



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Monday, March 20, 2017 – 11:30 a.m.
Boardroom, Administration Office

Present: G. Kruck (Chair) G. Buri, M. Sefton, P. Bowslaugh (Alternate)
D. Labossiere, M. Clark

1. CALL TO ORDER

The Facilities and Transportation Committee Meeting was called to order at 11:32 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of January 16, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) **School Bus Purchase**

The Secretary-Treasurer, Mr. Denis Labossiere, spoke to this item, and indicated the Division is replacing two (2) wheelchair buses, and two (2) regular schools buses. Mr. Labossiere noted that four (4) of the school bus surveillance camera systems ordered from Gatekeeper to be installed in all Division buses will be held back and installed on the new buses. Mr. Labossiere provided last year's and this year's bus prices for comparison. He noted that regular bus prices decreased by 10.2% for propane buses, from \$153,323 in 2016 to \$137,633 in 2017. Wheelchair bus costs decreased by 12.5% for propane buses, from \$181,370 in 2016 to \$158,651 in 2017. Mr. Labossiere added that a regular propane bus is \$985 more than a diesel bus and the price of a propane wheelchair bus is \$12,310 more than a diesel wheelchair bus. Due to diesel engine issues and replacement costs, the prices for diesel engines includes the 10 year extended warranty but the prices for propane buses do not include extended warranty.

The buses will be purchased through the Bus Reserve. Trustees asked questions for clarification. Based on the deadline provided by the Pupil Transportation Unit for ordering, the Committee agreed to the recommendation being brought forward at the March 20, 2017 Regular Board meeting as a late motion.

Recommendation:

That the Division purchase four (4) propane powered school buses for the 2017-2018 school year in the amount of \$592,567.48 (including taxes).

B) **Five-Year Capital Plan – 2018-2019 to 2022-2023**

Mr. Labossiere and Mr. Mel Clark, Director of Facilities and Transportation, reviewed the Five-Year Capital Plan 2018-2019 to 2022-2023. Discussions were held regarding the summary of requests and the Committee asked questions for clarification. Mr. Clark and Mr. Labossiere, indicated that as the new school in southeast Brandon has not been approved by the new provincial government, it was put back on the 5-

Year Capital Plan as the Division's top priority in 2018-2019. Trustees asked questions for clarification regarding a possible DSFM school in Brandon and the priority level of items in the Capital Plan.

The top five capital requests for the Division are:

1. New school in southeast corner of Brandon
2. New gym at Valleyview Centennial School
3. Renovate the old gym space into a learning common room and grooming room at Green Acres School
4. Culinary Arts practical classroom at Crocus Plains Regional Secondary School
5. Two (2) permanent classroom additions at Linden Lanes School

The Committee agreed to bring forth the recommendation to approve the Five-Year Capital Plan 2018/19 to 2022/23 motion to the Regular Board Meeting to be held on Monday, April 10, 2017.

Recommendation:

That the Five-Year Capital Plan 2018/19 to 2022/23 be approved for submission to the Public Schools Finance Board.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Bus Request – 2017 Canadian Legion Youth Track and Field Championships

Trustee Kruck asked questions for clarification.

The Committee agreed with the recommendation as submitted.

Recommendation:

That a school bus be provided to the 2017 Canadian Legion Youth Track and Field Championships from August 9 to 15, 2017, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

B) Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - The Committee reviewed the March 14, 2017 WPS&H Committee meeting minutes,

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - Green Acres Heating System & Ventilator Replacement
 - New Era Grooming Room
- The Secretary-Treasurer provided an update on the following project:
 - Meadows School Foundation Waterproofing
- Mr. Clark provided information on current roofing projects in the Division. Trustees asked questions for clarification.

7. NEXT REGULAR MEETING: Monday, April 17, 2017, 11:30 a.m., Boardroom

The meeting adjourned at 12.13 p.m.

Facilities and Transportation Committee Meeting Minutes, March 20, 2017

Respectfully submitted,

G. Kruck, Chair

G. Buri

M. Sefton

P. Bowslaugh (Alternate)

Committee Minute Form

Room 328, 340-9th Street
 Brandon MB R7B 2K8
 Phone (204) 726-6361
 FAX (204) 726-6749
 Email: cominutes@gov.mb.ca

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: March 14, 2017 Date of next meeting: May 9, 2017 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Pat Bowslaugh Mark Sefton Craig Laluk Greg Malazdrewicz Mel Clark	Occupation Trustee Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	Present x x x x	Absent x
	Worker Members Peter Buehler Erik Been Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Admin Assistant	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 1:35 p.m.	➤ The agenda for January 10, 2017 was accepted without additions/deletions.	
	A. Minutes: January 10, 2017	➤ M. Clark referred to the minutes and asked for any errors or omissions. The meeting minutes of January 10, 2017 were adopted as circulated. ➤ Moved by P. Buehler – Erik Been, Accepted and Filed.	
2017/01/10	B. Outstanding Issues: 1. Incident Report, October to December 31, 2016 – Update – Update – D. Armstrong (Attachment #1)	➤ D. Armstrong referred to Attachment #1. The Committee agreed the protocol should be forwarded to all School Principals and Administrators. A discussion took place regarding the process of reporting incidents at schools, ex. who reports, who is informed, school practices and signage usage (reminder).	Protocol to be forwarded to School Principals and Administrators – Update, M. Smoke-Budach
2016/10/17	2. Hearing Assessments Update – D. Armstrong (Attachment #2)	➤ D. Armstrong informed the Committee of a follow-up hearing assessment that took place on January 23 & 24, 2017 at the Administration Office. In total, 152 employees were tested for the 2016-2017 school year. D. Armstrong confirmed, employee files do reflect hearing tests each year (completed/not completed). He also mentioned a plan to vary testing locations over the Division to maximize the total number of employees tested (2017-2018 school year).	
	C. Review of Selected Site Inspection Reports: (Attachment #3)	➤ K-8 Schools: Betty Gibson (Nov 11/16), École Harrison (Nov 30/16), Linden Lanes (Oct 26/16) & Riverview (Dec 14/16) ➤ High Schools: Vincent Massey/École secondaire Neelin HS (Jan 17/17). ➤ <i>D. Armstrong reviewed the current site inspection reports.</i> ➤ Previous, K-8 Schools: Alexander (Oct 26/16), Green Acres (Nov 30/16), Kirkcaldy Heights (Oct 11/16) & Riverheights (Oct 14/16). ➤ Previous, High Schools: Crocus Plains RSS (Oct 20/16). ➤ <i>The Committee was guided to the BSD Portal to review previous inspections.</i>	

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 Peter Buehler

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)
		The importance of having inspection reports completed, signed and returned in a timely manner was discussed. As per the priority index, on the work site safety inspection report, 2-3 weeks should be sufficient time to complete the required corrective action. The Committee agreed, School Representatives should be responsible for follow-up and sign off, not the school custodians. M. Clark advised the Committee of a custodian meeting, March 15, 2017 where the responsibilities associated with the inspection reports would be explained.	
	D. Correspondence: 1. Safe Work Manitoba, 2017 Brandon & Dauphin Workshops. (Walk-in)	➤ D. Armstrong informed the Committee of workshops offered through SAFE Work Manitoba.	
	E. New Business: 1. Incident Report, January 1, 2017 to February 28, 2017 – D. Armstrong	➤ D. Armstrong referred to the BSD Portal where the Incident Report spreadsheet was posted. The Committee reviewed each location individually.	
	2. Right to Know – J. Rose	➤ Deferred to New Business, May 9, 2017.	
	3. Incident Investigation Training for site supervisors – P. Buehler	➤ P. Buehler corrected the item title to read "Serious Incident Investigation Training for Site Supervisors". The protocol for investigating a serious incident was discussed. The protocol states the Central Committee will investigate incidents involving K-8 schools, while on-site teams will investigate incidents that occur at the High Schools. The Committee discussed the professional and efficient manner in which the Central Committee responded to an incident that occurred in the 2015-2016 school year. M. Clark also advised, the MSBA and the MTS initiate yearly updates that are sent out in regards to this topic.	

Other Business: Confirmation of Next Meeting: May 9, 2017

Adjournment: P. Buehler – E. Been – The meeting was adjourned at 2:10 p.m. Carried.

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

(x) Print Name of Worker Co-Chair Peter Buehler

Signature _____

Signature _____