

INTERLAKE SCHOOL DIVISION

MINUTES OF THE MAINTENANCE/WORKPLACE SAFETY AND HEALTH COMMITTEE OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION HELD ON MONDAY, SEPTEMBER 18TH, 2017, IN THE BOARDROOM, 192-2ND AVENUE NORTH, (PTH#67), STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT:

CHAIRPERSON DARCI LOEHMER, SALLY COOK, SHARON BAKER, CINDY BRAD.

ADMINISTRATION PRESENT:

ACTING SUPERINTENDENT, MARGARET WARD,
SECRETARY-TREASURER, AL LEIMAN,
MAINTENANCE SUPERVISOR, ANTHONY CORNWELL,
MAINTENANCE ADMINISTRATIVE ASSISTANT/RECEPTIONIST, KIM LAFERRIERE.

THE MEETING WAS CALLED TO ORDER AT 7:30 P.M.

INFORMATION ITEMS:

GREEN TEAM STUDENTS - SUMMER OF 2017:

THE COMMITTEE WAS INFORMED THAT THE INTERLAKE SCHOOL DIVISION HIRED 7 STUDENTS FOR THE GREEN TEAM FOR 2017. ALL STUDENTS WERE HIRED FROM THE MIDDLE OF JUNE TO SEPTEMBER 1ST, 2017. THE INTERLAKE SCHOOL DIVISION RECEIVED GRANTS FOR TWO OF THE STUDENTS TOTALING \$6,220.00 TO HELP OFFSET THE COSTS. TWO OF THE STUDENTS WILL CONTINUE TO WORK THREE DAYS PER WEEK CUTTING GRASS UNTIL THE BEGINNING OF OCTOBER 2017.

THE GREEN TEAM ALSO HAD 2 STUDENTS WORKING IN THE TRANSPORTATION DEPARTMENT TO ASSIST WITH BUS CLEANLINESS.

THE DIVISION WILL LOOK AT HIRING THE GREEN TEAM FOR 2018 FOR BOTH MAINTENANCE AND TRANSPORTATION DEPARTMENTS WITH THE POSSIBILITY OF SUPPORTING THE TECHNOLOGY DEPARTMENT.

PROJECTS COMPLETED AT EACH SCHOOL FOR SUMMER 2017:

THE COMMITTEE WAS PROVIDED WITH AN UPDATE ON THE WORK COMPLETED AT THE VARIOUS SCHOOLS THROUGHOUT THE INTERLAKE SCHOOL DIVISION AS FOLLOWS:

T.I.P. BUILDING:

- NEW FIRE/CHEMICAL CABINET WAS INSTALLED
- THE LANDLORD OF THE BUILDING HAD DONE SOME UPGRADES TO DOORS AND LIGHTING FOR THE DIVISION AS REQUESTED BY THE WORKPLACE SAFETY AND HEALTH COMMITTEE.

ÉCOLE R.W.BOBBY BEND SCHOOL:

- A NEW WATER SOFTENER WAS INSTALLED
- NEW FLOORING WAS INSTALLED IN TWO CLASSROOMS: RESOURCE ROOM 109 AND NEW CLASSROOM, ROOM 126
- NEW BLINDS WERE INSTALLED ON THE NORTH AND SOUTH SIDE OF THE SCHOOL
- THE DEMOLITION OF THE OLD SHED IN THE NORTH WEST CORNER OF THE PLAY GROUND
- THE GREEN TEAM ASSISTED THE PARENT ADVISORY COUNCIL ON THE INSTALLATION OF THE NEW PLAYGROUND STRUCTURE
- THE DIVISION WILL ALSO INSTALL A NEW FENCE BY THE GRADE 3 CLASSROOMS PRIOR TO THE END OF OCTOBER
- THE DIVISION WILL INSTALL NEW FRONT DOORS TO COMPLETE THE ADDITION PROJECT THAT WAS STARTED LAST YEAR

UPDATE ON PROJECTS AT EACH SCHOOL FOR SUMMER 2017

CONTINUED:

STONEWALL COLLEGIATE:

- THE DIVISION INSTALLED A NEW WATER SOFTENER
- COMPUTER LAB HAD BEEN UPGRADED TO ELIMINATE EXTENSION CORD USE
- THE WOODSHOP DUCTS WERE CLEANED
- NEW BOTTLE FILLER DRINKING FOUNTAIN WAS INSTALLED IN THE SOUTHWEST WING
- NEW ENTRY WAY CARPET AT THE EAST GYM DOORS IN ORDER TO ELIMINATE ROCKS SAND AND SNOW ENTERING THE SCHOOL AND IN PARTICULAR THE NEW GYM FLOOR
- DUCT WORK CLEANING WAS PERFORMED IN THE RELOCATABLE HUT WITH MICRO BACTERIAL SPRAY
- ART ROOM WINDOW REPLACEMENT ALONG THE COURT YARD AREA; OTHER WINDOWS MAY BE REPLACED IN SUBSEQUENT YEARS.

ÉCOLE STONEWALL CENTENNIAL SCHOOL:

- A NEW WATER SOFTENER WAS INSTALLED IN THE SCHOOL
- FULL SCHOOL DUCT WORK CLEANING WITH MICRO BACTERIAL SPRAY
- NEW BOTTLE FILLER DRINKING FOUNTAIN WAS INSTALLED IN GYM
- NORTH DRAINAGE RESOLVED AT THE SCHOOL

GROSSE ISLE ELEMENTARY SCHOOL:

- THE DIVISIONAL PAINTER PAINTED THE SCHOOL LIBRARY
- CLASSROOM CUBBIES WERE INSTALLED
- NEW BLINDS WERE INSTALLED DURING THE SUMMER
- THE DIVISION REORGANIZED THE SHED

ROSSER ELEMENTARY SCHOOL:

- THE DIVISION REPLACED ALL THE LIBRARY BOOK SHELVING
- SEPTIC FIELD WAS REPAIRED
- PLAYGROUND SLIDE WAS REPAIRED

WARREN COLLEGIATE:

- THE DIVISION CONTRACTED AND DID A COMPLETE OVERHAUL OF LIGHTING AND ELECTRICAL FOR THE WOODSHOP IN ORDER TO INSTALL THE NEW WOOD SHOP MACHINES THAT THE DIVISION RECEIVED A GRANT FOR
- CAMERAS WERE INSTALLED FOR BETTER MONITORING OF THE PARKING LOT.

WARREN ELEMENTARY SCHOOL:

- OLD GARAGE/HUT WAS DEMOLISHED AND REMOVED
- NEW FLOORING WAS INSTALLED IN KINDERGARTEN ROOM ALONG WITH THE CUSTODIAL ROOM AREA
- THE DIVISION INSTALLED A NEW DRINKING FOUNTAIN
- A NEW ELECTRICAL PANEL INSTALLED IN THE SPRING FOR NEW CIRCUITS FOR WEST CLASSROOMS THAT NEED MORE OUTLETS

STONY MOUNTAIN SCHOOL:

- THE FOUNDATION WAS REPAIRED ON THE COURT YARD EAST SIDE
- DRINKING FOUNTAINS WERE INSTALLED
- NEW OFFICE FURNITURE DESK WAS INSTALLED
- A NEW WATER SOFTENER WAS INSTALLED

TEULON ELEMENTARY SCHOOL:

- NEW BLINDS WERE INSTALLED ON THE SOUTH SIDE FACING WINDOWS
- NEW DRINKING FOUNTAIN WAS INSTALLED

TEULON COLLEGIATE:

- NEW BLEACHERS WERE INSTALLED
- THE WOODSHOP HAD DUCT CLEANING DONE

UPDATE ON PROJECTS AT EACH SCHOOL FOR SUMMER 2017

CONTINUED:

BALMORAL ELEMENTARY SCHOOL:

- VOLLEYBALL COURT WAS RE-FURBISHED AND NOW FULLY FUNCTIONAL
- NEW SHINGLES WERE INSTALLED ON THE PORTABLE HUT
- A NEW SINK WILL BE INSTALLED THIS FALL FOR HAND WASHING

WOODLANDS ELEMENTARY SCHOOL:

- CLIMBING WALL ALONG WITH PEA GRAVEL WAS INSTALLED IN THE PLAYGROUND AREA
- A FENCE FOR THE SNOW HILL WILL BE INSTALLED PRIOR TO THE END OF OCTOBER

BRANT-ARGYLE ELEMENTARY SCHOOL:

- STEAM BOILER IS BEING REPLACED AND WILL BE COMPLETED PRIOR TO THE END OF OCTOBER
- NEW CUBBIES WERE INSTALLED FOR THE CLASSROOMS

PUBLIC SCHOOLS FINANCE PROJECTS (PSFB):

THE COMMITTEE WAS INFORMED ON THE STATUS OF THE FOLLOWING CAPITAL PROJECTS SUPPORTED BY THE PSFB:

1. TEULON ELEMENTARY SCHOOL ROOF PROJECT HAS NOW BEEN COMPLETED AND THE DIVISION IS IN THE PROCESS OF PAYING THE FINAL INVOICE.
2. THE ROOF PROJECT AT THE ÉCOLE STONEWALL CENTENNIAL SCHOOL IS NOW COMPLETED.
3. THE COMMITTEE WAS INFORMED THAT THE PSFB HAS GIVEN APPROVAL TO INSTALL HOT WATER BOILERS AT ÉCOLE CENTENNIAL SCHOOL AND THIS PROJECT WILL BE COMPLETE AS OF OCTOBER 20TH. THESE HOT BOILERS DO NOT NEED DAILY INSPECTIONS BY OUR STAFF.
4. THE COMMITTEE WAS INFORMED THAT A ROOFING PROJECT AT STONEWALL COLLEGIATE IS CURRENTLY IN THE ENGINEERING STAGES THAT IS APPROXIMATELY 5,700 SQUARE FEET WILL BE REPLACED. THIS PROJECT WILL BE COMPLETED THIS FALL AND OVER THE WINTER.
5. THE COMMITTEE WAS INFORMED THAT THE DIVISION HAS RECEIVED APPROVAL TO PROCEED TO THE ENGINEERING STAGES TO REPAIR THE FOUNDATION UNDER THE NORTH PART OF TEULON ELEMENTARY SCHOOL.
6. THE COMMITTEE WAS INFORMED THAT THE PSFB WILL BE LOOKING AT THE ROOF AT ÉCOLE R.W. BOBBY BEND SCHOOL IN 2018.
7. THE COMMITTEE WAS INFORMED THAT THE PSFB WILL BE REVIEWING THE TEULON ELEMENTARY SCHOOL'S BOILER FOR THE 2018 SUBMISSIONS FOR POSSIBLE REPLACEMENT.
8. THE COMMITTEE WAS INFORMED THAT THE PSFB WILL GIVE CONSIDERATION TO THE DEMOLITION OF THE OLD WOODLANDS SCHOOL IN THE NEXT ROUND OF FUNDING ANNOUNCEMENTS.
9. THE COMMITTEE WAS INFORMED THAT THE DIVISION WILL BE PROCEEDING TO THE ENGINEERING STAGE FOR THE SCIENCE LABS FOR TEULON COLLEGIATE AND WARREN COLLEGIATE. THE DIVISION WILL REQUEST THE PSFB TO PUT THIS AS A HIGH PRIORITY IN THEIR NEXT ROUND OF FUNDING ANNOUNCEMENTS.

HIRING STAFF:

THE COMMITTEE WAS INFORMED THAT THE DIVISION HAS HIRED A NEW CUSTODIAN FOR WARREN COLLEGIATE. THE NEW CUSTODIAN HAS REPLACED A RETIREMENT IN THE SCHOOL.

THE COMMITTEE WAS INFORMED THAT THE DIVISION IS CURRENTLY ADVERTISING FOR HEATING, VENTILATION AND AIR CONDITIONING TECHNICIAN (HVAC). THIS POSITION WAS VACANT AND THE APPLICATIONS WILL BE CLOSING ON SEPTEMBER 20TH, 2017.

SNOW CLEARING RFP'S:

THE COMMITTEE WAS INFORMED THAT THE DIVISION WILL BE ADVERTISING AND ACCEPTING PROPOSALS FOR SNOW CLEARING FROM POTENTIAL CONTRACTORS. THE DIVISION WILL DO A REQUEST FOR PROPOSALS IN THE LOCAL PAPER FOR TWO WEEKS FOR TWO YEAR SUBMISSIONS.

ALARM SYSTEMS:

THE COMMITTEE WAS INFORMED THAT OUR PREVIOUS DIVISIONAL ALARM MONITOR, "NEW AGE", IS NO LONGER DEALING WITH SECURITY SYSTEMS. THE DIVISION HAS NOW ENGAGED XL ALARMS TO DO ALL THE MONITORING IN THE INTERLAKE SCHOOL DIVISION. THEY ARE A LOCAL COMPANY THAT MOST SCHOOL DIVISIONS IN THE PROVINCE USE AND THEY COME HIGHLY RECOMMENDED BY MAINTENANCE SUPERVISORS IN OTHER DIVISIONS.

FIRE ALARMS:

THE COMMITTEE HAD A BRIEF DISCUSSION REGARDING THE FIRE ALARM PANELS IN OUR SCHOOLS. IT WAS INDICATED THAT DUE TO THE AGE OF SOME OF THE FIRE PANELS PARTS ARE NO LONGER AVAILABLE AND ARE OBSOLETE. THE DIVISION WILL BE LOOKING AT REPLACING THESE PANELS ON A GO FORWARD BASIS.

WORKPLACE SAFETY AND HEALTH COMMITTEE:

DIVISIONAL COMMITTEE STRUCTURE:

THE COMMITTEE WAS INFORMED THAT CO-CHAIRS SALLY COOK AND JOHN BOCK ALONG WITH MARGARET WARD REVIEWED THE COMMITTEE STRUCTURE. THE COMMITTEE STRUCTURE IS STILL INTACT. THE COMMITTEE WAS INFORMED THAT THE DIVISIONAL COMMITTEE WILL DO FULL-SITE INSPECTIONS IN EARLY OCTOBER AND THEN HAVE A MEETING TO REVIEW THE COMPLETED WORK ORDERS TWO TO THREE WEEKS LATER.

THE DIVISION WILL BE APPLYING FOR A "REGULATORY EXEMPTION". THIS WILL ASSIST WITH THE WORKLOAD OF THE COMMITTEE.

WORKPLACE SAFETY AND HEALTH TRAINING:

THE COMMITTEE WAS INFORMED THAT THE DIVISION WILL BE HOSTING A TRAINING OPPORTUNITY SESSION FOR THE WORKPLACE SAFETY AND HEALTH COMMITTEE MEMBERS. THIS PROFESSIONAL DEVELOPMENT DAY WILL BE HOSTED BY MANITOBA SCHOOL BOARD ASSOCIATION (MSBA). THIS SESSION WILL BE HELD ON MONDAY, OCTOBER 30TH, 2017 AT ÉCOLE STONEWALL CENTENNIAL SCHOOL.

MEETING ADJOURNED AT 8:55 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER