

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE OPERATIONS & FACILITIES COMMITTEE MEETING
October 18, 2016**

PRESENT:

Board Representatives:

Tom Hendrickson	Trustee
Linda Kerr	Trustee

Committee Representatives:

Peter Flynn	Vice Principal	FCPVPA
Karl Koslowsky	Vice Principal	FCPVPA
Diana Savoie	AEC	
Brad Bourel	Staff	CMAW

District Staff:

Karen Nelson	Superintendent
Natalie Lowe-Zucchet	Secretary-Treasurer
Kevin Bird	Assistant Superintendent

Regrets:

Laurie Bjorge	Recording Secretary	
Amy Smith	President	FCTA
Lisa Mason	Parent Rep	
Leanne Bowcott	AEC	

1. Call to Order

The meeting was called to order by Trustee Hendrickson at 4:30 p.m. in the boardroom of the District Education Office.

2. Election of Chair

Trustee Kerr nominated Trustee Hendrickson; no further nominations. Trustee Hendrickson announced as Chair of the Operations and Facilities Committee by acclamation.

CARRIED

3. Approval of Agenda

KERR/SAVOIE

THAT the agenda of the Operations and Facilities Committee meeting for October 18, 2016 be approved as presented.

CARRIED

4. Approval of Previous Minutes – April 26, 2016**SAVOIE/KERR**

THAT the minutes of the Operations and Facilities Committee meeting held on April 26, 2015 be approved as presented.

CARRIED

5. Capital Plan

The Ministry has changed to a new system of reporting. This includes a SEP (School Enhancement Program and School Replacement report for projects over one million. New to the School Bus Program is in addition to sending them our inventory, the Ministry now are looking at how much we are spending on repairs and maintenance to determine when to repair or replace busses. The general rule was approximately every ten years unless there was significant damage to a bus. Our district is not anticipating bus replacements for this year.

As part of the School Enhancement Program, our district was successful in receiving money for the boiler upgrade for Boston Bar. Other ongoing projects include roofing and replacement, lighting upgrades. The district has requested funding for LED lights as the price of LED lights has come down significantly. The district has also requested funding for replacing lead based piping to pvc, so that there is no potential contamination of water.

Agassiz Elementary Secondary, Boston Bar Elementary Secondary, and Harrison Hot Springs Elementary have been placed on the list for replacement. There needs to be consideration for an addition to Kent Elementary due to increasing enrolment in the Agassiz/Harrison area. There is a need more space to accommodate special needs students. Approval and timeline depends upon urgency, compared to other districts.

Included on the Carbon Neutral project requests is the Agassiz Elementary Secondary HVAC upgrade as the boilers are getting old. The Director of Transportation and Maintenance also requested an electric vehicle as the Ministry has been funding these.

6. Enhancement Plan

The School Enhancement Program was previously discussed. AFG money has been concentrated at Kent Elementary and Coquihalla Elementary. The Capital Plan will be going to the next board meeting for approval.

7. Enrolment Update

The Secretary-Treasurer discussed the increase in enrolment from last year of thirty-six students.

8. Custodial Workload

A meeting was held with the Director of Transportation and Maintenance with the custodial staff. A workload review was done in comparison to the rest of the province. Our district has a higher number of custodians per square meter. The district is looking at how to deploy staff to bring into line with provincial averages and standards. The district should be able to do this through attrition. This is also part of the Shared Services initiative to lower costs.

9. Summer Work

During the summer a walking track was installed at Boston Bar Elementary Secondary. During this installation, staff discovered old oil tanks were left in the ground. The oil tanks, some of which were still full, were removed without incident. The Chair stated how pleased the community is to have the new track.

Boston Bar - new boilers and automated control system are being installed.

District board office – upgrade to the HVAC system; the boiler is old and not working efficiently.

McCaffery school had started to fall down. During the spring it was leveled and disposed. Asbestos abatement was done at the time.

Kent Elementary – upgrade included painting, exterior and interior, boiler replacement, installation of unit ventilators, air conditioning, hydronic piping, and DDC controls. New flooring and wall treatments were added. Complete LED lighting upgrade. A special needs washroom with shower and hoist was installed. Handicapped entrance was put in and gravel path around the school was paved.

Coquihalla Elementary - full office renovation and newly created staff room. New LED lighting and sprinkler system installed. Hallway flooring was replaced. The school will be upgrading their phone and PA system. There will be an opening ceremony for the new wing on November 29th.

The Chair expressed concerns about the portable at Coquihalla Elementary not having washroom facilities. There was discussion of possibility of installing washroom.

10. Asbestos Abatement Program

The Asbestos Abatement Program is now a requirement of WorkSafe BC. Most of the maintenance staff knew what areas were asbestos bearing from a review years ago. The new regulations require that all staff are aware. Areas containing asbestos are to be marked. Any asbestos within the district is encapsulated. The report will be shared with the Health & Safety Committee.

11. Questions

The committee discussed the watering of school grounds. Maintenance was told not to water last year. Refer issue to the Director of Transportation and Maintenance.

Next Meeting

Date: December 13, 2016, 4:30 pm

Location: District Education Office

Adjournment

KOSLOWSKY

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 5:38 p.m.