

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

**DRAFT MINUTES OF THE OPERATIONS & FACILITIES COMMITTEE MEETING  
February 13, 2018**

**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
Brad Bourel	President	CMAW
Diana Savoie	AEC	
Leanne Bowcott	AEC	
Sequel Adamson	Student Rep	
Suzi Inkman	Parent Rep	

**District Staff:**

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

**Guests:**

Sandy Balascak	Vice Principal	ACE
Stan Watchorn	Principal	KES
Mark	Kent PAC	
Karen	Kent PAC	
Tabitha	Kent PAC	

**Regrets:**

Peter Flynn	Vice Principal	FCPVPA
Franco Linza	CMAW	
Wendy Clark	Parent Rep	

**1. Call to Order**

The meeting was called to order by the Chair at 4:30p.m. in the board room of the District Education Office.

**2. Approval of Agenda****HENDRICKSON/SAVOIE**

THAT the agenda of the Operations and Facilities Committee meeting for February 13, 2018 be approved with two items added to the agenda: ACE Facility & Kent PAC.

**CARRIED**

**3. Approval of Previous Minutes – December 19, 2017****HENDRICKSON/SAVOIE**

THAT the minutes of the Operations and Facilities Committee meeting held on December 19, 2017 be approved as presented.

**CARRIED**

**4. ACE Facility**

The Vice-Principal of Agassiz Centre for Education presented at the meeting some concerns that she and the parent committee have for the school including air quality, lack of a sprinkler system, delineated fire escape routes, visibility of entrances, size of kitchen, lack of gym facilities and no gym access.

The Director of Facilities and Transportation indicated that the Fire Chief inspected the building and wrote three orders. The school was told to no longer use using cooking oil in the kitchen, add some emergency exit lighting and add a smoke detector in the basement. The Director of Facilities and Transportation has indicated that this has been dealt with.

The facility is aging and does not have adequate ventilation. An air quality analysis was done a few years prior and work has been completed to alleviate this. There will be an additional mechanical upgrade done in March to automate the exhaust fans so we are not relying on people turning them on and off.

The building isn't fully handicap accessible and has narrow hallways, stairwells and washrooms. The layout of the building is difficult to resolve; however, the ventilation issue is going ahead and will be rectified. The other items on the list which included a small kitchen and a fire suppression system aren't realistic according to the Director of Facilities and Transportation. The District has the replacement of Agassiz Elementary-Secondary School on its capital plan and this would address the space issue at ACE.

Discussion surrounded using AESS for facilities such as classroom, kitchen and gym usage.

In closing, it was reiterated to the committee that the air quality was checked and is adequate. It will be upgraded in March to further address concerns and make it easier for the users of the facility.

**5. Kent PAC**

Three members of the Kent Elementary School Parent Advisory Council presented their plan to start a "Natural Play Garden" to the committee. They have had consultations with

---

both the staff and parents and showed the committee the designs and what they're looking to produce on school property.

Their plan is to connect with the curriculum and enhance creativity of students as well as enhance physical play, inquisitive play and group play.

The Kent PAC members are in the preliminary stages of building a budget determining what work needs to be done for this to become a reality. As they move forward with their planning process they will update the committee and the Board.

Discussion surrounded sustainability of the project after years pass and this PAC has changed members as well as budget items and timeline.

The PAC is looking for support for the project from the Board. They are looking into alternative sources of funding as well including donations of labour, supplies and applicable grants.

#### **6. School Enhancement Projects - Update**

The Director of Facilities and Transportation updated the committee on the School Enhancement Projects in the District. Hope Secondary School will have a mechanical upgrade done in the summer. There will be mechanical upgrades to the ventilation at ACE as well as the shop and gym areas at Agassiz Elementary-Secondary School with boiler upgrades and rooftop units.

The School District has applied for seven projects for next year's School Enhancement Projects with optimism that we will receive funding which include lighting upgrade to the Agassiz side of the School District, dust collection systems, air conditioner units and ventilators for Boston Bar, Harrison Hot Springs Elementary School rooftop unit replacements, and a mechanical upgrade for Silver Creek Elementary School as it is the largest consumer of energy out of the schools.

#### **7. New Maintenance Storage Unit**

The maintenance storage unit is a low priority project and will be completed as time allows. It will be approximately 3000 square feet and will be used for storage of our large equipment and machinery. It will also be a method of making the equipment less accessible to thieves.

#### **8. Snow Removal**

The School District bought some snow removal equipment to manage snow removal in house. By doing this, there is a quicker response time as there is no wait for contractors, and a more thorough job done as operators are familiar with the grounds and facilities. The School District foresees a 5-year payback on the equipment.

The Superintendent thanked the maintenance department for an excellent job on snow removal.

#### **9. Coquihalla Covered Play Area - Update**

The roof structure on the Coquihalla Elementary School's covered play area is a steel structure and will be placed on the structure within the next week. There will be interior lighting so it will be visible from all areas and hopefully this will deter vandals.

**10. AED Units**

The Assistant Superintendent indicated that AED defibrillators have been ordered and will be arriving shortly. The Director of Facilities and Transportation explained that the units are battery operated and installation will be done by the maintenance department, following the guidelines on where they are to be located.

All schools will have lists of staff who have been trained on using these units.

**11. Connection to Municipal Water – AESS & Kent**

Discussion surrounded the connection to municipal water for Agassiz Elementary-Secondary School and Kent Elementary School. The schools are on well water and the water is tested regularly to meet requirements. Issues arise when there is a power outage and toilets can no longer be flushed. The District will be looking at funding the connection to the District of Kent's water through the annual facilities grant for Agassiz Elementary-Secondary School this summer. Harrison Elementary is having issues with its well connection so it is currently being looked at being connected to the Village of Harrison Hot Springs this summer.

The water quality at all schools is not an issue.

A meeting with the District of Kent will be held in regard to connecting Kent Elementary School to the water system because the water main is currently two blocks away from the school.

**Next Meeting**

**Date:** May 15, 2018, 4:30 pm

**Location:** District Education Office

**Adjournment**

/

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 6:16p.m.