

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

**DRAFT MINUTES OF THE OPERATIONS & FACILITIES COMMITTEE MEETING  
December 19, 2017**

**PRESENT:**

**Board Representatives:**

John Koopman	Trustee	Chair
Tom Hendrickson	Trustee	Trustee

**Committee Representatives:**

Karl Koslowsky	Vice Principal	FCPVPA
Amy Smith	President	FCTA
Jon Polishak	Teacher	FCTA
Diana Savoie	AEC	
Franco Linza	CMAW	
Sequel Adamson	Student Rep	

**District Staff:**

Karen Nelson	Superintendent
Natalie Lowe	Secretary-Treasurer
Kevin Bird	Assistant Superintendent
Doug Templeton	Director of Facilities & Transportation
Laurie Bjorge	Recording Secretary

**Guests:**

Esther Brysch	Hope Community Garden Project
Michele Thornhill	Hope Community Services

**Regrets:**

Peter Flynn	Vice Principal	FCPVPA
Brad Bourel	President	CMAW
Suzi Inkman	Parent Rep	
Wendy Clark	Parent Rep	
Leanne Bowcott	AEC	

**1. Call to Order**

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

**2. Election of Chair**

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

**CARRIED**

**3. Approval of Agenda****HENDRICKSON/SMITH**

THAT the agenda of the Operations and Facilities Committee meeting for December 19, 2017 be approved as presented.

**CARRIED**

**4. Approval of Previous Minutes – October 17, 2017****HENDRICKSON/SAVOIE**

THAT the minutes of the Operations and Facilities Committee meeting held on October 17, 2017 be approved as presented.

**CARRIED**

**5. School Enhancement Projects - Update**

The Director of Facilities and Transportation reviewed the ongoing capital projects. Electrical upgrades to two schools should be completed by the end of December. The mechanical upgrade and building envelope upgrade at Agassiz Elementary Secondary should be completed by the end of March 2018, as well as the mechanical upgrade to Hope Secondary which includes copper piping replacement.

The lighting upgrades will have a big impact on consumption cost. The Secretary-Treasurer noted that even though hydro rates have increased significantly, the district has not seen an increase in the utility cost as a result of the upgrades.

**6. Hope Community Garden**

Esther Brysch from the Hope Community Garden Project and Michele Thornhill from Hope Community Services presented to the committee their request to have the school district partner in the garden project at Coquihalla Elementary. Their current location has been sold to the District of Hope who is wanting to move them to Morrison Park which backs on Coquihalla Elementary's property. The plot is much smaller than what they had, so are requesting the school district to allow them to use a part of the school property. In turn, they will provide materials and working with the students in the garden project.

The Board of Education asked that this proposal be brought to this committee for discussion. The Coquihalla Elementary principal is in favour of this project believing it fits well within the curriculum. The Director of Facilities and Transportation believes it is a good opportunity. There are details that must be considered considering fencing, sprinkler system, and water.

The Hope Community Garden Project is a volunteer based group and would need some financial support perhaps in the way of fencing, gates, and water. They will be able to take their current fencing, but may need more. The group would be able to provide the volunteers for the summer maintenance and watering of the gardens. They will provide soil and gardening supplies. The Secretary-Treasurer discussed liability insurance. The Director of Facilities and Transportation will meet with the group to discuss details of the project, then to address the Board of Education at the next meeting January 16, 2018.

**HENDRICKSON/KOOPMAN**

THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve the Hope Community Garden Project at Coquihalla Elementary School once the Director of Facilities and Transportation agrees to the work/changes required.

**CARRIED**

**7. Kiosk Update**

Trustee Koopman updated the committee on the progress of the C.E. Barry kiosk which will be constructed on 4<sup>th</sup> Avenue. Hope Secondary history and construction students will participate in the construction.

The Director of Facilities and Transportation will check to see if there is a need for permit or if an engineer to sign off on the design.

**8. Running Track**

The Secretary-Treasurer advised the committee the Running Club did not receive the grant they had applied for. The Board had approved in principle the installation of a running track at C.E. Barry if they had received the grant. There is still interest in constructing the track.

The Director of Facilities and Transportation will provide a costing for a basic option as well as what had been originally requested from the Running Club, including the ongoing maintenance cost.

**HENDRICKSON/KOSLOWSKY**

THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve the installation of a running track at CE Barry School grounds to only encompass the school field and similar to the layout and cost of the track at BBES.

**CARRIED**

**KOOPMAN/SMITH**

THAT the Board of Education for School District No. 78 (Fraser-Cascade) have the Maintenance Department provide further maintenance to the track at Agassiz Elementary-Secondary School.

The Director of Facilities and Transportation advised that there has been remediation to the track at the school and will investigate further with the principal to see if there are further issues.

**CARRIED**

**9. Snow Removal**

The Director of Facilities and Transportation District reported that the school district is now equipped with snow removal equipment. All schools will have their own de-icing equipment so

they can take care of sidewalks and surrounding areas as necessary. Principals are asked to record any time they have to provide snow removal at their sites for litigation purposes. Bus drivers will be trained to help run equipment if necessary.

The Superintendent thanked the maintenance and transportation departments for all their hard work.

**10. Video Cameras**

The Director of Facilities and Transportation reported the IT department will be looking after the surveillance cameras. The installation has begun at two sites and should be completed by the end of March. The IT group will attend an Operations and Facilities Committee meeting to demonstrate the surveillance program.

The surveillance system will be installed at all sites eventually. Installation of the system will be approved by the PACs.

**11. Questions**

No questions.

**Next Meeting**

**Date:** February 13, 2018, 4:30 pm

**Location:** District Education Office

**Adjournment**

**Hendrickson/Kowlowsky**

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 5:45 p.m.