

**BUILDINGS AND GROUNDS COMMITTEE**  
**Reporting to Public Session, Tuesday, September 25, 2012**

The Buildings and Grounds Committee met on Thursday, September 18, 2012 at 6:35 pm. In attendance were: Trustees James Wang (Chair), Meiling Chia and Larry Hayes; Secretary-Treasurer Greg Frank and Director of Facilities Services Russ Sales.

**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 and planning within the district. Highlights include:

**Alpha Secondary Seismic Upgrade**

- Ministry funding and project approval pending detailed assessment and confirmation of scope of project
- Ministry start-up meeting held June 21 and follow-up meeting held September 13
- Seismic Project Identification Report to be prepared – target completion date November 2012

**Burnaby Central Secondary School – Replacement Project**

- Construction value \$50 million
- City of Burnaby partnership in track, field and related facilities
- New gyms to be ready for school use November 2012
- City contractor working on field drainage and curbsings. Turf and asphalt installation scheduled for November 2012. Rubberized track surface to be installed in 2013
- Target project completion date – December 2012; City of Burnaby track to be completed in 2013
- Official opening scheduled for October 23

## **Gilmore Community Elementary School – Seismic Upgrade**

- Construction value \$13 million
- District review of project scope and Ministry of Education funding in process
- Centre Block East has been re-occupied by school
- Demolition of west face of Block E 90% complete. Fibrwrap installed on third and second floor columns. Steel stud and DensShield installation underway on third floor
- Target project completion date – winter 2012

## **Portable Relocations**

- Nelson: Complete and occupied September 10, 2012
- Cameron: Complete and occupied September 5, 2012
- Douglas Road: Replacement portable ready for occupancy, old portable to be removed by end of September

Recommendation: THAT the Board of Education receive this information.

## **2. Annual Facilities Grant/Summer Projects**

The committee reviewed the projects undertaken by the Facilities Services Department during the summer using the annual facilities grant funding designated for the ongoing maintenance of school facilities. Highlights include:

- Exterior painting – 7 locations
- Miscellaneous renovations to the storage and boiler rooms at Marlborough Elementary School
- Plumbing – various sewer and pipe replacements/upgrades at 5 locations
- Washrooms - various upgrades, including an upgrade to the self-care washroom in the former nurse's room at Parkcrest
- Water meter installations – 13 locations
- Flooring installations – 9 locations
- Gym floors – installation of water borne re-coats at 10 locations
- Playground installations – upgrades and minor installations/repairs at 10 locations
- Roofing upgrades – roofing replacement including seismic diaphragm upgrades at 15 locations and fall protection delineation installed to meet WorkSafe BC requirements at a number of district facilities
- Classroom upgrades – various works at 9 locations, including an upgrade to the reception desk in the Edmonds library

- Lighting upgrades – this work is ongoing, with 5 sites remaining to be completed
- Direct digital controls/air handling unit upgrades – 9 locations, including Moscrop
- HVAC – Boiler and rooftop unit upgrades/replacements at 7 locations
- Site works (fields, underground storage tank removals) – 7 locations
- Loss prevention/security systems – various works at 5 locations
- University Highlands Elementary – recoating of sunscreens

Recommendation: THAT the Board of Education receive this information.

### **3. Ministry Updated Seismic Web Page**

Secretary-Treasurer Greg Frank informed the committee of an update to the Ministry of Education’s seismic webpage that provides more recent information to the public on the provincial Seismic Mitigation Program. The webpage also includes an updated status report of projects that have been completed, under construction, proceeding to construction or have received preliminary ministry support.

Recommendation: THAT the Board of Education receive this information.

### **4. Carbon Neutral Capital Program Project and Spending Plan**

On April 5, 2012 the Ministry of Education announced a new Carbon Neutral Capital Program (“CNCP”) for school districts in an amount equal to, or greater than, the annual cost of carbon offsets paid by school districts. The cost of offsets for school districts in 2011 was \$4.7 million and the Ministry allocated \$5 million for the CNCP in the 2012/2013 government fiscal year. The CNCP funding allocated to the Burnaby School District for the 12/2013 school year is \$326,151.

School districts eligible for project funding must provide the Ministry of Education with project and spending plans prior to any capital funding being received. Specifically, each district’s plan must include all CNCP projects and expenditures expected to be undertaken before March 31, 2013.

The following projects will be undertaken under the district’s 2012/2013 CNCP program:

- Burnaby South: Replacement of one 7.5 million BTU mid-efficiency boiler with two 2.7 million BTU high-efficiency boilers and two high-efficiency direct injection boilers for domestic hot water. This will be the largest boiler upgrade undertaken in the district.
- Installation at Burnaby North of six high-efficiency modular boilers, three to be installed in each of the north and south buildings. This project will model the district’s hybrid boiler design, with the added benefit that this portion of the plant

could be relocated to another site in the event of any replacement or upgrade to the current buildings.

Implementation of these two projects will exceed the funds allocated by the CNCP and the funding will be supplemented by the district's AFG funding.

Recommendation: THAT the Board of Education receive this information.

## **5. School Projects**

Director of Facilities Services Russ Sales updated the committee on three projects being planned in district schools:

- Duthie-Union: Expansion of the current playground by the Puddle Splashers Child Care Society that occupies a portion of this non-operating school site.
- Storefront/Canada Way Learning Centre: Construction and installation of a garden box to enable the introduction of a gardening program where students will grow vegetables, herbs and fruit.
- University Highlands Elementary School: Installation of a plaque to recognize those who contributed to the school's playground.

The committee discussed the three school projects in detail and provided direction to staff.

Recommendation: THAT the Board of Education receive this information.

## **6. Next Meeting**

The next Buildings and Grounds Committee meeting will be held at 5:00 pm on Tuesday, October 16.

## **7. Adjournment**

The meeting was adjourned at 7:45 pm.

**FINANCE COMMITTEE**  
**Reporting to Public Session, Tuesday, September 25, 2012**

The Finance Committee met on Tuesday, September 18, 2012 at 5:10 pm. In attendance were: Trustees Ron Burton (Chair), Meiling Chia, Larry Hayes, Baljinder Narang, Harman Pandher, James Wang and Gary Wong; Acting Superintendent of Schools Heather Hart, Secretary-Treasurer Greg Frank, Assistant Superintendents Kevin Kaardal and Gina Niccoli-Moen, Assistant Secretary-Treasurer Roy Uyeno and Manager, Finance and Budgets Shind Chand.

**1. KPMG: Audit Findings Report/Letters**

Secretary-Treasurer Greg Frank introduced to the committee Mr. Brian Szabo, Associate Partner with KPMG, the district's external auditor. Mr. Szabo provided Trustees with an overview of the audit of the school district's financial statements for the year ended June 30, 2012. Mr. Szabo reviewed with the committee the following information:

- Responsibility of management, auditors and the Finance Committee
- Independence of the Auditor
- Audit scope and opinion
- An overview of the audit, accounting and reporting matters

Mr. Szabo left the meeting at 5:30 pm.

Recommendation: THAT the Board of Education receive this information.

**2. Audited Financial Statements for  
The Fiscal Year ended June 30, 2012**

Assistant Secretary-Treasurer Roy Uyeno presented the draft 2011/2012 audited financial statements. Highlights included:

- The school district's auditors KPMG will be issuing an unqualified audit report.
- The financial statements are in full compliance with Generally Accepted Accounting Principles (GAAP) for not-for-profit entities.
- The district ended the year in a strong financial position with a \$1.6 million net unrestricted operating fund balance and a \$6.2 million restricted operating fund balance.
- The Ministry of Education operating grant totaled \$191.7 million, a decrease of \$0.8 million from budget due primarily to a BCTF job action related grant recovery.
- The Ministry of Education Annual Facilities Grant remained unchanged from the prior year funding level at \$4.4 million.
- International Education revenues totaled \$11.6 million, an increase of \$2.1 million over the prior year.

- Teacher Salaries, Supplies, Services and Professional Development expenditures lower than budget due to the impact of the BCTF job action.
- Utilities costs totaled \$2.8 million, a savings of \$0.5 million from budget as a result of the continued energy management program and other sustainability management initiatives.
- Capital project additions totaled \$18.5 million (\$43.8 million in 2010/2011) as work was completed on all major capital projects except Burnaby Central and Gilmore Elementary.

A presentation of the 2011/2012 audited financial statements will be made at the September 25, 2012 Public Session meeting.

Recommendation: THAT the Board receive and approve the audited financial statements of the Board of Education of School District No. 41 Burnaby for the year ended June 30, 2012, as presented.

### **3. SchoolCash On-Line Presentation**

Mr. Uyeno introduced to the committee Ms. Lynda Kerr, Audit and Accounting Officer with the school district. Ms. Kerr provided Trustees with an overview of the SchoolCash Online initiative being deployed in Burnaby schools. The SchoolCash system provides parents of students the option to pay for school fees online easily and securely and at the same time reduces the volume of cash/cheques being collected physically at schools. Ms. Kerr shared the following preliminary results of the deployment:

- Currently all eight secondary schools and eight of the district's elementary schools have implemented this online payment solution.
- School secretaries and bookkeepers' experience using the system has been very positive.
- For the 16 schools that have implemented this payment solution, 23% of their total fees were paid online after only the first two weeks of implementation.

Recommendation: THAT the Board of Education receive this information.

### **4. Adjournment**

The Chair adjourned the meeting at 6:30 pm.

**POLICY COMMITTEE**  
**Reporting to Public Session Tuesday, September 25, 2012**

The Policy Committee met on Monday, September 17 at 5:00 pm. In attendance were Trustees Gary Wong (Chair), Larry Hayes and Baljinder Narang, Secretary-Treasurer Greg Frank and Acting Superintendent Heather Hart.

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

Suzanne Vardy, Coordinator Child Abuse Prevention presented the committee with information pertinent to the revised draft of policy 5.20. The committee discussed the updated information and reviewed the revised draft and recommended that Policy 5.20 – Reporting Suspected Cases of Child Abuse be circulated as a Notice of Motion.

Recommendation: That the Board approve Policy 5.20 - Reporting Suspected Cases of Child Abuse for circulation as a Notice of Motion.

**2. New Draft Policy -Appropriate Use Policy - District Technologies and Information Systems**

Ken Kiewitz, Manager Information Technology and Patrick Vossen, BCeSIS Coordinator presented a revised draft of the new policy, regulations and procedures to the committee. The committee discussed in detail the intent of providing guidelines for the safe and appropriate use of district technologies. The committee requested that staff bring a revised draft to the next meeting.

Recommendation: THAT the Board receive this information.

**3. Policy 5.13 - Anaphylaxis**

Heather Hart, Acting Superintendent provided the committee with revisions to the draft of Policy 5.13, its regulations and procedures, as well as the district's forms related to the Anaphylaxis Action Plan. The Committee reviewed the revisions and recommended that Policy 5.13 – Anaphylaxis be circulated as a Notice of Motion.

Recommendation: That the Board approve Policy 5.13 Anaphylaxis for circulation as a Notice of Motion.

**4. Policy 5.11 – Administration of Medication at School**

Heather Hart, Acting Superintendent provided the committee with revisions to the draft policy, and its regulations and procedures. The committee reviewed the revisions and recommended that Policy 5.11 - Administration of Medication be circulated as a Notice of Motion.

Recommendation: That the Board approve Policy 5.11 Administration of Medication at School for circulation as a Notice of Motion.

**5. Next Meeting**

The next meeting of the Policy Committee is scheduled for Monday, October 15 at 5:00 p.m.

**6. Adjournment**

The Chair adjourned the meeting at 6:00 p.m.