



"Accepting the Challenge"

## Facilities/Transportation Committee Minutes

Wednesday, September 14, 2011 – 1:00 p.m.  
Board Room, Administration Office

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

Regrets: M. Snelling

### 1. CALL TO ORDER:

The Facilities/Transportation Committee Meeting was called to order at 1:00 p.m. by Trustee Karnes.

### 2. APPROVAL OF AGENDA

The following items were to be added to the agenda:

- Secretary-Treasurer, Mr. Barnes, wished to provide an item for information regarding Earl Oxford School;
- Trustee Bowslaugh wished to provide some information regarding the proposed Senior's Co-op at the end of the meeting.
- Superintendent, Dr. Michaels, proposed the discussion of a revised Governance Goal for the Committee as they had met their current Governance Goal during the 2010-2011 School year.

The Facilities/Transportation Committee Agenda was approved as amended.

### 3. COMMITTEE GOVERNANCE GOAL ITEMS

It was agreed Doug Karnes would serve as Committee Chairperson for 2011-2012. It was further agreed that the Facilities/Transportation Committee meetings would be held on the second Wednesday of each month as follows:

Wednesday, October 12, 2011	1:30 p.m.
Wednesday, November 9, 2011	1:30 p.m.
Wednesday, December 14, 2011	1:30 p.m.
Wednesday, January 11, 2012	1:30 p.m.
Wednesday, February 8, 2012	1:30 p.m.
Wednesday, March 14, 2012	1:30 p.m.
Wednesday, April 11, 2012	1:30 p.m.
Wednesday, May 9, 2012	1:30 p.m.
Wednesday, June 13, 2012	1:30 p.m.

The Committee reviewed their responsibilities as noted on the agenda.

Secretary-Treasurer, Mr. Barnes, provided the Committee with an update regarding their Governance Goal and the Joint Use Agreement with the City of Brandon. He noted that the proposed agreement had been reviewed by the Solicitor and sent to Mr. Perry Roque of the City of Brandon for his review. The next step will be for Mr. Barnes and Mr. Clark, Director of Facilities and Transportation, to meet with the City to finalize the agreement before bringing back to this Committee for final approval and recommendation to the Board of Trustees.

#### **4. OTHER COMMITTEE GOVERNANCE MATTERS**

##### **a) Staff Washrooms – St. Augustine School**

Director of Facilities and Transportation, Mr. Mel Clark, provided the Committee with rough calculations regarding material and labour required to install another staff washroom at St. Augustine School. He noted he was still in the process of finalizing those costs. Discussions were held regarding how the costs could be shared between the Brandon School Division and the Catholic School Board. It was noted in the past the Division has not shared costs with St. Augustine as the Division does not own the building and therefore the Public Schools Finance Board will not cover any capital costs associated with the school. Mr. Barnes confirmed the Brandon School Division does pay for operating costs for the school. The Superintendent recommended that the Facilities and Transportation Committee considering meeting with the Facilities Committee of the Catholic School Board to learn what the Board's capital plan is for the school. Mr. Clark confirmed he has met with the school principal and the representative for the Catholic School Board noting the costly but necessary projects the Catholic School Board has slated for the next few years. The Committee agreed to fund 50% of the material cost of the project and absorb all Division labour to install the staff washroom. The Committee also directed Senior Administration to make arrangements to meet with the Brandon Catholic School Board facilities committee in the near future.

##### **Recommendation:**

- 1) That 50% of the material costs for installation of the additional staff washroom at St. Augustine School be recovered from St. Augustine Parish to a maximum of \$4,000 with the remaining 50% of material costs of the materials and labour costs assumed by the Division.

##### **b) Sale of New Era Lot**

Secretary-Treasurer, Mr. Barnes, spoke to this matter. He noted the property at New Era School currently used as a community garden could be disposed of. \ He confirmed that the lawyer is currently working on transferring the four parcels of land into the name of the Brandon School Division as currently the property stands in the school division's original name as well as two parcels are jointly registered to the Division and other individuals. Mr. Clark, Director of Facilities and Transportation, noted the City of Brandon maybe interested in the property for public housing. The matter was discussed at length and it was agreed that the Committee would consider further discussions on the disposal of the property after the Division has received clear title to the property.

##### **c) Appeal of Vacant Land Assessment**

Secretary-Treasurer, Mr. Barnes, noted the Division owns vacant land around Riverview Curling Club, known as the Trinity site; 26<sup>th</sup> and Maryland; and lots across the street from Betty Gibson School. The cost of the taxes for these three sites is approximately \$27,000. He confirmed that he had appealed the taxes paid on the 26<sup>th</sup> and Maryland site and received a reduction last year. He asked the Committee if they would like to again appeal the taxes providing his reasons for pursuing another appeal. He felt the matter should be an MSBA issue. The Committee discussed the possibility of pursuing the matter further and agreed to wait a year before moving forward with a second appeal. Mr. Barnes confirmed that the Division has asked for a designated school site in the Brookwood area and once that site has been transferred into the name of the Division, he recommended the disposal of the site at 26<sup>th</sup> and Maryland. He noted that site is wholly owned by the Division and therefore money from the sale of that property would come directly to the Division and be deposited in a reserve for further site acquisition or building projects.

##### **d) Policy Review – Part 9**

The Committee reviewed Policy and Procedures 9010 – "Use of School Buses for School Field Trips". The Committee agreed to add the information contained in Procedures 9010 to the Policy and rescind Procedures 9010. The Committee also made several amendments to Policy 9010 and agreed to rescind and replace the policy. (Appendix "A")

The Committee reviewed Policy 9015 – “Route Changes” (Appendix “B”) and agreed to amend the policy as follows:

- Remove the word “that” in the second sentence of the first paragraph;
- Remove the words “at his/her discretion” in the first second of the second paragraph;
- Add the words “and principal” in the second paragraph after the words “parent/guardian”;
- Add the word “driver” before the word “time” in the last sentence of the second paragraph.

The Committee reviewed and made several changes to Policy 9019 – “Eligibility for Transportation”. (Appendix “C”).

The Committee agreed to rescind and replace Policy 9055 – “Drivers’ Pay and Expense Reimbursement – Field Trips” to bring the policy in line with the current Collective Agreement. (Appendix “D”).

**Recommendation:**

That Policy and Procedures 9010 – “Use of School Buses for School Field Trips” be rescinded and replaced with Policy 9010 – “Use of School Buses for School Field Trips”.

That Policy 9015 – “Route Changes” is hereby amended as follows:

- Remove the word “that” in the second sentence of the first paragraph;
- Remove the words “at his/her discretion” in the first second of the second paragraph;
- Add the words “and principal” in the second paragraph after the words “parent/guardian”;
- Add the word “driver” before the word “time” in the last sentence of the second paragraph.

That Policy 9019 – “Eligibility for Transportation” be rescinded and replaced with Policy 9019 – “Eligibility for Transportation”.

That Policy 9055 – “Drivers’ Pay and Expense Reimbursement – Field Trips” be rescinded and replaced with Policy 9055 – “Drivers’ Pay and Expense Reimbursement – Field Trips”.

**5. OPERATIONS INFORMATION**

- The report from the Transportation Facilities Assistant dated June 13, 2011 regarding evacuation drills was received as information.
- Secretary-Treasurer, Mr. Barnes noted the principal of Earl Oxford School expressed concerns regarding classroom space at the school. He confirmed Mr. Clark, Director of Facilities and Transportation, is working with the principal to address the situation and the matter will be brought back to the Committee at a later date for further discussion.
- Trustee Bowslaugh noted there had been concern expressed in the community about the Senior’s Complex being built so close to Vincent Massey High School.
- Trustee Karnes requested a discussion regarding portable classrooms when the Division has received their enrollment count and numbers from Baragar.
- Mr. Barnes, Secretary-Treasurer, noted the Baragar numbers were within 40 students of the current enrollment.

**6. NEXT REGULAR MEETING: 1:30 p.m., Wednesday, October 12, 2011.**

The meeting adjourned at 2:20 p.m.

Respectfully submitted,

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D. Karnes, Chair

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M. Snelling

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M. Sefton

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P. Bowslaugh (Alternate)



## **BRANDON SCHOOL DIVISION POLICY**

### **Appendix "A"**

#### **POLICY 9010**

#### **USE OF SCHOOL BUSES FOR SCHOOL FIELD TRIPS**

*Adopted: Motion 173/88*

##### **I BOOKING OF FIELD TRIPS**

The Board of Trustees approves the use of Brandon School Division school buses during field trips, that is, for other than transporting students from home to school and vice versa and other curriculum programs.

It is understood that Division buses are to be used whenever possible but that, in the event that a school bus is not available, as determined by the Supervisor of Transportation, alternate means of transportation may be used and charged against the field trip allowance, provided that this alternate supplier of transportation. As approved by the Manitoba Transportation Board.

Principals will be responsible for justifying to the Board and/or the public, the educational value of a field trip taken by their individual schools.

The Board shall provide an annual budget (field trip allowance) to each elementary school to be used for field trip expenses. Salary and expenses paid to school bus drivers taking extracurricular activity (field) trips shall be charged against this allowance. Rates for the purpose of making changes against the field trip allowance and for bus operating costs shall be set by the Board from time to time. (Exception – for field trip charge purposes for Alexander School and O’Kelly School for field trips to the City of Brandon.

Requests for funding of field trips in excess of the school’s field trip allowance shall be made in writing to the Board.

Requests for school buses for field trip use shall be made on requisition forms provided and are to be submitted to the Supervisor of Transportation. Bus requests must be made by the Monday of the week prior to the week in which the trip occurs will be fulfilled only if a bus and driver are available and only when the bus is not required for regularly assigned trips. Schools shall be required to provide the driver with a list of students and supervisors participating in the field trip.

It shall be the responsibility of the supervising teacher(s) to ensure that all student passengers are aware of the bus rider rules and regulations with respect to conduct and student safety.

## **II CANCELLATION OF FIELD TRIPS**

The Board of Trustees shall accept partial financial responsibility for extra costs incurred by a school in taking an all-day field trip under the following circumstances and conditions:

1. that the field trip is cancelled by the Supervisor of Transportation on less than forty-eight (48) hours notice due to bus(es) and/or driver(s) not being available due to vehicle break-downs or driver absences.
2. that the field trip was previously approved and booked by the Supervisor on the understanding that bus(es) and/or driver(s) would be available.
3. that the school proceeds with the trip as scheduled using alternate authorized transportation
4. that the amount of financial support by the Brandon School Division for said trips will be up to 50% of the extra transportation costs to a maximum cost to the Board of \$500.00 per trip.



## BRANDON SCHOOL DIVISION POLICY

### Appendix "B"

#### **POLICY 9015**

#### **ROUTE CHANGES**

*Adopted: 78.05.23*

The Supervisor of Transportation is authorized to change routes, without formal Board of Trustees approval, provided that extra buses are not required and no major effect is experienced by the bus drivers.

The Supervisor of Transportation may, assign a student from one bus route to another bus route in response to a reasonable request from the parent/guardian and principal, if there is room on the bus and no change is made to the route mileage or driver time to accommodate the student.



## **BRANDON SCHOOL DIVISION POLICY**

### **Appendix "C"**

#### **POLICY 9019**

#### **ELIGIBILITY FOR TRANSPORTATION**

*Adopted: Motion 243/90*

The Brandon School Division shall provide transportation or funds in lieu of transportation for those students designated as eligible students for transportation services under the Public Schools Act.

1. Students eligible for transportation are those who reside more than one mile from school and outside the City of Brandon limits.
2. The Division shall provide transportation service to eligible transported students living within the boundaries of the City as defined in Manitoba Regulations by one of the following methods, the choice of which shall be at the sole discretion of the Division:
  - a) by school bus; or
  - b) by semi-annual payment to the parents/guardians of such eligible transported students of an allowance in lieu of transportation said allowance to be in an amount equivalent to the provincial grant calculated on a monthly basis for each month that said student shows satisfactory attendance.
3. Students designated as eligible students regardless of location and the distance from school include students having special needs as determined by Provincial guidelines. Certificate by a duly qualified medical practitioner may be required in some instances.

From time to time, the Board of Trustees may approve a motion which provides transportation for designated students.



## **BRANDON SCHOOL DIVISION POLICY**

### **Appendix "D"**

#### **POLICY 9055**

#### **DRIVERS' PAY AND EXPENSE REIMBURSEMENT – FIELD TRIPS**

*Adopted: Motion 125/95*

At the start of each new school year, drivers' names shall be placed on the field trip bus drivers' roster at the pay rates and expense reimbursement, as provided in the CUPE Collective Agreement.

School bus field trips shall be offered to school bus drivers on a voluntary basis. No school bus driver is obliged to take a field trip. Electing not to accept a school bus field trip shall not prejudice future job assignments or considerations.

School bus drivers shall be given first opportunity to take field trips based on a seniority rotational basis. A substitute driver will be obtained from a spare driver list by the Supervisor of Transportation or his/her designate. If no substitute driver is available, the regular driver will forego the field trip and fulfill his/her regular run responsibilities. The Supervisor will then fulfill the field trip request through the use of spare drivers, failing which the field trip request will be declined. At all times, regular school bus runs shall receive priority consideration.

A regular driver taking a field trip shall be deducted the appropriate wages at regular wage rates for the regular driving time missed and will be paid at then current field trip rates for the field trip. The spare driver will be paid at spare driver rates.

Field trips shall be identified and bus drivers shall be paid, and their expenses reimbursed in accordance with the CUPE Collective Agreement.