

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

**DRAFT MINUTES OF THE OPERATIONS & FACILITIES COMMITTEE MEETING  
October 17, 2017**

**PRESENT:**

**Board Representatives:**

Tom Hendrickson	Trustee	Acting Chair
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**Committee Representatives:**

Peter Flynn	Vice Principal	FCPVPA
Karl Koslowsky	Vice Principal	FCPVPA
Amy Smith	President	FCTA
Jon Polishak	Teacher	FCTA
Brad Bourel	President	CMAW
Diana Savoie	AEC	
Suzi Inkman	Parent Rep	
Sequel Adamson	Student Rep	

**District Staff:**

Karen Nelson	Superintendent
Natalie Lowe	Secretary-Treasurer
Doug Templeton	Director of Facilities & Transportation
Ashley Limb	Recording Secretary

**Regrets:**

John Koopman	Trustee
Kevin Bird	Assistant Superintendent
Wendy Clark	Parent Rep
Franco Linza	CMAW
Leanne Bowcott	AEC

**1. Call to Order**

The meeting was called to order by Trustee Hendrickson at 4:31 p.m. in the boardroom of the District Education Office.

**2. Election of Chair**

The Election of Chair will be deferred to the next meeting. Trustee Hendrickson was appointed Acting Chair for the meeting.

**3. Approval of Agenda**

**BOUREL/FLYNN**

THAT the agenda of the Operations and Facilities Committee meeting for October 17, 2017 be approved as presented.

**CARRIED**

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**4. Approval of Previous Minutes – April 18, 2017****TEMPLETON/SAVOIE**

THAT the minutes of the Operations and Facilities Committee meeting held on April 18, 2017 be approved as presented.

**CARRIED**

**5. Meeting Dates**

The meeting schedule was distributed and reviewed by committee members.

**6. Capital Plan**

The Director of Facilities and Transportation explained that the capital plan has been segregated into divisions in recent years due to additions of school enhancement projects and building envelope programs. The School District has no official seismic program projects supported by the Ministry at this time, nor are there any building envelope projects as there were none that met the requirements.

Discussion surrounded the submission of an expansion project for two Kent Elementary kindergarten classrooms, in addition to the expansion of two classrooms which was completed this year.

Agassiz Elementary-Secondary School and Harrison Hot Springs Elementary School have been on the school replacement project list for many years are the School District's top priorities. With declining enrolment, the Ministry has not designated the school replacement as a high priority.

The Director of Facilities and Transportation discussed in detail several of the school enhancement program projects which include LED lighting upgrades, dust collection systems for the secondary schools, AC and ventilator replacements, and roof top unit replacements. The full list is provided in the agenda package.

**7. AFG Funding/Summer Work**

The Director of Facilities and Transportation indicated that the AFG/summer work is focused on one or two schools per year to try to make the biggest impact possible. The district has been divided into five equal components/areas. Focusing on one or two makes a significant impact. Boston Bar Elementary-Secondary School and Harrison Hot Springs Elementary School were the biggest priorities for the current school year.

Discussion surrounded the list of work for the two schools. Boston Bar's descriptions of work included interior and exterior paint, floor replacement, field work, security systems and storm/sanitary sewer replacement. Harrison's included a mechanical upgrade, interior and exterior paint, security system, lighting upgrade and water services being connected to the Village. There were some comments and questions regarding Harrison's recent power outage and the problem with water, which will no longer be an issue once they're hooked up to Village water and not on a well.

There was further discussion about power outages, and the suggestion of backup generators for schools. The number of instructional time lost to power outages are very minimal for the School District.

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**8. Kent Addition**

The Director of Facilities and Transportation indicated that most of the Kent addition is complete with some minor painting left to do. Along with the classrooms addition, there was some new play equipment installed and some paving and increased parking space.

Discussion surrounded costs of the addition of the two classrooms. Currently all the work at Kent Elementary amounts to approximately \$700,000.00. Two portables would have cost approximately \$350,000.00. The Acting Chair asked about an open house date for the addition and that will be discussed at a Board Meeting.

**9. C.E. Barry Field Use**

The School District was approached by a community running group asking if there was interest on behalf of the Board to site a track around the C.E. Barry field property for community use. The Secretary-Treasurer indicated that it was approved by the Board. The running club put an application in for a grant, and if successful, could access up to \$100,000.

There was discussion surrounding costs of a potential track for the Hope area, and the work involved.

**10. Kiosk Update**

There is going to be a kiosk installed on the C.E. Barry school property to honor and provide a history of Mr. Barry, the longest serving school trustee in Canadian history. The senior History class at Hope Secondary is helping along with the senior Woodworking class. This topic will be deferred to the next meeting so Trustee Koopman can speak to it.

**11. Coquihalla Covered Play Area**

Coquihalla Elementary School is having a covered play area installed currently on the field. This project is primarily funded by the school. The structure will be steel with the same roofing and design as the school. There will be lights installed under and it is positioned so the area can be seen from every director. The Director of Facilities and Transportation anticipates the project will be completed by the end of November.

**12. New Staff**

The Secretary-Treasurer told the committee that the School District has a new carpenter employed, and a long serving member of the maintenance department is retiring in January and the District is currently seeking a replacement for his position.

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**13. Daycare at Harrison Hot Springs**

The Secretary-Treasurer indicated that the portables at Harrison Hot Springs Elementary School house the daycare centre that is partnered with the School District. The School District has a wonderful relationship with the daycare centre and they have applied for another facility to house more students. The Board has given approval for the application. The Director of Facilities and Transportation discussed three different options for the placement of the additional portable in helping her submit her application.

**14. Cameras in Schools Update**

The Director of Facilities and Transportation received quotes for security camera equipment and installation for schools. It is hoped that this will be completed by the end of the school year. The cameras will provide the office with images of parking lots, exits and exteriors of schools. It's a tool used to reduce vandalism, among other things, and is standard in all new schools built.

The Secretary-Treasurer indicated that cameras in schools must be discussed with the PAC prior to installation. Some facilities have them already.

**15. Questions**

Discussion surrounded earthquake tool kits and the Director of Facilities & Transportation is familiar with the systems. This is something that has not been discussed in the School District.

A teacher representative had questions and ideas surrounding ground improvements and recreation space at a school. The Secretary-Treasurer indicated that these projects are generally funded by PAC, and donations. The Director of Facilities and Transportation indicated that if these wants are high enough of a priority on the list come time to do Annual Facility Grant improvements to the school, it's something that can be looked at.

There was discussion surrounding the portable classrooms at Coquihalla Elementary School and if they're a temporary fix or a permanent solution. The Secretary-Treasurer indicated that having declining enrolment, we are not in a position for attaining additions to the area.

**Next Meeting**

**Date:** December 19, 2017, 4:30 pm

**Location:** District Education Office

**Adjournment****BOUREL/SAVOIE**

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 6:07 p.m.