



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Thursday, May 2, 2013 – 11:30 a.m.
Board Room, Administration Office

Present: D. Karnes, Chairperson J. Murray, K. Sumner, P. Bowslaugh (alternate), M. Sefton, Dr. D. Michaels (entered at 12:25 p.m.), K. Zabowski, M. Clark, R. Harkness.

1. CALL TO ORDER:

The Facilities & Transportation Committee Meeting was called to order at 11:40 a.m. by Committee Chairperson, Trustee Karnes

2. APPROVAL OF AGENDA

Trustee Bowslaugh requested the addition of two items should time permit. The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of March 7, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Parent Issue

Supervisor of Transportation, Mr. Ron Harkness, spoke to an email received from a parent to the Committee regarding the distance the student lived from school and the policy regarding provision of bussing. He provided some background information on the matter. He also spoke to the funding provided by the Government for bussing of students and the Division policy which outlined the distances from school to home for provision of bussing. Discussions were held regarding past requests received by the Committee which were overturned by the Board of Trustees. Trustee Murray noted there is no such thing as an "exception to policy" rather the exception becomes a precedent and cautioned the Committee about establishing precedents. The Director of Facilities and Transportation spoke to growth in enrollment in the Division, and the pressure this puts on the Transportation Department with respect to the increasing number of students riding the bus. Following discussions wherein Trustees spoke both for and against providing an exception to policy, it was recommended that there would be no exception to policy and the request was declined. The Secretary-Treasurer was directed to write to the parent advising of the Committee's decision.

B) YMCA – 2013 Summer Camp Request

The Supervisor of Transportation spoke to the history of this partnership and request from the YMCA. Trustees asked questions for clarification regarding driver availability and cost to the Division. It was noted this service is provided on a cost recovery basis. The Committee agreed to approve the request subject to approval by the Manitoba Motor Transport Board and our insurance provider.

Recommendation:

That a school bus be provided to the YMCA 2013 Summer Day Camp for the weeks of July 2nd, 2013 to August, 23rd, 2013, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Motor Transport Board.

C) B.J. Hales Collection

The Secretary-Treasurer spoke to conversations he had with Shawn Berry, Brandon General Museum Association (BGMA), regarding the B.J. Hales Collection Agreement. With respect to the BGMA's inquiry about insurance, Mr. Zabowski noted the Division's insurance provider stated the BGMA must provide their own insurance. With respect to the Division's request to allow Brandon School Division students to view the collection for free, Mr. Zabowski noted that currently the BGMA did not charge admission; however, should this policy change, Brandon School Division students would be admitted free of charge upon producing their student card. Mr. Zabowski also confirmed that the Division requested the addition of a clause which would coordinate the moving of the collection with the availability of the Department of Facilities. All proposed changes to the agreement had been incorporated. It was agreed the proposed agreement would be forwarded to the Board of Trustees for final approval (Appendix "A"). It was also agreed that it would be suggested to the Board of Trustees that a public signing of the agreement take place at some point in the near future.

Recommendation:

That the Agreement between the Brandon School Division and the Brandon General Museum & Archives Inc., regarding the transfer and display of the artifacts known as the "B.J. Hales Collection", is hereby approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

D) Staff Parking Fees

Mr. Zabowski, Secretary-Treasurer, noted this matter had been discussed at another Committee meeting and referred to the Facilities and Transportation Committee by the Board of Trustees at their regular meeting April 22, 2013. Mr. Zabowski provided information regarding the fees collected, how they are collected and how many parking stalls are involved. He noted the fees are based on plug-ins only and had been calculated based on cost-recovery. Mr. Zabowski confirmed that with the recent changes passed by the Government budget, he will now be required to charge and collect GST on this service to employees. Trustee Sefton, noting the request had originally come from Trustee Kruck, explained his reasoning for increasing the fees. Trustees spoke for and against increasing fees. Discussions included increasing fees for those who use electrical plug-ins, charging parking fees for all employees whether or not an electrical plug-in is used, how these funds would be collected and who would manage the collection, as well as the logistics of enforcing the fees. It was noted that a consultation with the users should be undertaken before any final decisions would be made. Dr. Michaels, Superintendent, cautioned the Committee on how quickly they move forward with this possible suggestion and the impact it would have on employee relations.

Agreed:

It was agreed that the Division would increase fees for electrical plug-in users in order to meet cost recovery for hydro, including GST. It was further agreed that before proceeding further the Committee would undertake a consultation with employees in the next school year. The Committee also directed the Secretary-Treasurer contact the other school Divisions to obtain information regarding parking fees that were charged for electrical plug-ins, non-electrical plug-ins, student and visitor parking fees.

E) Safety and Security of Schools

Committee Chair, Mr. Karnes, noted he had requested this item be included in the agenda based on information received during a recent Joint Job Evaluation Review Committee meeting. Senior Administration was directed to review the current practices regarding safety and security in schools with respect to “front-line” workers and provide a report in due course. The Secretary-Treasurer noted the Workplace Safety and Health Officer had been tasked with looking at the layouts of office space in all schools with respect to safety. Trustee Sumner inquired as to whether or not this item could be included in the recently passed budget item with respect to High School security.

F) Request from École Harrison Parent Council

The Secretary-Treasurer and the Director of Facilities and Transportation referenced this item providing details regarding past practice when other schools have requested the installation of a sign. It was noted that the sign would be funded through the school’s parent council. The Committee agreed to approve the installation of a school sign as long as the installation and display of sign fell in line with other Division policies in this area.

6. OPERATIONS INFORMATION

- Board of Reference Hearing – May 23, 2013. This item was discussed In-Camera.
- Mr. Clark, Director of Facilities and Transportation provided an update on the following projects:
 - o Valleyview Heating system replacement;
 - o Crocus Science Lab tender submission;
 - o George Fitton gym and daycare construction documents;
 - o Roof Leak issues at Betty Gibson School and the submission of an emergency roof replacement request.
- Mr. Zabowski, Secretary-Treasurer, provided information regarding the meeting with the Public Schools Finance Board on April 29, 2013 with respect to portables. He noted confirmation of the number of portables the Division will receive for delivery and installation by the 2013-2014 school year will be provided shortly.
- Mr. Clark, Director of Facilities and Transportation spoke to the Water Test Report which had been provided to the Committee for their information.
- Trustee Bowslaugh noted the following two items:
 - o She had recently been advised about lights at school intersections down in the states and the use of technology to change the lights during peak times. She provided this to the Committee as information.
 - o She requested that the back lane and parking lot behind the Board Office be graded as the potholes upon entrance to the parking lot were becoming larger. Mr. Clark noted the City would be grading the area shortly.

7. NEXT REGULAR MEETING: Thursday, June 6, 2013, 11:30 a.m., Board Room

The meeting adjourned at 1:20 p.m.

Respectfully submitted,

D. Karnes, Chair

J. Murray

K. Sumner

P. Bowslaugh (Alternate)