

**Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Friday, June 12, 2015 at 1:30 p.m. in the Chinook Education Centre.**

**PRESENT:** Randy Beler  
Larry Caswell  
Elaine Anderson  
Shane Andrus  
Cassandra Appलगren  
Rodney Fairbrother  
H.B. (Bernie) Ford  
Tim Ramage  
Shauna Wright

Liam Choo-Foo - Director of Education  
Kyle McIntyre – Deputy Director of Education  
Rod Quintin – Chief Financial Officer  
Joanne Booth – Communications Coordinator  
JackieWiebe – Executive Assistant

**REGRETS:** Tim Weinbender

The meeting was called to order at 1:30 p.m. by Chair Randy Beler

AGENDA 087/15 Ramage THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 088/15 Ford THAT the Minutes of the Regular Meeting of May 11, 2015, and the Minutes of the Special Meeting of May 25, 2015, be approved, as presented.

CARRIED

CONSENT ITEMS 089/15 Wright THAT the Consent Agenda Items be approved.

CARRIED

**REGULAR MEETING ----- June 12, 2015**

BOARD 090/15 Anderson THAT the revised 2015 – 2016 Board Monitoring Schedule  
MONITORING Agenda be approved as attached.  
SCHEDULE

CARRIED

AP 708 091/15 Fairbrother THAT the revised Administrative Policy 708, Records,  
be approved as attached.

CARRIED

AP 902 092/15 Andrus THAT the revised Administrative Policy 902, Renovation and Large  
Maintenance Projects, be approved as attached.

CARRIED

BUDGET 093/15 Andrus THAT Administration be authorized to submit the 2015 – 2016  
ESTIMATES Budget Estimates to the Ministry of Education for approval.

CARRIED

PMR 1 094/15 Appelgren THAT the PMR Scheduled to start between 2015-09-01 and  
2016-08-31 be approved as attached.

CARRIED

PMR 3 095/15 Fairbrother THAT the PMR Scheduled to start between 2016-09-01 and  
2019-08-31 be approved as attached.

CARRIED

SPECIAL 096/15 Anderson THAT a Special Meeting of the Chinook School Division Board  
MEETING of Education will be held June 22, 2015 commencing at 3:00 p.m.

CARRIED

**REGULAR MEETING ----- June 12, 2015**

LEAN STATUS REPORT      097/15 Ramage      THAT the LEAN Status Report be received.  
CARRIED

Rhonda Siemens, LEAN Leader, presented the LEAN Status Report

SPEC ED/ SST REPORT      098/15 Ford      THAT the Special Education / Student Services Monitoring Report be rescheduled for presentation on June 22, 2015.  
CARRIED

CLOSED      099/15 Wright      THAT the Board of Education recess the meeting to go into Closed Session.  
CARRIED

RISE      100/15 Caswell      THAT the Board of Education rise and report.  
CARRIED

HR REPORT      101/15 Appelgren      THAT the Employee Contracts be ratified as contained in the Human Resources Report dated June 12, 2015.  
CARRIED

EASTEND SCC      102/15 Anderson      THAT The Chinook School Division Board of Education will approve the request of the Eastend SCC to grant \$500.00 in support of the Andy Thibodeau presentation.  
CARRIED

**REGULAR MEETING ----- June 12, 2015**

ADJOURN 103/15 Fairbrother THAT we do now adjourn.

CARRIED

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Board Chair

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CFO

**2015-2016 Board Monitoring Calendar**

<b>DATE</b>	<b>Board Meetings</b>	<b>Planning Meetings</b>	<b>Special Meetings</b>	<b>Professional Development / Reporting</b>
August 24, 2015	Board Meeting			** Math, ** Literacy
September 14, 2015	Board Meeting			* Facilities
September 28, 2015		Planning Meeting		Policy 205
October 1, 2015			<b>SCC</b>	SCC Chair & New Member Orientation
October 13, 2015 (Tues.)	Board Meeting			* Transportation
October 26, 2015		Planning Meeting		
November 8 - 10, 2015			<b>SSBA Convention</b>	
November 12, 2015 (Thur.)	Board Meeting		<b>Organizational Meeting</b>	* Home Schooling
November 19, 2015			<b>SCC Fall Forum</b>	
November 23 & 24, 2015	<b>Special Meeting</b>		<b>SAWAM</b>	Audited Financial Statement & Annual Report
December 14, 2015	Board Meeting			* Literacy, * Math
January 11, 2016	Board Meeting			* Technology, * Financial to Nov.30, Intro ESSP Level II
January 25, 2016		Planning Meeting		Budget Workplan, ESSP Level II Planning
February 8, 2016	Board Meeting			* Distance Ed, ** Prairie Learning Centre, ESSP Level II Board Approval
February 22, 2016		Planning Meeting		
March 14, 2016	Board Meeting			* Hutterian, * Athletics
March 17, 2016			<b>SCC Spring Forum</b>	
March 21 & 22, 2016			<b>SAWAM</b>	Director Evaluation, Board Self Evaluation
April 11, 2016	Board Meeting			** HR Staffing, * Curriculum, * Finance to Feb.28
April 25, 2016		Planning Meeting		Policy 205 Deadline, Budget
May 9, 2016	Board Meeting			
May 23, 2016		Planning Meeting		* LEAN
June 10, 2016	Board Meeting		<b>CEC BBQ</b>	** Special Education/Student Services
June 20, 2016	Board Meeting	Planning Meeting		* Financial to May 31, ** Communications

\* Status Report - Information to inform the Board of what is happening in the system

\*\* Monitoring Report - Information to inform the Board of how effectively the system is operating

## **ADMINISTRATIVE POLICY No. 708**

### RECORDS

The Board has a responsibility to maintain and safeguard appropriate records. Records are to be managed to facilitate decision making and expectations in regard to accountability.

### **PROCEDURES**

#### ***1. Records Retention and Disposal***

Retention and disposal of records is to be in accordance with the directives of:

- a. *The Education Act, 1995*
- b. *The Local Government Election Act*
- c. *The Archives Act, 2004.*

The duration of the retention of records will be as set out in Saskatchewan Learning – Records Retention and Disposal Schedules.

#### ***2. Conversion of Documents to Electronic Form***

Original records, that have been stored digitally according to established standards, may be destroyed. These image-based records will then become Chinook School Division's official records for further retention requirements.

#### ***3. Access to Information***

- a. Individuals have the right of access to certain information, and concomitantly the Board has a responsibility to restrict access to personal information.

- b. The Director of Education is responsible for compliance with the *Local Authority Freedom of Information and Protection of Privacy Act* and Regulations.
- c. The Director of Education will designate an officer of the Board to serve as access officer in accordance with the Act.
- d. Fees for copies of information are to be in accordance with the Regulations of the Act.

#### ***4. Consistency***

Procedures in regard to student records, cumulative and permanent records, are to be in accordance with *Administrative Policy 416 – Student Records*.

*Revised June 12, 2015*

## **ADMINISTRATIVE POLICY NO. 902**

### **RENOVATION AND LARGE MAINTENANCE PROJECTS**

The Director of Education or Designate is responsible for the efficient and orderly completion of construction, renovation and large maintenance projects on the school division's facilities. Procurement for construction contracts shall follow provisions of AP 706 Purchasing. Where possible and practical the Director or Designate may facilitate pre-qualification of contractors on renovation and large maintenance projects valued in excess of \$1 million.

For all projects contractors shall be, at the time of tender, required to provide the names and qualifications of key personnel (project manager and site superintendent) assigned to the job. After project commencement any replacements to key personnel must be with individuals possessing equivalent experience and must be approved by Chinook.

Subsequent to award of the contract the following procedures shall guide implementation and completion of the construction.

### **MANAGEMENT PROCEDURES**

#### **1. *Communication between School Staff and Maintenance Staff:***

- a. **Initial Meeting and Discussion** - The Manager of Facilities or designate shall meet with the Principal and selected school staff to review the scope of the project prior to starting work. If necessary, appropriate professional development shall be provided to prepare the Principal for their role in the project.
- b. **Project Details** - Prior to the start of renovations or large projects, the school staff (or Education Centre staff) must be informed of the scope of work, and the project goal.
- c. **Safety Fences** - Normal school activities, pedestrian or vehicular traffic routes may be affected by construction. Safety fences are often erected around the building site, and access to certain areas may be restricted for safety reasons. To reduce disruption and ensure daily activities run smoothly, consideration of site restrictions should be made in advance.
- d. **Personnel/Visitors/Students** - The general contractor is responsible for ensuring adequate signage is posted warning of renovation activities, restricted access and safety requirements. Signage should also be posted directing personnel to designated areas for authorized access (deliveries, messages, site meetings and inspections).



- e. **Timelines** - Status updates need to be provided periodically. The Manager of Facilities or designate needs to communicate regular progress updates and reminders relating to changed conditions and/or procedures.
- f. **Emergency Contacts** - Contact name and numbers should be exchanged between involved school staff and renovation workers for use in case of an emergency situation.
- g. **First Aid List** - The list of the school staff able to perform first aid should be posted and easily accessible from the job site.
- h. **Emergency Services Contacts** - There should be a list of emergency numbers and information for the nearest hospital posted and easily accessible from the job site.
- i. **Student Interactions** - Students may be inquisitive about the ongoing traffic while not realizing the dangers associated with construction sites. Students should be instructed not to stop or loiter near the construction site. Interaction between students, construction workers and other people entering the renovation site should be discouraged. Clear instructions should be provided to both parties on expected behaviors.
- j. **School Times** - Renovation workers are to be aware of school start times, recess, lunch, class dismissal times and special activities or events.

## **2. Common Disruptions and Safety Hazards:**

- a. **Increased Noise Levels** - Machinery and equipment noise must be taken into consideration prior to the start of construction. Classes may need to be relocated to ensure that the impact on student learning is minimal.
- b. **Contaminated Air** - Many renovation activities generate dust and other forms of air contamination. Dust and fumes, no matter where they come from, cannot be treated as harmless. Principals, with applicable assistance from the Manager of Facilities or designate must consult with the site superintendent or designate to become aware of the risks associated with air contamination and generate a plan to eliminate or control the hazard prior to work commencing. The site superintendent or designate will be aware of the associated risks of construction materials and work processes, and be responsible to reinforce the need for a proactive approach to any foreseen sources of air contamination.
- c. **Increased Traffic Movement** – Traffic may increase dramatically during the construction period. Delivery of building materials and machinery, along with traffic from the tradesmen and contractors, are contributing factors. In particular, careful consideration needs to be made with regard to separating students from areas subjected to increased traffic. The potential for students to be injured by moving

vehicles is very real. Safety fencing can be used to restrict movement in these areas.

- d. **Construction Vehicle Parking on School Site** – Pre-arranged parking locations allow trades’ staff and contractors to respect the activities of the staff and students in the school, as well as ensuring the containment of construction hazards. Landscaped areas will be respected and considered when selecting the prearranged parking locations. Student and bus movement will have right of way at all times.
- e. **Storage of Construction Materials** - On-site material storage may pose risks. While the theft of material would remain the responsibility of the general contractor, access and injury to unauthorized personnel may not. The need for fencing should be discussed before work begins on a project. Designated material/tool storage facilities or areas need to be chosen and maintained by the general contractor. Access to and from the school must not be impeded by building materials nor should the materials cause a threat or potential hazard to students, staff or visitors to the school.
- f. **Exterior Construction** - Renovation to existing buildings, playgrounds or outdoor areas carry a higher level of injury risk during construction as access to the site may be harder to limit.
- g. **Asbestos** - Asbestos may only be removed by authorized and trained personnel.
- h. **Disruption to Facilities** (including power, sewage, water, fire alarm, security alarm, etc.) - It may be necessary at times during construction to temporarily disconnect various utilities and/or essential services. All planned interruptions should be scheduled and shared with the Principal and Manager of facilities or designate. The Principal and site superintendent or designate should make sure plans are in place for the temporary disconnection of any essential utility and/or service. In addition, a plan should be in place for renovation work mishaps. Although all renovation work is carefully planned to help prevent outages, sometimes unforeseen circumstances do come into play. Old fittings, abnormal plumbing and/or electrical designs plus numerous other factors can play a part in causing an outage. The site superintendent or designate shall maintain a log of unforeseen outages indicating the date, times and nature of the outage. The log shall be available to the Manager of Facilities or designate as requested.

### **3. Worker/Site Conduct:**



- a. **Site Responsibility** - The renovation site is the responsibility of the general contractor and not the school principal or manager. School

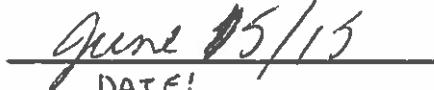
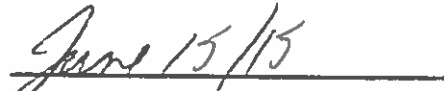
personnel, including the principal, must seek permission each time they access the site.

- b. **Safety Concerns** – Concerns about the safety of students, or any other safety concerns, should be discussed with the superintendent of schools, manager of facilities or designate and site superintendent or designate.
- c. **Personal Protective Equipment** - Appropriate personal protective equipment must be worn while on the work site. This can include a hard hat, reflective vest, appropriate footwear and possibly eye protection.
- d. **Site Security** - Due to renovation activities the security of the building may be vulnerable to unauthorized entry, vandalism and theft. The site should be inspected and monitored each day. Security measures should be increased where necessary. This may include increased monitored security presence over the period of the renovation.
- e. **Fire Drill or Lockdown** - Renovation workers will take part in a fire drill exercise should one be held. School lockdown procedures will be followed by renovation workers.
- f. **Quiet time** - Quiet time, if observed by the school (e.g., singing of the national anthem); will be practiced by renovation workers. The school contact is responsible for notifying the site superintendent or designate of requested quiet times.
- g. **Non-Smoking Worksite** – All work areas and jobsites are non-smoking.
- h. **Worker Identification** - Renovation workers shall wear identification tags for the duration of the project.
- i. **School Washrooms** - Student washrooms are off limits to renovation workers. Designated “worker only” washroom may be used if agreement can be made with principal before renovation work begins.

*New Policy: June 12, 2015*

Request	Project	Audit	Facility #	Facility Name	Summary	Activity Type	Construction Start	Cost
FR000032	425.001	1	1570304	Swift Current Comprehensive High School	Continuation of roof replacement	Architectural Systems - Roofing	2015-09-02	\$500,000
FR000033	426.001	27	711013	Shaunavon High School	Replace the fume hood and upgrade electrical in Industrial Arts room.	Mechanical Systems - Specialty	2015-09-02	\$209,715
FR000034	427.001	1	1570304	Swift Current Comprehensive High School	Replace Building Management System and pneumatic controls.	Mechanical Systems - Specialty	2015-09-02	\$209,715
FR003988	758.001	50	810513	Frontier School	Replace counterflow furnaces in north wing with RTUS	Mechanical Systems - HVAC	2015-09-02	\$128,000
FR000039	432.001	14	1550901	O.M. Irwin School	Asbestos abatement of sprayed on texture finish.	Architectural Systems - Interior Finishes	2015-09-16	\$140,000
							Total:	\$1,187,430

  
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Amended Current Year Plan




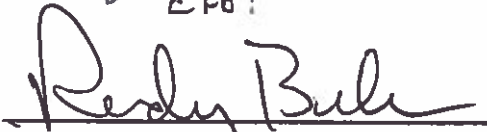
**Preventative Maintenance and Renewal Plan Amendment Form**

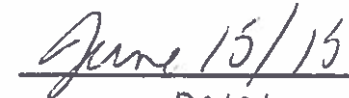
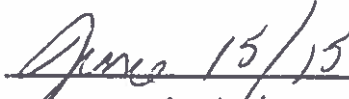
Project Number	Funding Request Number (FR#)	Facility Name	Summary (Project Description)	Start Date	Cost
758.001	FR003988	Frontier School	Replacement of counter flow furnaces in North wing	Sept 2015	128,000.00

Date June 8, 2015  
 School Division Chinook School Division  
 Prepared By Dan Olmsted

Date June 12, 2015  
 Approval Signature *Randy Beler*  
 Printed Name & Title RANDY BELER  
CHAIR, CHINOOK BOARD

Request	Project	Aud:1	Facility #	Facility Name	Summary	Activity Type	Construction Start	Cost
FR000035	428.001	23	810413	Eastend School	Replace boilers, pumps and piping.	Mechanical Systems - HVAC	2016-09-02	\$209,715
FR000040	433.001	1	1570304	Swift Current Comprehensive High School	Replace welding extractors to meet current demand	Mechanical Systems - Specialty	2016-09-16	\$214,748
FR000045	438.001	7	1810223	Gull Lake School	Install dust collection system for PAA	Mechanical Systems - Specialty	2016-09-16	\$93,458
FR000047	440.001	35	2310523	Herbert School	Roof Replacement	Architectural Systems - Roofing	2016-09-16	\$359,194
FR000048	441.001	14	1550901	O.M. Irwin School	Asbestos abatement of textured spray on ceilings in classrooms	Architectural Systems - Interior Finishes	2016-09-16	\$164,927
FR000041	434.001	35	2310523	Herbert School	Replace existing boilers and add Building Management System	Mechanical Systems - HVAC	2016-09-20	\$429,497
							Total:	\$1,471,539

  
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3 Year Plan

Request	Project	Aud.t	Facility #	Facility Name	Summary	Activity Type	Construction Start	Cost
FR000038	431.001	1	1570304	Swift Current Comprehensive High School	Continuation of roof replacement sections	Architectural Systems - Roofing	2017-09-06	\$209,715
FR000046	439.001	10	1550201	Central School	Replace boilers, pumps and piping	Mechanical Systems - HVAC	2017-09-16	\$258,385
FR000050	443.001	37	710623	Ponteix School	Install fall arrest system on roofs	Architectural Systems - Health, Fire & Life Safety	2017-09-16	\$247,390
FR000051	444.001	4	1510913	Vanguard School	install roof access and fall arrest system	Architectural Systems - Health, Fire & Life Safety	2017-09-16	\$54,978
FR000052	445.001	11	2410213	Burstall School	Install fall arrest system on roofs	Architectural Systems - Health, Fire & Life Safety	2017-09-16	\$120,946
FR000049	442.001	7	1610223	Gull Lake School	Install Fall arrest system on gym roof.	Architectural Systems - Health, Fire & Life Safety	2017-09-20	\$60,473
							<b>Total:</b>	<b>\$951,886</b>

Request	Project	Audit	Facility #	Facility Name	Summary	Activity Type	Construction Start	Cost
FR000053	448.001	2	2410813	Leader School	Replace boilers, pumps and controls	Mechanical Systems - HVAC	2018-09-16	\$450,360
FR000054	447.001	14	1550901	O.M. Irwin School	Remove asbestos textured sprayed finish off classroom ceilings	Architectural Systems - Interior Finishes	2018-09-16	\$168,885
FR000055	448.001	1	1570304	Swift Current Comprehensive High School	Continuation of roof replacement.	Architectural Systems - Roofing	2018-09-16	\$450,360
							Total:	\$1,069,605