



"Accepting the Challenge"

# Facilities/Transportation Committee Minutes

Tuesday, June 14, 2011 – 11:30 a.m.

Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray (exited at 1:15 p.m.), G. Kruck (exited at 12:50 p.m.) P. Bowslaugh, M. Clark, R. Harkness. G. Barnes, Dr. D. Michaels, G. Malazdrewicz

## 1. CALL TO ORDER:

The Facilities/Transportation Committee Meeting was called to order at 11:45 a.m. by the Chairperson, Trustee Karnes.

## 2. APPROVAL OF AGENDA

The following items were to be added to the agenda:

- Trustee Karnes requested the addition of discussions regarding École Harrison School play structure and information regarding the funding announcement for the new gym at George Fitton School;
- Trustee Kruck request the addition of discussions regarding the recycling of computers and further discussions regarding playgrounds.

POINT OF PRIVILEGE: Trustee Kruck requested further clarification regarding the disposal of computers and whether or not the school was involved in the "Computers for School" program. Associate Superintendent, Mr. Malazdrewicz confirmed that the Division was involved in the "Computers for School" program as part of the Division's replacement program. Trustee Kruck asked if the "Computers for School" program would take the Division's old computers. Mr. Malazdrewicz confirmed that the Division's computers are too old for the program. Trustee Kruck asked if the school computers were recycled or went to the landfill. Mr. Malazdrewicz noted both, some were recycled and others went to the landfill.

The Facilities/Transportation Committee Agenda was approved as amended.

## 3. REVIEW OF COMMITTEE MINUTES

The Committee reviewed the Minutes of May 10, 2011.

## 4. COMMITTEE GOVERNANCE GOAL ITEMS

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

Secretary-Treasurer, Mr. Gerald Barnes reviewed the consultations which had taken place regarding use of facilities. He noted there would need to be discussions regarding the continued use of custodians versus use of other division staff such as custodial assistants. He confirmed the community, through the consultations, was asking the Division to look at differentiating costs. He also confirmed that school principals wanted division staff at the facility during use of their schools by the public.

Trustee Bowslaugh inquired about the Union's position regarding the use of custodial assistants. It was noted there was nothing in the contract which would be of concern in this area. She felt that some things appeared to need to be tightened up in the process as to what the custodian is to be doing while at the school during use by the public. She also felt that the communication process for the cancellation of an activity in the school needed to be clarified.

Trustee Murray felt he did not hear as much concern from the public as he thought there would be. He did note that the upkeep of the school grounds and fields was a concern and needed to be addressed. He had hoped the public would want to use more of school facilities than just the gym. He thought the Division and City were already doing a very good job of renting school facilities.

Trustee Kruck supported using custodial assistants in the hopes of bringing the price tag down for various user groups.

Trustee Karnes agreed the cost needed to be kept down. He felt the booking system could be improved. Mr. Karnes expressed concern regarding the wear and tear of school equipment, both fixed and consumable. He felt the Division may need to put more funds into the upkeep of school grounds. He also noted the 30 year old contract needed to be updated.

Secretary-Treasurer, Mr. Barnes confirmed that the Division did not charge for the use of school grounds except for the field hockey ground at Crocus Plains which was built for the 1997 Summer Olympics. He noted he will be approaching the City regarding contribution to playgrounds and school fields. He felt rental rates may need to be adjusted to include use of material.

Director of Facilities and Transportation, Mr. Mel Clark agreed the message received from the public was that we charged too much for facility rental. He confirmed grounds maintenance was difficult to maintain as the Division had two months to upgrade the fields. He did not feel more money would solve the problem, noting it was the physical timeline of the school year which hindered grounds upkeep.

Further discussions were held regarding the hourly wage for a custodial assistant versus a custodian. Timelines were established with a report to be completed by the Secretary-Treasurer and the Director of Facilities and Transportation for the end of August.

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

### **a) Neelin High School Off-Campus**

Superintendent, Dr. Michaels, inquired about the possibility of the Division exploring the rental of the top floor of the building where the Off-Campus program is currently situated. She noted that as a result of the amendments to the Public Schools Act which will mandate students stay in school until the age of 18, the Division may need to expand the Off-Campus program and require additional space. Discussions were held regarding possible rent increases to include the top floor of the building currently being rented; the possibility of investigating another locale to house the program; the current lease and its pending renewal; the number of students currently enrolled in the program; and the need to keep students in their own school as much as possible.

Senior Administration was directed to prepare a report on the proposed programming to be offered, including costs, to increase the Off-Campus program to accommodate the changes to the Public Schools Act related to the mandatory school age. The report was to be prepared and brought back to the Committee for review in September.

Director of Facilities, Mr. Mel Clark and Secretary-Treasurer, Mr. Barnes, were authorized to renegotiate the current lease for an additional three years and include the second floor in the renegotiated lease. They were directed to take the lease directly to the Board of Trustees for ratification rather than bringing the matter back to the Committee for further discussion and approval.

### **b) Joint MSBA/PSFB Residential Planning Committee**

Secretary-Treasurer, Mr. Barnes, spoke to this item noting he had been advised by MSBA that they now had the number of representatives required for the Committee. He confirmed the legislation had been tabled during the week and he would follow-up on the matter.

**c) Transportation Report**

Supervisor of Transportation, Mr. Ron Harkness, provided a detailed review of the Transportation Report dated December, 2010. He reviewed past issues which had been identified and the steps taken to resolve those issues. He spoke of the implementation of the Versa Trans software and the Client-Tracker system and the benefits they had provided in the mapping and determination of routes allowing for the best times for student ridership. Fleet Vision had provided the staff with the ability to conduct an inventory count in a more efficient manner. Mr. Harkness also addressed the bus routes for both rural and in-city. He also spoke about the pros and cons of the tri-high shuttle which offers bussing between the three high schools during the lunch hour. The report concluded with a summary and diagram for each bus route. Trustees asked questions for clarification purposes. The report was received as information noting that the matter would be reviewed again in the fall of each school year.

**d) Harrison School Playground**

Trustee Karnes requested clarification from the Secretary-Treasurer regarding the distribution of budgeted funds for playgrounds, in particular confirmation that École Harrison School would in fact receive the promised funds for their playground. Mr. Barnes confirmed the school would receive funds however; they did not receive any money until they provided invoices to his department. Trustee Karnes encouraged Senior Administration to ensure that schools are aware of the protocol required to receive the funds.

**e) Playground Structure Review**

Senior Administration was directed to have the playground structure review ready for presentation to the Board of Trustees at their Regular meeting to be held in August, 2011

**f) Funding Announcement**

Committee Chair, Trustee Karnes, circulated a Media Press Release regarding the construction of a new gym at George Fitton School. It was noted that the Secretary-Treasurer and the Director of Facilities and Transportation would be following up with Mr. Lesage at the Public Schools Finance Board regarding further details.

**g) Boiler Replacement at Betty Gibson School**

Secretary-Treasurer, Mr. Barnes, provided information from HSB Engineering Consultants Ltd. regarding the tendering bid for the boiler replacement at Betty Gibson School. He recommended the Committee accept the recommendation of the engineering consultants for Brandon Heating & Plumbing Ltd. The Committee agreed a motion would be brought forward accepting the recommendation of the Engineering Consultants.

**Recommendation:**

That the low tender of Brandon Heating & Plumbing Ltd. in the amount of \$266,780.11, including all applicable taxes, for the installation of a Aerco boiler at Betty Gibson School, be accepted.

**h) School Bus Safety Presentation**

Supervisor of Transportation, Mr. Ron Harkness, noted he was pleased to present a new bike to Darrys Paddock at George Fitton School whose picture was chosen for School Bus Safety Week.

**6. OPERATIONS INFORMATION**

The letter from the Brandon Transportation Department was received and filed.

7. **NEXT REGULAR MEETING: 11:30 a.m., Tuesday, September 8, 2011, Board Room.**

The meeting adjourned at 1:20 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)