Facilities/Transportation Committee Minutes

Thursday, October 8, 2009, 10:00 a.m.
Conference Room, Administration Office

Present: P. Bartlette (10:15 a.m.), D. Karnes, J. Murray (alternate), M. Snelling,
G. Barnes, Dr. D. Michaels, G. Malazdrewicz , M. Clark and R. Harkness.

1. CALL TO ORDER:

The Facilities/Transportation Committee meeting was called to order at 10:00 a.m. by Trustee Karnes.

2. APPROVAL OF AGENDA:

The Facilities/Transportation Committee Agenda was approved as circulated.

3. ELECTION OF CHAIR/CONFIRM REGULAR MEETING DATES/REVIEW COMMITTEE'S RESPONSIBILITIES.

It was agreed Doug Karnes would serve as Committee Chairperson for 2009/2010. It was further agreed that the Facilities/Transportation Committee Meetings would be held on the 2nd Thursday of each month as follows:

Thursday, November 12, 2009	10:00 a.m.
Thursday, December 10, 2009	10:00 a.m.
Thursday, January 14, 2010	10:00 a.m.
Thursday, February 11, 2010	10:00 a.m.
Thursday, March 11, 2010	10:00 a.m.
Thursday, April 15, 2010	10:00 a.m.
Thursday, May 13, 2010	10:00 a.m.
Thursday, June 10, 2010	10:00 a.m.

4. COMMITTEE GOVERNANCE GOAL ITEMS:

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

a) Community Gardens

Trustee Snelling spoke to the issue of Community Gardens and the requests for liability insurance from the School Division and the various groups that are involved with Community Gardens. He put forth the proposal that the Division become a partner in the Community Gardens project from an educational standpoint. Secretary-Treasurer, Mr. Barnes, provided background information regarding the liability issue, noting such examples as the planting trees on Division property without asking permission from the Division. Discussions were held regarding resources needed should the Division agree to be a partner in the Community Gardens; the possibility of including the Community Gardens as part of the Crocus Plains Regional High School's Horticultural program; and the need to develop a policy regarding the educational component and liability issues related to participating in the Community Gardens.

Agreed:
Senior Administration was directed to develop a policy regarding Community Gardens which would include an educational component and liability issues to bring back to the Committee for review at a later date. It was also agreed that Nancy McPherson from Healthy Brandon RHA and Elaine Arvisais from the City of Brandon, be invited to the November 12, 2009 Committee Meeting as a half hour timed event to speak about the Community Gardens project.

b) **Fleming School Update**

It was agreed that this matter would be discussed In-Camera.

Agreed:
The Committee agreed to discuss the matter further with the full Board, In-Camera, at the next Regular Board meeting of the Brandon School Division Board of Trustees and seek the Board's direction.

c) **Policy Review – 5058 and 5057**

The Committee review Policy 5057 – Employment of Bus Drivers and Policy 5058 – Evaluation of School Bus Drivers. Supervisor of Transportation, Mr. Ron Harkness, spoke to the proposed changes, noting the policies have been amended to bring the policy in line with current practices. Discussions were held regarding retention of letters on an employee's file and the other measuring sticks used to determine whether or not an evaluation should be conducted earlier than three years. (Attached as Appendix "A")

Recommendation:
That Policy 5057 – Employment of Bus Drivers, be amended as follows:

- The word "recruitment" be removed in the first sentence of the first paragraph;
- "of school bus drivers" be added after the word "recommendation" in the second sentence of the first paragraph;
- The words "Board of Trustees through the Secretary-Treasurer of school bus drivers" be removed and replaced with the words "Secretary-Treasurer through the Director of Human Resources" in the last sentence of the first paragraph;
- The words "approved or appointed by the Board and reported" be removed from the second bullet in the second paragraph;
- The word "description" be removed and replaced with the word "profile" in the third sentence of the third paragraph;
- The word "Board" be removed and replaced with the word "Division" in the last sentence in the fourth paragraph;
- The words "when advised attendance will be with" be removed from the second sentence of the last paragraph and replaced with the words "with attendance being with".

That Policy 5058 – Evaluation of School Bus Drivers, be amended as follows:

- The following paragraph be included after the first paragraph of the policy:
  "Spare Casual Relief drivers will be evaluated at least once during their first 3 months of service after receiving their School Bus Operator's Certificate";
- The words "on an annual basis on or before June 30th of each year and submitted to the Secretary-Treasurer" be removed and replaced with the words "every three years, or as required, with the evaluation submitted to the Human Resources Director" in the second last paragraph;
- The words "the Director of Facilities and Transportation" be added after the words "Supervisor of Transportation" in the last paragraph;
- The words "Secretary-Treasurer" be removed and replaced with the words "Human Resources" in the last sentence of the last paragraph.

6. OPERATIONS INFORMATION

- The letter from the City of Brandon dated August 13, 2009, regarding the Community Fibre Ring Project was discussed. Clarification was provided by the Secretary-Treasurer regarding the process for circulating the letter to the appropriate Committee for review. Superintendent, Dr. Michaels provided an update on the issue of connectivity noting that Senior Administration was currently reviewing the report of the Director of MIST, Mr. Brent Ewasiuk.

- Trustee Karnes asked the Director of Facilities and Transportation if there was a recycling program in all the schools. Mr. Clark confirmed all schools had a program.

- Trustee Karnes requested an update regarding the work to be completed on the roof at Green Acres School and the relocation of students during those renovations. It was noted April 1, 2010

was the target date for commencement of repairs to the roof and the reallocation of students would be dealt with after the reallocation of students with respect to the Implementation of the Single Track French Immersion was considered.

- Both Trustee Karnes and Trustee Murray spoke about the recently held Parent Information meetings at Harrison Middle School and New Era School regarding the Implementation of the Single Track French Immersion program.

- Superintendent Dr. Michaels, and Associate Superintendent, Mr. Malazdrewicz provided the Committee with current enrollment numbers at all the schools involved in the implementation of the Single Track French Immersion program. They noted registration will take place between October 20 and 28, 2009, Senior Administration will meet on October 30th regarding the proposed enrollment and a report will be provided to the Board of Trustees for November 9, 2009.

- Chairperson, Mr. Karnes asked Committee members to think about what budget enhancements would be put forth from the Facilities/Transportation Committee during the 2010-2011 budget deliberations.

- Secretary-Treasurer, Mr. Barnes provided an update on the status of the lease agreement, repairs, etc. with respect to O'Kelly School and the emergent need to renovate the gym at George Fitton School. He proposed the Committee meet with Mr. Rick Dedi and Mr. Gerry LeSage of the Public Schools Finance Board regarding these matters, as well as a separate meeting with the local MLA's. The Committee agreed and directed Mr. Barnes to make arrangements for these meetings.

7. NEXT REGULAR MEETING: Thursday, November 12, 2009, 10:00 a.m.

The meeting adjourned at 11:35 a.m.

Respectfully submitted,

D. Karnes, Chair	P. Bartlette
J. Murray (Alternate)	M. Snelling

BRANDON SCHOOL DIVISION
POLICY

Appendix A

POLICY 5057

EMPLOYMENT OF BUS DRIVERS

Adopted: 85.06.24 Amended:

The Supervisor of Transportation shall be responsible for the selection and recommendation (of school bus drivers) to the Secretary-Treasurer through the Director of Human Resources.

Successful applicants shall:

- possess a valid Manitoba Class License for the class of vehicle being operated;
- pass a prescribed physical examination administered by a licensed physician on forms provided for this purpose;
- pass the appropriate tests administered by the Motor Vehicle Branch.

Successful applicants shall be required to take a minimum of twenty-four (24) hours of pre-service training as provided by the Brandon School Division prior to assuming sole driving responsibility for a bus route.

Successful applicants will be required to exercise good interpersonal communication and relationship skills with student passengers, in particular, and adults and to adhere to and perform the requirements of the job profile, policies and procedures of the Division, and all appropriate and applicable regulations. The ability to carry out their responsibilities in such a way so as to ensure the safe, efficient and economical transportation of the student passengers shall be a prime requisite of all bus drivers employed by the Division.

All school bus drivers shall take a Defensive Driving course during their six month probationary period of employment, registration fees for said course to be borne by the Division.

All school bus drivers shall attend transportation in –service seminars scheduled by the Division with attendance being with pay, unless absence is authorized in writing by the Supervisor of Transportation. Drivers are encouraged to avail themselves of other school bus transportation workshops and seminars that may become available from time to time.

POLICY 5058

EVALUATION OF SCHOOL BUS DRIVERS

Adopted: 85.06.24 Affirmed:

The Supervisor of Transportation shall be responsible for evaluation of all school bus drivers on forms provided by the Brandon School Division. The purpose of the evaluation is to assess the performance of the individual driver and to identify strengths and weaknesses in order to advise and assist the driver in the performance of his/her duties.

Probationary drivers will be evaluated at least twice during the probationary period for new employees and at least once during the probationary period for transfers or promotions. A recommendation accompanying the evaluation reports shall be submitted to the Secretary-Treasurer before the end of the probationary period.

Regular drivers will be evaluated every three years, or as required, with the evaluation submitted to the Human Resources Director.

All bus driver evaluation reports shall be signed by the Supervisor of Transportation and the driver, with provision for comments by either party and placed in the employee's permanent file in the Human Resources Department.