

# INTERLAKE SCHOOL DIVISION

MINUTES OF THE MAINTENANCE COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION HELD ON MONDAY JANUARY 18<sup>TH</sup>, 2016 AT THE TRANSPORTATION MAINTENANCE AND TECHNOLOGY FACILITY (TMT), STONEWALL MANITOBA.

## **COMMITTEE MEMBERS PRESENT:**

DAVID HARCUS (COMMITTEE CHAIR PERSON), SHARON BAKER, DARCI LOEHMER, FRAN FREDERICKSON

## **ADMINISTRATION PRESENT:**

JARET THIESSEN-DIRECTOR OF OPERATIONS  
CHRISTINE PENNER-SUPERINTENDENT  
MARGARET WARD-ASSISTANT SUPERINTENDENT

THE MEETING WAS CALLED TO ORDER AT 5:35 P.M.

## **AGENDA ITEMS**

### **1. COMPLETED PROJECTS**

- MOLD REMEDIATION AT STONEWALL CENTENNIAL HAS BEEN COMPLETED
- STAFF ROOM RENOVATIONS AT STONEWALL COLLEGIATE INSTITUTE HAVE BEEN COMPLETED.
- NEW WORK STATIONS HAVE BEEN INSTALLED IN THE TMT STORAGE AREA FOR TECHNOLOGY AND MAINTENANCE DEPARTMENTS AND THE ELECTRICAL WIRING HAS BEEN UPGRADED TO PROVIDE PROPER POWER FOR THE BUS PLUGS.
- THE TEULON COLLEGIATE INSTITUTE EVENING CUSTODIAN HAS BEEN FILLED WITH A CUPE TRANSFER.
- THE VACANT CUSTODIAN POSITION FOR ROSSER ELEMENTARY WAS FILLED BY MICHELLE MANCHULENKO.
- A NEW HOT WATER TANK HAS BEEN INSTALLED AT ÉCOLE BOBBY BEND.
- A NEW AIR DRYER HAS BEEN INSTALLED AT STONEWALL COLLEGIATE INSTITUTE.

### **2. ONGOING MAINTENANCE PROJECTS**

- BOILER REPAIR AND MAINTENANCE IS ONGOING THROUGHOUT THE DIVISION.
- ADDITIONAL CAMERAS ARE BEING INSTALLED IN THE HALLWAYS AT STONEWALL COLLEGIATE INSTITUTE.
- THE DIVISIONAL PAINTER IS RECOMMENDING NEW COLOR SCHEMES FOR THE DIVISION. THE DIVISION HAS PURCHASED A NEW PAINT SPRAYER.
- THE DIRECTOR OF OPERATIONS WILL BE REVIEWING CAPITAL "D" REQUESTS THAT HAVE BEEN MADE BY ALL SCHOOLS IN THE DIVISION IN THE NEXT TWO MONTHS.
- THE DIVISION WILL CONTINUE UPGRADING WATER FOUNTAINS AND BOTTLE FILLING STATIONS IN THE DIVISION.

### **3. PUBLIC SCHOOLS FINANCE BOARD CAPITAL PROJECTS**

- THE PUBLIC SCHOOLS FINANCE BOARD HAS GIVEN THE INTERLAKE SCHOOL DIVISION APPROVAL FOR THE REMAINING ROOF REPAIRS AT TEULON ELEMENTARY. THIS PROJECT WILL BEGIN IN THE SPRING OF 2016.
- PHASE II OF THE STONEWALL CENTENNIAL'S NEW ROOF PROJECT IS EXPECTED TO START IN THE SPRING OF 2016.

### **4. NEW PLANNED PROJECTS**

- THE DIVISION IS CURRENTLY REVIEWING LED LIGHTING PROJECTS IN DIVISION. ROSSER ELEMENTARY, GROSSE ISLE SCHOOL, WARREN ELEMENTARY, AND WARREN COLLEGIATE INSTITUTE HAVE BEEN COMPLETED WITH NEW LED LIGHTING. THE DIVISION HAS REQUESTED AUDITS FROM THE REMAINING SCHOOLS AND BUILDINGS FROM BLUESKYLED. IT WAS SUGGESTED THAT THE DIVISION PREPARE A REQUEST FOR PROPOSAL FOR THIS PROJECT.
- THE DIVISION WILL BE REPLACING BLINDS IN THE TEULON ELEMENTARY SCHOOL.

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**4. NEW PLANNED PROJECTS CONTINUED**

- THE DIRECTOR OF OPERATIONS WILL BE REVIEWING ADDITIONAL CAPITAL "D" PROJECTS AN ONGOING BASIS.

**5. MAINTENANCE SECRETARY**

- THE DIVISION HAS HIRED KIM LAFERRIERE FOR THE MAINTENANCE SECRETARY POSITION FOR 4 HOURS PER DAY.

**6. BUDGET HIGHLIGHTS**

- THE DIRECTOR OF OPERATIONS WILL BE REVIEWING THE BUDGET FOR LINE BY LINE ITEMS WITH THE SECRETARY TREASURER IN THE NEXT COUPLE OF WEEKS FOR POSSIBLE ADJUSTMENTS.
- A REQUEST HAS BEEN MADE FOR AN ADDITIONAL 3 HOURS PER DAY TO THE MAINTENANCE SECRETARY TO ASSIST WITH THE CURRENT WORKLOAD FOR THE MAINTENANCE DEPARTMENT. THERE WILL BE A RECOMMENDATION TO START THE ADDITIONAL HOURS AS SOON AS POSSIBLE.

**7. WOODLANDS SCHOOL**

- THE DIRECTOR OF OPERATIONS IS CURRENTLY REVIEWING DEFICIENCIES AT THE NEW WOODLANDS SCHOOL (I.E. LEAKS IN GYM; WATER LEAKING INTO THE STORM DOORS CAUSING THE DOORS TO ICE UP AND NOT CLOSE PROPERLY; MINOR REPAIRS TO THE CURBING AROUND WATER SYSTEM; INSURING THE BOILERS ARE WORKING PROPERLY).
- THE WATER TREATMENT EQUIPMENT HAS BEEN ALTERED AND IS CURRENTLY WORKING PROPERLY.
- ALL TRAINING ON THE MECHANICAL SYSTEMS HAS NOW BEEN COMPLETED WITH ONGOING TRAINING AS NEEDED.
- THE NOVEMBER 20<sup>TH</sup>, 2015 NEW SCHOOL GRAND OPENING WAS WELL ATTENDED.
- A 12X16 PORTABLE STORAGE SHED WAS PURCHASED FOR THE SNOW BLOWER, BARBEQUE, ETC.
- THE DIRECTOR OF OPERATION IS CURRENTLY WORKING ON DRAINAGE ISSUES AND THE WALKING PATH BEHIND SCHOOL. THIS AREA COLLECTS LARGE AMOUNTS OF WATER AND THE DRAINAGE IS VERY POOR.
- A SOUND SYSTEM WAS ALSO INSTALLED IN THE NEW GYMNASIUM.

MEETING ADJOURNED AT 6:10 P.M.

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COMMITTEE CHAIRPERSON

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SECRETARY-TREASURER