



"Accepting the Challenge"

# Facilities/Transportation Committee Minutes

Tuesday, May 10, 2011 – 11:30 a.m.

Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray, G. Kruck (exited at 1:00 p.m.), R. Harkness (exited at 12:45 p.m.), G. Barnes, Dr. D. Michaels, (entered at 12:30 p.m.) G. Malazdrewicz

Regrets: M. Clark

## 1. CALL TO ORDER:

The Facilities/Transportation Committee Meeting was called to order at 11:30 a.m. by the Chairperson, Trustee Karnes.

## 2. APPROVAL OF AGENDA

Trustee Kruck requested the addition of two items regarding computers and lockers. Trustee Karnes noted he had three items provided to him by Trustee Bowslaugh for addition to the agenda. The Facilities/Transportation Committee Agenda was approved as amended.

## 3. REVIEW OF COMMITTEE MINUTES

The Committee reviewed the Minutes of April 12, 2011.

## 4. COMMITTEE GOVERNANCE GOAL ITEMS

### a) **Public Consultations – Use of Facilities**

It was noted two public consultations have taken place to date regarding use of facilities by the community. The final public consultation was scheduled for May 10, 2011 at 7:00 p.m. at J.R. Reid School. A consultation with school principals has been set for May 25, 2011 at 3:30 p.m. in the Board Room. Once all consultations have taken place reports from the various meetings will be provided to the Committee for review and discussion. The Secretary-Treasurer and the Director of Facilities and Transportation will be reviewing the Joint Use Agreement during the summer. Once revised the amended agreement will be presented to the Facilities and Transportation Committee for review before submitting to the Board of Trustees for final approval. Mr. Barnes, Secretary-Treasurer, confirmed time was needed to discuss and review the agreement with the City of Brandon noting the Division was willing to supply the facilities but that recreation was a municipal responsibility not a school division responsibility. The status quo would be maintained until such time as a formal report has been presented to the Board of Trustees.

## 5. OTHER COMMITTEE GOVERNANCE MATTERS

### a) **2009 Transportation System Review**

Supervisor of Transportation, Mr. Ron Harkness, spoke to the letter received from the Manitoba Education Pupil Transportation Unit and in particular their concerns regarding the bus loading zone at Kirkcaldy Heights School. He noted the various issues which seem to hinder compliance by parents with respect to not stopping in the bus only zone. Discussions were held regarding the possibility of using City By-Law Enforcement Officers; parent volunteers; the responsibility of school administration; the difference between supervising students and supervising traffic. It was noted this was an administrative matter and that Senior Administration would follow-up on the matter.

**b) Fleming School Update**

Secretary-Treasurer, Mr. Barnes, confirmed all property transfer documentation had now been signed and the funds were currently being held in trust by the lawyer pending completion of the sale. He noted all computers had been removed from the school. He also noted that the archives would be moved out of the school by the end of the month. The archives would be stored in Riverview School.

Trustee Kruck inquired about the disposal of computers. It was confirmed that the computers are "wiped clean". Due to licensing requirements, the computers do not have any of the operating packages installed on them when they are ready for disposal.

**c) Request from DSFM**

Associate Superintendent, Mr. Malazdrewicz, noted that the Division had received a request from DSFM regarding classroom space for students attending DSFM in Shilo. Students from the Brandon area were riding the bus for 1 hour and 40 minutes and the DSFM was requesting 2 or 3 classrooms in the Brandon School Division until things return to normal and in order to avoid the lengthy bus ride. Concerns were expressed about using Division space when Brandon School Division students had been relocated to Brandon University. It was also noted that Brandon School Division had students travelling back and forth to Shilo on a daily basis as well. Other locations such as Brandon University, Assiniboine Community College or Sioux Valley/Fleming were proposed as alternatives for DSFM students. It was agreed that the request would be declined noting Brandon School Division students were in the same position. It was also agreed that should Shilo become isolated then the Division would be pleased to review the matter again.

**d) B.J. Hales Museum**

Secretary-Treasurer, Mr. Barnes, reviewed the revised proposed expenses to renovate the basement of Earl Oxford School to temporarily house the B.J. Hales Collection. It was noted the total cost of the renovations had increased to \$73,400 as our crews were no longer able to undertake the work. Mr. Barnes referenced the letters he had forwarded to the University noting to date he had yet to receive a reply regarding their original offer to assist financially with the relocation of the museum. Mr. Barnes confirmed he will contact Mr. Scott Lamont, Vice-President Administration and Finance. Trustees inquired as to whether or not funds had been set aside in budget for these renovations. It was noted the renovations were to be funded from accumulated surplus. It was agreed to postpone further discussions regarding renovation of the basement to Earl Oxford School until the end of June when the Board of Trustees would be discussing disposal of the accumulated surplus.

**e) Transportation Report**

It was agreed to defer discussions regarding the transportation report until after additional work resulting from the flood conditions had settled down.

**f) Transportation – Flood Update**

Supervisor of Transportation, Mr. R. Harkness, provided the Committee with a verbal update on the transportation of students during the flood conditions. It was noted that bussing of Kirkcaldy Heights students would begin on Wednesday, May 11, 2011. Rolling River School Division had supplied two school buses as well as Beautiful Plains School Division. Two retired Brandon School Division buses had been reactivated for use during the flood. All spare bus drivers were now in place. Access to Braecrest Drive would vary day to day depending on the flood waters and dike situation. A list of evacuated students and where they were to be picked up was currently being prepared.

The Committee thanked Mr. Harkness and his department for all their work in preparing to transport students during the flood conditions.

**6. OPERATIONS INFORMATION**

- The letter from PSFB dated April 28, 2011 regarding New Active School Funds was reviewed. Mr. Barnes, Secretary-Treasurer, noted he had received a request from the Department for more information regarding George Fitton School which was being forwarded to the Department today.
- The letter from PSFB dated May 5, 2011 regarding the Science Education Action Program was reviewed. It was noted that Neelin High School was the first priority for this program; however an analysis of the Crocus Plains and Vincent Massey Science labs would also be prepared.
- Trustee Kruck referencing the Divisional Futures and Community Relations Committee Meeting with George Fitton students inquired about who was responsible for student lockers at a school and requested clarification regarding lockers at George Fitton School. It was noted school principals were responsible for lockers. It was confirmed that George Fitton School received additional lockers when students were relocated from Harrison Middle Years School. It was also noted that Harrison School, being a former high school, had full lockers while George Fitton, being a K-8 school had half lockers.
- Trustee Karnes referenced the three concerns raised by Trustee Bowslaugh as follows:
  - With respect to the concerns raised regarding the life skills layout at Riverheights School, Trustee Bowslaugh was directed to contact the Superintendent's Department with details;
  - With respect to the large staff numbers at Riverheights School and the availability of staff washrooms, Secretary-Treasurer, Mr. Barnes, noted he is awaiting the report from the Director of Facilities and Transportation. Associate Superintendent, Mr. Malazdrewicz will also follow-up on clarification regarding the number of staff at Riverheights School and the concerns raised.
  - With respect to an extension regarding a bussing request, the parent is advised to contact the Superintendent's Department directly and not a trustee.

**7. NEXT REGULAR MEETING: 11:30 a.m., Tuesday, June 14, 2011, Board Room.**

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

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D. Karnes, Chair

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G. Kruck

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J. Murray

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P. Bowslaugh (Alternate)