



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

**Tuesday, October 20, 2020**

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

**Present:** D. Stevenson (in the Chair); L. Block, Trustee ; J. Leiterman, Secretary Treasurer; F. De Dios, Director of Facilities;

**Stakeholder Representation:** M. Finch (WVAA); S. Capier (WVTA); K. Richter (DPAC)

**Absent:** B. Scott (WVMEA)

### **1. Federal and Provincial Funding for Covid-19**

Committee Chair Stevenson welcomed everyone to the meeting and passed the floor to Secretary Treasurer Julia Leiterman to review the Federal and Provincial Funding for Covid-19. She started by saying that news of the additional funding was welcome as there was a budget increase of 30% for TTOCs, as well as anticipated cost increases for transportation and ventilation issues. She reviewed the district's two key priorities for 2020/21: #1 - Continue to provide an exceptional education for all our students, despite the challenges posed by Covid-19. #2 – Keep our staff and students safe, by developing and complying with all protocols provided by the Provincial Health Officer and Ministry of Education. There are two sources of Covid support funding; \$502,456 in Provincial and \$2,448,576 in Federal.

#### **Provincial “Safe Return to School Fund”**

This grant has been provided as a Special Purpose Fund and distributed to Districts based on student FTE; the full amount of \$502,456 was received in September 2020. This is a targeted fund that is used for specific expenditures and in prescribed amounts. \$28,428 or 6% was spent on Personal Protective Equipment such as 11,412 adult masks, 6,000 child masks and 468 face shields, 200 of which were free. \$17,688 or 4% was spent on Technology, specifically 45 Chromebooks to help build our personal device inventory. \$62,445 or 12% was spent on stocking cleaning supplies such as disinfectant, as well as additional waste containers and liners as more paper towels are being used. \$112,279 or 22% was spent

on improved hand hygiene. Additional hand sanitizing stations were installed and increased stock of paper towels and hand soap were acquired. \$281,616 or 56% went towards supporting additional daytime custodial staff to address Cleaning Frequency., 5.5 full time FTE were added, as well as an additional 2.5 hours per day of custodial coverage for each of our largest elementary schools.

### **Federal “Safe Return to School Fund”**

Also provided as a Special Purpose Fund and distributed to Districts based on student FTE, the total Federal funding of \$2,448,576 is distributed into two payments, 50% received in September and the other half expected in December. There are four expenditure categories, but the District can choose the amounts to spend in each category.

\$616,395 or 67% of the September instalment has gone towards Learning Resources, which added 12.9 teacher FTE (TTP, Ab-Ed, hospital/homebound, TTOC), 2.0 EA FTE, 107.5 hrs/week for additional supervision aides to cover the staggered recess and lunch times, 1.0 FTE youth worker, 1.0 FTE IT support, and TTOCs received a half day pay for Health and Safety training. The Secretary Treasurer clarified that the presentation is focused on the first instalment of 1.2 M for the first half of the year with some of the staffing to be fluid. There will be a second presentation for the second half of the year. If operations continue in their current format, the funding will cover all that is planned. Funds allocated towards Technology allow for the continued cabling upgrade cabling at a number of sites, which is needed to better support remote learning as well as the purchase of the 45 Chromebooks.

\$169,383 or 18% of the budget will help cover Health and safety expenditures including 26 barriers for high traffic areas frequented by outside visitors or areas that do not allow a lot of space for physical distancing, adding an extra layer of safety for students and staff. More paper towels and hand sanitizer has been purchased. As hand sanitizer was not allowed under the Provincial fund, the Federal funding in this area but can come from the Federal fund which was very welcome. Merv 13 filters were ordered in the summer to replace the existing Merv 8 filters. Under normal circumstances the Merv 8 filter is considered adequate for public school use, however under Covid-19 conditions the preferred filter is the Merv 13, which will trap finer air particles. Orders for the new Merv 13 filters are backlogged but they are expected to arrive in December. Once received, the filters will be replaced four times per year, which is a \$50,000 cost compared to the \$7,000 cost in the past for the semi-annual replacement of Merv 8 filters. Both Caufield and Eagle Harbour do not have HVAC systems, and as the health strategy of opening windows and doors for fresh air circulation is not ideal through the wintertime, portable HEPA air scrubbers have been purchased. 2 pilot units were purchased initially, and once it was determined that noise created by their operation didn't impede teaching in the classroom, units were ordered for the 29 classrooms at the affected sites, as well as 11 portables throughout the district. The orders are expected to be delivered October 21<sup>st</sup>. Utility costs are expected to increase dramatically as the HVAC systems are now circulating 100% fresh air at all times for extended hours and no longer using a mix of recirculated air. The focus had to shift from minimizing energy use for savings, to maximizing for fresher, cleaner air. The costs for heating are difficult to estimate but the funding should be sufficient.

\$140,468, or 15% has been allocated to transportation, providing an additional bus to regular routes as well as an additional mid-day run added between Rockridge and Horseshoe Bay. This will be monitored

as it may be possible to cut the additional bus if some parents choose to drive their children to school instead of having them take the bus.

As the District is not incurring additional costs related to Before/After care, none of the funding has been allocated to this final category. Overall, the additional funding is allowing the District to follow safety protocols and go above and beyond to keep students and staff safe.

## **2. Capital and Minor Capital Projects**

The Director of Facilities presented the annual slideshow of facilities' summer projects. Projects undertaken included:

### **Caulfield**

An automatic door was installed at the entrance, and window frames and soffits damaged by wildlife activity were replaced.

### **Eagle Harbour**

A safety fence was installed due to concerns that students might run into traffic in the school parking lot, or delivery trucks might endanger students while backing up.

### **Hollyburn**

Siding that was rotting as a result of running too close to the concrete base was temporarily fixed.

### **Cypress Park**

Picnic tables were re-stained.

### **Ridgeview**

An old science storage room that had been converted to a more functional space was painted

### **Rockridge**

The elevator is being replaced and will be completed by November 11.

### **Sentinel**

Replacement of carpets in three classrooms. Two were planned but the third was added as the first two were under budget.

### **Westcot**

The library floor was recarpeted due to tripping hazards in the existing linoleum surface. Additionally, wheels were added to the library book stacks to facilitate flexibility within the space.

### **West Vancouver Secondary**

Existing half walls were removed to create better sight lines in the carpentry shop, facilitating the teacher's ability to supervise, and improving safety. Cement tiling was removed from the patio outside the cafeteria, and replaced with a recycled rubber surface that has a longer life expectancy and better drainage.

### **West Bay**

What looked like a small divot in the gravel parking field developed into an actual sinkhole, requiring extensive remediation, including a catch basin to drain water. Staff member Ian Moody, who is licensed to work with heavy machinery, was able to do the repairs.

### **Chartwell**

The playground was upgraded to a universal playground, adding accessible merry-go-round using funding from the Playground Enhancement Program portion of the District's Five Year Capital fund. The playground contractor was also able to make drainage improvements to the gravel field with minimal cost to the District.

### **Ridgeview**

The second and final phase of the HVAC renewal at the site was completed under the School Enhancement Program. Each classroom now new unit ventilators.

### **Sentinel, Westcot and West Vancouver Secondary**

All three schools received building enclosure upgrades under the Carbon Neutral Capital Program. The sites were tested for air leakage around windows, door and vents, and areas with leakage were sealed.

### **Rockridge**

The computer lab was renovated.

### **District-wide**

Heat sensors have been replaced District-wide due to a recall. Drain jetting work was undertaken for all site drainage, and the District will now continue this work in a cycle of 5 per year. Tree clearing has been done at Caufield, Gleneagles, Rockridge and West Bay. BICS, Gleneagles, Hollyburn and West Bay have had their playground soft surfaces replenished.

The Secretary Treasurer noted that all facilities capital spending stayed within budget and the District is moving forward with a full AFG for 2021/22, to allow for more to be done instead of playing catchup. Committee Chair Stevenson thanked the Director of Facilities and the department staff for their continued hard work.

### **3. Adjourn**

**9:11 a.m.**

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Julia Leiterman, Secretary Treasurer