



# BRANDON SCHOOL DIVISION

## Facilities/Transportation Committee Minutes

Thursday, January 3, 2013 – 11:30 a.m.  
Board Room, Administration Office

Present: J. Murray, K. Sumner, P. Bowslaugh (alternate),  
G. Malazdrewicz, Dr. D. Michaels (entered at 11:50 a.m.),  
K. Zabowski.

Regrets: D. Karnes, Chairperson, M. Clark, R. Harkness

---

### 1. CALL TO ORDER:

Trustee Jim Murray assumed the position of Acting Committee Chairperson for the meeting. The Facilities & Transportation Committee Meeting was called to order at 11:40 a.m. by Acting Committee Chairperson, Trustee Murray

### 2. APPROVAL OF AGENDA

The agenda was approved.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of December 13, 2012 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Safety Audit Report

Secretary-Treasurer, Mr. Zabowski, spoke to the MSBA School Security Survey Report (attached as Appendix "A"). He noted the survey had been designed to help determine the level of security preparation for each school and division in the Province. He reviewed the survey results as they pertained to grounds, buildings, outside user groups, alarms, cameras and policies. It was further noted a number of the items recommended by MSBA had also been included in the report received by the Committee from Mr. Brad Langston, in particular access cards or fobs and cameras. It was noted some of the items mentioned in the report by both Mr. Langston and the MSBA were being brought forward in the proposed budget for 2013-2014. It was agreed the Director of Facilities and Transportation would review the outside user group recommendations included in the MSBA report. Discussions were held regarding the possibility of the Superintendent meeting with the new Police Chief to discuss the reports; access to the schools by the police; a possible over-ride access card for the School Resource Officer; school floor plans; and access to the school during "off-hours" such as school breaks. Dr. Michaels confirmed she would meet with the Police Chief regarding school security. Further discussions were held regarding cameras and the policies and procedures which would be followed to inform staff of the implementation of this form of security.

It was agreed the provincial safety audit prepared by MSBA would be presented to the Board of Trustees at the Regular Meeting of the Board to be held on January 14, 2013. The report would be brought back to the next Facilities and Transportation Committee and reviewed with the Director of Facilities and Transportation. The MSBA report as it pertains to the Brandon School Division would then be reviewed with all Trustees at the Regular Meeting of the Board to be held on February 11, 2013. The Committee noted the Division is being proactive in this area and already has a number of policies and procedures.

## **5. OTHER COMMITTEE GOVERNANCE MATTERS**

### **A) 20K-3 Space Utilization Report**

Mr. G. Malazdrewicz spoke to the 20K-3 Space Utilization Report (attached as Appendix "B"). He noted the report was a direct result of a request received from the Public Schools Finance Board. Mr. Malazdrewicz reviewed the document highlighting the number of new classrooms/portables needed. Discussions were held regarding space availability and classroom reconfiguration which could take place at some of the schools. He confirmed the report was based on the current enrollment growth and not the projected growth. It was agreed this report would be reviewed by all Trustees at the Regular Meeting of the Board to be held on January 14, 2013.

### **B) Portables**

Discussions regarding portables were held in conjunction with discussions regarding the 20K-3 Space Utilization Report. It was noted portables would be required as follows: George Fitton – Two; Meadows – Four; Earl Oxford – Two; Waverly Park – Two; and Betty Gibson – Two. Mr. Malazdrewicz, Associate Superintendent, provided information as to why the portables were required at each of the noted schools. Trustees asked questions for clarification and inquired as to when the request for portables was to be submitted to the Province. The Secretary-Treasurer noted the request form would need to be completed and filed before the end of the month. The Committee agreed to recommend to the Board that the Division request twelve portables. The Committee also agreed to ask the Board Chairperson whether or not the Division should be meeting with the Minister of Education on the matter of portables.

#### **Recommendation:**

That the Brandon School Division request twelve (12) portable classroom units for the 2013-2014 school year from the Public Schools Finance Board.

That the Board of Trustees request a meeting with the Minister of Education to discuss facilities and accommodation matters.

### **C) B.J. Hales Collection**

The Secretary-Treasurer provided a verbal update on the status of the B.J. Hales Collection. He noted arrangements were currently being made to meet with members of the Brandon General Museum to review the proposed agreement. He also confirmed that he had spoken with Mr. Dunlop regarding the Waterfowl Permit. He noted there is no cost associated with the permit, however; Conservation does require an inventory of the waterfowl in the collection. Mr. Zabowski confirmed to Mr. Dunlop, an inventory will be provided once the Brandon General Museum Association has had the opportunity to catalogue the collection.

**6. OPERATIONS INFORMATION**

- The Superintendent provided an update on the New Era/Earl Oxford Transition Committee. She noted a full report would be provided to all Trustees through the Report of Senior Administration.
- Trustee Bowslaugh asked Senior Administration if they had received any data on the number of children living in Massey Manor and the possible impact on enrollment this may have for core area schools. Dr. Michaels confirmed the Division had not received any data to date.
- Trustee Sumner asked Senior Administration if there had been any follow-up on the Board request to investigate alternative sites for the EAL Centre. Dr. Michaels confirmed Senior Administration had reviewed other possibilities and determined that it was best the EAL Centre remain at École New Era School. She confirmed a full report would be coming to the Board on January 14, 2013 on this matter.

**7. NEXT REGULAR MEETING: Thursday, February 7, 2013, 11:30 a.m., Board Room**

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

\_\_\_\_\_  
D. Karnes, Chair

\_\_\_\_\_  
J. Murray

\_\_\_\_\_  
K. Sumner

\_\_\_\_\_  
P. Bowslaugh (Alternate)

## School Security Survey Report November 2012

### General:

The school security survey was designed to help determine the level of security preparation each school and division has developed in comparison to a standard set of guidelines covering grounds, building, alarms, cameras and policies.

Many schools have invested a lot of time and resources into improving their security with upgraded alarms and camera systems while others still have old alarm systems and cameras or no cameras at all. It is important to try and bring all schools up to a similar general security level as we all benefit by keeping losses to a minimum. Apprehending intruders quickly may well prevent a serious loss and with fewer losses, the potential for premium rebates increases.

The security surveys have been completed by over 90% of the schools to date. It took longer than expected but after quite a number of meetings and follow ups we have managed to get the majority completed.

### Grounds:

The surveys show that most of the schools are in good condition and well maintained but some may need some attention in key areas.

- 1.01 **Vegetation blocking view between 3 ft. and 7 ft. from the ground** – 20% reported that they needed some improvements. Quite a few schools have reported that they are already working to rectify this situation.
- 1.03 **Sidewalks / parking lots with trip hazards** – 29% reported that they have trip hazards that need to be addressed.
- 1.06 **Signage at entranceways to grounds** – 25% reported that their signage was not adequate to territorially define the property as school property.

### Buildings:

- 2.01 **Key security** – while most have reported that their keys are supposed to be duplicated only with proper authorization, many acknowledge that keys continue to go missing or are passed around without the locks being rekeyed because the cost to rekey standard locks is increasing.  
**Access cards or key fobs can easily be cancelled if lost or missing and can be programmed to only give access during specific times and dates. Not all doors require card access but installing them on the main entry doors can greatly improve security.**

### **Outside User Groups:**

An employee of the school and / or custodian should be on site to let user groups into the building and secure it after the groups leave. If an outside user group has a representative who is deemed responsible for opening and closing the school, then an orientation shall be given to that person.

The orientation will include safety parameters of the premises such as the location of the nearest exits and fire evacuation procedures. This representative may be given an access card, if the school is so equipped, that would allow access at specific times only.

**Access cards are superior to the use of key where access is not usually restricted.**

**For example: An access card given to an outside user group could be limited to the gymnasium at a specific time such as between 5 pm and 9 pm on Thursdays only and ending at a pre-set date. They could not get access at any other time and if the card is lost or not returned it can be cancelled on the system.**

**A number of the school divisions have already installed or plan to implement the use of key swipe fobs to improve the security on the main access doors to the schools.**

- 2.03 **Protected windows in high value rooms** – 49% of the surveys indicated that these rooms with a lot of high value equipment do not have bars or screens of accessible windows.
- 2.05 **Roof lighting** – 26% indicated that accessible roof areas were not lighted adequately enough to deter youths from climbing on the roofs.
- 2.07 **Room blinds not closed at night** – 49% reported that they do not close curtains or blinds at night in accessible classrooms. This is a decision that each school has to make based on the amount and value of equipment and valuables in the classrooms.
- 2.08 **Written policy for restricted outsider access** – 30% reported that they do not have a written policy in regards to this item.

### **Alarms:**

**The vast majority of schools have security alarm systems (only 2% reported no alarms) however many systems are old and obsolete.**

These old systems cannot be expanded to allow for additional detectors to be added and in many situations, parts are not readily available. These old systems often have all the detectors on one loop which makes it very difficult to find a faulty unit in the event of a problem.

**72% of schools with alarm systems reported needing more discussion about meeting the security guidelines for alarm systems.**

- 3.01 (a) **Expandable alarms** – 21% reported that their alarm panels were not expandable to allow the addition of more detectors. This number is probably lower than reported as many have later tried to add more units such as a water sensor or more motion detectors and found that it was not possible. The alarm company has reported a number of school divisions have subsequently ordered up graded systems.
- (b) **Cell phone back up or secondary phone line** – 34% reported that they did not have the means to allow a second path of communication for their alarm systems as required by code. This is an important feature to ensure that an alarm is received by the monitoring station in the event that the phone line is cut.
- 3.02 **Unique alarm passwords for each person** – 27% reported that they did not have unique passwords. This presents a serious security problem as it is impossible to trace who turned off the alarms or if some unauthorized person accessed the code.
- 3.03 (b) **All vulnerable rooms protected by 2 sensors** – 59% reported they do not have 2 sensors although most have 1 sensor.
- 3.04 **Water sensors / low temperature alarms** – 28% reported that they did not have these alarms. These are very important to reduce damages resulting from water leaks and /or heat failures that could cause frozen pipes. Some schools have since requested the installation of these alarms however some found that their alarm panels could not be expanded enough to add these sensors. (See 3.01 (a)).
- 3.05 **Fire alarm connected to the security alarms** – 44% reported that their systems did not have this back up feature. This is standard feature on new systems so this is an indication that many of the systems are quite old.
- 3.07 **Written response guidelines** – 27% reported they do not have a written guide
- 3.08 **Log of monthly alarm tests** – 42% reported they do not record monthly tests.

#### **Cameras:**

This is an area that indicates the largest need for improvement with **46% of the schools reporting that they have no cameras**. At the same time, this is an area that is now receiving great attention by many divisions. As camera systems are now digital based and have come down in price, their IT departments are developing cameras systems and recording packages that are providing greatly enhanced coverage.

While it may not be necessary to install cameras in all schools, we feel that it is a very important tool for deterrence and identification of problem makers. It is our hope that all school divisions will install cameras in their high schools and consider cameras in their middle schools. Some divisions have already indicated that they will budget for camera systems.

**33.5%** of schools with camera systems reported needing improvements to meet the guidelines for cameras and recording systems.

**4.02 Camera quality adequate for evidence** – 17% reported that they needed upgrading to provide quality images.

**4.05 Log of daily camera tests** – 33% reported that they do not keep a log of tests. This testing is very easy and provides confirmation that the cameras are actually working when they are needed.

**The survey shows:**

**38.5% of Divisions have cameras in less than 36% of schools:**

**7 school divisions with cameras in only 0% - 17% of their schools**

**8 with cameras in only 20% - 36% of schools**

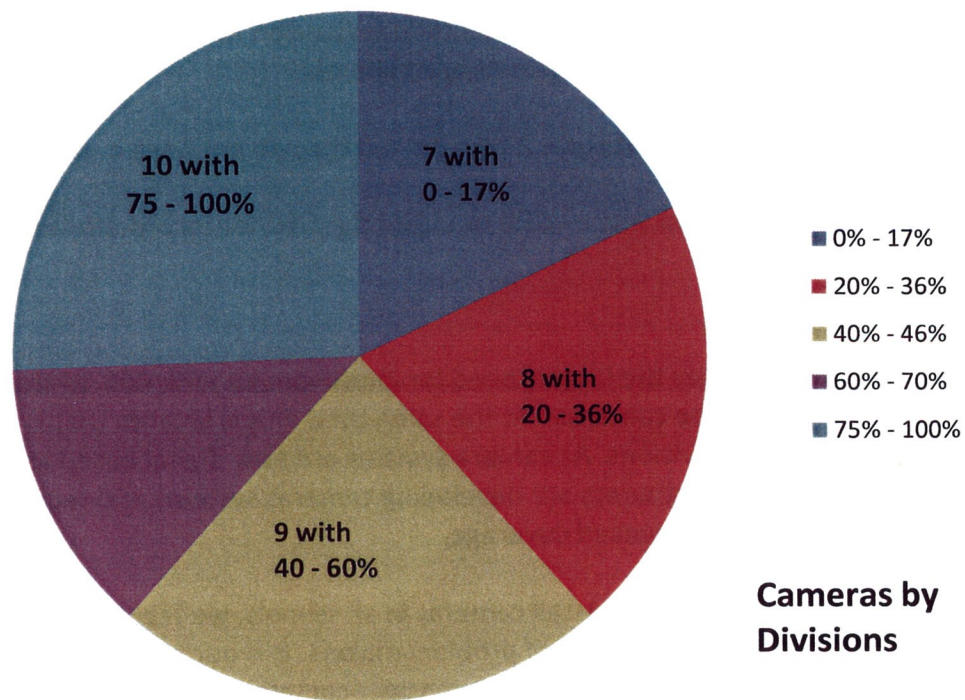
**23% of Divisions have cameras in 36% - 46% of schools**

**9 with cameras in only 40% - 46% of schools**

**38.5% of Division have cameras in more than 60% of schools**

**5 with cameras in 60% - 70% of schools and**

**10 with cameras in 75% - 100% of their schools.**



### **Policies:**

Most of the schools follow the standard policies for fire evacuation, lock down procedures, severe weather procedures and Workplace Health and Safety requirements. There were a few policies that need some attention:

- 5.04 **Summary of emergency plans for substitute teachers, contractors and visitors** – 39% reported that they do not have a summary to give out.
- 5.05 **Training log to verify that regular staff, substitute teachers and contractors have received training on emergency plans** – **68% reported that they do not keep a log to confirm training.** This is an important process to ensure all are trained. This was recently evidenced in a school lock down where contractors continued to enter and leave the school with no regard to the lock down.
- 5.07 **Contract on file with duties and responsibilities for contract businesses operating in schools** – 35% reported that they had no contract for these operations.
- 5.09 = **Written record of monthly inspections of security and safety components** – 45% reported that they do not keep a written record. This record could be very valuable to prove due diligence in the event of a serious incident.

### **Summary:**

The surveys have given us a good indication of the level of security in Manitoba Schools and have highlighted areas for improvement that can be discussed with the school divisions.

The unanticipated benefit of this survey is that many schools have taken immediate steps to upgrade and improve their security measures without waiting for results.

The simply process of presenting standard security guidelines and having the schools do a self-assessment of how they compare has given many the motivation to upgrade their systems and perhaps even the backing to obtain funding for upgrades.

The report from various schools should help each division make decisions on their security preparedness level.



# 20K3 School Space Utilization

December 6, 2012

## Appendix B

Division: Brandon\_\_\_\_\_

School: École Harrison\_\_\_\_\_

Grades: K-8 (FI)\_\_\_\_\_

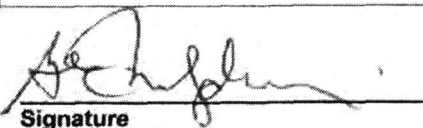
Room No.	Use of rooms on floor plan	% of Time
1	Gr. 7/8 (20 students)	100
2	Gr. 8 (22 students)	100
3	Gr. 7 (18 students)	100
4	Gr. 5/6 (23 students)	100
5	Gr. 4 (23 students)	100
6	Gr. 4/5 (24 students)	100
7	HALEP; Y Before & After School	50
8	Gr. 6 (21 students)	100
9	Gr. 3 (23 students)	100
10	Gr. 3 (21 students)	100
11	Gr. 2 (18 students)	100
12	Gr. 2 (18 students)	100
13	Gr. 1 (24 students)	100
14	Gr. 1 (24 students)	100
15	K (50%) (20 students) and (22 students)	100
Library	Library	100
Music	Music	100
Shop	Industrial Arts (woodworking)	100

### NOTES:

1. Number of new classrooms requested \_\_\_\_\_ 1
2. Number of new portables requested in lieu of new classrooms \_\_\_\_\_ 0
3. Existing space to be renovated \_\_\_\_\_ 0
4. Show location of new classrooms/portables/renovations required on school floor plan.
5. Please attach school floor plan with room numbers.

### COMMENTS:

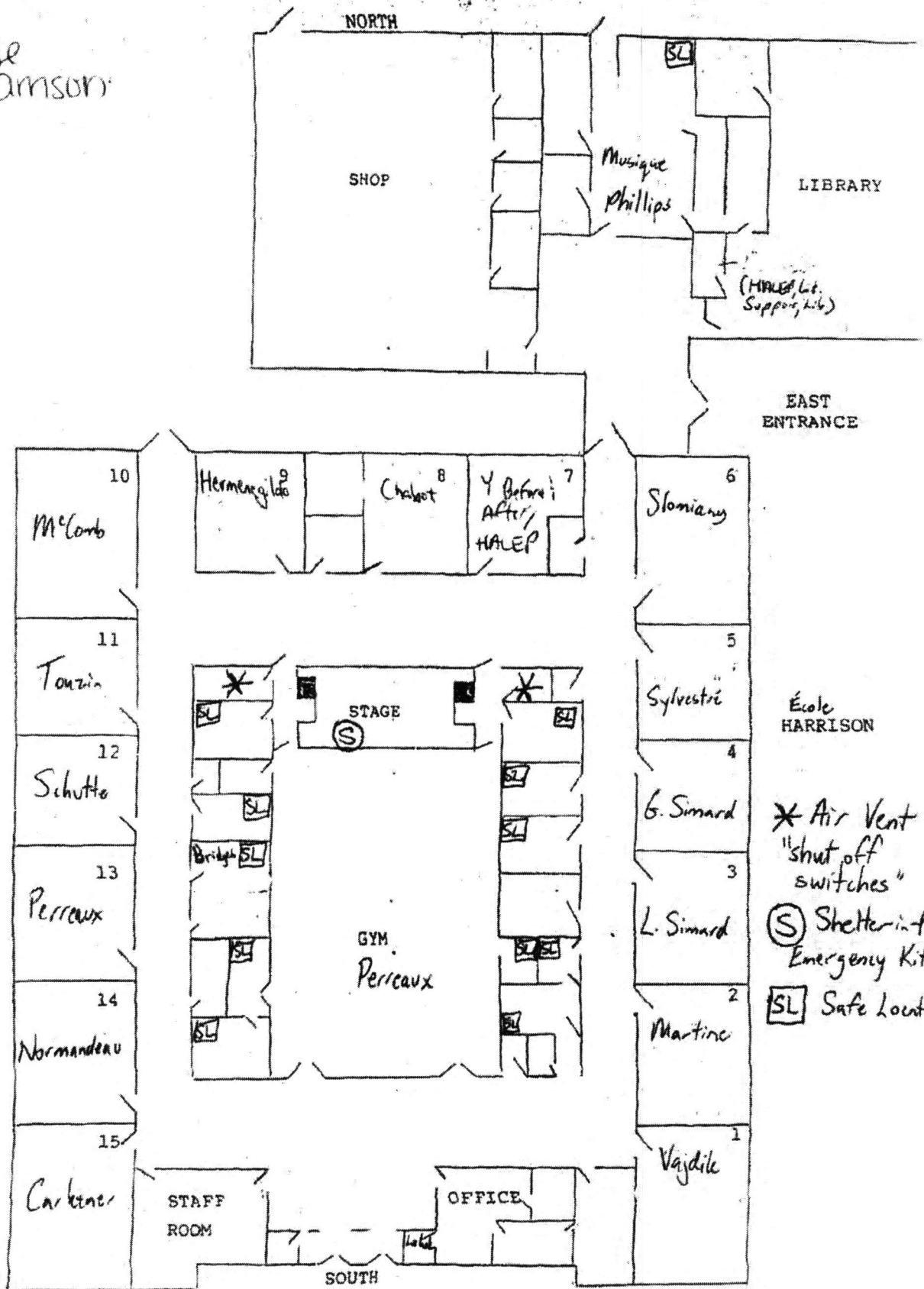
Our current projections, indicate that if we continue enrollment management at Kindergarten entry, and delay full implementation of 20K3 at the Grade 2 and 3 through 2012-14 and 2014-15, the facility capacity is adequate to meet programming needs without any additional capital investment.

  
Signature

Associate Superintendent \_\_\_\_\_  
Title

December 14, 2012 \_\_\_\_\_  
Date

École  
Harrison



# 20K3 School Space Utilization

December 6, 2012

Division: Brandon\_\_\_\_\_

School: George Fitton School\_\_\_\_\_

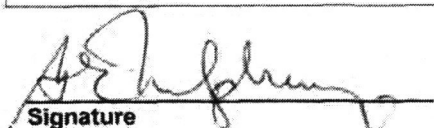
Grades: K-8 (EN)\_\_\_\_\_

Room No.	Use of rooms on floor plan	% of Time
1	Gr. 8 (22 students)	100
2	Gr. 8 (22 students)	100
3	Gr. 7 (22 students)	100
4	Gr. 7 (22 students)	100
5	Gr. 7/8 (20 students)	100
6	Gr. 6 (22 students)	100
7	Gr. 5 (25 students)	100
8	Gr. 5 (26 students)	100
9	Gr. 4 (25 students)	100
10	Gr. 4 (26 students)	100
11	Gr. 6 (21 students)	100
12	Gr. 2 (22 students)	100
13	Staffroom	100
14	Gr. 3 (23 students)	100
15	Gr. 3 (24 students)	100
16	Gr. 2/3 (23 students)	100
17	Library	100
18	Music	100
19	Gr. 1 (18 students)	100

## NOTES:

1. Number of new classrooms requested \_\_\_\_\_
2. Number of new portables requested in lieu of new classrooms \_\_\_\_\_
3. Existing space to be renovated \_\_\_\_\_
4. Show location of new classrooms/portables/renovations required on school floor plan.
5. Please attach school floor plan with room numbers.

## COMMENTS:

  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





# 20K3 School Space Utilization

December 6, 2012

Division: Brandon\_\_\_\_\_

School: Meadows School\_\_\_\_\_

Grades: K-8 (EN)\_\_\_\_\_

Room No.	Use of rooms on floor plan		% of Time
1	K (50%)	(20 students) (21 students)	100
2	Gr. 2	(16 students)	100
3	Gr. 1	(20 students)	100
4	Gr. 1	(18 students)	100
5	Gr. 3	(20 students)	100
6	Gr. 1	(19 students)	100
7	Gr. 5	(20 students)	100
8	Gr. 2	(16 students)	100
9	Gr. 5	(21 students)	100
10	Gr. 6	(21 students)	100
11	Gr. 4	(21 students)	100
12	Gr. 6	(21 students)	100
13	Gr. 2	(16 students)	100
14	Gr. 4	(23 students)	100
15	Gr. 7/8	(21 students)	100
16	Gr. 3	(21 students)	100
17	Gr. 7/8	(21 students)	100
18	Gr. 5	(21 students)	100
19	Gr. 7/8	(21 students)	100

## NOTES:

1. Number of new classrooms requested \_\_\_\_\_
2. Number of new portables requested in lieu of new classrooms \_\_\_\_\_
3. Existing space to be renovated \_\_\_\_\_
4. Show location of new classrooms/portables/renovations required on school floor plan. \_\_\_\_\_
5. Please attach school floor plan with room numbers. \_\_\_\_\_

## COMMENTS:

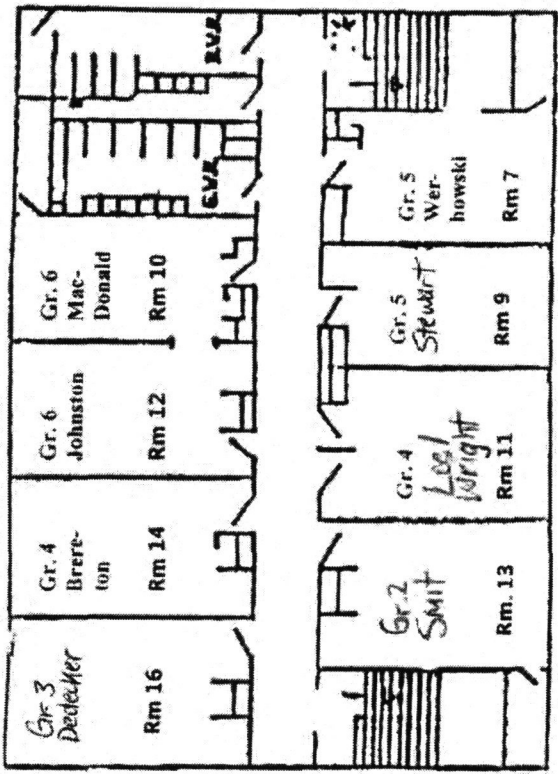
*[Signature]*  
Signature

*Associate Superintendent*  
Title

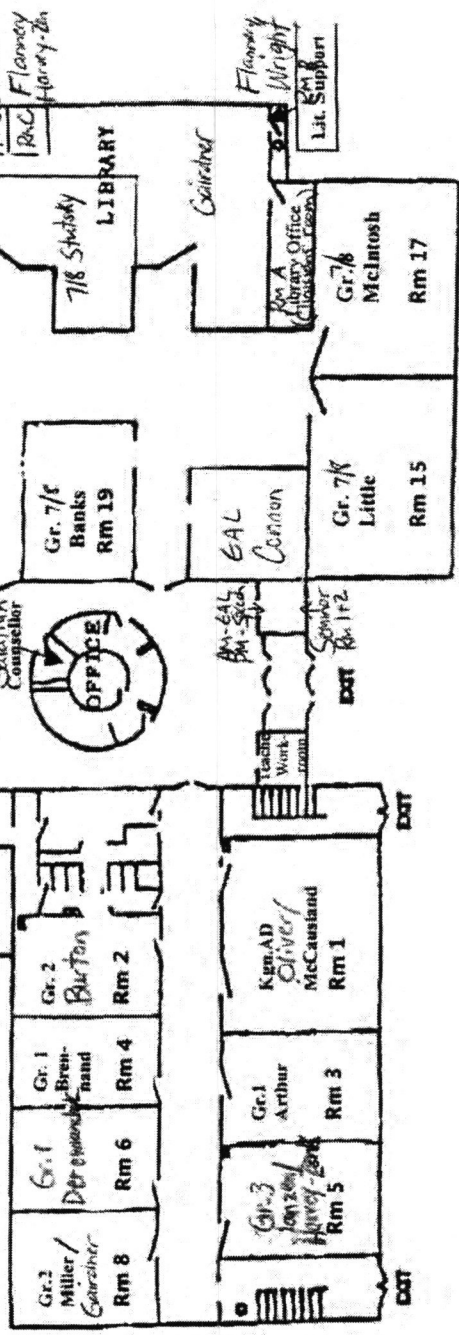
*Dec 14/2012*  
Date



UP FLOOR



MAIN FLOOR



SCHOOL MAP

# 20K3 School Space Utilization

December 6, 2012

Division: Brandon \_\_\_\_\_

School: King George \_\_\_\_\_

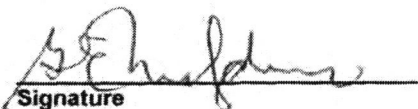
Grades: K-8 (EN) \_\_\_\_\_

Room No.	Use of rooms on floor plan	% of Time
1	Counsellor	100
2	Gr. 7 (23 students)	100
3	Gr. 7 (24 students)	100
4	Gr. 5/6 (23 students)	100
5	Gr. 5/6 (23 students)	100
6	EAL	50
7	Gr. 8 (19 students)	100
8	EAL	100
9	Gr. 8 (19 students)	100
Science Lab	Science	-
Music	Music	100
Gym	Gym	100
A	K (50%) (24 students)	100
B	Gr. 3/4 (23 students)	100
C	Gr. 3/4 (22 students)	100
D	Gr. 1/2 (21 students)	100
E	Gr. 1/2 (21 students)	100
F	Literacy Support	100
G	Gr. 2.3 (20 students)	100

## NOTES:

1. Number of new classrooms requested \_\_\_\_\_
2. Number of new portables requested in lieu of new classrooms \_\_\_\_\_
3. Existing space to be renovated \_\_\_\_\_
4. Show location of new classrooms/portables/renovations required on school floor plan.
5. Please attach school floor plan with room numbers.

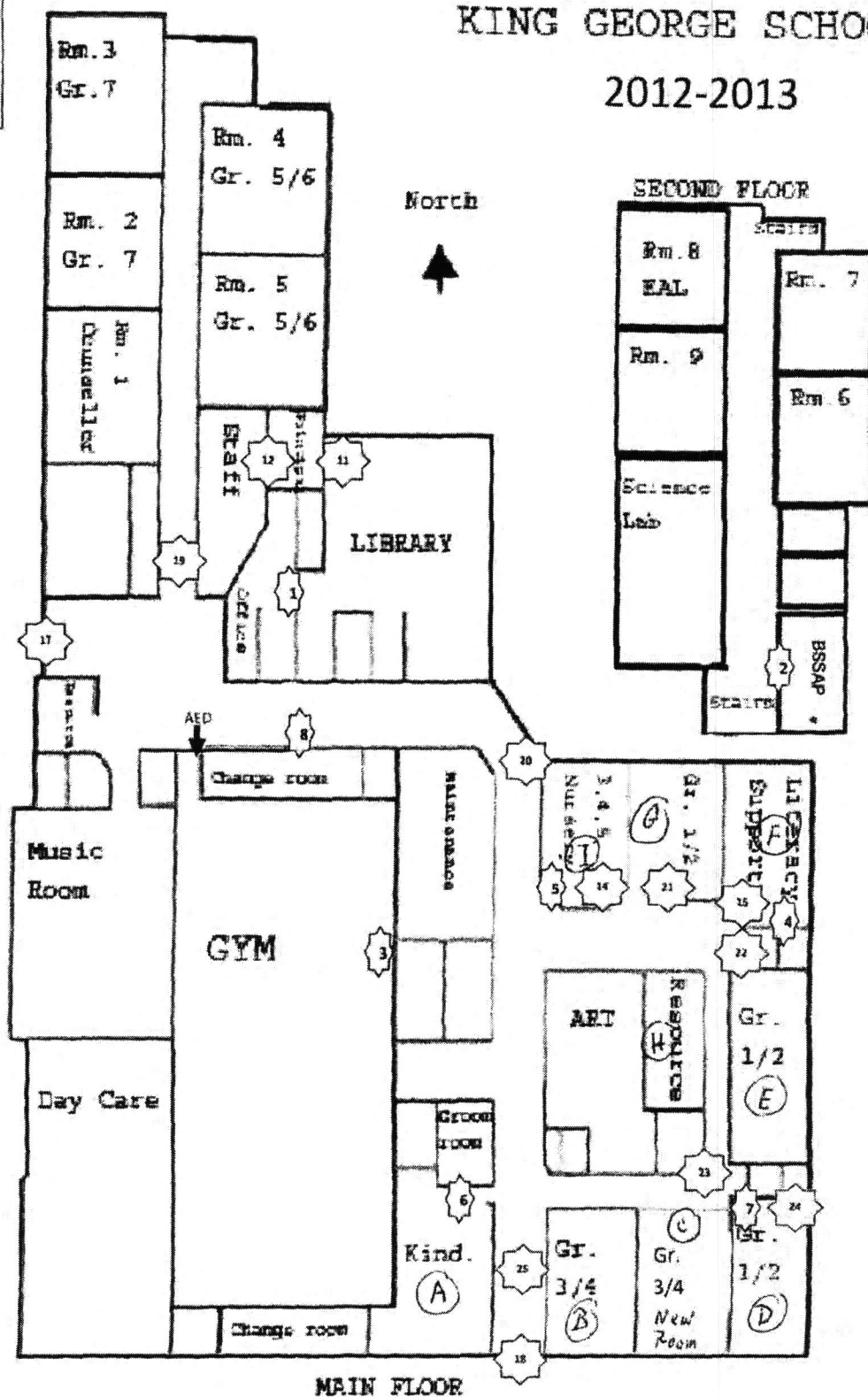
## COMMENTS:

  
Signature

Associate Superintendent \_\_\_\_\_  
Title

December 14, 2012 \_\_\_\_\_  
Date





# 20K3 School Space Utilization

December 6, 2012

Division: Brandon \_\_\_\_\_

School: Riverview \_\_\_\_\_

Grades: K-6 (EN) \_\_\_\_\_

Room No.	Use of rooms on floor plan	% of Time
1	Pre-school speech program	100
2	Riverview Early Learners Pre-School	60
3	Literacy Support	100
4	EAL	100
5	Gr. 1 (20 students)	100
6	Art Room	-
7	Gr. 1/2 (22 students)	100
8	Divisional SLP workspace	100
9	EAL	50
10	Gr. 5/6 (19 students)	100
11	Music	100
12	Gr. 3/4 (23 students)	100
13	Gr. 2/3 (23 students)	100
14	Gr. 6 (20 students)	100
15	Gr. 4/5 (23 students)	100
16	K (100%) (21 students)	100
17	Library	100
18	K (100%) (21 students)	100

## NOTES:

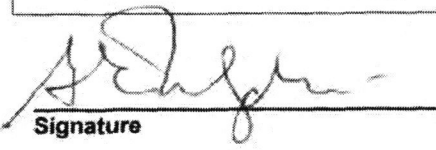
1. Number of new classrooms requested \_\_\_\_\_
2. Number of new portables requested in lieu of new classrooms \_\_\_\_\_
3. Existing space to be renovated \_\_\_\_\_
4. Show location of new classrooms/portables/renovations required on school floor plan.
5. Please attach school floor plan with room numbers.

1-3

## COMMENTS:

Rooms 1, 6, 8, and 9 could be re-tasked to meet immediate growth projections

Additional space (3 classrooms), in addition to a new gymnasium, WILL BE REQUIRED to expand to a K-8 school.

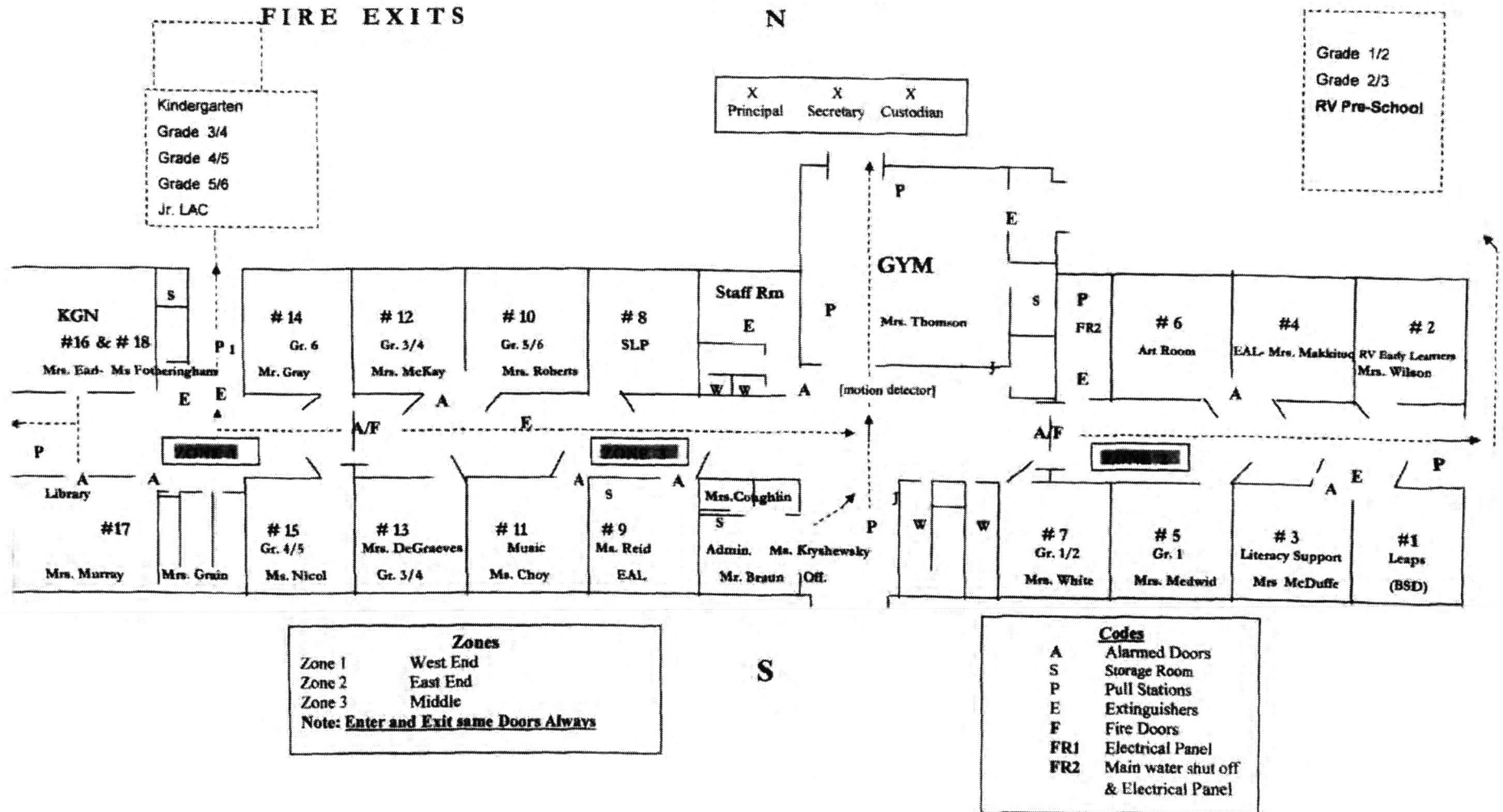
  
Signature

Associate Superintendent \_\_\_\_\_  
Title

December 14, 2012 \_\_\_\_\_

Date

# RIVERVIEW SCHOOL



# 20K3 School Space Utilization

December 6, 2012

Division: Brandon \_\_\_\_\_

School: École New Era \_\_\_\_\_

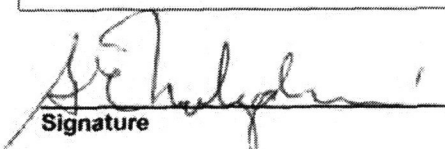
Grades: K-8 (EN) K-8 (FI)

Room No.	Use of rooms on floor plan	% of Time
B1	Resource	100
B2	K (100%) (EN) (21 students)	100
B3	K (100%) (EN) (21 students)	100
B4	Gr. 1 (EN) (18 students)	100
B5	Gr. 2 (EN) (20 students)	100
B6	Gr. 1 (EN) (17 students)	100
M1	Gr. 1 (FI) (19 students)	100
M2	Gr. 1/2 (FI) (18 students)	100
M3	Literacy Support	100
M4	Gr. 2 (FI) (18 students)	100
M5	Gr. 1/2 (EN) (18 students)	100
M6	YMCA Early Learning Centre	100
M7	K (50%) (FI) (17 students) (16 students)	100
M8	Gr. 1 (FI) (17 students)	100
T2	Gr. 3/4 (EN) (21 students)	100
T3	Gr. 3/4 (FI) (19 students)	100
T4	Gr. 3/4 (FI) (19 students)	100
T6	EAL Reception Centre/Library	100
T7	Gr. 3/4 (EN) (19 students)	100

## NOTES:

1. Number of new classrooms requested \_\_\_\_\_
2. Number of new portables requested in lieu of new classrooms \_\_\_\_\_
3. Existing space to be renovated \_\_\_\_\_
4. Show location of new classrooms/portables/renovations required on school floor plan.
5. Please attach school floor plan with room numbers.

## COMMENTS:

  
Signature

Associate Superintendent \_\_\_\_\_  
Title

December 14, 2012 \_\_\_\_\_  
Date

# 20K3 School Space Utilization

December 6, 2012

Division: Brandon \_\_\_\_\_

School: École New Era \_\_\_\_\_

Grades: K-8 (EN) K-8 (FI)

Room No.	Use of rooms on floor plan	% of Time
11	Staff Room	100
12	BSSAP / CSPI / Bkfst & Lunch Program	100
13	Early Years EAL/RR/Literacy Support	-
14	Divisional EAL Language Intervention Program	100
15	Gr. 3/4 (EN) (19 students)	100
16	EAL	100
Gym	Gym	100
21	Music	100
22	Gr. 7/8 (EN) (25 students)	100
23	Gr. 7/8 (FI) (16 students)	100
24	Gr. 7/8 (EN) (23 students)	100
25	Gr. 7/8 (EN) (21 students)	100
26	Gr. 5 (EN) (25 students)	100
27	Gr. 5/6 (FI) (21 students)	100
28	Gr. 5/6 (EN) (19 students)	100
29	Gr. 5/6 (EN) (21 students)	100

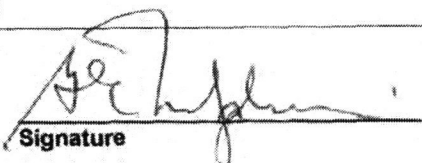
## NOTES:

6. Number of new classrooms requested \_\_\_\_\_ 5 \_\_\_\_\_
7. Number of new portables requested in lieu of new classrooms \_\_\_\_\_ (2) \_\_\_\_\_
8. Existing space to be renovated \_\_\_\_\_
9. Show location of new classrooms/portables/renovations required on school floor plan. \_\_\_\_\_
10. Please attach school floor plan with room numbers. \_\_\_\_\_

## COMMENTS:

Two (2) portable classroom were installed for September 2012.

A new facility utilization plan, including catchment changes, is currently being implemented to operate within the current facility capacity.

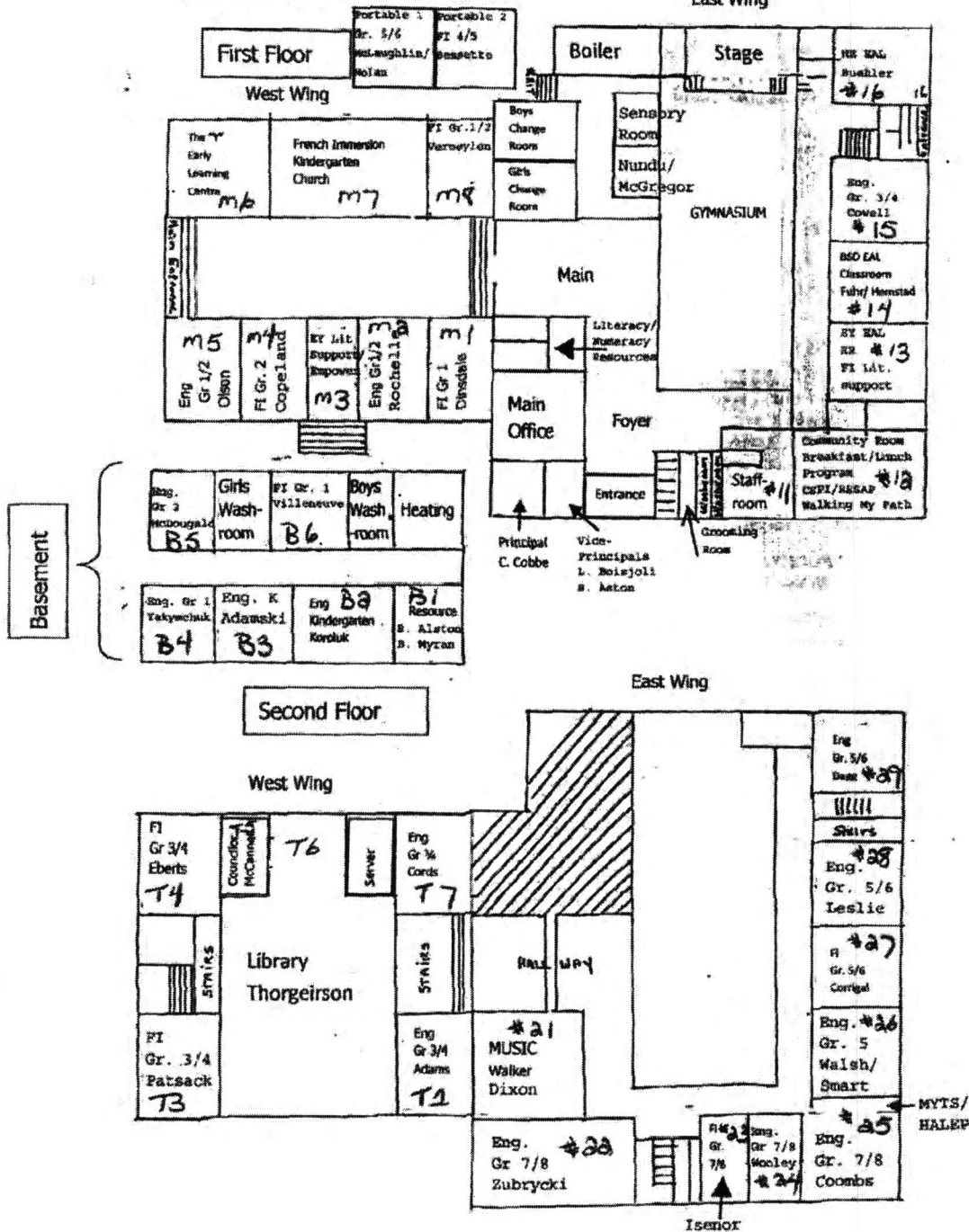
  
Signature

Associate Superintendent \_\_\_\_\_  
Title

December 14, 2012 \_\_\_\_\_  
Date

2012/2013

# École New Era School



# 20K3 School Space Utilization

December 6, 2012

Division: Brandon \_\_\_\_\_

School: Earl Oxford \_\_\_\_\_

Grades: K-8 (EN) \_\_\_\_\_

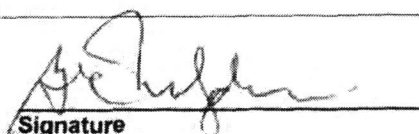
Room No.	Use of rooms on floor plan	% of Time
1	Gr. 8 (24 students)	100
2	Gr. 8 (24 students)	100
3	Gr. 7 (18 students)	100
4	Gr. 8 (21 students)	100
5	Gr. 7 (21 students)	100
6		-
7	French	50
8	Music/Band	100
9	Conference Room (not classroom size)	-
10	Gr. 6 (19 students)	100
11	Gr. 5 (18 students)	100
12	Gr. 4 (27 students)	100
13	Gr. 2 (21 students)	100
14	K (50%) (20 students)	100
15	Gr. 1 (20 students)	100
16	Gr. 3 (24 students)	100
IA	Woodworking	100
H. Ec.	Home Economics x2 (Foods Lab) (Sewing Lab)	100
Band	Band	100

## NOTES:

1. Number of new classrooms requested \_\_\_\_\_ 2
2. Number of new portables requested in lieu of new classrooms \_\_\_\_\_ 2
3. Existing space to be renovated \_\_\_\_\_
4. Show location of new classrooms/portables/renovations required on school floor plan.
5. Please attach school floor plan with room numbers.

## COMMENTS:

Reconfiguration of the facility's use in tandem with Ecole New Era and Riverheights is anticipated to allow Earl Oxford to function within capacity until 2014. At that time, pending enrollment growth, two (2) portables may be necessary.

  
Signature

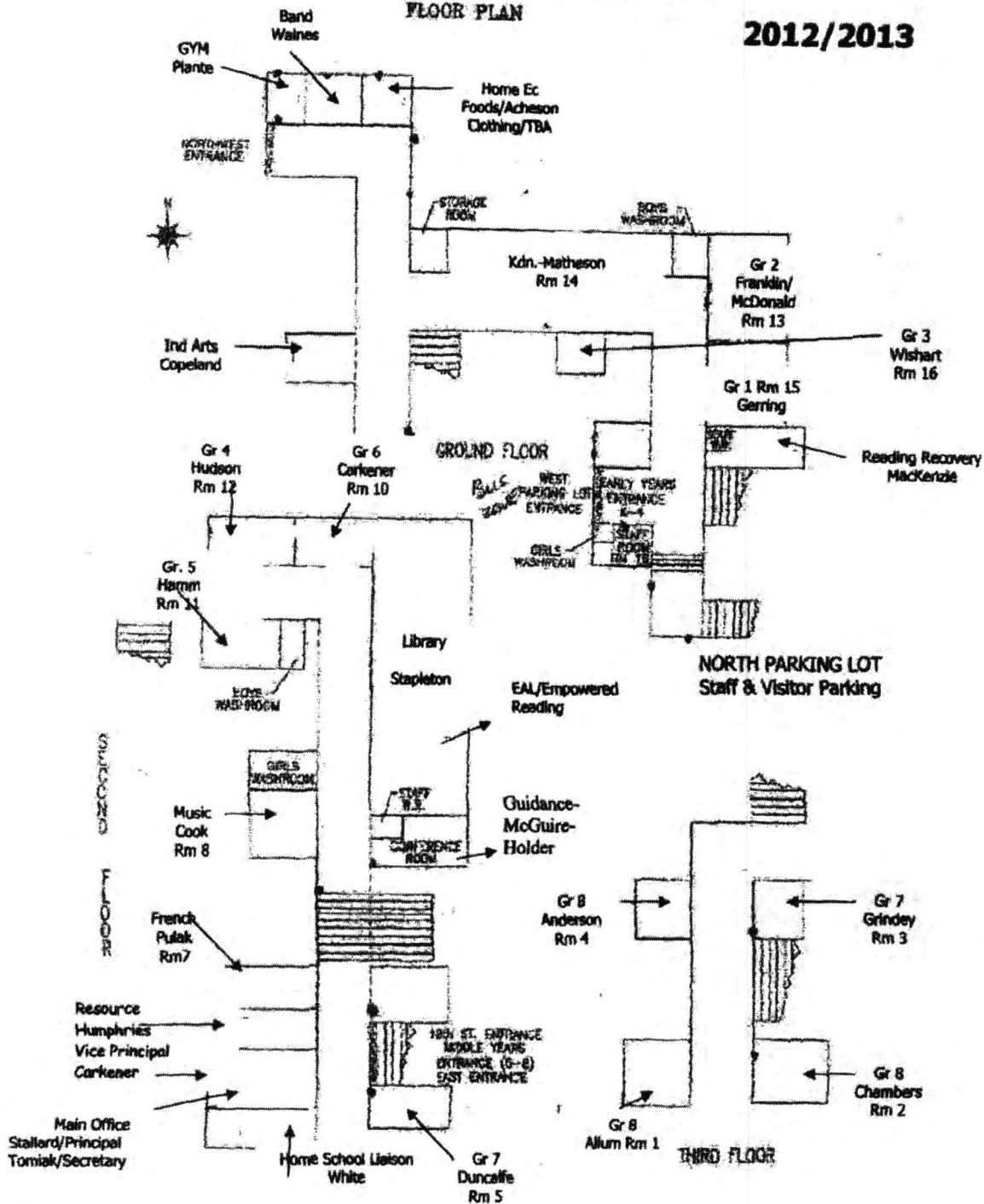
Associate Superintendent \_\_\_\_\_  
Title

December 14, 2012 \_\_\_\_\_  
Date

①

# EARL OXFORD SCHOOL FLOOR PLAN

2012/2013



## 20K3 School Space Utilization

December 6, 2012

Division: Brandon \_\_\_\_\_

School: Waverly Park \_\_\_\_\_

Grades: K-8 (EN) \_\_\_\_\_

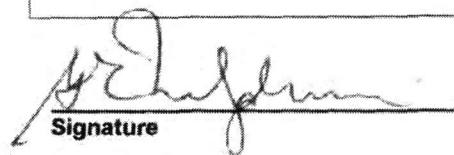
Room No.	Use of rooms on floor plan	% of Time
1	Gr. 3 (19 students)	100
2	Gr. 1 (21 students)	100
3	Gr. 4 (24 students)	100
4	Gr. 7/8 / Band / Y Before & After School	100
5	Gr. 4 (23 students)	100
6	Gr. 1 (21 students)	100
7	Gr. 3 (18 students)	100
8	Gr. 5 (26 students)	100
9	Gr. 5 (22 students)	100
10	Gr. 6 (20 students)	100
11	Gr. 7/EAL (23 students)	100
12	Gr. 7 (22 students)	100
13	Gr. 8 (22 students)	100
14	Gr. 8 (22 students)	100
15	Gr. 2 (17 students)	100
16	Gr. 2 (17 students)	100
Lib	Gr. 2 (16 students)	100
Lib B	Gr. 6 (20 students)	100

### NOTES:

1. Number of new classrooms requested \_\_\_\_\_ 2
2. Number of new portables requested in lieu of new classrooms \_\_\_\_\_ 2
3. Existing space to be renovated \_\_\_\_\_
4. Show location of new classrooms/portables/renovations required on school floor plan.
5. Please attach school floor plan with room numbers.

### COMMENTS:

Existing space is at/exceeds full utilization. Two (2) portables are required.

  
Signature

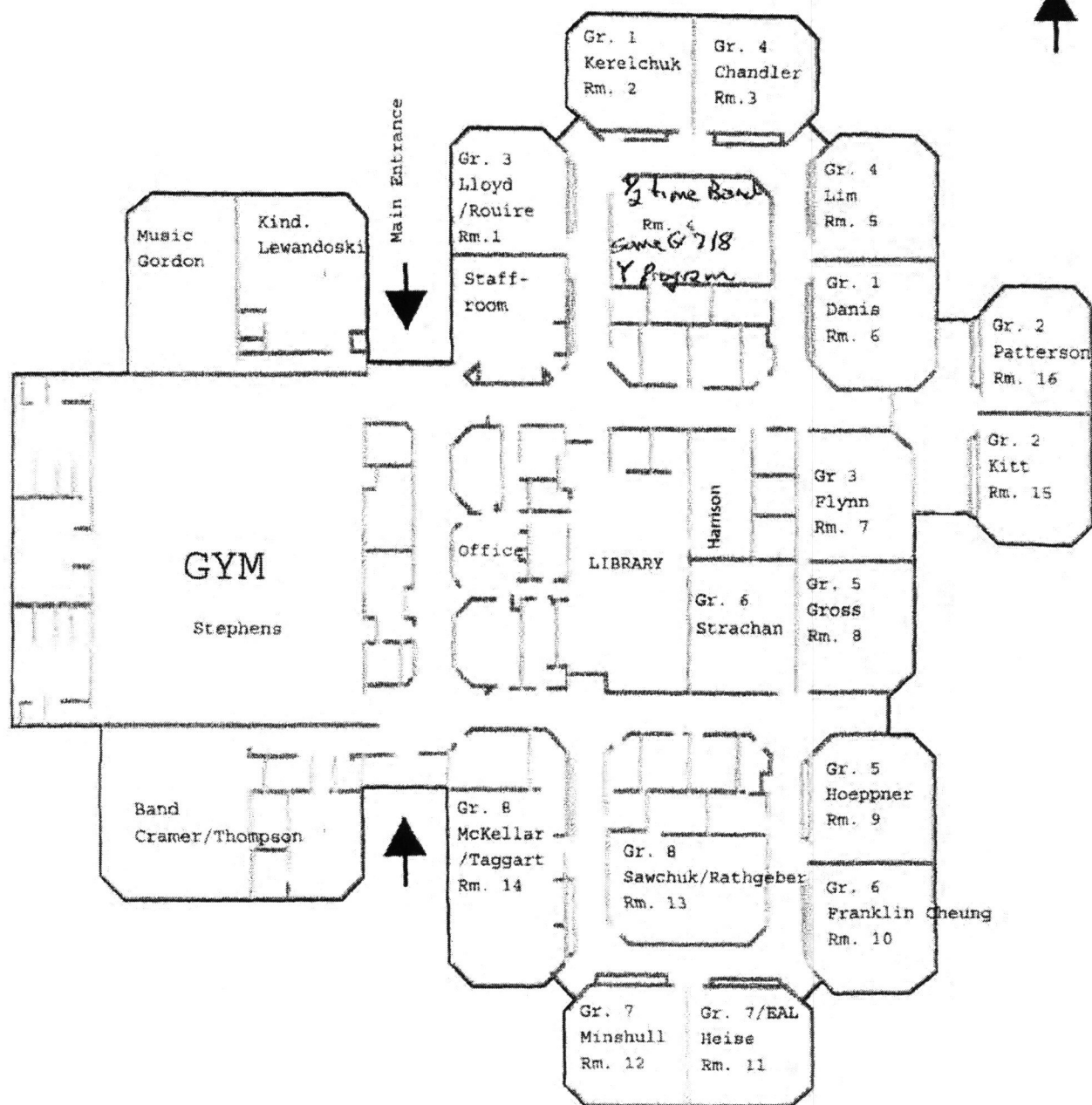
Associate Superintendent \_\_\_\_\_  
Title

December 14, 2012 \_\_\_\_\_  
Date

# WAVERLY PARK SCHOOL

2012/2013

North



# 20K3 School Space Utilization

December 6, 2012

Division: Brandon \_\_\_\_\_

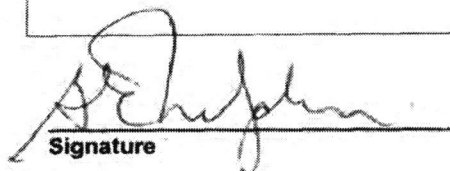
School: O'Kelly \_\_\_\_\_ Grades: K-4 (FI) K-8 (EN)

Room No.	Use of rooms on floor plan	% of Time
1& 2	Library & Computer Room	100
3	Breakfast Program	-
4	Photocopy/Storage	-
5	Gr. 1/2 (EN) (16 students)	100
6	Gr. 1 (EN) (17 students)	100
7	K (50%) (FI) (11 students)	50
8	K (50%) (EN) (13 students) (16 students)	100
9	Gr. 1/2 (FI) (13 students)	100
10	Gr. 2 (EN) (16 students)	100
Gym	Gym	100
14	Staff Room	-
15	Gr. 4 (EN) (23 students)	100
16	Resource	100
17	Gr. 3 (EN) (24 students)	100
18	Gr. 7/8 (EN) (24 students)	100
19	Music	100
20	Gr. 5 (EN) (23 students)	100
21	Reading Recovery	100
22	Gr. 3/4 (FI) (10 students)	100

## NOTES:

1. Number of new classrooms requested \_\_\_\_\_
2. Number of new portables requested in lieu of new classrooms \_\_\_\_\_
3. Existing space to be renovated \_\_\_\_\_
4. Show location of new classrooms/portables/renovations required on school floor plan.
5. Please attach school floor plan with room numbers.

## COMMENTS:

  
Signature

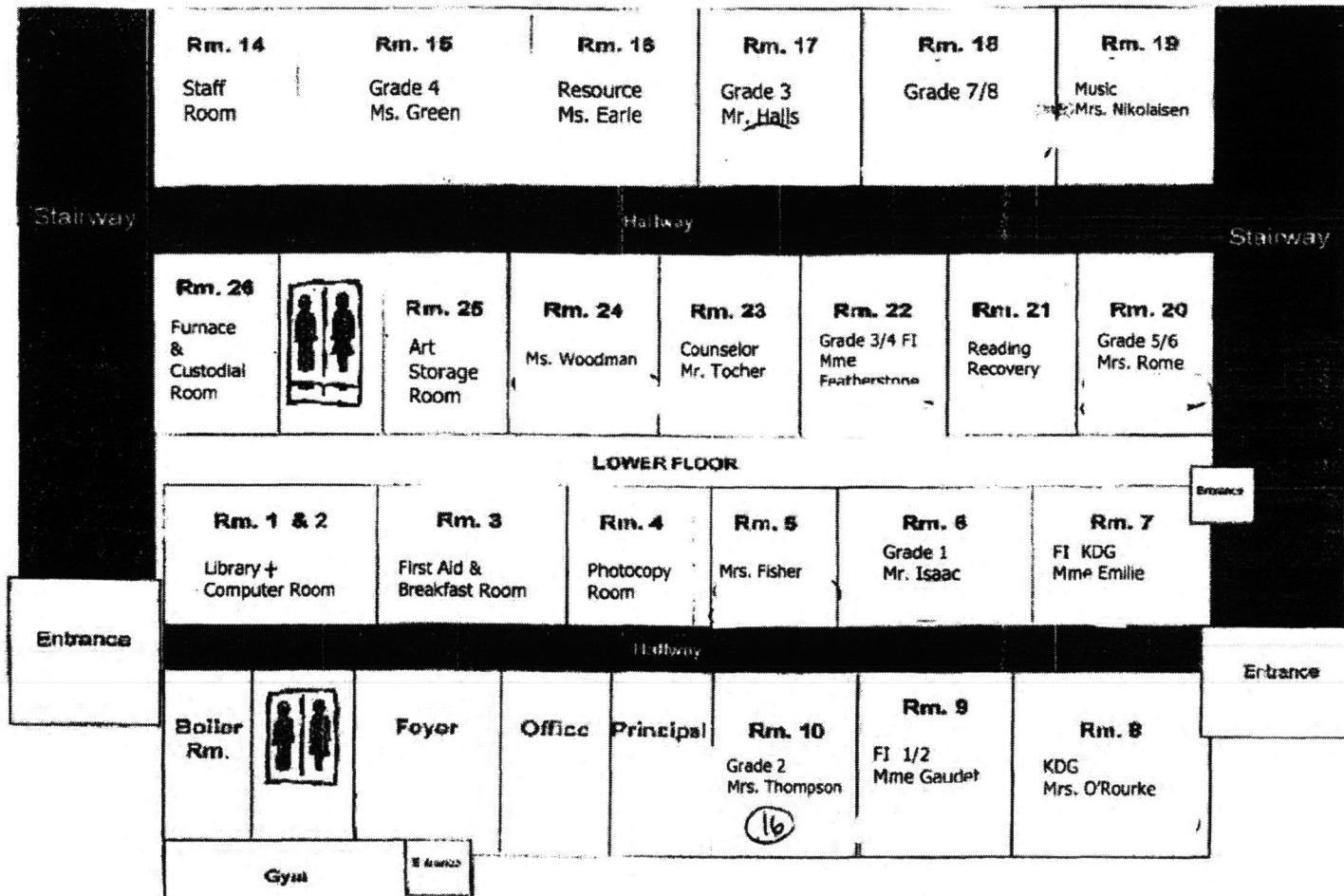
Associate Superintendent \_\_\_\_\_  
Title

December 14, 2012 \_\_\_\_\_  
Date



# 201 /201 – O'Kelly School/Ecole O'Kelly

## UPPER FLOOR



# 20K3 School Space Utilization

December 6, 2012

Division: Brandon \_\_\_\_\_

School: Betty Gibson (open area) \_\_\_\_\_

Grades: K-7 (EN)  
(K-8 2013-14) \_\_\_\_\_

Room No.	Use of rooms on floor plan	% of Time
Battersby	K (100%) (18 students)	100
Ramsey	K (100%) (19 students)	100
Tucker	Gr. 1/2 (19 students)	100
Ginn/Hamm	Gr. 1/2 (18 students)	100
McDermid	Gr. 1/2 (20 students)	100
Serruys	Gr. 3/4 (25 students)	100
Stewart	Gr. 3/4 (25 students)	100
Music	Music	100
Sambrook	Gr. 2/3 (24 students)	100
Adam/Town	Gr. 4/5 (24 students)	100
Dempsey	Gr. 5/6 (22 students)	100
Hainstock	Gr. 6/7 (20 students)	100
Sviestrup	Gr. 5/6 (21 students)	100
McDonald	Gr. 6/7 (21 students)	100
Lunch/Bkfst		100
Gym	Gym	100
Multi-Purpose		-

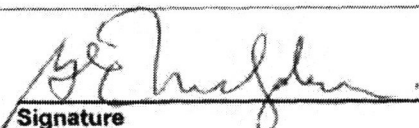
## NOTES:

1. Number of new classrooms requested \_\_\_\_\_ 5 \_\_\_\_\_
2. Number of new portables requested in lieu of new classrooms \_\_\_\_\_
3. Existing space to be renovated \_\_\_\_\_
4. Show location of new classrooms/portables/renovations required on school floor plan.
5. Please attach school floor plan with room numbers.

## COMMENTS:

Information WAS NOT REQUESTED in the December 7, 2012 request, however enrollments have accelerated the facility needs requested in our fall 20K3 submission. Additional classrooms were requested in our 5 Year Capital Plan submission. The Multi-Purpose Room must be renovated to accommodate our Music program as the old Music Room will be converted to a Grade 8 classroom.

This facility also DOES NOT HAVE a science room for the middle years program.

  
Signature

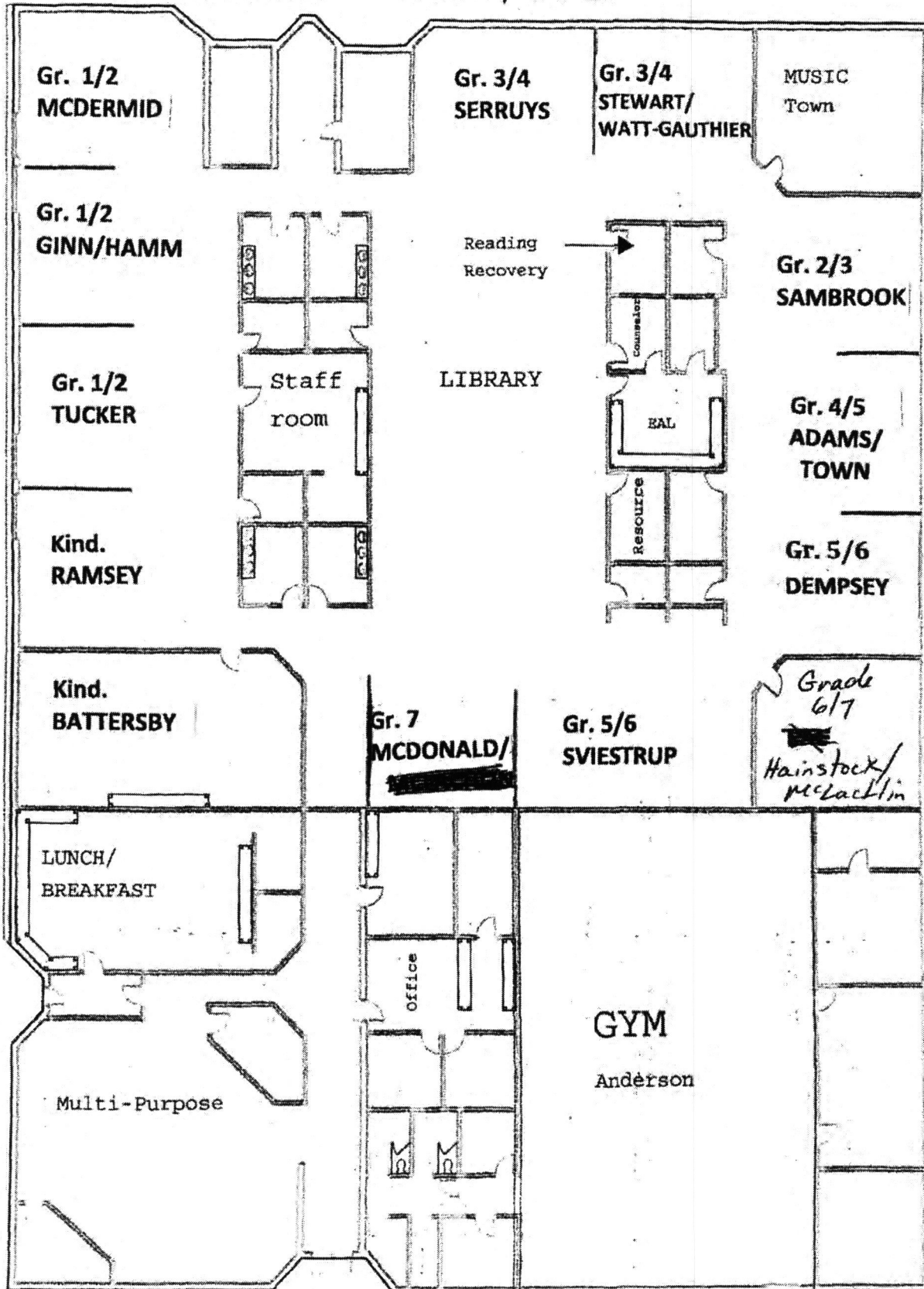
Associate Superintendent \_\_\_\_\_  
Title

December 14, 2012 \_\_\_\_\_  
Date

BETTY GIBSON

2012/2013

North  
Van Horne Avenue



West