



"Accepting the Challenge"

# Facilities/Transportation Committee Minutes

Thursday, December 13, 2012 – 11:30 a.m.

Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray (entered at 11:45 p.m.), K. Sumner (via conference phone), P. Bowslaugh (alternate), M. Sefton, Dr. D. Michaels, K. Zabowski, M. Clark, R. Harkness.

Guest: Brad Langston, Human Resource Consulting.

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## 1. CALL TO ORDER:

The Facilities & Transportation Committee Meeting was called to order at 11:40 a.m. by Committee Chairperson, Trustee Karnes.

## 2. APPROVAL OF AGENDA

The agenda was approved.

## 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of November 1, 2012 were received as information.

## 4. COMMITTEE GOVERNANCE GOAL ITEMS

### A) Public Consultation – Growth & Sustainability.

Secretary-Treasurer, Mr. Zabowski, provided an update on the work of the New Era/Earl Oxford Transition Committee. He noted the Committee was currently receiving feedback on resources and bussing required.

### B) Safety Audit Report

Mr. Brad Langston entered the Committee meeting at 11:50 a.m. to speak to the Safety Audit Report he had prepared. (Attached as Appendix "A"). Mr. Langston provided information regarding his background and qualifications. He spoke to what he had been asked to do on behalf of the Division; how he proceeded to collect information, including whom he spoke with and what he found, including what works, concerns that were raised and what could be done to address concerns. He noted several items which should be considered by the Division, while maintaining schools as a friendly place for students. Mr. Langston noted magnetic doors, security cameras and convex mirrors would assist in increasing safety in schools. He also suggested visual ID in schools as well as implementing better lighting in certain areas could be addressed. Mr. Langston noted the Division's Risk Response Manual was a very good document and suggested it be reviewed yearly with staff, especially substitutes who work for the Division. Mr. Langston felt that overall the Division had policies and procedures in place that were well written and documented.

Discussions were held and trustees asked questions for clarification regarding some of the proposals made by Mr. Langston. Mr. Clark, Director of Facilities and Transportation confirmed that there were a number of capital budget items coming forth from the report. It was noted Senior Administration was currently reviewing the document in preparation of the 2013/2014

budget. Trustees requested an update as to what Senior Administration plans to do in the next school year with respect to drills and working with principals in this area.

The Committee thanked Mr. Langston for his work and for attending the meeting to speak to his findings with respect to the safety audit. Mr. Langston exited the meeting at 12:20 p.m.

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

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

The Secretary-Treasurer, Mr. Zabowski, noted the Division solicitor had prepared a draft agreement between the Division and the Brandon General Museum with respect to display of the B.J. Hales Collection. Mr. Zabowski circulated a letter of opinion provided by the solicitor with respect to ownership of the collection. Mr. Zabowski also provided information regarding Manitoba Conservations inquiries relating to the Water Fowl collection and required permit. Discussions were held regarding insurance costs and who is responsible. It was noted the proposed agreement stated the Brandon General Museum would be responsible for insurance while the collection is in their possession.

The Committee agreed the next step would be to meet with representatives of the Brandon General Museum to review the agreement prior to taking the agreement to the Board for approval.

### **B) Joint Use Agreement**

The Secretary-Treasurer, Mr. Zabowski, reviewed the discussions held with the CUPE Executive, custodians and custodial assistants. He spoke to a letter which had been addressed to the Board of Trustees, from Mr. Harold Wiebe, Custodian Earl Oxford School, which would be presented to the Board of Trustees at the Regular Meeting to be held on January 14, 2013. The Director of Facilities and Transportation spoke to the issues addressed in the letter regarding security and boiler issues.

Trustee Sefton confirmed a joint signing of the agreement would be taking place at Linden Lanes School on Thursday, December 20, 2012. The Communications and Technology Specialist was arranging the public signing and would be providing a press release shortly. The agreement would be signed by the Mayor and the Chairperson of the Board of Trustees with other dignitaries, Senior Administration and media invited to attend.

Mr. Zabowski noted there are some implementation procedures still to take place, including advising school principals about the process to take place.

### **C) Catchment Review**

Director of Facilities and Transportation, Mr. Clark, spoke to the three proposed catchment area changes, including Brookwood, Westaway Bay and Stickney Avenue. He noted the changes to the Stickney Avenue area resulted from the decisions made to address growth and sustainability. He confirmed the New Era Grade 8 students are being offered the opportunity to stay at New Era for their last year. He also confirmed Kindergarten students will stay at New Era because of the full day/every day program and then will be moved in Grade 1. Trustees asked that costs associated with the transfer of students from New Era to Earl Oxford be brought back to the Committee at some point in the future. Mr. Clark confirmed the Brookwood catchment area had been redrawn to address public requests and to provide clarity. He noted the change to the Westaway Bay area would move students to Riverheights School. (Appendix

“B”) The Committee agreed to take the three catchment area recommendations to the Board of Trustees for approval.

**Recommendation:**

Recommendation #1 – That all the current Brookwood Development area be included in the Linden Lanes Catchment area.

Recommendation #2 – That the Stickney area between 18<sup>th</sup> Street and 1<sup>st</sup> Street be moved from the École New Era School catchment to the Earl Oxford School catchment.

Recommendation #3 – That the students residing on Westaway Bay be included in the Riverheights School catchment.

**D) Portables**

The Committee inquired as to whether or not any information had been received from the PSFB with respect to applying for portables. Mr. Clark, Director of Facilities and Transportation confirmed the application form is usually forwarded to Divisions in January of each year.

**F) School of Choice - Alexander**

Discussions were held regarding School of Choice students riding the bus to Alexander. It was noted conversations had taken place at the school's parent council level. It was confirmed that under policy, school of choice students must provide their own transportation and that the Division supplies transportation to students who choose Alexander School under school of choice as a courtesy to the parents. Therefore, Senior Administration was directed to send a letter to the Alexander School Parent Council and copying the school principal noting the policy and what the Division has done in order to accommodate parents.

**6. OPERATIONS INFORMATION**

- The Director of Facilities and Transportation provided updates on the following:
  - o Brookwood Park Site upcoming meeting with the City and Developer;
  - o Neelin Science Lab.
- The Chairperson requested the MSBA School Security Survey Report be included in the next Committee agenda.

**7. NEXT REGULAR MEETING: Thursday, January 3, 2013, 11:30 a.m., Board Room**

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

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D. Karnes, Chair

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J. Murray

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K. Sumner

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P. Bowslaugh (Alternate)

# PRIVATE & CONFIDENTIAL

## Appendix A

### LANGSTON

#### HUMAN RESOURCE CONSULTING

#### SAFETY AUDIT REPORT, PREPARED FOR THE BRANDON SCHOOL DIVISION

I would like to begin by thanking the Brandon School Division for retaining my services for the purpose of conducting a Safety Audit for the three high schools in Brandon as well as the Off Campus facility situated in the downtown area of Brandon. All of the staff and outside agencies that were met with were most helpful and willing to discuss openly with me any issues they might have.

The objective for me when conducting this audit is to determine if there are any policies that need to be implemented or if other measures can be taken to ensure the safety and security of all students and staff in the three major high schools.

In conducting my interviews I did meet with the following individuals/groups to gather information on what processes currently are in place as well as what measures could be implemented to enhance the safety and security in these high schools.

#### **Vincent Massey High School:**

Mathew Gustafson, Principal  
Ken Seekings, Vice Principal  
Sean Brown, Vice Principle  
Don Bell, Home-School Liaison  
Student Council Representatives

#### **Neelin High School:**

Michael Adamski, Principle  
Veronica Adams, Vice Principle  
Dale Normandeau, Vice Principle  
Brie Ann Helgason, Home-School Liaison  
Student Council Representatives



Neelin Off Campus Site:

Brandy Hamilton - Teacher  
Al Baker -Teacher  
Lisa Sul -Counsellor  
Jamie Harrison- Teacher  
Pat Vera- Teacher  
Jim Ferguson -Teacher  
Ryan Feldsted -Teacher  
Rick Degagne -Teacher

**Crocus Plains Secondary High School:**

Terry Osiowy, Principle  
Ian Benson, Vice Principle  
Ron Cruikshank, Vice Principle  
Elaine McFadzen, Vice Principle  
Adam Clayton, Home-School Liaison  
Student Council Representatives

**Mr. Darren Hardy**, B.T.A. Representative

**Debra Arpin**, President, Canadian Union of Public Employees, Local 737

**Brandon Police Services:**

Dave M. Scott, High School Resource Officer

Prior to meeting with the aforementioned individuals I did spend a considerable amount of time reviewing the Risk Response Manual currently in place for the Brandon School Division which was very helpful to me. Contact information for external entities whose services may be required depending on the situation was present at the beginning of this document. Checklists are outlined as to what procedures should take place depending on the situation being dealt with. IE: Bomb threat, Security Threats, Medical Accident, Shelter in Place as well as other safety and security issues. When meeting with Principals, Vice Principals and the Home-School Liaisons all were familiar on where to obtain this information as well as what should occur when faced with any of these situations. I was further advised that at the beginning of the school year all teachers and students are oriented to the Emergency and Environmental Checklist process.

Further to the Checklist Procedure the Risk Response Manual contains specific instruction on how to proceed with each critical incident should it be necessary to initiate. I found the guideline developed for each situation to be exceptionally well written and both clear and concise. It should be kept in mind however that in a real situation it may be necessary to deviate from these

procedures as circumstances can change quickly when dealing with a crisis situation.

I was also pleased to hear that not only the teaching staff but other personnel at the school such as clerical support and custodial understand their roles in different situations should the need arise.

When speaking with representatives from each of the high schools I was informed that when students enter the school for classes that they are required to immediately go to their lockers to lockup backpacks, outside clothing as well as any packages they might be bringing into the school with them. Basically, they should be attending class in normal inside dress apparel and with their books for classes only. In addition to this no gang related colors such as bandanas or other gang related indicators that they might be associated with a gang is tolerated.

I was advised that both students and adults seen in the hallways when classes are in session are questioned by a school representative as to the purpose of their visit is. This can be a difficult job at times especially in a larger school like Crocus Plains where the student population is much higher and many students from other schools attends that school for various classes.

Entrance doors are open in the morning and at noon hour for easy access for students. Only main entrances are left open during class time which limits access during that time and allows those particular entrances to be monitored by staff. Time and time again I did hear concerns from administration as well as the Home School Liaisons that a magnetic door system that can be controlled from one central area would be a major improvement. This system also ensures that doors cannot be opened from the inside which often happens now and often a stone or other object will be placed between the door and door frame to allow access back in to the school. Currently assigned people must go from door to door using a hex key to lock doors from the inside in the event of a lockdown. This is both time consuming and exposes that person in clear view to those on the outside which is not a safe practice in a lockdown situation. In any event the Home Liaisons and custodial staff do check locked doors regularly to ensure they have not been blocked open to allow access through these locations.

The Home-School Liaison staff at all three schools seem to have a very good rapport with students and are often the "go to" contact if someone suspects a trouble situation may be occurring or if someone has done something wrong. There have been times when a confrontation was to occur and that incident was avoided because of the Home-School Liaison being informed in advance of that situation. All three of these individual do regular rounds both inside and on the grounds watching for problem situations.

I was also impressed with the software program Adam Clayton has on his I-Pad called School Information Management System (SIRS) which enables him to identify any student by his photograph along with his school timetable indicating what class they should be in at any given time. This is a a tremendous program in validating who a student actually is by their photograph and where they should be. I am not sure if the other two School Liaison employees have this program but I would suggest that it would be a helpful tool for them.

Fire drills are conducted on a regular basis and the students I spoke with feel they are helpful to them should a real fire occur. An evacuation plan is also in place for all three schools with

\* designated destinations determined for schools to evacuate to. One concern I did have was the distance to travel for Neelin High school students which would locate to the Keystone Centre. As students do not have time to go to their lockers in the event of an evacuation, this could be a long cold commute in the winter months. This could also be an issue if at the time of the evacuation there is a major event going at that facility adding confusion to the process. Possibly the Agriculture Building located at 1129 Queens Avenue at the Child and Adolescent Treatment Centre which has a full size gym could possibly be considered as alternative evacuation points. The other concern I had with a Neelin evacuation was to ensure bus transportation is available for mobility challenged students.

While I understand that evacuations drills do occur from time to time I would encourage that these take place once a year, preferably at the beginning of the school year.

In the event of a security threat inside the school either an evacuation or lockdown situation will occur depending on the situation at hand. Students in hallways will go to the nearest classroom available to take cover there. All doors will be locked and in most situations windows and doors exposed to the outside or hallways are covered. Should that not be possible students are placed against a wall where they cannot be seen from the exposed window or door and told to keep low and quiet until such time that the situation is back under control. All cell phones must be turned off during a lockdown situation and every effort is made to keep students out of sight and safe in this situation. As well "Shelter in Place" procedures are well documented and the staff that I spoke with understood what their responsibilities would be in this situation.

Another area that I was interested in questioning was how safe do students feel when attending schools. I specifically asked questions surrounding this issue with the student council groups from all three high schools as well as to the Home-School Liaison staff. Those students that I met with all indicated that they feel safe while at school and had no concerns with safety issues. I did question them about gang presence in their school and some indicated that they did not feel that there was a gang presence while others confirmed that gang members and associates do attend their school but do not bother the general student population. The feeling I had about this was that, "We don't bother them and they don't bother us."

I am not sure if the response would be the same if I had randomly met with students and asked them the same questions. My reason for saying this is that quite often students on the student council body are usually quite involved in different school activities and will associate with others like that. Students who don't tend to get quite as involved in these activities and may have more time on their hands, which in some cases distract them into situations being less desirable. Mr. Adamski did provide me with some recent statistical information outlined in a TTFM Secondary School Survey. In that report students were asked if they felt safe attending schools. 87% of the students attending Neelin felt safe while attending school while the Canada norm for these grades was 86%. 89% of the girls and 86% of the boys attending Neelin felt safe attending school while the Canada norm for girls was 88% and 84% for boys. In all cases a higher percentage of students felt safer attending school at Neelin compared to the national average. I found this to be a good indicator that this school is within and even better than the national average.

All three Home-School Liaisons felt the schools were safe however given the high student population attending Crocus Plains the potential exists for a serious incident to take place either in the school itself or on the grounds. Overcrowding is never a good thing and with a student enrollment of near 1300 it does not take much to spark an at risk situation. In the past at this school students have been found carrying weapons with them and altercations outside the school occur frequently.

Because of the high student population at this school this does present challenges for school administration, teachers and the Home-School Liaison. The presence of Constable Dave Scott, High School Resource Officer is a very positive initiative that is welcomed by everyone I spoke with. Constable Scott coming from the Brandon Police Service has the insight to know where potential problems may exist prior to them occurring and is able to inform the proper authority of a potential problem. Just as the Home-School Liaison gains the trust of students and often hears about things before they actually happen the same is true having Constable Scott present. Staff from all three schools expressed they would like to have more of Constable Scott's time in their schools. That should not be interpreted that Constable Scott is not spending his time in the different schools rather each school would like to have more of his time at their school.

Random locker searches is another activity that occurs regularly often with the use of canine assistance to assist in search of drugs in student lockers. These searches have been successful in turning up drugs and other undesirable material for a school environment. I do believe that searches of this nature are necessary and beneficial however they are difficult to conduct during regular school hours. Once the process begins students begin text communications to other students from within their school and to students at other schools almost immediately.

### **SUGGESTIONS FOR IMPROVEMENT:**

The newest school design of the three high schools in Brandon would be Crocus Plains which was constructed in the early 1970's. Neelin High School was opened in 1957 while Vincent Massey opened in the mid 1960's. Issues such as violence, abductions, drugs, weapons and gang related issues were not a primary concern when these schools were being planned and constructed. Smoking in the boy's room was a more serious offence in those times. Subsequently, today administrators are faced with a number of issues and obstacles that hinder their efforts to keep our schools safe.

Issues such as poorly lit hallways in some areas, obscured sight lines and multiple entrances to buildings are some of the challenges administration faces in maintaining a safe environment in our schools. In making the following recommendations we must keep in mind that we want our schools to be a welcome place to come to and not have students feeling they are entering a prison. I am also mindful that in today's environment of fiscal constraint that such recommendation would hopefully be viewed as reasonable in terms of funding should they be seen as worthwhile in the future.

- Have all visitors to the school sign in and wear name tags similar to the process used at the Brandon School Division Administration building. This would assist staff in knowing who should and should not be in the schools.
- Survey all students annually to see if they do feel safe when attending school. As I mentioned earlier in this report all Student Council representatives indicated that they do feel safe at school but I don't feel that properly represents the feelings of the general student population.
- Ensure that the Risk Response Manual is reviewed by all school employees at the beginning of the school year.
- Installation of security cameras in key strategic positions both inside and outside of schools, this recommendation would also include the Neelin off campus site as well. Crocus Plains currently utilizes a surveillance system for monitoring activity inside and outside the school and finds this technology to be invaluable to them. Both Neelin and Vincent Massey expressed how helpful having video surveillance would be to them. The student council committee at Vincent Massey did see value in this and indicated that they would not have concerns about having security cameras within the school. They also felt that there is a perception that if video surveillance is in place students "won't do it." Having video surveillance could also help cut down on the time administrators spend on investigations. If the Brandon School Division sees this as a reasonable and affordable initiative I would recommend involving Constable Scott in those discussions.
- I would also like to see school evacuation drill takes place once a year. I know evacuation drills have occurred in the past but from the information I gathered it does not appear this occurs annually. I believe that in the event of an actual evacuation should be necessary that the students must have a degree of comfort when leaving the school to their designated location. In a real situation emotions and adrenalin can take over and I do think it would be helpful to everyone if the people involved have been through the process at least once.  
Just as important I would recommend that the Brandon School Division in partnership with the Brandon Fire Department and Police Services have a mock school invasion so students, teachers and administrators can go through this process. Having the Police Service and Fire Department involved would be necessary in ensuring all aspects of the procedure are being conducted in accordance with policy and are effective.
- Convex mirrors would be a good addition to all schools. In doing rounds of the three high schools it became apparent to me that there are a lot of blind corners where one cannot see what they are walking into. Under normal circumstances this is not an issue but there are times when you want to know what is around the next corner particularly should there be someone in the school who shouldn't be.
- Exterior lighting has been improved at all three high schools which is a safety feature for students participating in after school activities particularly in the winter months. I would



recommend that this continue to be monitored to ensure all entrance ways and parking lots have sufficient lighting for students and staff in those areas.

- All three high schools have strobe lights to indicate when the school is in lockdown or a situation where they should not try and re-enter the school. While strobe lights are easy to see from a distance you first must be looking at them. I find that if a person is involved in an activity on the school grounds and not looking up in the area that these lights are located that they will most likely not notice that they are flashing. The idea of having strobe lights for this purpose is an excellent idea but they must be seen to be effective. I would like to recommend that in addition to these lights being used that an audible alarm go off simultaneously that would alert students and staff to look to these strobes and ensure that they are being warned that an incident is in progress.
- When speaking with Constable Scott one of the things we discussed in detail was the need to identify rooms in each school from the outside. If there was a school invasion that required a lockdown it can be confusing as to the actual inside location that the Police and Fire services are required. Providing a verbal description over the phone of where the incident is taking place leaves room for error and can result in lost time when time may be of the utmost importance. I realize that not all rooms can be identified from the outside but even being able to identify a location by indicating the room is located across the hall from Room "A" which is able to be seen from the outside, would be helpful. I would also recommend that both the Brandon Police Service and Fire Department have maps of the layouts of each of the three high schools if they do not already.
- ✕ My last recommendation would be to investigate the cost of magnetic operating doors for all entrances at the three Brandon high schools. Every Principle and Vice Principle I met with felt that this is something that is needed to assist them with traffic control both entering and leaving the school when necessary. The current method of staff having to manually lock all entrance doors is very time consuming and can put the person who is doing that in a dangerous situation should there be a real lockdown. A magnetic door system would allow control of all and individual doors from a central location ensuring doors will not operate from the inside or outside. A system such as this could be setup in the administration area and would also ensure that staff is not exposed to outside activity when securing entrances.

## **IN SUMMARY:**

I found the policy and procedures relating to Safety, Risk and Security to be well documented and provide in detail what should occur given any circumstance. I could not find any area relating to safety and security that have not been addressed. I found that the policies and procedures for the Brandon School Division provide excellent direction for the schools within the division and was very pleased to see that each high school took this one step further by identifying either by name or classification that is responsible for each action outlined in these policies. This leaves no room for error by having someone assuming that another person would

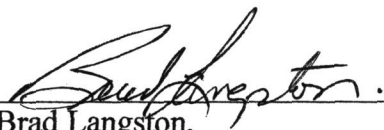
be doing that particular task.

Both staff and students I met left me convinced that safety and security concerns are a priority for them and that they want to do everything reasonably possible to ensure this. Some high schools have bigger challenges than others given their size but the common denominator is that they want their school to be as safe as possible. There are many ways we can improve school security but at what cost both financially and how it will affect the environment of the school. We do want our schools remain a place that students feel welcome to come to and not a place where pat downs and metal detectors are necessary.

Having said this I do feel that the Brandon School Division's policies and procedures dealing with safety and security issues are current and address any critical incident that it may be faced with. I cannot make any further suggestions for improvement in that area. I do hope the recommendations outlined in my report are seen as reasonable and would enhance the safety of students and staff if they were to be implemented.

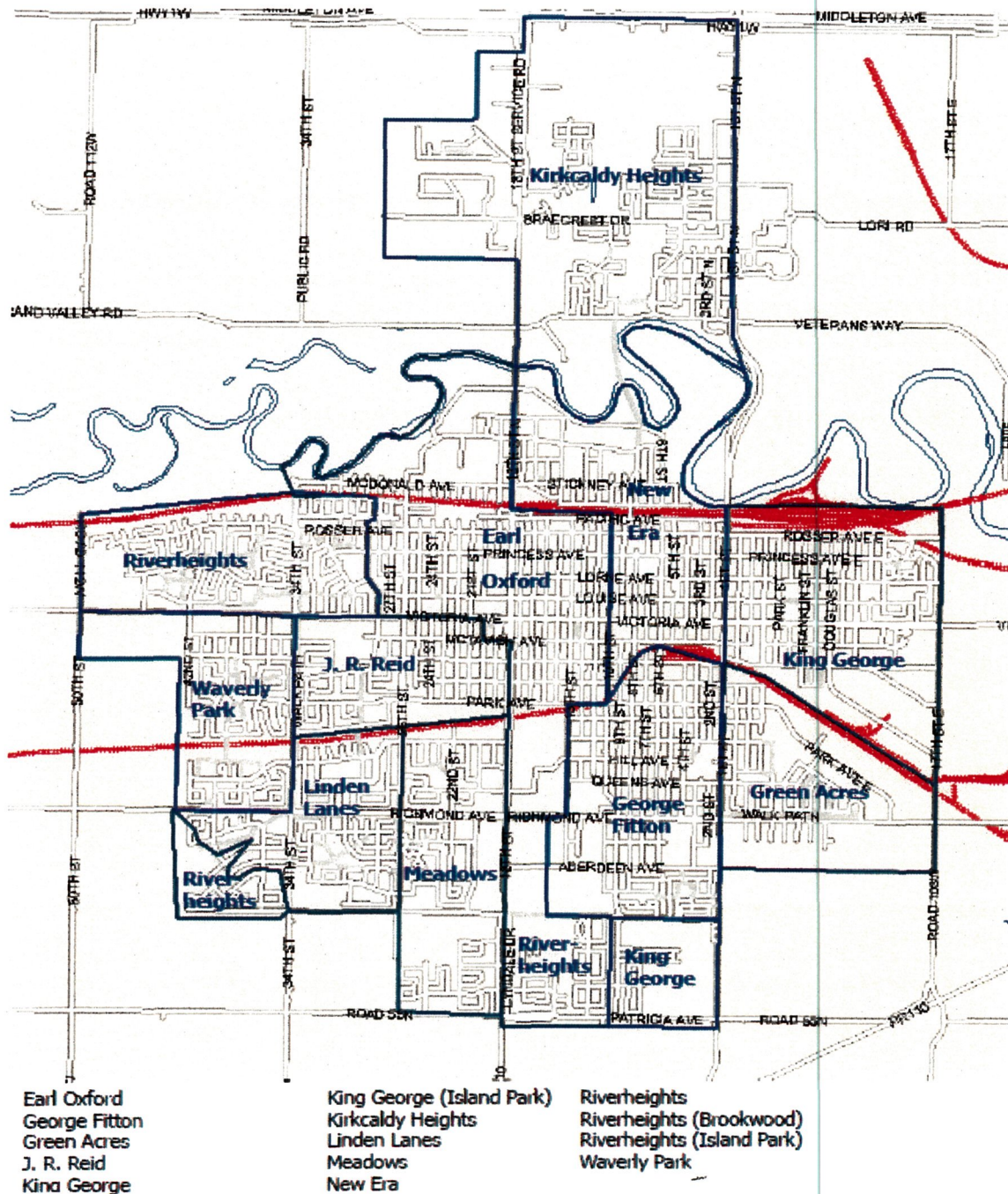
I would like to thank all the staff that I met with who were very accommodating in making time to meet with me at a very busy time in their school year. I would also like to thank Sharmaine Gagnon who set up appointments for me, that was most appreciated. Last, I would like to thank the Brandon School Division for using my services for this audit; I hope it provides you with the information and insight you were looking for.

Respectfully submitted,

  
Brad Langston,  
Langston Human Resource Consulting

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**2011-2012 SCHOOL YEAR  
GRADES 7-8  
SCHOOL CATCHMENT AREAS**





## Stickney Study

### Pupils Counts by Grade of Where Study Area Residents Attend

**Program: Regular**

**Study Area: stickney 1**

Pupils Included: Program/Identifiers (pupils must meet any variable): Regular  
Grades : K, 1, 2, 3, 4, 5, 6, 7, 8

School of Attendance	Enrolment									Subtotals			
	K	1	2	3	4	5	6	7	8	K-6	7	8	K-8
Ecole New Era School	9	14	14	6	12	12	7	12	8	74	12	8	94
Kirkcaldy Heights	0	1	0	1	1	1	0	0	1	4	0	1	5
Betty Gibson School	1	0	2	0	0	0	0	0	0	3	0	0	3
King George School	0	0	0	0	0	1	0	0	2	1	0	2	3
Earl Oxford School	0	0	1	0	0	0	0	0	1	1	0	1	2
Meadows School	0	0	0	0	1	0	0	0	0	1	0	0	1
<b>Total by Grade</b>	<b>10</b>	<b>15</b>	<b>17</b>	<b>7</b>	<b>14</b>	<b>14</b>	<b>7</b>	<b>12</b>	<b>12</b>	<b>84</b>	<b>12</b>	<b>12</b>	<b>108</b>

\*\*\* 11 students added to better show 2012 enrollment \*\*\*

