



"Accepting the Challenge"

Facilities/Transportation Committee Minutes

Wednesday, October 12, 2011 – 1:30 p.m.
Board Room, Administration Office

Present: D. Karnes, Chairperson, M. Sefton, M. Snelling, P. Bowslaugh
(Alternate),
M. Clark, R. Harkness Dr. D. Michaels, G. Barnes,

Guests: Bruce Miles, Brandon Catholic School Board Facilities Committee
and Betty Howell, Principal, St. Augustine School.

1. CALL TO ORDER:

D. Karnes, Chairperson, called the meeting to order at 1:30 p.m.

2. APPROVAL OF AGENDA

Trustee Karnes requested that a taxpayer inquiry regarding school bus transportation be added to the agenda. The agenda was approved as amended.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE MATTERS

a) Meeting with Brandon Catholic School Board's Facilities Committee

Bruce Miles, member of Brandon Catholic School Board's Facilities Committee, and Betty Howell, Principal, St. Augustine School were present and circulated a document outlining the building improvements undertaken by the Parish at St. Augustine School from 2004 to date and listing future projects being planned (Appendix "A"). Mrs. Howell and Mr. Miles spoke to the written report and responded to Trustee inquiries. The information was discussed noting that the Public Schools Finance Board provide no capital support for this school. Chairperson Karnes thanked the members of the Brandon Catholic School Board for the detailed report which outlined the significant improvements undertaken and future projects being planned for St. Augustine School and stated that the Board looks forward to continuing this successful partnership in providing educational services for students in our Division. Mr. Miles and Mrs. Howell exited the meeting at 2:00 p.m.

b) Playground Report Feedback

The Committee reviewed the correspondence received from Meadows, Valleyview and Earl Oxford Parent Councils regarding the August 2011 Playground Report. Administration advised the Committee that a meeting had been held with Perry Roque, Community Services Director, City of Brandon to review the Draft Community Use Agreement with amendments being made and forwarded to the City of Brandon for their review and consideration of an annual contribution of \$30,000 for 1/3 sharing of playground construction. It was also noted that a professional development session for school custodians on playground inspections to be presented by Keith Thomas, Risk Manager, Manitoba School Boards Association, is planned for October 21, 2011. The Committee continued to support the priority schedule included in the School Playground review with adjustments being made as required to cooperate with School Parent Council fundraising goals. It was agreed that a request to increase the playground improvement allocation from \$15,000 to \$30,000 be submitted for budget consideration. The Committee agreed a final recommendation to the Board regarding the Playground Review would be made upon approval of the Community Use Agreement with the City of Brandon and the Division budget.

c) 2012/2013 Proposed Budget Discussions

The Committee and Administration identified facility/transportation needs for budget consideration. The Committee discussed the items identified at length. It was noted that the heating system maintenance/repair budget for 2010/2011 had been over expended by approximately \$93,000 and that this item would again be increased by \$10,000 for on-going operations in the 2012/2013 budget preparation. The Committee agreed that the following be submitted as facility/transportation programming needs for consideration during the 2012/2013 Budget deliberations:

- | | |
|--|-----------|
| - Playground redevelopment increase | \$ 15,000 |
| - Additional in-city bus route | \$ 30,000 |
| - Revision of school custodial service formula | \$185,000 |

d) O'Kelly School Lease

Correspondence from R. W. Goodyear, Lieutenant-Colonel, Base Commander, DND Shilo was reviewed. The Committee agreed to recommend extension of the current lease to November 30, 2011 at which time the agreement to transfer O'Kelly School to the Division should be complete.

Recommendation:

That the lease of school property for O'Kelly School, DND Shilo with the Government of Canada, Minister of National Defence which was to expire March 31, 2011 be extended to November 30, 2011 with occupancy to continue on the same terms and conditions; subject to the approval of the Public Schools Finance Board.

e) Board of Reference Award

The Award By The Board of Reference regarding transfer of land to Rolling River School Division, as referred from September 12, 2011 Regular Board Meeting was considered. This matter was discussed at length noting the effect such land transfers were having on the Division boundaries over a period of time. The Committee agreed to take no further action on this matter at this time, but to continue to monitor the situation for the future.

f) Meadows School Elevator

Correspondence from the Public Schools Finance Board regarding the Meadows School elevator referred from the August 29, 2011 Regular Board Meeting was presented. The Secretary-Treasurer provided additional information regarding this matter. The matter was discussed. It was agreed that no further action was necessary as PSFB approval to undertake the design component of the project had now been received and was in progress with construction to follow at a yet to be determined time.

g) Capital Asset Plan

This item was deferred to the next Committee meeting.

h) School Bus Route – In City

Information on the requirement for an addition to in-city school transportation for the area between the CPR tracks and the Assiniboine River was circulated to the Committee. R. Harkness, Supervisor of Transportation, reviewed the correspondence noting the increase in the number of students requiring transportation from this area. The Committee was informed that the cost to provide this service for the remainder of the 2011/2012 school year would be approximately \$25,000 and further that the additional route would be required in future years at an estimated cost of \$30,000 annually. This matter was discussed. The Committee agreed to forward a recommendation to the Board to approve the 2011/2012 over-expenditure of \$25,000 and further that a programming needs request for permanent establishment of the bus route be forwarded for consideration during the 2012/2013 Budget deliberations.

Recommendation:

That the over-expenditure for additional school bus transportation of students from the North End Community Centre area for the remainder of the 2011/2012 school year in the approximate amount of \$25,000 be approved.

i) Taxpayer Inquiry

Trustee Karnes introduced an inquiry received from a taxpayer regarding special school bus transportation services being provided to students from a rural family. R. Harkness, Supervisor of Transportation, provided information to the Committee noting that the arrangements made were the most effective and efficient. The matter was discussed at length. It was agreed that Senior Administration would follow-up and continue to monitor this situation.

5. OPERATIONS INFORMATION

- The issue regarding School Bus Route – In City was discussed under “Other Committee Governance Matters”;
- M. Clark, Director of Facilities and Transportation, provided a verbal update on projects before the PSFB;
- Secretary-Treasurer, Mr. Barnes, provided a verbal update on the status regarding long term natural gas rates.

6. NEXT REGULAR MEETING: 1:30 p.m., Wednesday, November 9, 2011.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

D. Karnes, Chair

M. Sefton

M. Snelling

P. Bowslaugh (Alternate)

Appendix A

Brandon Catholic School Board Summary of Capital Projects Oct. 12, 2011

The goal of the Brandon Catholic Facilities committee is to maintain the condition of the building and make improvements and updates that will enhance the learning environment. This summary is prepared for discussion purposes at the joint meeting of the Brandon School Division Facilities Committee and the Brandon Catholic School Board Facilities Committee. It includes the major capital improvements during the time period 2003 - 2011 and a projection for future projects. The projects listed below have been completed either by the Brandon Catholic School Board, or through shared costs between the Brandon Catholic School Board and the Brandon School Division and/or other funding sources such as fundraising, community partners or donations. Through the partnership between the two boards and utilizing the funds assigned for capital improvements under both parties, we have achieved major improvements to our facility. The total value of the improvement is listed and a notation made of projects where costs are shared. In addition, the board has record of the capital improvements achieved through the capital and maintenance allowance of the Brandon School Division, as well as the day to day maintenance costs assumed by Brandon School Division.

Improvement	Year	Costs
Additional Furnace added	2004	\$37,078
Roof Replacement - north end - original building	2004	\$ 14, 560
Installation of Elevator	2004	\$1800 (total value of \$28,900 - private donation paid the bulk)
New Intercom	2005	Total: \$11,861 BCSB \$ 3000 BSD \$5705 School \$3156
Roof Replacement - second phase on the original building	2005	\$50,520
Library renovations - carpet, lowering ceiling, lighting, shelving.	2005 - 2006	Total Value \$28, 108. Insurance claim for carpet covered part of the costs.
North entrance reconstruction - doors, shelving	2006	\$8500
Installment on Playground - paving of parking lot	2006	\$10,000 *see total project below
Repairs to heat exchangers - all seven units on the new building required exchangers	2006	\$16,000
Installment on Playground - parking lot paving	2007	\$10,000 *see total project below
Renovations to boys bathroom in original building	2007	\$ 12,328
Renovations to girls bathroom in original building	2008	\$16, 000
Partners in Play playground redevelopment-parking lot paving, lane conversion, land	2004 - 2008	\$ 128,687.00

acquisition, fencing, playground equipment, landscaping, walking loop, benches, planting beds.		
Residing and insulating the original wing	2009	\$32,000
Replacing of all lights with energy efficient lighting	2010	\$15,009 (after hydro rebate)
Total of past projects		\$399,551
Current Projects	Year	Cost
Staff Washroom construction	2011	\$7500 – cost sharing between BSD and BCSB
Replacement of Three furnaces in original wing, which were shut down due to malfunction. Project includes the addition of air conditioning units to those three furnaces plus the one on the library roof serving the upper level to address the heat issues during May, June, Sept.	2011	\$ 35,000
Paving stones to address drainage, landscaping issues between school and Church	2011	\$2487.00
Costs pending		\$44,987.00

Future Projects	Year	Cost
Addressing stucco issues, replacing with siding and reconfiguring downspouts on east side of new wing. Phase One.	2011	Approximate costs estimated at \$10,000
Addressing stucco issues, replacing with siding and reconfiguring downspouts on west side of new wing. Phase Two.		Approximate costs estimated at \$10,000
Applying spray foam insulation to the ceilings of classrooms on the upper level to reduce ice build up from heat loss		Approximate costs estimated at \$10,000
Replacing the ceiling in the lower hallway of original building	-	No estimates yet obtained
Acquisition of land – attempting to purchase adjacent lot from Manitoba Housing to extend the school ground	-	Estimated costs \$25,000 - \$50,000.
Window replacement will be a future project.		
Anticipated need to replace the seven rooftop heating units on the new wing.		\$70,000.00

Working together in partnership, we are pleased to present this summary of the improvements made to our school.