



MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE

Tuesday, October 8, 2019

School Board Office - 8:30 a.m.

Present: D. Stevenson (in the Chair); L. Block, Trustee ; J. Leiterman, Secretary Treasurer; C. Kennedy, Superintendent; 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

Stakeholder Representation: R. Willock (WVTA); S. Rauh (WVAA); K. Richter (DPAC)

Absent: B. Scott (WVMEA)

1. Review of AFG budget process

Committee Chair Stevenson welcomed everyone to the meeting and passed the floor to Secretary Treasurer Julia Leiterman. She noted that the AFG budgeting process had been changed this year and reported that she is very pleased with the result. The committee was reminded that the process began in February, with facilities staff first identifying what items were in need of maintenance, repair, or replacement, and then consulting with schools to identify their priorities and wishes. Those items were compiled into a master list, which was narrowed down to those items of greatest need. A budget was created with built-in contingencies in terms of both cost and projects. This contingency helps to mitigate unknowns, particularly around construction, which is often difficult to predict because of fluctuating material and labour costs. The Secretary Treasurer thanked Purchasing Manager Janine Carpino and our construction crews for helping with cost estimates. The budget was re-assessed after each project was completed and the budget adjusted as necessary before moving on to the next item. It was this real-time budgeting that represented the biggest change from past years, when we typically were over budget every year. The new process gives confidence and a sense that we have a more secure use of our funding and Secretary Treasurer thanked the Director and the Manager of Facilities for their input and work. The Purchasing Manager made special mention of Carly Hargreaves, the new facilities assistant, who help she said was invaluable when it came to project tracking and sourcing tradespeople. It was noted that painters were particularly difficult to find this summer, an experience shared by North Vancouver School District.

2. Review of Summer Capital Projects

The Director of Facilities presented the annual slideshow of facilities' summer projects, and noted that his 10 minute presentation represented 5000 man hours. He said that he was extremely impressed with the volume of work done in such a short window.

Committee members: Dave Stevenson, Lynne Block

Projects undertaken included:

BICS

- Fire panel upgrade

Caulfeild

- Boiler replacement with larger, more efficient model – running at 95% efficiency, compared to 80% for the old one
- Adjustable desk built for student with special needs

Cypress Park

- Drainage repair
- Back splash in preschool room

Eagle Harbour

- New benches installed under windows – provides seating and also improves student safety (windows open out into play area)

Hollyburn

- Electrical panel upgrades to meet new code regulations
- Low-flow urinals and flush sensors installed

Inglewood Secondary

- Exterior drainage replacement – original drainage compromised

Irwin Park

- New break out / self-regulation space created from old storage room
- Repair to staff stairs – good example of balance between cost and priority, as ideally would be replaced, but repair less expensive and monies needed elsewhere

Lions Bay

- Septic field repaired – had failed about 18 months ago and was only temporarily remediated at that time

Rockridge

- Ramp remediation to prevent slipping

Sentinel

- External awnings installed over doors and exit doors repaired
- Field house converted back to gym space from specialized fencing facility

West Bay

- Restroom renovation – original urinals replaced with more modern fixtures, which are more efficient and will improve custodial work. Renovation was challenging because asbestos present.
- Exit stairs were replaced – expensive at \$66,000, but required for safety

Westcot

- Drainage and paving in courtyard and entrance – water main being replaced as a result of feed from the city starting to fail and driveway repaved, as it had been

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compromised by the freeze and thaw happening as a result of the water leak. It was noted that this was an example of where facilities' needs and a schools' wants met, as the entrance to the school has now had a much needed facelift as a result of the drainage replacement. Water issues are always top priority, as schools have to close if water fails.

- Classroom floor replaced
- Exterior support post reinforced

West Vancouver Secondary

- Computer lab renovated and reconfigured. Principal Steve Rauh noted that although there are still a couple of things to finish up, both staff and students are really enjoying the flexibility of the space and say it is working great for their needs.
- Container pad relocated and retaining wall removed
- Sink and eyewash station replaced in woodworking room
- Third robotics room created, including millwork

The Director of Facilities noted that there will be a few more AFG projects finished this month that were not included in the slideshow. He and the Manager of Facilities both reported that their dealings with the municipality regarding permits etc. were positive, and that they found them to be cooperative and responsive.

Committee Chair Stevenson thanked the facilities department for the presentation and for their continued hard work keeping our schools safe and clean for our students and staff.

3. Adjourn

8:52 a.m.

Julia Leiterman, Secretary Treasurer