

# Agenda

## Special Committee of the Whole Meeting

January 24, 2018 at 6:30pm

Albert McMahon Elementary, 32865 Cherry Avenue, Mission, BC

1. CALL TO ORDER

*The Board Chair will acknowledge that this meeting is being held on Traditional Territory.*

2. ADOPTION OF AGENDA

3. DELEGATIONS/ PRESENTATIONS

Julia Renkema, Stave Falls Community Association	Presentation	n/a
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4. UNFINISHED BUSINESS

5. STAFF REPORTS

5.1 Stave Falls Elementary School – Preliminary Registration Report	Action	Pg 1
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5.1 Attachment A - Stave Falls Preliminary Registration Summary	Information	Pg 3
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5.1 Attachment B - Building Assessment Report	Information	Pg 4
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6. NEW BUSINESS

7. MINUTES OF PREVIOUS MEETINGS

8. INFORMATION ITEMS

9. ADJOURNMENT

**ITEM 5.1      Action**

To:                    Committee of the Whole  
 From:                Superintendent  
 Subject:             Stave Falls Elementary School – Preliminary Registration Report

**Recommendation:**

**THAT the information regarding the Stave Falls preliminary registration process and additional information on the costs for re-opening the Stave Falls Elementary School be received.**

**Preliminary Registrations:**

In 2017 the Board directed that a preliminary registration be initiated for parents interested in having their children attend the Stave Falls Elementary School if the school was reopened. The pre-registrations closed on December 15, 2017. The following tables summarize the results of the preliminary registration.

<b><u>Stave Falls Elementary School - Preliminary Registration Enrolment Summary</u></b>						
Grade	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
7	4	7	3	5	7	11
6	7	3	5	7	11	6
5	3	5	7	11	6	10
4	5	7	11	6	10	13
3	7	11	6	10	13	12
2	11	6	10	13	12	3
1	6	10	13	12	3	6
K	10	13	12	3	6	3
Total K-7	53	62	67	67	68	64
Total K-6	49	55	64	62	61	53

**Additional information on student registrations**

<u>Birth Year</u>	<u>Students</u>	<u>Current School of Attendance</u>	
2006	4	<b>MPSD Schools</b>	
2007	7	Silverdale	11
2008	3	Other	6
2009	5		<u>17</u>
2010	7	<b>Other School Districts</b>	
2011	11	Whonnock	13
2012	6	Other	13
2013	10		<u>26</u>
2014	13		
2015	12		
2016	3		<u>43</u>
2017	6		
2018	3		
	<u>90</u>		

**Preliminary Classroom Options**

Grades	2018/2019	2019/2020	2020/2021	2021/2022
K - 1	16			
2 -3	18			
4 - 7	<u>19</u>	(4-6 = 15)		
	<u><u>53</u></u>			
K-1		14	17	
1-2		15	18	
3-4		18	17	
5-7	(5-6 = 8)	<u>15</u>	<u>15</u>	(5-6 = 12)
		<u><u>62</u></u>	<u><u>67</u></u>	

**Cost estimate to reopen the School**

A preliminary assessment was completed on the building in order to provide a more detailed estimate of the costs to reopen the school. The estimate includes recommendations that include replacing the roof, and upgrading mechanical systems, which can be delayed. The report excludes a seismic assessment, which will be required. The cost of this assessment is approximately \$10,000. As such, obtaining this information was delayed until further direction is provided.

The estimated costs for electronic equipment is a high level estimate. Further information is being gathered for future consideration.

<u>Preliminary Costs</u>	Current	Delayed	Total
<b>Building</b>			
Architectural	\$ 220,000	\$ 175,000	\$ 395,000
Civil	32,500		32,500
Mechancial	63,000	390,000	453,000
Electrical	72,600		72,600
	<u>\$ 388,100</u>	<u>\$ 565,000</u>	<u>\$ 953,100</u>
<b>Electronics</b>			
Computers / Wiring	\$ 30,000		
Telephone System	40,000		
PA System	30,000		
	<u>\$ 100,000</u>		

**Attachment:**

- A. Stave Falls Preliminary Registration Summary
- B. Building Assessment Report

# Stave Falls Preliminary Registration Summary - January 2018

## Mission Public School District

### Preliminary Registratinn Enrolment Summary

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
7	4	7	3	5	7	11
6	7	3	5	7	11	6
5	3	5	7	11	6	10
4	5	7	11	6	10	13
3	7	11	6	10	13	12
2	11	6	10	13	12	3
1	6	10	13	12	3	6
K	10	13	12	3	6	3
<b>Total K-7</b>	<b>53</b>	<b>62</b>	<b>67</b>	<b>67</b>	<b>68</b>	<b>64</b>
<b>Total K-6</b>	<b>49</b>	<b>55</b>	<b>64</b>	<b>62</b>	<b>61</b>	<b>53</b>

### Preliminary Registration Classroom Options

K - 1	16		
2 -3	18		
4 - 7	19	(4-6 = 15)	
	<u>53</u>		
K-1		14	17
1-2		15	18
3-4		18	17
5-7	(5-6 = 8)	15	15 (5-6 = 12)
		<u>62</u>	<u>67</u>

### Preliminary Registrations

<u>Birth Year</u>	<u>Students</u>
2006	4
2007	7
2008	3
2009	5
2010	7
2011	11
2012	6
2013	10
2014	13
2015	12
2016	3
2017	6
2018	3

### Current School of Attendance

#### **MPSD Schools**

Silverdale	11
Other	<u>6</u>
	<u>17</u>

#### **Other School Districts**

Whonnock	13
Other	<u>13</u>
	<u>26</u>
	<u>43</u>

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- C Electrical Report

**Architectural**

This building has been shut down for almost 10 years and has had no typical school uses occurring in the building from the time the school was closed. School District of Mission has been carrying out general operations of heating and ventilation systems during this time to maintain a general standard of system effectiveness so that the school did not excessively deteriorate.

There has been some vandalism around the outside of the school and on the grounds such as theft of electrical wire, spray paint and damage to equipment and building exterior. Many of the exterior works would not be required to operate the school except for the Parking Lot and Exterior Building Lighting.

Below is an area by area brief breakdown of the potential works that would need to be carried out to bring the school back into operation for the receiving of Teachers and Students. We have also identified some items with an asterisk that are more cosmetic and, if possible, also be fit into the reactivation budget for the building.

1. Building Exterior

Existing School and Grounds are in generally acceptable condition except for dirt and debris around the exterior of the building that could easily be pressure washed clean. It is obvious from approaching the school that it has been shut down for many years as all of the Ground Floor windows are boarded shut and these will need to be removed and any damage caused by the boarding repaired. There is some graffiti and other materials damage but these items are not critical to the opening and operation of the School. These could be items delayed after school is reopened for operation and could be dealt with by School District Maintenance forces.

From the road the school appears in relatively good state with the obvious items above and in the costing report to be covered.

Estimated Costs:

- |  |          |
|--|----------|
| 1. Repair minor trim defects   | \$7,500  |
| 2. Remove plywood covering over windows, inspect seal at windows, repaint exterior including posts and trims | \$17,500 |



2. Roof

The existing roof consists of a standing seam metal roof system with rigid insulation installed over top of the wood decking. There should be consideration for the School District to put in their Operating Budgets in the medium term for the entire replacement of this roof. It is nearing the end of its useable life.

The roof, in general, is in acceptable condition except for the necessary repairs to the roof where there have been water ingress and leaking issues from the past. To avoid the disturbance of the operations if the school does open, these items should be repaired.

There are also several damaged snow guards, gutters and vents over the entire roof and these will need to be corrected / replaced prior to the opening of the school. All gutters and downspouts will need to be cleaned and inspected and any/all leaks repaired. All original skylights have been covered with metal cladding and this cladding will need to be removed and all skylights replaced with new skylights and sealed down to the roof.

Estimated Costs:

- |  |            |
|--|------------|
| 1. Repair area where several valleys converge- divert water from upper gym away from this area (replace roof in the medium term- nearing the end of its useable life.) | \$ 8,500   |
| 2. *New Roof   | \$ 175,000 |
| 3. Repair/replace roof snow guards   | \$ 6,500   |
| 4. Seal roof at previous penetrations for snow guards  | \$ 2,500   |
| 5. Repair/replace/clean out all existing gutters and downspouts  | \$ 4,500   |
| 6. Remove existing skylights and flashing and replace with new skylights and flashing  | \$ 19,500  |
| 7. *Replace damaged benches  | \$ 2,500   |



3. Interior

In general the inside of the school is in acceptable condition for opening since the School District has been maintaining the Mechanical systems to keep air movement within the building. The air quality in regards to odour does not appear to indicate excessive moisture but the air quality should be confirmed prior to opening.

There will be the obvious overall cleaning of the interior including all plumbing fixtures and surfaces as well as polish and seal all resilient flooring.

Existing carpets will need replacing in all Office and Classroom areas and replaced with either carpet tile or resilient flooring.

Entire gymnasium will need to be emptied and plywood protective flooring removed. Once exposed, existing gym floor should be inspected and cleaned.

All resilient flooring and base joint should be inspected and sealed as required.

Estimated Costs:

- |   |           |
|---|-----------|
| 1. Repair resilient flooring joints where pulling apart   | \$ 5,500  |
| 2. Replace area carpets in each classroom with carpet tile or resilient flooring                      | \$ 27,000 |
| 3. Replace carpet in Admin area, Group Common Spaces and Library                                      | \$ 10,500 |
| 4. Remove temporary plywood covering Gymnasium floor and inspect for defects and the need to refinish | \$ 3,500  |
| 5. Clean all floors   | \$ 9,500  |



Walls

Entire school should have the walls patched and repainted. This may not be an entire repaint but doing so would provide a fresh and current colour palette to the rooms.

Estimated Costs:

- |                                       |           |
|---------------------------------------|-----------|
| 1. Patch and repaint damaged areas    | \$ 7,500  |
| 2. *Repaint entire interior of school | \$ 35,500 |



5. Ceilings

In general most of the ceilings are in good condition except where leaking has taken place and these panels and ceilings will need repairs once leaks have been repaired. A general overview of ceilings should be taken and consideration for at least a 10% replacement of tiles over the entire school.

Estimated Costs:

- 1. Replace all damaged tbar panels \$ 3,500



6. Doors and Frames

Door operation for the exterior of the school appears to be in good condition for the doors that were accessible during the visit. Once all plywood removed, all door operations will need to be reviewed and seals and hardware replaced / adjusted as needed. Time spent inactive could harden seals and fail closers and hardware.

Would recommend re-keying of the entire building to avoid any keys in existence that could access the old school. This will assist with potential new Teachers and provide keys to current standards.

Estimated Costs:

- 1. Replace all broken hardware \$ 8,500
- 2. Check all closers and weather-stripping for fit \$ 4,500

- 3. Ensure Keying is still to District standards

\$ 2,500



7. Windows

As the existing windows have been boarded up for almost 10 years, there could be substantial seal degradation for all windows and these should be inspected, tested and replaced if found to be faulty. Operations for any opening windows should be inspected and repaired as needed.

Replace any cracked or damaged panes of glass for exterior or interior windows. All windows should be cleaned.



8. Millwork

Millwork appeared to be generally in good condition to the extent that it exists. There were no Teachers desks visible and these would need to be added as needed to the classrooms that will be filled.

There are some hooks missing from the Change rooms and there may be some other minor items requiring repair but nothing extensive to cause operations issues.

Estimated Costs:

- 1. Generally in good condition – clean millwork \$ 3,500
- 2. Ensure all shelving is fully supported \$ 1,500
- 3. \*Teacher and Admin desks \$ 1,000/desk



9. Miscellaneous

Many of the items within this category are cosmetic in nature and could even be carried out by School District staff or the returning educators if the school opens.

It would be required to inspect and replace as necessary all Fire Extinguishers as well as update the Fire Safety Plans as they are very yellowed with age.

This will be an item covered under Electrical but ensure that all Smokes, Heats etc are confirmed to be operational for the function of the Life Safety items.

Washroom accessories would need to be inspected for their function and assessed if new or additional units are required.

Estimated Costs:

- |   |          |
|---|----------|
| 1. Install new fire extinguisher at Entry. Check all other extinguishers and replace as necessary | \$ 5,500 |
| 2. Check washroom accessories for fit and function  | \$ 4,500 |
| 3. Rehang school photographs  | \$ 1,500 |



10. Signage

Review Room Signage and add/upgrade as needed or as missing. Review existing Annunciator panel for room numbering to ensure all room match

Estimated Costs:

1. Replace signage where room numbers don't match annunciator panel \$ 4,500



11. Boiler Room

Review the existing Boiler Room Fire Separations and update Fire Caulking / Separation to ensure integrity of rated separations. It would be advisable to review all Fire Ratings/Separations as per the existing drawings to ensure compliance.

Review of existing ducting to ensure all Fire Dampers are in place and functioning as required. Suggest replacement of fusible links for existing dampers.

Estimated Costs:

1. Ensure room is separated from the building by properly sealing all penetrations and openings \$ 3,500
2. Install dampers as required to maintain separation \$ 7,500



**Total Estimated Architectural Costs:**

**\$ 220,000**

**Civil**

The Civil report is limited to review the existing civil site services; namely water, sanitary sewer, storm sewer and comments on current condition and action that may be required for school re-opening. Refer to Appendix A for full civil report.

## Estimated Costs:

1. Water testing – Refer to Mechanical Consulting report	
2. Storm Flush & Video Inspection	\$ 3,800
3. Onsite Pavement repair	\$ 10,000
4. Evaluation of Sewage Treatment System	\$ 3,000
5. Evaluation of dozing and flow equalization pumps	\$ 2,500
6. Replacement of aerators & filters of the Multi-Flo system	\$10,000
7. Grinder Pump	\$ 2,000/ea.
8. Dozing Pump	\$1,500/ea.

**Total Estimated Civil Costs: \$ 32,500**

**Mechanical**

The intent of the Mechanical report is to review the existing building's plumbing and mechanical systems and comment on their age, condition and current life expectancy. Proposed upgrade information will be provided of sufficient detail for the quantity surveyor to establish a budget. The report will also be used to present the proposed design intent to the school district and design team for coordination. Refer to Appendix B for full mechanical report.

## Estimated Costs:

1. Water	\$ 28,000
2. Storm Drainage	\$ 35,000
3. Heating Systems - Proposed Upgrades	*\$ 180,000
4. Ventilation Systems – Proposed Upgrades	*\$ 90,000
5. Existing Control Systems –Proposed Upgrades	*\$ 120,000

**Total Estimated Mechanical Costs: \$ 63,000**

**Electrical** - See Attached Report

Jarvis Engineering Consultants Ltd. has been engaged by CHP Architects to review and report on the condition of the electrical systems at Stave Falls Elementary School and to provide recommendations for upgrading to meet current design standards and building codes.

Generally, the electrical systems at Stave Falls Elementary School are consistent with current electrical codes and design standards. With some exceptions, the electrical systems observed appear to be in good working condition and well maintained. Refer to Appendix C for full electrical report.

Estimated Costs:

1. Replace and re-wire all exterior parking lot pole light fixtures	\$ 24,000
2. Replace all exterior building mounted light fixtures	\$ 16,000
3. Test all emergency lighting equipment, replace faulty batteries and remote lamps	\$ 3,000
4. Test all exit lights, replace faulty lamps	\$ 1,000
5. Conduct complete verification test of fire alarm system to CAN/ULC S537 Standard for the Verification of Fire Alarm Systems	\$ 5,000
6. Replace all receptacles within 1.5m of sinks with GFI type	\$ 3,600
7. Review sewage treatment plant exterior electrical devices, repair and replace damaged and corroded equipment	\$ 5,000
8. Replace LAN switches	\$ 5,000
9. Install data outlets for wireless LAN	\$ 10,000

**Total Estimated Electrical Costs: \$ 72,600**

**Total budgeted estimate to upgrade Stave Falls Elementary School: \$ 355,600**

**\*Note:** At the School Districts request, at this point structural seismic upgrading has not been reviewed (current building code will require seismic upgrading). This report also does not include any stationery supplies, computers, sports equipment and owner supplies necessary to school operations.

**Appendices**

- A      Civil Site Servicing Report**  
prepared by Central Valley Engineering (2004) Ltd. dated December 2017
  
- B      Mechanical Systems PDR – Report**  
prepared by Rocky Point Engineering Ltd. dated January 3, 2018
  
- C      Electrical Report**  
prepared by Jarvis Engineering Consultants Ltd. dated January 8, 2018