle Katerberg (DPAC)

Absent: K. Johnson; J. Brown; R. Millard; B. Scott

1. Copier Renewal

The Secretary Treasurer reported our contract with Xerox ends December 31, 2017 and that Ricoh has been chosen as our new contract provider. She reported that she has been very impressed with Ricoh's approach, as they seem to be more interested in serving our needs, rather than their potential profit. The first step in the process is a district survey, and last week a representative visited all sites in the district. She asked what was working, what wasn't, and how to meet the needs specific to each site. Machines will be swapped at the end of the calendar year, after the first report card period is complete. Those machines that are close to end-of-life or are no longer functioning will be replaced earlier. The new contract will be for five years and while there won't be much saving on capital costs, we will likely realize future savings related to paper consumption. The delivery of curriculum has changed and class sets of worksheets are no longer the norm. As well, Ricoh will own the machines and will replace those not working as necessary, rather than the current model where we had to purchase the Xerox machines and were charged for any repairs. It was noted that there are currently 149 standalone machines across the district, for which schools are responsible for care and upkeep. It is hoped that the Ricoh survey will identify the needs related to the purchase of such machines. By meeting those needs, it is hoped we can reduce the number of standalones in the district which will, in turn, reduce costs to schools and PACs. The final contract will require board approval, likely next month.

2. VOIP Update

The Secretary Treasurer updated the committee on the progress of the VOIP project. ActionData worked through August and September to ensure that switches, cabling etc. were in place and there are now eight sites in the district that are capable of being switched to VOIP before Christmas, if we so wish. There will be a November start for some, but the roll-out plan is still being determined, as the intention is to introduce it with as little impact as possible.

Committee members: Dave Stevenson, Pieter Dorsman

3. Preparing for Winter

The Director of Facilities reported that he met with the Superintendent and previous Deputy Superintendent last spring, to debrief about the response to last winter's weather. All of the ideas from that meeting are being implemented. A salter shed is being built at our facilities site, with a delivery of salt due on October 16th. We will continue to get salt from the District of West Vancouver (DWV), but our trucks will now be loaded at our own shop, rather than at theirs. As well, we will keep some salt on hand as a contingency, to avoid a situation like last winter, where the supply ran out. A battery-operated snow blower has been purchased for each site, for relatively little expense. While they will not deal with the compact ice that some sites had last year, they will allow custodians to quickly and efficiently clear sidewalks and access points to schools in the event of light snowfall. Improved access points have been identified and will also be maintained. The Director is confident that the facilities department is well-prepared for snow and ice, should our winter be like last year.

4. Facilities Summer Project Review

Before passing the floor to the Director of Facilities, the Secretary Treasurer explained that there were two streams of work undertaken during the summer: the classroom renovations and millwork, undertaken by our own facilities staff; and the installation of portables related to the SCC decision re: class size, which was performed by a contractor. Britco was hired to manage the entire process for portables, from construction, to site preparation, to delivery, to hook-up. She pointed out that we were number three in the province on the list for portables, thanks to some pro-active work by the Director of Facilities in the spring. With exact funding not being announced until June, the timelines were extremely tight and although there were a few issues, mostly related to site preparation, all students were in portables by the end of the first week of classes. The Director said he thought he had a strong plan and was really disappointed that it did not run as smoothly as hoped, but that we were in great shape compared to other districts. He also credited the relationship we have with DWV as crucial in the turnaround time for permits, which were on average about a week for the portables, whereas they typically take 8-10 weeks for approval. The Secretary Treasurer reported that we are several hundred thousand dollars over budget, primarily because of site complications. Irwin Park required more parking spaces to be in compliance with municipal by-laws, Chartwell required pile driving to bring the substrate to a level where the portable could be installed, and West Bay required installation of the portable at an alternative site, due to set-back limits. The alternative site required the installation of steel beams, in order to allow the structure to be cantilevered. We are waiting to hear about approval for additional funding, but no announcement is likely until December. All metro districts apparently have higher costs associated with portables and the Secretary Treasurer is optimistic that we will receive additional funding under the Classroom Enhancement Fund.

The Director of Facilities then presented the annual slideshow of the summer projects. He said he has a fantastic crew working for him and is constantly impressed by the level of commitment and quality of work they produce. While praising everyone involved, he

gave particular mention to Glenn Horn, Brian Johnson, Kathleen Scott, James Allen, and Neal Fricke.

Classroom renovations are funded by the Classroom Enhancement Fund. The costs associated with projector installation are covered by the one-time only Student Learning Grant. A new maintenance plan has been established to ensure that gym floors are polished/refinished every two years to extend life.

Projects undertaken included:

BICS

- Replacement of gym floor – municipality covered costs associated with extra-durable surface to allow roller hockey
- Installation of seven classroom projectors, along with projector and sound system in gym
- Paving and playground improvement to increase accessibility

Caulfeild

- Installation of projectors in classrooms and library

Ecole Cedardale

- Final classroom renovation
- Installation of projectors

Chartwell

- Portable installation
- Widespread work required to remediate water damage
- Fixed drainage issues
- Replaced gym floor (delayed while waiting for moisture levels to be reduced)
- Replaced stairs to playground (wheelchair accessibility still needs to be addressed)
- Created learning commons
- Upgraded to LED lighting throughout school
- Installation of two projectors

It was noted that the conversion to LED lighting has a three-year payback. It is hoped that the conversion to LED district-wide will be complete in five to seven years. There is a 10-year warranty, so it is hoped that our electrician's workload associated with replacing light ballasts will be reduced as well, allowing her to undertake other work.

Eagle Harbour

- Installation of projector screen and sound system for school-wide presentations

Gleneagles Ch'axáy

- Classroom renovation
- Installation of four projectors
- Refinished gym floor

Hollyburn

- Installation of three projectors (still need projectors in additional classrooms – may re-purpose Smart Boards from Caulfeild)

Irwin Park

- Portable installation
- Installation of four projectors
- Retrofitted ramp, door, washroom to improve wheelchair / special needs access

Ecole Pauline Johnson

- Installation of outdoor classroom (donation of lumber and materials by a PJ parent who wishes to remain anonymous)

Ridgeview

- Created learning commons with modular components
- Installation of three projectors

West Bay

- Partial roof replacement (completion of work started last year)
- Installation of projector
- Portable installation

Westcot

- Renovation of two classrooms
- Counsellor and ELL rooms reconfigured
- Portable installation (blocked access to lower playground – installing new stairs)
- Refinished gym floor
- Installation of two projectors
- Renovation of staff washroom (unplanned – necessitated by plumbing failure)

Rockridge

- Started weight room enclosure – requires architect and structural engineer (to be completed next year)
- Modified carpentry shop and install tools bought with ITA grant
- Refinished gym floor
- Replaced gym scoreboard
- Reconfigured book room
- Installation of glass doors in library/learning commons

WVSS – North Campus

- Created second robotics room
- Renovation of three classrooms
- Refinished gym floor

WVSS – South Campus

- Completed HVAC replacement – boilers, duct work, millwork
- Rebuilt concrete stairs and wall behind cafeteria
- New drainage installed and foundation resealed to prevent flooding in music room
- Repaved
- Removal of oil tank and soil remediation (ongoing)

The new HVAC has drastically improved airflow and air quality at South Campus, circulating 3000 ft³ per minute. The old boiler had a rate 300 ft³ / minute. The work on oil tank removal and soil remediation should be finished this week. Approximately 1000 metric tonnes (40 dump truck loads) of contaminated soil has been removed. This work was the result of discoveries made while prepping the site for replacement of the retaining wall and upgrade of Fortis gas lines.

District

- VOIP prep work and implementation
- Keyscan activated at all sites
- Security and alarm systems updated
- Fire alarm procedure implementation ongoing (each site must submit a safety plan to WVFD to comply with new municipal protocols)

The Director of Facilities said that although it was a hectic summer, they had a good plan in place and a great team to complete it. The Secretary Treasurer said that although it was extremely busy, facilities staff were able to take holidays and overtime was not excessive, so no one felt overworked. She thanked the Director for getting the district on solid footing regarding maintenance plans, which should reduce costs by being proactive, rather than reactive.

Committee Chair Stevenson asked the Director of Facilities to pass onto his staff, on behalf of the committee and board, many thanks for their dedication and hard work.

5. Adjourn

9:24 a.m.

Julia Leiterman, Secretary Treasurer