

Committee Minute Form

Room 328, 340-9th Street
 Brandon MB R7B 2K8
 Phone (204) 726-6361
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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 14, 2015 Date of next meeting: January 13, 2016 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mel Clark Jim Murray Craig Laluk Greg Malazdrewicz	Occupation Director Fac & Trans Trustee School Administrator Associate Superintendent	Present x x x x	Absent
	Worker Members Alison Johnston Richard Derewianchuk Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Secretary	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, Chair, called the meeting to order at 1:10 p.m.	➤ The agenda for the October 14, 2015 was accepted by the WPS&H Committee.	
	Minutes of May 12, 2015	➤ M. Clark referred to the minutes and asked for any errors or omissions. The meeting minutes of May 12, 2015 were adopted as circulated. ➤ Moved by J. Rose – A. Johnston, Carried.	
2015/03/11	Outstanding Issues: 1. Refusal to Work – Update – J. Rose, A. Johnston & D. Armstrong	➤ The Refusal to Work Flowchart was tabled for the next WPS&H meeting, January 13, 2016 pending the completion of an investigation package.	A. Johnston, J. Rose & D. Armstrong – Update – review and edit the investigation form. Work with G. Malazdrewicz on the final form.
2015/05/12	2. Incident Report – Update – D. Armstrong	➤ D. Armstrong informed the Committee he will attend a training session, on October 26, 2015. Burt Walker from Western Financial will be present and available to discuss the Western Financial options available for reporting (ie. pull down menus). ➤ G. Malazdrewicz informed the Committee that Senior Administration is currently looking at alternative options to the current administrative program (CIMS). A realistic timeline for any changes would be 18-24 months.	D. Armstrong – Update – Western Financial reporting screen
2015/01/14	3. Variance Order – Update – G. Malazdrewicz (Attachment #1)	➤ G. Malazdrewicz distributed a memorandum dated October 13, 2015 to the Committee. The content of the memorandum was reviewed and discussed: 1) <u>Committee Structure:</u> ➤ G. Malazdrewicz referred to the memorandum "With the adjustment to support CUPE selecting their representative at each site, CUPE now provides presentation comparably with BTA. The presidents of BTA & CUPE will make an effort to attend the school committee meetings in an ex-officio capacity."	Organization of WPS&H site – Update – D. Armstrong Memo – WPS&H School Committee Meetings, Invite to CUPE/BTA Presidents – 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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		<ul style="list-style-type: none"> ➤ J. Rose requested to set meetings on Tuesdays and Thursdays, (High Schools Only). Central Committee to make a request of the High School Committees to move meetings to Tuesdays and Thursdays. ➤ D. Armstrong advised the committee CUPE will also be eligible to receive a one day training session same as BTA. <p>2) <u>Central Committee Agenda:</u></p> <ul style="list-style-type: none"> ➤ G. Malazdrewicz referred to the Memorandum, The following recommendations were outlined to address the issue of "no active engagement by the Central Committee in reviewing the site committee reports and the Central Committee minutes were not actively reviewed by Senior Administration nor the Board." <ul style="list-style-type: none"> i) the agenda item "<i>Review of Selected Site Inspection Reports</i>" will be added as a standing agenda item, one high school and four to five K-8 sites will be reviewed. The review of Site Inspection Reports will be rotated quarterly on a rotational basis. ii) Priority #1 items will be collated and brought forward by the WPS&H Officer, to be reviewed at each Central Committee meeting. iii) The WPS&H minutes will be reviewed at the subsequent Senior Administration meeting and placed for review on the Facilities & Transportation Committee meeting agenda. <p>3) <u>Documentation:</u></p> <ul style="list-style-type: none"> ➤ G. Malazdrewicz advised the Committee the Brandon School Division was meeting the minimum in reporting. However, the ease of access to information on the website needed to be addressed. <ul style="list-style-type: none"> - The WPS&H Officer, D. Armstrong will follow up on documentation to ensure all reports are reviewed prior to submission. - To ensure awareness in the requirements of WPS&H reporting, G. Malazdrewicz to present information to Principals at the November 17, 2015 LSS meeting. - Information on the website must be reorganized to represent the information stored on the WPS&H site. G. Malazdrewicz referred to the current layout with the use of a screen shot and offered suggestions: numerical coding of data, use of folders & use of clear, consistent headings. ➤ A. Johnston requested clarification on the statement "The presidents of BTA and CUPE will make the effort to attend the school committee meetings in an ex-officio capacity." G. Malazdrewicz will send an email to school committees as a reminder to invite BTA/CUPE Presidents to meetings. ➤ G. Malazdrewicz will prepare a package to send to the Barry Cowen, Manitoba WPS&H. Once complete, M. Smoke-Budach will email the package to the Committee. 	Variance reporting package – Update – G. Malazdrewicz
2015/05/12	4. On the Job Injury, Reminder Poster – Update – M. Smoke-Budach (Attachment #2)	<ul style="list-style-type: none"> ➤ M. Smoke-Budach shared the poster with the Committee and requested feedback. The feedback was positive and the poster was left as is. The poster will be distributed to the WPS&H reps in the school, to be posted. 	

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	Correspondence: 1. None.		
2015/10/14	New Business: 1. Incident Report, May 5 to October 6, 2015 – D. Armstrong (Attachment #3)	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the Incident Report with the Committee and discussed the reporting numbers and descriptions. ➤ G. Malazdrewicz found the format inconclusive, he requested to have additional columns added to compare numbers from the same reporting period one and two years prior. ➤ The Committee also requested to have the student incident category "I.A./Voc" be added to each grouping, K-8 and High School. ➤ Lastly, H. Kryshewsky requested clarification regarding incidents in pre-schools housed within the schools. The Committee responded, if the incident is caused by equipment failure, the equipment failure must be reported as per the normal reporting procedures. 	Reformat School Incident Report – Update – D. Armstrong
	2. Memo – Hearing Assessments 2015-2016 – D. Armstrong (Attachment #4)	<ul style="list-style-type: none"> ➤ D. Armstrong referenced the memo sent out to Schools advising of the Hearing Assessments scheduled for October 19 – 22, 2015. This year registration will be done on-line via Brandon School Division Employee Connect. The on-line registration will allow information to be tracked electronically in the employee's file. D. Armstrong reiterated, that additional testing dates will be scheduled for individuals who were unable to make the October testing. 	Hearing Assessment Feedback – update – D. Armstrong
	3. Memo – MTS/MSBA WPS&H Training for School Reps – D. Armstrong (Attachment #5)	<ul style="list-style-type: none"> ➤ D. Armstrong informed the Committee a Training session for education employees who are WPS&H representatives will be held on October 20, 2015 at the Ukrainian Reading Association Hall in Brandon. At current there were 36 registered. ➤ M. Clark requested that D. Armstrong forward information regarding new training sessions to M. Smoke-Budach to attach into the minutes. ➤ D. Armstrong stated SAFE Work Manitoba will offer a WPS&H training session in January 2016 for Administrative staff. 	
	4. WPS&H Representatives – D. Armstrong (Attachment #6)	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the WPS&H Representatives list with the Committee. ➤ It was noted that a BTA representative were not recorded for Alexander School and the Administration Office. M. Smoke-Budach was asked to send an email to Alexander School and D. Armstrong was asked to follow up with Ralph Clark the previous year's Administration Office representative. 	WPS&H Representative List – Update – M. Smoke-Budach & D. Armstrong
	5. 2015-2016 Inspection Dates – D. Armstrong (Attachment #7)	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the 2015-2016 WPS&H Inspection List with the Committee. It was noted by the Committee that Meadows School postponed their inspection until the construction was completed. 	

Other Business: Confirmation of Next Meeting: January 13, 2016

Adjournment: A. Johnston – J. Rose – The meeting was adjourned at 2:10 p.m. Carried.

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