



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Wednesday, October 17, 2018 – 1:00 p.m.

Boardroom, Administration Office

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

Guest: T. Birkhan, B. Ewasiuk

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:04 p.m. by Committee Chair Trustee Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the September 25, 2018 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. Presentation of 2017-2018 Financial Audit – BDO Canada LLP

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.

Mr. Birkhan then reviewed the Final Audit Report addressed to the Board of Trustees, 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.

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.

The Committee also discussed the implementation of the ERP system in 2017-2018, and the auditor complimented the Division staff for meeting the project timelines.

Mr. Birkhan exited the meeting at 1:32 p.m.

The Secretary-Treasurer, Mr. Denis Labossiere, indicated to the Committee that the implementation timelines were met as a result of management support, interdepartmental cooperation and most importantly the dedicated staff that put in many extra hours of work during the implementation.

The Secretary-Treasurer spoke to the memo he provided to the Committee, along with the Summary of Variances of Revenue and Expenditure, and answered Trustee questions. The Committee accepted the reports as presented.

The Secretary-Treasurer provided an update on the request to the Public Schools' Finance Branch (PSFB) to establish four (4) capital reserves. Trustees asked questions for clarification. The Division is awaiting approval for two (2) of the four (4) reserves. Should PSFB not approve these reserves, the Division will have to revise the financial statements in the areas of Capital Reserves and Accumulated Surplus.

Recommendation

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2018 be and are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.

B. 2019-2020 Budget Preparations

Consumer Price Index (CPI)

The Secretary-Treasurer reviewed the Manitoba CPI rate for the months of September 2017 to August 2018 (2.4%). The current Manitoba CPI for 2018 (January to August) is 2.5%.

Factors That Will Affect the 2019-2020 Budget

Mr. Labossiere spoke to this item and reviewed the memo provided to the Committee. The Secretary-Treasurer noted revenue, expenditures and other factors which will affect the development of the 2019-2020 budget.

Further discussions were held regarding Special Needs Funding – Level 2 and 3, transportation needs, Provincial legislation/policies, early learning needs, Neelin Off-Campus, and Maryland Park School.

2019-2020 Budget Preparation

Mr. Labossiere reviewed the 2019-2020 Budget Preparation memo provided to the Committee. Trustees asked questions for clarification.

The Committee agreed to the following recommendations for the 2019-2020 Preliminary Budget Preparation:

Recommendation

That the following guidelines be initiated for the 2019-2020 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures e.g.: employee benefits, insurance, fuel/propane for school buses, taxes and utilities;
- b) A 2.4% inflationary increase be provided for controllable services and supplies;
- c) A 2.4% inflationary increase on the school instructional supply budget;
- d) A 2.4% inflationary increase be provided for the Capital and Maintenance Budget;
- e) The 2019-2020 Budget provide for expected enrollment growth.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Playground Replacement Schedule

The Secretary-Treasurer reviewed the Playground Replacement Summary. The Committee agreed to insert the Maryland Park School playground on the schedule for 2020 without disrupting the playground replacement schedule for other schools. In 2020, both Alexander School and Maryland Park School are slated for new playgrounds.

B. Boardroom Camera System Replacement

Mr. Brent Ewasiuk, Director of Management and Information Systems Technology, entered the meeting at 2:27 p.m. and reviewed his memo to the Committee regarding a Request for Proposal for Boardroom camera equipment. The current equipment was installed in September 2012. Three (3) months ago, the video switching unit started experiencing issues, and would restart several times during every Board meeting. The noise of the restarts have been distracting for those present, and frustrating for those watching the stream from home. Unfortunately, the external contractor has been unable to fix the issues.

Mr. Ewasiuk noted that the life expectancy of the existing equipment is between 5 and 7 years. Additionally, the current model of cameras and switching unit will no longer be supported in the next year, which means replacing the existing switching unit with a new version of the same model would leave the Division with unsupported components of the system within a year.

Mr. Ewasiuk indicated that by upgrading the equipment, the Division can expect 6 or 7 years of service. This equipment will allow the streaming of 6:9, 1080p crystal clear video. Cost of the new equipment is \$45,152 (plus taxes). Mr. Ewasiuk noted that the existing projector will be redeployed to use in one of the Division schools.

Trustees asked questions for clarification regarding whether the Division will still own and archive the recordings, the size of the new screen, and the warranty on the equipment.

The Committee supported the proposal as presented.

Mr. Ewasiuk exited the meeting at 2:45 p.m.

C. New West Partnership Trade Agreement

Mr. Labossiere reviewed the memorandum from the Manitoba government regarding the new obligation for Manitoba under the New West Partnership Trade Agreement (NWPTA). Under the NWPTA, Manitoba is required to have all its tender notices posted to a single location. This will ensure fair and open access to government procurement opportunities. It includes all government departments, crowns, agencies, boards and the MASH sector (municipal governments, academic institutions, schools and the health sector).

To meet the Manitoba government's obligations under the agreement, the government requires MASH sector entities to post all their tender notices on MERX, a Canadian Public Tender website, by November 30, 2018. The Division will comply with the new obligation of posting tenders on MERX, but will also continue the practice of posting tender notices on the Brandon School Division website.

D. Seatbelts on School Buses

Ms. Caroline Cramer, Director of Facilities and Transportation, spoke to this item and noted that Transport Canada will be reviewing this matter again. Ms. Cramer indicated that if there is a mandate to have seatbelts installed on school buses, there would be significant costs involved, possibly up to \$10,000 per bus. She noted that injuries or fatalities typically occur when a person is ejected from the bus, and added that Manitoba Divisions have always taken the precaution of ordering laminated glass on the school buses so that students cannot be ejected.

The Committee discussed the possibility of installing seatbelts on new buses, retrofitting old buses with seatbelts, and whether seatbelts could be added to the Central Tender Process for bus purchases.

The Committee agreed that at this time, no action is required and the Division will await Transport Canada's decision on the matter along with the direction from the Manitoba Pupil Transport Unit.

E. Sub Committee Reports

- Workplace Safety & Health – October 9, 2018

The Minutes were reviewed by the Committee. Trustees asked questions for clarification.

F. Confirm Payments of Account (September)

The payments of account for the month of September was provided for information.

The report was accepted as circulated.

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided an update on the following project:
 - Earl Oxford School – Modular Classroom
- The Secretary-Treasurer reviewed information regarding Maryland Park School and answered Trustee questions. The Committee supported the information as presented.

Trustee Sumner thanked Mr. Labossiere and Ms. Eunice Jamora, Assistant Secretary-Treasurer, for their work, and noted it has been a pleasure working with them.

Trustee Sefton indicated that the Committee appreciates the hard work of the Finance department and staff that makes the Division function.

7. NEXT REGULAR MEETING: TBD.

The meeting adjourned at 3:23 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)

Committee Minute Form

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Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: October 9, 2018 Date of next meeting: May 8, 2018 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mark Sefton Glen Kruck Craig Laluk Caroline Cramer Becky Switzer	Occupation Trustee Trustee School Administrator Director Facilities / Transportation Director Human Resources	Present x x x	Absent x x
	Worker Members Cale Dunbar Erik Been Jamie Rose Heather Kryshewsky Danae Heaman	BTA President - Acting 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: C. Cramer, called the meeting to order at 1:00 p.m.	➤ The agenda for October 9, 2018 was accepted and filed without additions/deletions.	
	A. Minutes: May 8, 2018	➤ C. Cramer referred to the minutes and asked for any errors or omissions. The meeting minutes of May 8, 2018 were adopted as circulated. ➤ Accepted and Filed.	
2017/05/09	B. Outstanding Issues: 1. Right to Know – Members working with violent students – Update, B. Switzer	➤ Deferred to January 8, 2019. ➤ C. Cramer informed the Committee she had met with the Assistant Superintendent, E. McFadzen to discuss the document. Currently, the document is being reviewed by School Principals and feedback is being collected. The deadline for feedback was October 5, 2018. Thereafter the feedback will be compiled and the final document will be brought to the Committee.	Behaviour Intervention for Educational Assistants (DRAFT) – update – B. Switzer

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 C. Cramer (x) Print Name of Worker Co-Chair J. Rose

Signature _____ Signature _____

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2017/05/09	2. Procedures for HSL and BSSAP Working Alone Guidelines – Transportation of student(s) in Personal Vehicles, Update C. Cramer	<ul style="list-style-type: none"> ➤ C. Cramer referred to the final draft of the Safe Work Procedure – BSD Employee Transportation of Student(s) in Personal Vehicles. She stated the Safe Work Procedure had been reviewed by Senior Administration and was presented to School Leaders. The Committee was asked to review the document and forward any edits to the recording secretary by Friday, October 12, 2018. After this final review, the formal deployment will be deployed the week of October 15, 2018. ➤ The Committee engaged in a discussion surrounding the Safe Work Procedure: its application, worker safety, student responsibility and the Refusal to Work. C. Cramer reiterated, the Safe Work Procedure was developed as a guideline only. ➤ J. Rose reminded the Committee the "Working Along Guidelines" were also to be reviewed. C. Cramer advised she will work with D. Armstrong and asked to have the item deferred to the next meeting. 	Working Alone Guidelines– update – C. Cramer & D. Armstrong
	C. <u>Review of Selected Site Inspection Reports:</u>	<ul style="list-style-type: none"> ➤ K-8 Schools: George Fitton (Apr 18/18), King George (/18), O'Kelly (/18), Valleyview (May 17/18) and New Era (Apr 10/18). ➤ High Schools: Maintenance/Administration (/18). ➤ D. Armstrong reviewed three site inspection reports with the Committee. ➤ Previous, K-8 Schools: Earl Oxford (Mar 19/18), JR Reid (Mar 6/18), Meadows (Mar 20/18), St. Augustine (Apr 9/18) and Waverly Park (Dec 11/17). ➤ Previous, High Schools: Neelin OC (Jan 16/18). ➤ D. Armstrong advised all previous inspection reports once completed and signed are posted in the portal. The return of completed & signed inspection reports continues to be an issue. 	
	D. <u>Correspondence:</u>	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the document, <i>Fire Safety in Educational Facilities – Guide for Educators</i> with the Committee. He advised the document has been forwarded to the school principals and the unions. A discussion occurred around the topics: space heaters, fridges and coffee makers. Conclusion: all items should be checked regularly for compliance and safety. ➤ C. Cramer advised fire safety concerns are specific to how the appliance is plugged in. When inspections take place any appliance that is not plugged directly into an outlet (such as use of a power bar) should be addressed immediately. 	
	E. <u>New Business:</u> 1. Incident Report, June 1, 2018 to September 28, 2018 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the Incident Reports with the Committee. ➤ The degree of the categories used in reporting incidents was clarified and discussed. 	
	2. Violent Incident Report, September 2018 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong verbally presented data to the Committee. ➤ The Committee discussed the definition of a violent incident, personal interpretations of the definition, the availability of forms when reporting and the importance of reporting all incidents. The reporting process is important to identifying trends and/or areas that need attention. ➤ C. Laluk made a recommendation to Senior Administration: reiterate the importance of all staff reporting violent incidents. This information could be included in the Annual Student Threat Assessment. 	Violent Incident Reporting - Monthly Reports with categorization – Update, D. Armstrong. Recommendation to Senior Administration – C. Laluk to address as item for the Divisional Leadership Team.

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Signature _____ Signature _____

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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	3. WPS&H Representatives 2018-2019 – D. Armstrong	➤ D. Armstrong reviewed the representatives at all locations with the Committee. He advised there are currently 3 locations that are not complete in their required representation: Neelin Off Campus, the BSD Administration Office and the BSD Maintenance Office.	
	4. Inspection Dates 2018-2019 – D. Armstrong	➤ Deferred to January 8, 2019.	Inspection Dates – Update, D. Armstrong
	5. Hearing Assessment 2018-2019 – D. Armstrong	➤ D. Armstrong informed the Committee of the annual hearing assessment planned for October 15-18, 2018. The assessment will take place in 3 locations and will include approximately 200 staff members. ➤ A discussion surrounding identified staff members (requiring a hearing test) and those staff members not identified took place. C. Cramer advised individuals requesting a hearing test will be reviewed on a case by case basis. An email can be forwarded to her attention for review.	
	6. Training – D. Armstrong	➤ D. Armstrong reviewed the training available to BSD Staff: MSBA "Rehab the Lab Workshop" (Nov 8/18), SAFE Work Manitoba workshops and MSBA/MTS workshops. The Committee discussed the MSBA/MTS training that took place on October 4, 2018, specifically the portion on "lockdown". The Committee was concerned that the material presented was contradictory to the BSD's current lockdown procedures. ➤ The Committee agreed BSD's current protocols were thoughtfully and carefully established, however, due diligence is required to listen to the new material. Senior Administration will attend the upcoming training on October 24, 2018 and will report back to the Committee.	MSBA/MTS training – Update, C. Cramer
	7. Variance for WPS&H Committees in the Brandon School Division (WPS&H Act 40(6))	➤ C. Cramer advised the Committee the current WPS&H variance will expire in December 2018. She also shared the Provincial body has conducted tours and random inspections. The focus appeared to be on the high schools, however some K-8 schools were also included. ➤ J. Rose advised he will meet with the Secretary-Treasurer to discuss CUPE/BTA's concerns with the variance. ➤ Currently, all High School WPS&H minutes have been posted to the BSD Portal for review. J. Rose requested all High School WPS&H minutes be attached to the WPS&H agenda for the Central Committee's knowledge.	High School WPS&H minutes to posted on the WPS&H Central Committee Agenda
	8. Ready and easily available WPSH Report Forms – B. Switzer	➤ Deferred to January 8, 2019.	Occupational Health & Safety, demo – Update, B. Switzer

Other Business: Confirmation of Next Meeting: January 8, 2019

The meeting was adjourned at 2:36 p.m.

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