

**BUILDINGS AND GROUNDS COMMITTEE**  
**Reporting to Public Session, Tuesday, December 11, 2012**

The Buildings and Grounds Committee met on Tuesday, December 4, 2012 at 4:05 pm. In attendance were: Trustees James Wang (Chair) and Larry Hayes; DPAC Representative Janet Reid; Secretary-Treasurer Greg Frank, Director of Facilities Services Russ Sales and Student Information Planner Richard Whitaker.

**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
- Seismic Project Identification Draft Report completed and distributed for peer review and quantity surveyor costing
- Project Identification Report under development

**Burnaby Central Secondary School – Replacement Project**

- Construction value \$50 million
- City of Burnaby partnership in track, field and related facilities
- New gyms now in use by the school
- City contractor working on field drainage and curbing for turf and asphalt installation. Rubberized track surface to be installed in 2013
- Target project completion date – December 2012; City of Burnaby track to be completed in 2013

**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 complete. Exterior brickwork underway
- Target project completion date – winter 2012/2013

## **Portable Relocations**

- Nelson: Complete and occupied September 10, 2012
- Cameron: Complete and occupied September 5, 2012
- Gilmore: Removal to start at spring break, 2013

Recommendation: THAT the Board of Education receive this information.

## **2. 2012/2013 Five-Year Capital Plan**

Director of Facilities Services Russ Sales and Student Information Planner Richard Whitaker provided an overview of the district's draft 2012/2013 five-year capital plan. Highlights of the 2012/2013 capital plan (copy attached) are as follows:

- Seventeen projects valued at \$115 million
- Replacement project for Burnaby North Secondary School is the district's top priority
- Seismic mitigation projects at Montecito and Stride Avenue Elementary Schools
- Additions to Cameron and University Highlands Elementary Schools
- New school in the Brentwood Town Centre area
- Addition to Byrne Creek Secondary School
- Four building envelope remediation projects at elementary schools
- Three mechanical upgrade projects at elementary schools
- Site expansion for Burnaby South Secondary School
- New elementary school at Burnaby Mountain/SFU

The committee discussed the 2012/2013 capital plan in detail and agreed to recommend the plan be approved, as presented.

Recommendation: THAT the Board of Education approve the 2012/2013 five-year capital plan, as presented.

## **3. New Facility Rental and Booking System**

Director of Facilities Services Russ Sales reviewed with the committee a notification that will be sent to staff providing further information on the new facility rental and booking system.

Recommendation: THAT the Board of Education receive this information.

#### **4. Soccer Net Safety**

The committee discussed in detail the issue of soccer net safety following a fatal accident in the Yukon where a five-year old girl was crushed when a portable soccer net fell on her.

The district does not own portable soccer nets for use on school fields. However, school sites with artificial turf fields managed by the City of Burnaby do have portable soccer nets. City of Burnaby staff have confirmed that, similarly to other cities in the Lower Mainland, the City uses portable soccer nets on artificial turf fields and the nets are not anchored in place as this would impact the City's ability to move them according to the needs of individual community user-groups. However, city staff have requested an anchor to be installed at the Burnaby Central site. The City does not plan to put anchors on nets at the other artificial turf sites. City staff have also assured the district that the nets currently in use are not of the same design as the one involved in the Yukon incident. The nets used by the City are much larger and more stable and are secured to a fence or lamp standard when not in use.

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:

- Capitol Hill Elementary School: Installation of a mural on an exterior wall of the school.
- Gilmore Community School: Application for a grant from Westminster Savings Foundation to create a school and community mural art project on the interior walls of the school's Activity Room.
- Stride Avenue Community School: Expansion of the school's community garden with the installation of additional garden boxes and a kiosk to house garden equipment.

The committee discussed the three school projects in detail. Following concerns expressed by staff it was agreed that all exterior murals must be installed on a plywood frame to facilitate cleaning and maintenance of the building. Staff will communicate this decision to Capitol Hill administration.

Recommendation: THAT the Board of Education receive this information and approve the projects, as presented.

**6. Next Meeting**

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

**7. Adjournment**

The meeting was adjourned at 4:50 pm.

Attachment



## CP2 - Five Year Capital Plan Summary

School District: 41 Burnaby

Capital Plan Year: 2012/2013

Capital Plan Submission Date: Unsubmitted

| Existing Project Priority | Project No. | School District Reference No. | Project Title  | Year One | Year Two | Year Three   | Year Four | Year Five   | Total Funding |
|---------------------------|-------------|-------------------------------|--|----------|----------|--------------|-----------|-------------|---------------|
| 1                         | 115856      | 2012-13_REPLACE               | REPLACE - BURNABY NORTH SECONDARY REPLACEMENT PROJECT REQUEST - SEISMIC                          | \$0      | \$0      | \$60,565,230 | \$0       | \$0         | \$60,565,230  |
| 2                         | 116566      | 2012-13_SPS1                  | SPS - MONTECITO ELEMENTARY MONTECITO H1 SEISMIC MITIGATION PROJECT                               | \$0      | \$0      | \$1,744,078  | \$0       | \$0         | \$1,744,078   |
| 3                         | 116565      | 2012-13_SPS2                  | SPS - STRIDE AVENUE ELEMENTARY STRIDE H1 SEISMIC MITIGATION PROJECT                              | \$0      | \$0      | \$3,055,737  | \$0       | \$0         | \$3,055,737   |
| 4                         | 116562      | 2012-13_ADD1                  | ADD - CAMERON ELEMENTARY ADDITION OF 20K/125 TO ELEMENTARY SCHOOL                                | \$0      | \$0      | \$3,415,918  | \$0       | \$0         | \$3,415,918   |
| 5                         | 116563      | 2012-13_ADD2                  | ADD - UNIVERSITY HIGHLANDS ELEMENTARY ADDITION OF 40/150 TO ELEMENTARY SCHOOL                    | \$0      | \$0      | \$3,949,830  | \$0       | \$0         | \$3,949,830   |
| 6                         | 109201      | 2012-13_NEW1                  | NEW - BRENTWOOD TOWN CENTRE NEW 40K/200 CAPACITY ELEMENTARY SCHOOL                               | \$0      | \$0      | \$0          | \$0       | \$7,298,707 | \$7,298,707   |
| 7                         | 116564      | 2012-13_SITEEXP               | SITEEXP - BRENTWOOD TOWN CENTRE SITE ACQUISITION FOR NEW BRENTWOOD TOWN CENTRE ELEMENTARY SCHOOL | \$0      | \$0      | \$8,000,000  | \$0       | \$0         | \$8,000,000   |
| 8                         | 115514      | 2012-13_ADD3                  | ADD - BYRNE CREEK SECONDARY ADDITION OF 300 TO SECONDARY SCHOOL FROM 1200 TO 1500.               | \$0      | \$0      | \$8,910,610  | \$0       | \$0         | \$8,910,610   |



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Capital Plan Year: 2012/2013

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|---------------------------|-------------|-------------------------------|---|-------------|----------|-------------|-----------|-------------|---------------|
| 9                         | 116179      | 2012-13_BEP1                  | BEP - MONTECITO ELEMENTARY<br>MONTECITO BUILDING ENVELOPE PROJECT       | \$0         | \$0      | \$942,000   | \$0       | \$0         | \$942,000     |
| 10                        | 116178      | 2012-13_BEP2                  | BEP - STONEY CREEK ELEMENTARY<br>STONEY CREEK BUILDING ENVELOPE PROJECT | \$0         | \$0      | \$1,020,000 | \$0       | \$0         | \$1,020,000   |
| 11                        | 116180      | 2012-13_HVAC1                 | MECHUP - STRIDE AVENUE ELEMENTARY<br>HVAC UPGRADE                       | \$1,467,000 | \$0      | \$0         | \$0       | \$0         | \$1,467,000   |
| 12                        | 116176      | 2012-13_HVAC2                 | MECHUP - AUBREY ELEMENTARY<br>HVAC UPGRADE                              | \$1,393,840 | \$0      | \$0         | \$0       | \$0         | \$1,393,840   |
| 13                        | 116175      | 2012-13_HVAC3                 | MECHUP - NELSON ELEMENTARY<br>HVAC UPGRADE                              | \$1,467,200 | \$0      | \$0         | \$0       | \$0         | \$1,467,200   |
| 14                        | 116174      | 2012-13_BEP3                  | BEP - SEAFORTH ELEMENTARY<br>SEAFORTH BUILDING ENVELOPE PROJECT         | \$0         | \$0      | \$431,000   | \$0       | \$0         | \$431,000     |
| 15                        | 116177      | 2012-13_BEP4                  | BEP - MAYWOOD COMMUNITY SCHOOL<br>MAYWOOD BUILDING ENVELOPE PROJECT     | \$0         | \$0      | \$1,136,000 | \$0       | \$0         | \$1,136,000   |
| 16                        | 115893      | 2012-13_SITEEXP               | SITEEXP - BURNABY SOUTH SECONDARY<br>LAND ACQUISITION                   | \$0         | \$0      | \$0         | \$0       | \$3,700,000 | \$3,700,000   |



### CP2 - Five Year Capital Plan Summary

School District: 41 Burnaby

Capital Plan Year: 2012/2013

Capital Plan Submission Date: Unsubmitted

| Existing Project Priority | Project No. | School District Reference No. | Project Title   | Year One    | Year Two | Year Three   | Year Four   | Year Five    | Total Funding |
|---------------------------|-------------|-------------------------------|---|-------------|----------|--------------|-------------|--------------|---------------|
| 17                        | 116561      | 2012-13_NEW2                  | NEW - BURNABY MOUNTAIN / SFU ELEMENTARY<br>NEW 40K/200 CAPACITY ELEMENTARY SCHOOL | \$0         | \$0      | \$0          | \$7,014,731 | \$0          | \$7,014,731   |
| <b>Total:</b>             |             |                               |   | \$4,328,040 | \$0      | \$93,170,403 | \$7,014,731 | \$10,998,707 | \$115,511,881 |

**EDUCATION COMMITTEE**  
**Reporting to Public Session, Tuesday, December 11, 2012**

The Education Committee met on Monday, December 3, 2012 at 4:15 pm. In attendance were Trustees Ron Burton (Chair), James Wang, and Harman Pandher, Superintendent Kevin Kaardal; BTA representative Patrick Parkes; and DPAC representative Jennifer Mezei.

**1. Summit Learning Diploma: Business Administration**

District Principal Donna Scott, Ecole Cariboo Hill teacher Liana Mah and three students presented information on The Summit Diploma Program – Business Administration. The program provides students in Grades 8 through 12 with the opportunity of focusing their course selection choices in the area of Business Education. Students will acquire the knowledge and skills to transition directly into post secondary Business Administration programs at a variety of post secondary institutions or for employment.

Students can join the program at any grade level, but the earlier they join the more immersed they can become in the business curriculum. The program also includes a focus on community service and leadership skill development, all attributes required for successful application to post secondary programs and work. This year, the program has expanded to four other schools: Burnaby Central, Burnaby South, Burnaby North and Moscrop. The District's remaining secondary schools expressed an interest in the program which may expand to all schools in 2013.

The district is in the process of developing articulation opportunities for the Summit Diploma Program graduates with various post secondary programs. Currently BCIT has allocated preferred seats in both the School of Business Accounting and Tourism programs. Mentors from BCIT's School of Business clubs programs were assigned to each of the five secondary schools participating in the Summit program. The mentors met with students after school on several occasions to introduce a practice case study and coach them through the process of preparing their marketing response to the case study. This process gave the students the knowledge and skills required to participate in the case study competition at BCIT a month later. Students learned research skills, formal presentation skills, and team work and communication skills. In the final case study competition, Summit student teams from each of the five secondary schools had two hours to prepare their marketing strategy and, using the presentation skills they were coached on, had 10 minutes to present to a panel of judges. It was an intense "real world" learning experience for students, one that prepares them to enter the world of the post secondary and work environment.

The district is currently working with Capilano University, Douglas College, Langara College and SFU to develop possible articulation opportunities.

Recommendation: THAT the Board receive this information.



## **2. Community and Continuing Education Programs (CCE)**

Community and Continuing Education District Principal Keith Chong, Manager Louise Thorburn and their staff provided an overview of the scope and diversity of CCE programs within the Burnaby School District. Currently operating out of 21 elementary, secondary and community sites, CCE offers programs designed to meet the educational needs of our community. These programs include English Language Service for Adults (ELSA), Literacy Foundations, High School Completion, Vocational, Certificate and General Interest programs, in addition to the many programs we support through our interaction with our Heritage Language Schools, Community Centred College for the Retired and Burnaby Family Life.

A brief synopsis was given on each of the program areas highlighting the quality of instruction of our programs which result in higher completion and student achievement rates. Staff is currently developing additional programs such as Dietary Aide, Make-up Artistry program and the Administrative Accounting and Payroll Program to meet the demands of the community.

The program's new Vocational Advisor, Denise Ayi-Bonte highlighted an out-reach initiative that supports connecting Burnaby's new Canadians and diverse cultural communities to educational programs through communication in their own language via brochures, TV, newspapers and community groups. The age range of our students (from teenagers to octogenarians), indicates we are the mechanism for lifelong learning in Burnaby.

Recommendation: THAT the Board receive this information.

## **3. SEVA**

The SEVA presentation was referred to the Education Committee from the Public Board meeting of November 13, 2012. SEVA is an organization that is committed to raising awareness of preventable blindness in the third world. Staff recommended that the SEVA resource be referred to the Social Studies Department Head meetings for discussion to determine if it is a suitable enrichment resource for social justice outcomes in social studies courses.

Recommendation: THAT the Board receive this information.

**4. Next Meeting**

The next committee meeting will take place on Monday, February 4, 2013 at 4:15 pm.

**5. Adjournment**

The meeting adjourned at 5:48 pm.

**POLICY COMMITTEE**  
**Reporting to Public Session Tuesday, December 11, 2012**

The Policy Committee met on Monday, December 3 at 4:30 pm. In attendance were Trustees Gary Wong (Chair), Larry Hayes and Baljinder Narang, Herman Louie (DPAC Representative) Secretary-Treasurer Greg Frank and Assistant Superintendent Heather Hart.

**1. Notice of Motion:**

- a. Policy 5.20 – Reporting Suspected Cases of Child Abuse
- b. Policy 5.13 – Anaphylaxis
- c. Policy 5.11 – Administration of Medication

Revised Policies 5.20, 5.13, 5.11 (attached) and their related Regulations and Procedures (attached) were approved by the Board for circulation as a Notice of Motion on September 17, 2012. The Policies, Regulations and Procedures have been updated to reflect current district practice and processes. No feedback was received on these revised policies. The committee agreed to the following recommendation:

Recommendation: THAT the Board of Education approve the revised Policies, 5.20 – Reporting Suspected Cases of Child Abuse, 5.13 – Anaphylaxis, 5.11 – Administration of Medication, and their related Regulations and Procedures, as presented.

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

Mr. Frank presented a revised draft of Appropriate Use Policy – District Technologies and Information Systems and informed committee members that the draft policy and regulations had been shared on a preliminary basis with the BTA and CUPE. The committee discussed the draft policy and requested a legal review of the policy be undertaken. Staff will bring forward a revised draft to a future Policy Committee meeting.

Recommendation: THAT the Board receive this information.

**3. Next Meeting**

The next meeting of the Policy Committee is scheduled for Monday, January 21, 2013 at 5:00 p.m.

**4. Adjournment**

The Chair adjourned the meeting at 5.15 p.m.