

**BUILDINGS AND GROUNDS COMMITTEE**  
**Reporting to Public Session, Monday, February 27, 2017**

The Buildings and Grounds Committee met on Wednesday, February 15, 2017 at 5:36 pm. In attendance were: Trustees Larry Hayes (Chair) and Baljinder Narang; DPAC Representative Calvin Taplay, Secretary-Treasurer Russell Horswill, Acting Director Facilities Services Phil Shepherd and Maintenance Manager – Energy Services Matt Foley (for item 1 only).

**1. PUMA Energy Intensity Profile**

Matt Foley, Maintenance Manager – Energy Services, provided an update on the Energy Intensity profile for all buildings in the school district, which included information on past boiler upgrades, the benefits of improving efficiency within our systems, as well as future steps to achieve further efficiencies. The Committee discussed future strategies and the benefit to the classroom environment.

Recommendation: THAT the Board of Education receive this information.

**2. Capital Projects Update**

Acting Director Facilities Services Phil Shepherd provided the Committee with a report on capital projects currently in various stages of planning within the district. Highlights include:

Alpha Secondary School Seismic Upgrade and Partial Replacement

- Preliminary Plan approval received for phase 2
- Masonry reinforcing continuing on exterior of small gym
- Structural steel bracing continuing on main gym
- Gym floor re-finishing completed
- Backfilling of excavation from demolished block underway
- Sediment control works underway
- Interior demolition and seismic upgrading of existing school in progress
- Estimated construction value of project: \$16.5 million

Alpha Secondary School CNCP Project

- Boilers in storage awaiting installation (summer)

### Montecito Elementary School Seismic Upgrade and Expansion Project

- Building permit received
- Contractor has mobilized
- Demolition and excavation started
- Trade tenders have come in on budget.
- Construction value of project: \$3.44 million

### Montecito Elementary School Building Envelope Remediation – New Project

- To be carried out in conjunction with seismic upgrade and expansion project (see above)
- Installation of new windows, insulation and cladding on existing structure and gym
- Construction value of project: \$820,000

### Burnaby North Secondary School Seismic Upgrade

- Project Definition Report completed and submitted to the Ministry of Education for approval to proceed to design
- Burnaby North is #1 Seismic Priority on the 2016/17 Capital Plan
- The full replacement option is the preferred option recommended to the Ministry
- Estimated cost \$51.8: million

### Stride Avenue Community School Seismic Upgrade

- Project Definition Report completed and submitted to the Ministry of Education for approval to proceed to design
- Stride is the #2 Seismic Priority on the Capital Plan
- Estimated cost \$3.3: million

### Stride Avenue Community School Mechanical Upgrade – Phase 2 – New School Enhancement Project

- Air and water balancing completed
- Millwork/painting by Maintenance Services completed
- Estimated cost: \$1.31 million
- To be completed by March 31, 2017

Aubrey Elementary School Mechanical (HVAC) Upgrade – Phase 2 –  
New School Enhancement Project

- Air and water balancing completed
- Millwork/painting by Maintenance Services underway
- Estimated cost: \$1.03 million
- To be completed by March 31, 2017

University Highlands Eight-Classroom Addition – New Project

- Kinetic Construction has been awarded the Construction Management contract
- Plans have been submitted to the City for Preliminary Plan Approval
- Site mobilization is scheduled to start in March, subject to building permit approval
- Estimated construction value of project: \$3.6 million

Cameron Elementary Six-Classroom Addition – Proposal

- Project Definition Report has been completed and submitted to the Ministry of Education for approval to proceed to Design
- The proposal is recommending a modular 6-classroom addition
- Estimated cost: \$4.5 million

The Committee was advised that the construction schedule at Alpha Secondary School has been falling behind since the beginning of December due to the inclement weather. The Project Definition Report for Burnaby North Secondary School is near completion.

Recommendation: THAT the Board of Education receive this information.

**3. Closed Circuit Television (CCTV)**

Russell Horswill, Secretary-Treasurer, presented a report on a pilot CCTV initiative at Douglas Road Elementary School that was supported by the PAC and in conformity with Board Policy 7.80 – Video Surveillance. The Committee was asked to support a pilot that would allow the district to confirm the functionality of new CCTV technology prior to a full upgrade of existing equipment. The \$12,384 cost (plus GST) would be paid from the Annual Facilities Grant.

Recommendation: THAT the Board of Education support the deployment of a trial CCTV installation at Douglas Road Elementary School in accordance with Board Policy 7.30 – Video Surveillance.

#### **4. Long-Range Facilities Plan**

Mr. Horswill provided an update on the development of the Long-Range Facilities Plan. The Committee was advised that a tentative timeline would have the plan submitted for the Board's consideration in early Fall, 2017. The plan will comply with Ministry of Education requirements and will incorporate key building strategies to support teaching and learning.

Recommendation: THAT the Board of Education receive this information.

#### **5. Custodial Review Update**

Mr. Horswill provided an update on the status of the Custodial Review.

Recommendation: THAT the Board of Education receive this information.

#### **6. Next Meeting**

The next Buildings and Grounds Committee meeting will be held on Wednesday, April 19, 2017 at 5:30 pm.

#### **7. Adjournment**

The meeting was adjourned at 6:38 pm.

**EDUCATION COMMITTEE**  
**Reporting to Public Session on Monday, February 27, 2017**

The Education Committee met on Monday, February 6, 2017 at 4:30 pm. In attendance were Trustees Meiling Chia and Baljinder Narang, DPAC Representative Kristin Schnider, BTA Vice President Leanne Sjodin, CUPE President Paul Simpson, BPVPA, Representative David Rawnsley and Assistant Superintendents Heather Hart and Wanda Mitchell.

**1. Three Year District Calendar**

Roberto Bombelli, Assistant Superintendent, presented a proposed 3 year calendar to partner groups and Education Committee members.

In 2017-2018 the draft calendar includes Spring Break spanning March 19 – 29, 2018. The tentative Spring Break includes 4 school closure days, attached to Good Friday and Easter Monday. The additional school closure day is tentatively set for November 10, 2017. The Ministry of Education has also mandated an additional curriculum implementation day to support the redesigned curriculum, proposed for Monday, October 23, 2017.

The draft calendar was made public on February 7, 2017. It has been posted on the district website and information has been distributed via district newsletter with opportunity for feedback from February 7 – March 9, 2017. This calendar will be brought forward for Board approval on March 27, 2017 and submitted to the Ministry of Education by March 31, 2017. This proposed 3 year calendar aligns with other metro districts.

Recommendation: THAT the Board of Education receive this information.

**2. Board / Authority Approved Course (BAA) – Introductory Beekeeping 11**

Garth Errico, Director of Instruction presented rationale for the BAA Course, Introductory Beekeeping 11, which is to be offered at Fraser Park Secondary. Introductory Beekeeping 11 will give students practical knowledge and skills in the field of beekeeping, if they choose to pursue it as a hobby, business, or to seek employment within the commercial beekeeping / agricultural sector. In addition, the course will foster an understanding of food production and the role of bees within it, as well as how global land use is affecting both farming and pollinators.

Recommendation: THAT the Board of Education receive and approve *Introductory Beekeeping 11* as a Board / Authority Approved course.

### **3. A Structure to Support Secondary ELL Learners (SIOP)**

Ann Thorup, Program Consultant for English Language Learning (ELL), introduced teachers; Kiran Basran from Alpha, Mirella Gargiulo from Byrne Creek, Danielle Stokes from Burnaby North and David Rawnsley, Principal at Burnaby North, who updated the committee on the progress being made in the area of co-teaching and language acquisition for English Language Learners.

ELL teachers in Burnaby have been using a co-teaching model based on the Sheltered Instruction Observation Protocol method of instruction. This method involves content teachers working with ELL teachers to determine how content and language goals will be constructed within lessons and units. Secondary ELL teachers have been engaged in a Spiral of Inquiry process to determine how students feel when there is an ELL teacher present along with the classroom teacher in mainstream classes. Their findings have been positive and have helped change practice and promote an inclusive environment for ELL learners across the District.

ELL teachers use a variety of co-teaching models such as Station Teaching and Complementary Teaching to ensure that all students benefit from having two educators in the classroom. This model has been extremely effective in many content areas, and it promotes teacher collaboration with a focus on meeting the needs of each learner.

Teachers examine systemic and structural considerations for this approach to ensure flexibility and inclusiveness that is both skill and strength-based. Burnaby's commitment to this approach for language acquisition will ensure an innovative and inclusive practice for all learners.

Recommendation: THAT the Board of Education receive this information.

### **4. Next Meeting**

The next committee meeting will take place on Monday, March 6, 2017 at 4:30 pm.

### **5. Adjournment**

The meeting adjourned at 5:30 pm.

**FINANCE COMMITTEE**  
**Reporting to Public Session Monday, February 27, 2017**

The Finance Committee met on Thursday, January 26, 2017 at 5:39 pm. In attendance were Trustees Ron Burton (Chair), Katrina Chen, Meiling Chia, Baljinder Narang, Harman Pandher and Gary Wong; Superintendent of Schools Gina Niccoli-Moen (item 1 only), Secretary-Treasurer Russell Horswill, Assistant Superintendents, Heather Hart and Wanda Mitchell, Deputy Secretary-Treasurer Roy Uyeno and Manager, Finance and Budgets Shind Chand.

**1. Draft 2016/2017 Amended Operating Budget**

Deputy Secretary-Treasurer Roy Uyeno provided the committee with an overview of the district's draft 2016/2017 amended operating budget. The district is updating its annual budget to reflect revised projections for enrolment, operating revenues and expenses for the current year. Budget estimates will be further refined and an updated draft budget will be brought to the next meeting. The 2016/2017 Amended Annual Budget will be presented to the February 27, 2017 public board meeting for approval.

Recommendation: THAT the Board of Education receive this information.

**2. Draft 2017/2018 Budget Process and Timelines**

Secretary-Treasurer Russell Horswill reviewed with the committee the draft 2017/2018 budget process and timelines. Key dates include:

- February 21, 2017 – Provincial government budget announcement
- February 27, 2017 – Board approval of the 2016/2017 Amended Annual Budget
- March 16, 2017 – anticipated Ministry announcement of the 2017/2018 preliminary operating grant funding
- April 24, 2017 – Board approval of the 2017/2018 Annual Budget
- April 28, 2017 – Budget Bylaw submitted to the Ministry of Education

The budget process will include use of the district's website to provide information on the district's budget process, budget details and related information and to seek input from the public on budget priorities and related issues. Partner group participation will play a key role in the budget development process. The Board will hold a public budget meeting in April and full details for this meeting will be made available in the near future.

Mr. Horswill highlighted key budget issues with the committee, including the impact of the new education curriculum, Supreme Court ruling and other cost pressures.

Recommendation: THAT the Board of Education receive this information.

### **3. Correspondence**

#### Office of the Auditor-General of BC

The committee reviewed a letter from Mr. Peter Bourne, Executive Director, Financial Audit, announcing that the Office of the Auditor-General will increase its involvement with the district's 's financial statements to an oversight level beginning with the June 30, 2020 fiscal year-end and will become the financial auditor of the district beginning with the fiscal year ending June 30, 2021.

#### Ministry of Education

The committee reviewed a letter from Mr. Ian Aaron, Director, Resource Management and Corporate Services Division, announcing that staff from the Office of the Auditor-General will be visiting a sample of school districts, including Burnaby, to review the financial information provided by school districts for inclusion in the government Summary Financial Statements at March 31, 2017.

Recommendation: THAT the Board of Education receive this information.

### **4. Adjournment**

The Chair adjourned the meeting at 6:35 p.m.



**FINANCE COMMITTEE**  
**Reporting to Public Session Monday, February 27, 2017**

The Finance Committee met on Thursday, February 16, 2017 at 5:47 pm. In attendance were Trustees Ron Burton (Chair), Katrina Chen, Baljinder Narang and Gary Wong; Superintendent of Schools Gina Niccoli-Moen, Secretary-Treasurer Russell Horswill, Assistant Superintendents Roberto Bombelli, Heather Hart and Wanda Mitchell, Deputy Secretary-Treasurer Roy Uyeno and Manager, Finance and Budgets Shind Chand.

**1. Draft 2016/2017 Amended Operating Budget**

Deputy Secretary-Treasurer Roy Uyeno provided the committee with an updated draft of the 2016/2017 Amended Operating Budget.

The 2016/2017 Amended Annual Budget will be presented to the February 27, 2017 public board meeting for approval.

Recommendation: THAT the Board of Education receive this information.

**2. Draft 2017/2018 Status Quo Operating Budget**

Secretary-Treasurer Russell Horswill provided the committee with key budget timelines and highlighted potential budget issues for the 2017/2018 year.

Deputy Secretary-Treasurer Roy Uyeno presented a draft 2017/2018 status quo operating budget which includes projected student enrolment, budget assumptions and projected cost factors. Staff will continue to review all budget issues and assumptions and an updated draft 2017/2018 status quo operating budget will be presented at the next Finance Committee.

Recommendation: THAT the Board of Education receive this information.

### **3. Meeting with Partner Groups**

The committee had met that afternoon with partner group representatives from the BTA (Leanne Sjodin, First Vice-President and Daniel Tetrault, Second Vice-President), CUPE (Paul Simpson, President, and Nicole Montgomery, Vice-President), DPAC (Kristin Schnider, Chair and Jen Mezei, Past Chair) and DSAC (Grisa Ibra, President, Nicolas Williams and Reece Avila, Vice Presidents). Mr. Uyeno had presented information on the district's 2016/2017 draft amended operating budget and Mr. Horswill had provided information on the district's 2017/2018 budget process including timelines, process for budget development and key budget issues.

Recommendation: THAT the Board of Education receive this information.

### **4. Adjournment**

The Chair adjourned the meeting at 6:20 pm.

**POLICY COMMITTEE**  
**Reporting to Public Session Monday, February 27, 2017**

The Policy Committee met on February 20, 2017 at 5:10 pm. In attendance were Trustees Gary Wong (Chair), Harman Pandher and Katrina Chen, Superintendent of Schools, Gina Niccoli-Moen, Secretary Treasurer, Russell Horswill, Burnaby DPAC Representative, Jen Mezei and Assistant Superintendent, Roberto Bombelli for item 1.

**1. Policy No. 5.45 Sexual Orientation/Gender Identity**

The committee reviewed Policy No. 5.45 Sexual Orientation/Gender Identity for language changes in accordance with amendments to the B.C. Human Rights Code. Updates regarding policy implementation in schools were discussed, reflecting suggested edits.

The committee discussed the proposed changes in detail and staff will bring further edits to the policy for review at the next Policy Committee meeting.

Recommendation: THAT the Board of Education receive this information.

**2. Policy No. 7.30 Maintenance of Order**

In May 2016, the provincial government released Provincial Guidelines on the Maintenance of Order under section 177 of the *School Act*. Section 177 of the *School Act* addresses the preservation of order on school premises, including ordering a person to leave and calling in police assistance if necessary.

The Ministry of Education requires that all boards of education review their procedures and policies to ensure that they include the elements set out in the aforementioned guidelines.

The committee reviewed the suggested policy in detail and changes to the current district policy.

Recommendation: THAT the Board of Education approve Policy No. 7.30.00 and Regulations and Procedures No. 7.30.01 for circulation as Notice of Motion.

**3. Access to Services**

The committee discussed the document, *Access to Services for Residents with Uncertain or no Immigration Status*. The committee discussed the importance of the operational guidelines and procedures outlined in the document.

Recommendation: THAT the Board of Education receive this information.

#### **4. Adjournment**

The meeting was adjourned at 6:15 pm.

#### **5. Date of Next Meeting**

The date of the next Policy Committee meeting is May 15, 2017.

**YOUTH AND COMMUNITY SERVICES COMMITTEE**  
**Reporting to Public Session Monday, February 27, 2017**

The Youth and Community Services Committee (YCSC) met on Monday, February 7, 2017 at 5:30 pm. In attendance were Trustees Baljinder Narang (chair), Larry Hayes and Katrina Chen, Assistant Superintendent Roberto Bombelli, DPAC Representative Jocelyn Schonekess, and Deputy Secretary-Treasurer Roy Uyeno, for item 2.

**1. Reports from Community Committees**

Trustees who represent the Board on community committees updated the YCSC on items that would be of interest to the Board.

**City's Social Planning**

Trustee Narang reported on the *City of Burnaby's Nominate a Local Hero*, a recognition event for people who have made outstanding contributions to community well-being. The deadline for submission is April 23 and more information can be found on the city's website (<https://www.burnaby.ca/Things-To-Do/Be-Involved/Citizen-Recognition/Local-Heroes.html>). Trustee Narang also shared information about *Local Government Awareness Week in BC*, a week in the month of May where you can 'get to know' your local government and learn more about the many programs and services that the City of Burnaby provides. Final dates for the week are not yet determined and will be posted on the city's website in the near future.

**Public Safety**

Trustee Hayes reported that a presentation from the Independent Investigation Office was on the agenda at the January 24<sup>th</sup> meeting. RCMP Community Policing Offices are interested in continuing to include secondary school student participation. Information has been shared with secondary school Career Programs and counsellors.

**City of Burnaby's Task Force on the Sexual Exploitation of Children and Youth**

Trustee Narang reported that the task force met to establish Youth Safe House in Burnaby. The City of Burnaby has provided a house and organizations in Burnaby and New Westminster are working together to develop a sustainable operating budget.

Recommendation: THAT the Board of Education receive this information.

**2. School Meal Program Update**

Assistant Superintendent Roberto Bombelli and Deputy Secretary-Treasurer Roy Uyeno reported that between September and December 2016 the School Meal Program met projected expectations, which were calculated in the spring when a new vendor contract was negotiated and delivery costs had to be increased. Overall participation numbers are down by approximately 200 students but revenues are on track as anticipated. At the

beginning of February the district entered into a contract with Corporate Classic Caterers to provide School Meal Program Coordinator services until the end of June 2017. This ensures continuity with other food services in the district and provides continuous coverage in the event of disruption to an essential position. To be reviewed in the spring.

Recommendation: THAT the Board of Education receive this information.

### **3. Safe Schools Update**

Assistant Superintendent Roberto Bombelli reported a number of updates from the Safe Schools team:

1. Twenty-three administrative and district office staff will attend *ERASE Level 4 Train the Trainer* training on February 21 and 22.
2. Recommendations have been made following a Coroner's Report regarding the recent death of a young person in a rehabilitation facility. Two of the recommendations are directed towards the Ministry of Education and the district is currently waiting for an update from the Ministry.
3. Staff from two of our potentially vulnerable sites will receive training in the administration of Naloxone. This training will ensure staff at these sites have the background and knowledge to deal with any issues related to drug misuse and overdose.
4. General planning is underway with Ministry for Children and Families, RCMP, and the Fraser Health Authority to determine interest in offering a Fentanyl Community Forum in Burnaby.

Recommendation: THAT the Board of Education receive this information.

### **4. Pink Shirt Day**

Pink Shirt Day is Wednesday, February 22 and Burnaby schools will be participating in a variety of Pink Shirt Day activities.

Recommendation: THAT the Board of Education receive this information.

### **5. Next Meeting**

Due to scheduling conflicts the YCSC meeting in March will be cancelled. The next meeting of the Youth and Community Services Committee will be Tuesday, April 4, 2017 at 5:30 pm.

Recommendation: THAT the Board of Education receive this information.

### **6. Adjournment**

The meeting was adjourned at 6:30 pm.