

**BUILDINGS AND GROUNDS COMMITTEE**  
**Reporting to Public Session, Tuesday, April 24, 2012**

The Buildings and Grounds Committee met on Tuesday, April 17, 2012 at 5:15 pm. In attendance were: Trustees James Wang (Chair), Meiling Chia and Larry Hayes; DPAC Representative Janet Reid; Secretary-Treasurer Greg Frank, Director of Facilities Services Russ Sales and Manager, Facilities Services Tim Miller.

**1. Capital Projects Update**

The committee reviewed the Capital Projects Update report. The report included details on the capital projects currently in various stages of construction within the district. Highlights include:

**Burnaby Central Secondary School – Replacement Project**

- Construction value \$50 million
- Ongoing asbestos abatement and demolition of old facility
- City of Burnaby preparing to start construction of track and field
- Parking on site will be limited during May and June
- Target completion date – winter 2012.

**Gilmore Community Elementary School – Seismic Upgrade**

- Construction value \$13 million
- Centre Block East – interior demolition proceeding
- South block – exterior brick work complete
- Target project completion date – winter 2012.

**Modular Classrooms – Full-Day Kindergarten**

- Construction value \$1.7 million
- Project substantially complete.

**Taylor Park Elementary School – Full-Day Kindergarten Addition**

- Construction value \$4.5 million
- Project substantially complete.

Recommendation: THAT the Board of Education receive this information.

## **2. School Gardens/Murals**

Director of Facilities Services Russ Sales and Manager, Facility Services Tim Miller updated the committee on a number of school garden and mural projects being planned for various school sites as follows:

- Brentwood Elementary School - Brentwood Nursery School: Outdoor Shelter
- Burnaby North Secondary School: Mural
- Cameron Elementary School: Mural
- Cariboo Hill Secondary School: Garden
- Confederation Park Elementary School: Mosaic project
- Douglas Road Elementary School: Garden box/vegetable garden
- Nelson Elementary School: Rock garden
- Stride Avenue Community School: Garden project to expand existing community garden
- University Highlands Elementary School: Eco-sculpture
- Windsor Elementary School: Garden project

Recommendation: THAT the Board of Education receive this information.

## **3. Environmental Sustainability**

Mr. Millar provided the committee with an update on the district's Environmental Sustainability initiatives, including:

- Waste Management Program
- Water Consumption
- Recycling

The committee discussed the program which has been very successful to date and continues to expand with the support of staff and students. DPAC representative Janet Reid raised an issue regarding hand dryers in washrooms that are not functioning properly in some schools. Staff will investigate this issue and report back to the committee at the next meeting.

Recommendation: THAT the Board of Education receive this information.

#### **4. Facility Rental Rates and New Rental Booking System**

The committee discussed the new booking system for facility rentals that is being developed for the district. The current rental processes, fees and costs are being reviewed and a comprehensive proposal for facility rentals is being developed. Further details will be brought forward to the next meeting.

Recommendation: THAT the Board of Education receive this information.

#### **5. Playground Installations: Update**

The committee was updated on the status of playground commitments and installations in within the district. The district is now fully committed for playground installations for the 2012 year and any new requests will need to be delayed to the following year. Current planned playground projects include:

- Brantford Elementary School: Picnic tables and additional equipment added to existing playground
- Buckingham Elementary School: Climbing net installation
- Cameron Elementary School: Small addition of equipment to existing playground
- Douglas Road Elementary school: removal of Big toy equipment and replacement with new pieces, all inside the existing playground area
- Marlborough Elementary School: Two pieces being added to existing playground
- Morley Elementary School: 4-seater swing set addition
- Nelson Elementary School: Benches to be installed
- Sperling Elementary School: New playground installation
- University Highlands Elementary School: Installation of additional equipment

The committee was also updated on the district's submission to the Ministry of Education for upgrading of playgrounds within the district that are in the greatest need of repair or replacement. It is anticipated the Ministry will be announcing a small number of playground upgrade/replacement projects as the final phase of a capital program for replacement or repair of existing playground equipment. The playground priorities, as submitted by the district, included projects for the following schools:

- Rosser Elementary School
- Clinton Elementary School
- Lyndhurst Elementary School
- Glenwood Elementary School
- Aubrey Elementary School

Recommendation: THAT the Board of Education receive this information.

**6. 2012 Senior Games**

Mr. Sales updated the committee on the district's plans to make gym facilities available for the 2012 Senior Games. The district will be providing gyms and related facilities at Burnaby Mountain, Byrne Creek and Burnaby South Secondary Schools for the duration of the games. No rental fees will be charged for the facility use; however, all out of pocket expenses will be billed.

Recommendation: THAT the Board of Education receive this information.

**7. Next Meeting**

The next Buildings and Grounds Committee meeting will be held at 5:00 pm on Tuesday, May 15, 2012.

**8. Adjournment**

The meeting was adjourned at 6:45 pm.

**FINANCE COMMITTEE**  
**Reporting to Public Session Tuesday, April 24, 2012**

The Finance Committee met on Wednesday, April 11, 2012 at 5:00 pm. In attendance were Trustees Ron Burton (Chair), Meiling Chia, Larry Hayes, Baljinder Narang, Harman Pandher, James Wang (agenda item 3) and Gary Wong; Superintendent of Schools Claudio Morelli, Secretary-Treasurer Greg Frank, Assistant Superintendents Heather, Hart (agenda item 3) and Gina Niccoli-Moen (agenda item 3) and Assistant Secretary-Treasurer Roy Uyeno.

**1. Partner Group Meeting**

The committee had previously met at 4:30 p.m. with partner group representatives from the BTA (James Sanyshyn, Vice-President); CUPE (John Morton, Second Vice-President); DPAC (Jennifer Mezei, Chair), and DSAC (Justine Martins, Cariboo Hill Representative and Gina Leong, Burnaby Mountain Representative). Each of the partner groups made presentations regarding priorities they would like to see addressed within the budget.

Recommendation: THAT the Board receive this information.

**2. Draft Projected 2012/2013 Status Quo Budget**

Secretary-Treasurer Greg Frank presented updated highlights of the district's projected 2012/2013 status quo budget including a refinement of budget expenditures and adjustments to the projected 2011/2012 surplus carry-forward to reflect the April 2, 2012 Operating Grant announcement.

Recommendation: THAT the Board receive this information.

**3. Potential Areas of Budget Adjustment**

Mr. Frank provided the committee with an updated listing of potential budget adjustments for 2012/2013. The committee discussed the potential budget adjustments in detail and considered feedback from the budget process including the Partner Group presentations, the public budget meeting on March 28 and budget feedback received from the public through the district's website. The committee provided direction to staff on the budget adjustments to be included in the 2012/2013 operating budget.

Recommendation: THAT staff prepare the 2012/2013 annual operating budget bylaw inclusive of the revised 2012/2013 budget adjustments for presentation for board approval at the April 24 public meeting.

**3. Adjournment**

The Chair adjourned the meeting at 6:15 pm.

**POLICY COMMITTEE**  
**Reporting to Public Session, Tuesday, April 24, 2012**

The Policy Committee met on Monday, April 16, 2012 at 4:00 p.m. In attendance were Trustees Gary Wong (Chair), Larry Hayes and Baljinder Narang; Jen Mezei, Chair, Burnaby DPAC, and Superintendent of Schools Claudio Morelli.

**1. Policy 5.20 – Reporting Suspected Cases of Child Abuse**

Superintendent of Schools Claudio Morelli presented a revised draft of Policy 5.20 – Reporting Suspected Cases of Child Abuse to committee members. The revised policy has been developed to reflect changes in provincial government reporting policies and regulations. The revised draft was prepared following a review of other Metro District policies and after extensive consultation with the RCMP and the Ministry of Children and Families. The committee reviewed the changes to the draft. Staff will bring forward a revised draft to the next meeting.

Recommendation: THAT the Board of Education Receive this information.

**2. Policy 5.13 – Anaphylaxis**

The committee reviewed revised draft Policy 5.13 – Anaphylaxis. The revised policy has been updated to reflect current practice in the district and the changes required by Fraser Health and the provincial government. The committee discussed the revised Policy and related Administrative Regulations in detail and requested that further information be brought forward at the next meeting, including a breakdown of costs associated with the purchase and storage of EpiPens® at schools. The information requested and a revised draft will be brought back to a future meeting for further consideration.

Recommendation: THAT the Board of Education receive this information.

**3. Policy 2.15 – Volunteers in District Schools**

Mr. Morelli informed members of the committee that Policy 2.15 – Volunteers in District Schools will require a revision. Mr. Morelli specifically pointed out that Administrative Regulation #10 dealing with volunteers working under appropriate levels of supervision will be revised to reflect current district practice. Following extensive discussion and questions, members of the committee requested that a draft of the revised administrative procedures be brought forward for consideration.

Recommendation: THAT the Board of Education receive this information.

#### **4. Bill 22 Policy Implications**

Mr. Morelli informed members of the committee that with the introduction of Bill 22, there is now no specific requirement for principals to report the organization of classes to the Superintendent and subsequently to the Burnaby community and Board each year. Mr. Morelli informed the committee there will be an expectation on the part of the Burnaby community, including parents, that the transparent and open process for reporting the organization of classes will continue. Members of the committee discussed this in detail and felt that processes that are currently used will be continued and implemented.

Recommendation: THAT the Board of Education receive this information.

#### **5. Policy 2.25 – District Parents’ Advisory Council**

DPAC Chair Jen Mezei requested that Policy 2.25 – District Parents’ Advisory Council be revised to reflect current district practice. The committee agreed and a revised draft will be brought forward to a future committee meeting.

Recommendation: THAT the Board receive this information.

#### **6. Adjournment**

The meeting adjourned at 5:50 p.m.

#### **7. Next Meeting**

The next Policy Committee meeting will be held on Monday, May 28, 2012, 5:00 p.m.