



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, October 17, 2017 – 1:00 p.m.

Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner
D. Labossiere, E. Jamora, M. Clark

Guests: T. Birkhan, L. Ross, G. Malazdrewicz

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:00 p.m. by Committee Chair Trustee Sefton.

2. APPROVAL OF AGENDA

Mr. Denis Labossiere, Secretary-Treasurer, added Fiber Optic Agreement under Operations.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the September 19, 2017 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. Presentation of the 2016-2017 Financial Audit – BDO Canada LLP – Mr. Todd Birkhan, Auditor

Trustee Sefton welcomed Mr. Todd Birkhan, the Division Auditor from BDO Canada LLP, to the meeting. Mr. Birkhan began his presentation by saying that there were no issues or misstatements with the audit, which indicates that the information provided to Trustees to make decisions throughout the year are correct. He also discussed that the Division is in a good financial position and is making wise decisions regarding long term planning.

Mr. Birkhan then reviewed the Final Audit Report addressed to the Board explaining the process involved in undertaking the audit. Mr. Birkhan spoke about the responsibilities of the auditor under the PSAB rules; reviewed the audit approach, the status of the audit, materiality used, audit findings, oversight process regarding fraud detection, internal control matters and other required communications. He discussed “Likely aggregate misstatements” resulting from using Provincial formulas instead of using an Actuary in calculating the non-vested sick leave liability. Trustees asked questions for clarification.

The Secretary-Treasurer and Mr. Birkhan reviewed the recommendations provided by the auditor on the accounting system user listing and conversion testing and discussed with the Committee how these recommendations will be addressed with the conversion to the new accounting system currently underway.

The Committee agreed to move forward with the recommendation regarding acceptance of the Auditor's Report and the audited financial statements. The Committee Chairperson thanked Mr. Birkhan for attending and presenting information to the Committee. He also thanked Mr. Birkhan for his confidence in the Division's Finance team. Mr. Birkhan exited the meeting at 1:42 p.m.

The Secretary-Treasurer, Mr. Denis Labossiere, spoke to the memo he provided to the Committee and reviewed the Operating Fund – Schedule of Revenue, Expenses and Accumulated Surplus on page 7 of the FRAME report. Mr. Labossiere indicated that the results reflect a decrease in revenues of (0.07%) and a decrease in expenditures of 2.13%. He noted that the operating costs per pupil for 2016-2017 was \$11,419 (2015-2016 - \$10,971) and that the budgeted amount for 2016-2017 was \$11,692 per pupil. He also reviewed the Variance Summary Report, the Accumulated Surplus Report and the Capital Reserves report and answered Trustee questions.

Recommendation:

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2017 be and are hereby accepted, and that the chairperson be authorized to affix his signature and the seal of the Division thereto.

B. Gender Neutral Washrooms

Mr. Greg Malazdrewicz, Assistant Superintendent, distributed and reviewed information on the cost to add unisex handicapped washrooms on each floor of all Division buildings.

Mr. Malazdrewicz discussed the need of converting regular washrooms into unisex washrooms to meet the needs and rights of transgender students. To get proper costing of these renovations, it is suggested that funds be set aside for architectural drawings to determine scope and cost of such projects. At which time, the Division could share the information with PSFB to request funding. It is suggested that drawings be created at one high school to identify potential costs.

Mr. Malazdrewicz recommended that this project begin this year if funds are available.

Trustee Ross asked if washroom facilities have been identified for those students who need them. Mr. Malazdrewicz responded that schools have made accommodations for these students.

C. 2018-2019 Budget Preparations – In-Camera Discussion

Mr. Denis Labossiere, Secretary-Treasurer, provided information to the Committee In-Camera. Discussion took place.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - The Committee reviewed and discussed the October 10, 2017 WPS&H Committee meeting minutes.

B. Confirm Payments of Account (September)

The payments of account for the month of September were provided for information. The reports were accepted as circulated.

C. Review Monthly Reports (September)

The monthly reports for the month of September were accepted as circulated.

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - George Fitton Roof
 - Earl Oxford Grooming Room
 - Green Acres Heating System and Ventilator Replacement
 - École Harrison Steam Heating System Replacement
- The Secretary-Treasurer provided an update on the Easement Agreement for the Fiber Optic Conduit at Kirkcaldy Heights School.

7. NEXT REGULAR MEETING: Thursday, November 30, 2017, 1:00 p.m., Boardroom.

The meeting adjourned at 2:49 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)

Committee Minute Form

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BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: October 10, 2017 Date of next meeting: January 16, 2018 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Glen Kruck Craig Laluk Greg Malazdrewicz Mel Clark	Occupation Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	Present x x x	Absent x
	Worker Members Peter Buehler Erik Been Jamie Rose Heather Kryshewsky Danae Heaman	BTA President Teacher Utility/CUPE President School Admin Assistant Educational Assistant	x x x x	 x
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	Agenda Approval: M. Clark, called the meeting to order at 1:00 p.m.	➤ The agenda for October 10, 2017 was accepted and filed without additions/deletions.	
	A. Minutes: May 9, 2017	➤ M. Clark referred to the minutes and asked for any errors or omissions. The meeting minutes of May 9, 2017 were adopted as circulated. ➤ Moved by J. Rose – P. Buehler, Accepted and Filed.	
2017/05/09	B. Outstanding Issues: 1. Right to Know – Members working with violent students – Update, G. Malazdrewicz	➤ G. Malazdrewicz advised the Committee, staff have a right to know what they need to do their jobs effectively. J. Rose then asked what practices are in place such that an educational assistant (EA) is made aware of students with behavioral issues and the potential for danger is present. J. Rose also cited, MB Workplace Safety and Health Act and Regulation, "required information" 7.5(1). D. Armstrong shared Part 11 (1-8 inclusive) WPS&H Regulation: Violence in the Workplace, addresses this area. ➤ A discussion regarding the availability of student information to EA's occurred. Included in the discussion were the precedents of PHIPA, FIPPA over the WPS&H Act, visa versa. Who should communicate the information? What the communication should include? Should details be verbal or written or both? How should the information be shared? ➤ The Committee agreed all schools should be following the same practice when sharing information. ➤ G. Malazdrewicz to follow up with resource teachers regarding sub protocols; what information is available to substitute EA's. He also advised it would be necessary to seek legal advice on the communication process. ➤ J. Rose asked that all findings be communicated back to the Committee when available. He shared waiting till the next meeting date of January 16, 2018 would be too long.	Report findings from meeting with Resource Teachers regarding Sub-Protocols. – update – G. Malazdrewicz.

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark

(x) Print Name of Worker Co-Chair Jamie Rose

Signature _____ Signature _____

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2017/05/09	2. Procedures for HSL and BSSAP working alone.	<ul style="list-style-type: none"> ➤ The Committee reviewed the handout distributed by J. Rose (attached). The handout outlined practices used by other school divisions when driving/walking with students or visiting homes. The items such as a sign in the window and a sign in/out sheet were easily accepted. However, the Committee discussed in length the feasibility of two members being present at all times, the value of a two-way radio and the use of personal vehicles for transportation. ➤ G. Malazdrewicz agreed to take this concern back to Senior Administration and to get feedback from the School Principals at the next Divisional Leadership Team meeting. 	Report back findings regarding procedures for HSL and BSSAP working alone – update – G. Malazdrewicz
2017/05/09	3. Procedures for Administrative Assistants for Offsite Banking.	<ul style="list-style-type: none"> ➤ J. Rose recommended a consistent procedure be in place for all staff leaving the work site to attend to offsite work. A discussion surrounding the current sign-in/sign-out procedure for all staff/non-staff at all BSD buildings took place. ➤ The Committee agreed the current sign-in/sign-out procedure was sufficient. 	
	C. <u>Review of Selected Site Inspection Reports:</u>	<ul style="list-style-type: none"> ➤ K-8 Schools: George Fitton (May 28/17), King George (May 30/17), O'Kelly (June 15/17) and Valleyview (June 6/17). ➤ High Schools: Maintenance/Administration (May 16/17). ➤ D. Armstrong reviewed the current site inspection reports. ➤ D. Armstrong informed the Committee it is the responsibility of the WPSH representative to complete and sign off on the report. He also shared with the Committee items prioritized as "1's" and "2's" are attended to within 72 hours. ➤ Previous, K-8 Schools: Earl Oxford (Apr 6/17), JR Reid, Meadows (Mar 16/17), St. Augustine & Waverly Park (Mar 29/17). ➤ Previous, High Schools: Neelin Off Campus (Dec 6/17) ➤ D. Armstrong advised all previous inspection reports once completed and signed are posted in the portal. ➤ Lastly, D. Armstrong shared it continues to be difficult to get the signed completed inspection report back in a timely manner. 	
	D. <u>Correspondence:</u>	<ul style="list-style-type: none"> ➤ None. 	
	E. <u>New Business:</u>		
	1. Incident Report, May 1, 2017 to September 30, 2017 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the Incident Reports with the Committee. ➤ A practice of wearing high visibility vests by playground supervisors is being put in place. There will be further communication coming from Senior Administration. 	
	2. Inspection Dates 2017-2018 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the dates with the Committee. 	
	3. WPS&H Representatives, 2017-	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the listing with the Committee. 	

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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	2018 – D. Armstrong		
	4. Memo – Hearing Assessment - D. Armstrong	<ul style="list-style-type: none">➤ D. Armstrong reviewed the dates with the Committee and informed the Committee that Hearing Innovators Inc. out of Winnipeg would conduct hearing assessments.➤ He also advised a memo had been sent to School Administrative Assistants explaining the process.	
	5. Training – Update – D. Armstrong	<ul style="list-style-type: none">➤ D. Armstrong reviewed the training available.	
	6. Near Miss – Crocus Plains – D. Armstrong	<ul style="list-style-type: none">➤ D. Armstrong reviewed the report and invited M. Clark to explain to the Committee from his viewpoint what had happened with the near miss. Lastly, a video of the near miss was viewed by the Committee.➤ M. Clark informed the Committee there was a communication breakdown. Safely no one was injured.	

Other Business: Confirmation of Next Meeting: January 16, 2018

Adjournment: G. Kruck – J. Rose – The meeting was adjourned at 2:30 p.m. Carried.

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Members driving students or visiting homes

- sign in the car window, letting people know that they are a Divisional employee driving a student.(Pembina trails).
- two members to drive and visit home
- two way radio provided
- sign out and in sheet provided

Walking with students

- two way radio provided
- sign out and in sheet provided

Members leaving the work site, School admin Assistant (Banking etc.)

- Separate sign out and in sheet be provided.
- Two way radio provided