



MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE

Tuesday, April 10, 2018

School Board Office - 8:30 a.m.

Present: D. Stevenson (in the Chair); P. Dorsman, S. Donahue, Trustees; J. Leiterman, Secretary Treasurer; C. Kennedy, Superintendent; S. Nosek, Associate Superintendent; W. Hickey, Director of Facilities; K. Johnson, Assistant Secretary Treasurer; J. Carpino, Purchasing Manager

Stakeholder Representation: M. LaBounty (WVAA); R. Millard (WVTA); B. Scott (WVMEA); Danielle Katerberg (DPAC)

Absent: J. Brown, Manager of Finance; R. Willock (WVTA)

Before starting the formal portion of the meeting, Committee Chair Stevenson asked that those present take a moment to acknowledge the Humboldt Broncos bus accident. He said that as a district, we support our students and help them to achieve their potential, and in this instance, he was thinking about the students in our sports academies. He asked that in the wake of a tragedy of such immense proportion, we think of those affected and hold our own families close.

Chair Stevenson then asked the Director of Facilities to introduce the latest addition to the team. The Director introduced Janine Carpino and said she is a great addition and he is excited to work with her moving forward. Ms Carpino then gave a brief recap of her background and thanked everyone for being so welcoming and helpful. The Committee Chair then welcomed her on behalf of the board.

1. Facilities Spring Break Project Update

The Secretary Treasurer reported that this is a new approach by facilities, and that moving forward they will start and, in many cases, finish projects during spring break that would traditionally be done in the summer months. This is highly effective not only because the AFG funds are available in April, but also because the summer work is made more manageable.

The Director of Facilities gave a brief round-up of the work done during the break, including: painting at five schools; paving at ILC; 16 projector installations and numerous projector repairs; paving accessibility ramp to BICS playground; and preparation for the installation of additional lighting near the Kay Meek Centre. Health and safety work was a priority as well and BC Safety Authority has now completed inspections and approval district-wide. All HVAC units have also been checked and repaired as necessary and the Lions Bay septic field repaired, with plans to redesign it in the summer. The Director was most pleased about the completion of work done in conjunction with the West Vancouver Fire Department, ensuring that we are now 100% safe and legal with regard to new fire regulations and standards. Each building in the school district has a unique fire safety plan, which includes posted floor plans indicating exits, fire extinguishers etc.

Committee members: Dave Stevenson, Pieter Dorsman

There is also a binder containing numerous pertinent details at each site, which the WVFD can reference upon arrival in an emergency. This is the culminating piece of lots of background work, particularly regarding updating floor plans after years of renovations and additions. Maintenance plans are now in place for all HVAC systems and PA systems and both the Director and the Secretary Treasurer noted that it is nice to have a predictive and preventative approach to maintenance.

The Committee Chair thanked the Director for his wisdom and organization, particularly with regard to fire safety.

2. Irwin Park Project Announced

The Secretary Treasurer said she was happy to report some extremely good news with regard to our Capital Plan, for which we have been awarded \$3.6 million for the building envelope and HVAC system project at Irwin Park Elementary. She said she believes the relationship the Director of Facilities has with the capital branch was instrumental in our receiving the funding and that the sound business plan he created to address both the building envelope and HVAC issues made clear the costs savings (approx. \$400,000) that could be realized by undertaking both projects at the same time.

The Director said he was very excited by the announcement and this project has been 18 months in the making. The scope of the building envelope work includes new windows, siding, and wall composition, as well as T-bar ceilings, new flooring, and millwork. The new mechanical system will include new boilers and HVAC and he said this is as close to a new school as possible, without completely re-building. It is a huge job, the majority of which must be completed by September, and the RFP for a project manager will go out this week. He re-confirmed that he anticipates that the disruptive work will be completed in time for students returning to class, with perhaps 15% of the work left to do on the outside of the structure. The Secretary Treasurer reiterated the importance of having “shelf-ready” projects to present to the Ministry, with the scope of work, engineering, and budget completed ahead of time. It was noted that in order to do so, we have to pay engineering costs up-front, but such costs are reimbursed once the projects are funded.

RECOMMENDATION: That the 2018/19 Capital Plan Funding Agreement be forwarded to the Board for signature and submission to the Ministry.

4. Sentinel Gym Project Update

The Director of Facilities said that this project is moving along well and that the structural, mechanical, and electrical consultants have almost finished their work. Additional geotechnical drilling regarding the soil was done yesterday. It has been decided that the tennis courts will now be located on the east side of the field house, with the new sprung structure located on the west side. Not only is that better from an engineering perspective, but gives an additional 10 feet of space as well. The existing tennis court will not be dug up until June, as it is in use for the balance of the school year. The sprung structure containing the two new gym spaces and academy offices will be ready for school opening on September 6th. The fencing academy will be relocated to the field house from Eagle Harbour Montessori starting 2018/19, and the associated work is also anticipated to be completed on time.

Committee members: Dave Stevenson, Pieter Dorsman

5. New Playground Grant

The Secretary Treasurer announced what she called more good news regarding a recently-announced Ministry grant for new or replacement playground equipment. She noted that there has been no provincial playground funding for years, with PACs undertaking fundraising to cover costs. Unlike the previous one-time funding, this grant will be available annually, with \$90,000 available for a standard playground with two structures, and \$105,000 available for a universally accessible playground. The deadline for applications is Monday, April 16 and we will be submitting the names of three schools, in priority order: Gleneagles Ch'axáy; Chartwell; and the rear BICS playground. The Director of Facilities noted that Gleneagles has one of the only wooden structures left and it is end of life. Chartwell already has plans in place for a ramp, and BICS has secured funding for eco-paving for their front playground, but not the rear one. Accessibility is a priority for BICS. The Director noted that it is important to meet with principals as part of this process, in order to clarify priorities and vision, as it was noted that many schools have focused more on natural materials in recent years, but that maintenance issues have arisen with some of them. The Secretary Treasurer said that she hopes to hear results by the end of April.

6. 2018/19 Preliminary Budget - Funding

The Secretary Treasurer reviewed the 2018/19 preliminary budget operating grant, based on February enrollment numbers filed with the Ministry. She said those numbers will be re-examined several times before the preliminary budget is presented in May. Currently, the cautious best estimate is a decrease of 26 FTE, but it is hoped enrollment numbers will return to current levels by September. Despite a decrease in FTE, our funding has increased due to a rise in the per-student funding amount to \$7423 from \$7301. The Ministry has also adjusted the way year 2 administrative savings is handled. Other funding is virtually status quo, with salary differential levelling out again. Reduced costs are anticipated as a result of adjusting staffing levels in some areas. As a result, our total Ministry revenue is up by \$1,036,693 for a total 2018/19 operating grant of \$60,117,329.

Locally-generated revenues for 2018/19 were then reviewed, with the international program bringing in \$9.6 million. As well, our academies continue to grow, with a preliminary estimate of 545 FTE. While those programs are designed to break even, rather than make money, the benefit of drawing in students from outside the district is realized in operating grant funding.

The total preliminary operating funding and revenue for 2018/19 is \$72,685,237, an increase of \$718,967 over 2017/18.

7. Adjourn

9:18 a.m.