



# BRANDON SCHOOL DIVISION

## Finance and Facilities Committee Minutes

Tuesday, January 22, 2019 – 1:00 p.m.

Boardroom, Administration Office

Present: K. Sumner (Chair), S. Montague, J. Murray (Alternate)  
D. Labossiere, E. Jamora, C. Cramer

Regrets: P. Bartlette

Guest: B. Ewasiuk, L. Ross

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### 1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:07 p.m. by Committee Chair, Trustee Kevan Sumner.

### 2. APPROVAL OF AGENDA

Mr. Denis Labossiere, Secretary-Treasurer, added two (2) In-Camera items to the agenda.

The agenda was approved as amended.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the December 18, 2018 meeting were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A. 2019-2020 Budget Process – Preliminary Budget Requests

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Summary of Budget and Sustainability Requests from Senior Administration along with the costs associated for each request.

Trustees discussed the requests and asked questions for clarification.

#### B. 2019-2020 Budget Preparations

The Secretary-Treasurer spoke on the Provincial Funding Announcement and the uncertainty of when the Province will announce the funding.

Mr. Labossiere reviewed the upcoming Budget meeting dates and the Committee discussed the format of the meetings. The Committee changed the time of the public portion of the 2019-2020 Budget Deliberations on Monday, February 25, 2019 to 10:00 a.m.

## **5. OTHER COMMITTEE GOVERNANCE MATTERS**

### **A. Modular Classroom Request**

Ms. Caroline Cramer, Director of Facilities and Transportation reviewed the student projections and school capacities based on Provincial capacity calculations of 25 students per classroom. Based on the calculations, the Committee agreed that no modular classrooms will be requested for 2019-2020.

### **B. Uninterruptible Power Supply (UPS) Request for Proposal (RFP)**

The Secretary-Treasurer provided background on this item. He indicated that there were multiple power outages that occurred in the Fall of 2018, which affected several Division schools. Communication with these schools was difficult and posed a safety concern.

Mr. Brent Ewasiuk, Director of Management & Information Systems Technology (MIST), also spoke to this item, noting that the new UPS units will provide power backup for network equipment to provide for essential services which will include network, wireless access and phones for specific users. Installation of the UPS units in every Division facility will increase the use of Voice Over Internet Protocol (VOIP) phones for 7 hours in the event of a power outage, providing uninterrupted communication with the school.

Trustees asked questions for clarification. The Committee agreed to the recommendation as presented.

#### **Recommendation:**

That the low RFP from Primespec Inc. in the amount of \$81,763.21 (including taxes) to supply 64 UPS units funded through the 2018-2019 Operating Budget be accepted.

### **C. Confirm Payments of Account (December)**

The payments of account for the month of December were provided for information.

The report was accepted as circulated.

### **D. Review Monthly Reports (December)**

Mr. Labossiere reviewed the financial report for December and answered Trustee questions. The reports were accepted as circulated.

The Secretary-Treasurer and Mr. Brent Ewasiuk, Director of Management & Information Systems Technology (MIST), provided information on an In-Camera item and received direction from the Committee.

### **E. Sub Committee Reports**

- Workplace Safety & Health:
  - October 9, 2018 – Revised
  - January 8, 2019

## **6. OPERATIONS INFORMATION**

- The Director of Facilities and Transportation provided an update on the following projects:
  - Earl Oxford School – Modular Classroom
  - Linden Lanes – Grooming Room and Access Ramp
  - École Harrison – Steam Heating System Replacement
  - New Era School – Steam Unit Ventilator Replacement

- The Secretary-Treasurer provided additional updates on the following:
  - Reviewed letters and information from the Brandon Schools Instrumental Music Association (BSIMA)
  - Letter received from the Division Solicitor
  - Letter received from PSFB regarding the Earl Oxford School Modular Classroom
- The Secretary-Treasurer provided the Committee with an In-Camera update on Maryland Park School.

**7. NEXT REGULAR MEETING: Tuesday, February 19, 2019, 1:00 p.m., Boardroom.**

The meeting adjourned at 3:40 p.m.

Respectfully submitted,

\_\_\_\_\_  
K. Sumner (Chair)

\_\_\_\_\_  
P. Bartlette

\_\_\_\_\_  
S. Montague

\_\_\_\_\_  
J. Murray (Alternate)

**Committee Minute Form**

Room 328, 340-9<sup>th</sup> Street  
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<b>BRANDON SCHOOL DIVISION</b> 1031 – 6 <sup>th</sup> Street Brandon, MB R7A 4K5 <b>Phone:</b> (204) 729-3100 <b>Fax:</b> (204) 727-2217 <b>Central Committee</b>  <b>Meeting date:</b> October 9, 2018 - <b>REVISED</b>  <b>Date of next meeting:</b> January 8, 2019  <b>Number of employees at Workplaces:</b> 700+  <b>Recording Secretary:</b> <u>Melanie Smoke-Budach</u>	<b>Employer Members</b> Mark Sefton Glen Kruck Craig Laluk Caroline Cramer  Becky Switzer	<b>Occupation</b> Trustee Trustee School Administrator Director Facilities / Transportation Director Human Resources	<b>Present</b> x  x x	<b>Absent</b>  x   x
	<b>Worker Members</b> 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  
	<b>Guests</b> Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	<b>Agenda Approval:</b> 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.	
	<b>A. Minutes: May 8, 2018</b>	➤ 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>B. Outstanding Issues:</b> 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. McFadden 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

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( x ) Print Name of Worker Co-Chair P. Buehler Signature \_\_\_\_\_

( x ) Print Name of Worker Co-Chair J. Rose 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"> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ 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.</li> </ul>	Working Alone Guidelines– update – C. Cramer & D. Armstrong
	<b>C. <u>Review of Selected Site Inspection Reports:</u></b>	<ul style="list-style-type: none"> <li>➤ <b>K-8 Schools:</b> George Fitton (Apr 18/18), King George (/18), O'Kelly (/18), Valleyview (May 17/18) and New Era (Apr 10/18). <b>High Schools:</b> Maintenance/Administration (/18).</li> <li>➤ D. Armstrong reviewed three site inspection reports with the Committee.</li> <li>➤ <b>Previous, K-8 Schools:</b> 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). <b>Previous, High Schools:</b> Neelin OC (Jan 16/18).</li> <li>➤ D. Armstrong advised all previous inspection reports once completed and signed are posted in the portal. The return of completed &amp; signed inspection reports continues to be an issue.</li> </ul>	
	<b>D. <u>Correspondence:</u></b>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> </ul>	
	<b>E. <u>New Business:</u></b> 1. Incident Report, June 1, 2018 to September 28, 2018 – D. Armstrong	<ul style="list-style-type: none"> <li>➤ D. Armstrong reviewed the Incident Reports with the Committee.</li> <li>➤ The degree of the categories used in reporting incidents was clarified and discussed.</li> </ul>	

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	2. Violent Incident Report, September 2018 – D. Armstrong	<ul style="list-style-type: none"> <li>➤ D. Armstrong verbally presented data to the Committee.</li> <li>➤ 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.</li> <li>➤ 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.</li> </ul>	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.
	3. WPS&H Representatives 2018-2019 – D. Armstrong	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ C. Dunbar requested clarification regarding Senior Administration representation on the WPS&amp;H Central Committee. C. Cramer advised Senior Administration is represented by the HR Director and the Director of Facilities &amp; Transportation.</li> </ul>	
	4. Inspection Dates 2018-2019 – D. Armstrong	<ul style="list-style-type: none"> <li>➤ Deferred to January 8, 2019.</li> </ul>	Inspection Dates – Update, D. Armstrong
	5. Hearing Assessment 2018-2019 – D. Armstrong	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> </ul>	
	6. Training – D. Armstrong	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> </ul>	MSBA/MTS training – Update, C. Cramer
	7. Variance for WPS&H Committees in the Brandon School Division (WPS&H Act 40(6))	<ul style="list-style-type: none"> <li>➤ C. Cramer advised the Committee the current WPS&amp;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.</li> <li>➤ J. Rose advised he will meet with the BTA to discuss CUPE's concerns with the variance.</li> <li>➤ Currently, all High School WPS&amp;H minutes have been posted to the BSD</li> </ul>	High School WPS&H minutes to posted on the WPS&H Central Committee Agenda

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Workplace Safety &amp; Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
		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.	
	8. Ready and easily available WPSH Report Forms – B. Switzer	➤ Deferred to January 8, 2019.	Occupational Health & Safety, demo – Update, B. Switzer
	9. Safety concern, working alone in schools after hours	➤ C. Dunbar spoke to a concern regarding working alone after hours in schools. There are currently many situations (ie. meet the teacher, sports and band), whereby school doors have been left unlocked and individuals are entering and leaving without sign-in/out. He suggested perhaps it would be beneficial to have security guards in the schools. ➤ C. Cramer advised all evening traffic should be reviewed and controlled by the school administration. At their discretion, school doors can remain locked after hours.	

**Other Business:** Confirmation of Next Meeting: January 8, 2019  
The meeting was adjourned at 2:36 p.m.

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	<b>Worker Members</b> Peter Buehler Erik Been Jamie Rose Danae Heaman	BTA President Teacher Utility/CUPE President Educational Assistant	x x x x	
	<b>Guests</b> Doug Armstrong, WPS&H Officer Dawn Potter	Ex-officio Executive Assistant	x	x

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	<b>Agenda Approval:</b> P. Buehler called the meeting to order at 1:00 p.m.	➤ The agenda for January 8, 2019 was accepted and filed with one addition. The item "WPS&H Concern Form 5170 Fd" was added under New Business, item 12, as put forth by J. Rose.	
	<b>A. <u>Minutes: October 9, 2018</u></b>	➤ P. Buehler referred to the minutes and advised of necessary revisions as per the request of C. Dunbar. The REVISED meeting minutes of October 9, 2019 were discussed and the amendments were made. ➤ Motion: the meeting minutes of October 9, 2018 be approved as amended at the discretion of the co-chairs. Moved by J. Rose and E. Been, carried.	
2017/05/09	<b>B. <u>Outstanding Issues:</u></b> 1. Right to Know – Members working with violent students – Update, C. Cramer	➤ Deferred from October 9, 2018. ➤ C. Cramer updated the Committee, the document had been presented to School Principals at a Division Leadership Team meeting. At current there are no formal guidelines in place, as such she was not able to present or speak to the document further. ➤ The Committee discussed what would happens in the interim. C. Laluk spoke to the school based training that occurs primarily over the month of September in the areas of Threat Assessment, Risk Response and Emergency Procedures. He further clarified the training primarily occurs in September but it is not limited to this period. As needed throughout the year further training is provided. ➤ C. Cramer advised the Behaviour Intervention/Right to know document is earmarked to be a part of the school based training. She also advised the document will come back to the WPS&H Central Committee for review. ➤ Timeline: an update to the Committee will be made by the end of January 2019 by C. Cramer.	Behaviour Intervention for Educational Assistants (DRAFT) – update – C.Cramer

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Workplace Safety &amp; Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
2017/05/09	2. Working Alone Guidelines, - Update, C. Laluk / D. Armstrong	<ul style="list-style-type: none"> <li>➤ C. Laluk advised he collaborated with D. Armstrong on Working Alone Guidelines for the Brandon School Division. D. Armstrong was working to get feedback from CUPE and BTA on the document.</li> <li>➤ The Committee agreed it was not necessary to reinvent the wheel, the SWP from Pembina Trails was thorough and relevant to the needs of the Brandon School Division. In the interim, the SWP from Pembina Trails will be reviewed by Committee members. The item will be brought forward as an Outstanding Issue for the agenda on March 12, 2019.</li> <li>➤ Motion: The SWP from Pembina Trails be placed as an agenda item on March 12, 2019. Moved: S. Montague &amp; C. Cramer. Accepted.</li> </ul>	<p>Working Alone Guidelines– update – C. Laluk &amp; D. Armstrong</p> <p>Review the Pembina Trails SWP before the next meeting – all Committee members</p>
	3. MSBA/MTS Training – Update, C. Cramer	<ul style="list-style-type: none"> <li>➤ C. Cramer advised Senior Administration did not attend the training on October 24, 2019. E. Been reported the training was very intensive with 5 speakers presenting information from 8:30 am to 4:00 pm. He advised the main message was the importance of Workplace Safety &amp; Health (a top down approach) and that training/information is the key.</li> <li>➤ S. Montague informed the Committee that all training information can be downloaded but agreed that being with others at a training event to share information is a valuable addition to just downloading documents.</li> <li>➤ P. Buehler expressed disappointment that no representative of management attended either the October 24 training in Brandon or the Safework Manitoba workshop on violence in schools in Winnipeg on November 14, 2018. C. Cramer advised that Senior Administration will be attendance at the next offering.</li> </ul>	
	4. Variance for Workplace Safety & Health Committees in the Brandon School Division (Workplace Safety and Health Act 40(6), - Update, C. Cramer	<ul style="list-style-type: none"> <li>➤ C. Cramer advised the variance application was completed and waiting on the WPS&amp;H Central Committee's Terms of Reference. This item was discussed under New Business, item 11.</li> <li>➤ The Committee was informed the Brandon School Division was operating as if a variance was in place.</li> </ul>	
	➤ <u>Review of Selected Site Inspection Reports:</u>	<ul style="list-style-type: none"> <li>➤ <b>K-8 Schools:</b> Alexander (/18), Green Acres (/18), Kirkcaldy Heights (/18), and Riverheights (/18). <b>High Schools:</b> Crocus Plains (/18).</li> <li>➤ D. Armstrong was absent and as such site inspection reports were unavailable.</li> <li>➤ <b>Previous, K-8 Schools:</b> George Fitton (Apr 18/18), King George (/18), O'Kelly (/18), Valleyview (May 17/18) and New Era (Apr 10/18). <b>Previous, High Schools:</b> Maintenance/Administration (/18).</li> <li>➤ D. Armstrong was absent as such the Committee was directed to the BSD Portal to review previous inspections reports.</li> <li>➤ The Committee expressed concern regarding school inspections and incident investigations in the absence of the WPS&amp;H Officer. C. Cramer advised all scheduled inspections and incidents investigations should continue with or without the WPS&amp;H officer. All supervisors have a</li> </ul>	<p>School inspections &amp; incident investigations in the absence of the WPS&amp;H Officer – update, C. Cramer</p> <p>Review any reports in the portal that have not been reviewed at a meeting – all Committee members</p>

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		responsibility for their own facilities and should know the legislation regarding WPS&H. ➤ Cramer advised she will report back to the Committee by January 18, 2019 on the direction of Senior Administration in the absence of the WPS&H Officer.	
	➤ <b>Correspondence:</b>	➤ Province proposes new legislation that would enable disclosure of personal health information in exceptional circumstances <a href="https://news.gov.mb.ca/news/index.html?item=44814&amp;posted=2018-12-04">https://news.gov.mb.ca/news/index.html?item=44814&amp;posted=2018-12-04</a> ➤ The Committee requested to change the wording from "introduces" to "proposes".	
	➤ <b>New Business:</b> 1. Incident Report, October 1, 2018 to December 31, 2018 – D. Armstrong	➤ M. Smoke-Budach provided the Incident Reports to the Committee.	
	2. Violent Incident Report, – D. Armstrong	➤ D. Armstrong was absent as such no violent incident report was provided to the Committee.	
	3. Inspection Dates 2018-2019 – D. Armstrong	➤ The Committee reviewed the inspection dates.	
	4. High School minutes – D. Armstrong	➤ The Committee reviewed the minutes from the Vincent Massey/Neelin WPS&H meeting on October 3, 2018. ➤ The Committee requested the recording secretary to follow up with Crocus Plains WPS&H meeting and advise the Committee when the minutes are posted to the BSD Portal.	
	5. Ready and easily available WPS&H report forms – K. Buchanan	➤ K. Buchanan informed the Committee the WPS&H module in the Atrive management software is very large and time intensive to set up, requiring approximately 30-40 hours. The module has been deferred until the spring of 2020.	
	6. Incident reporting, breakdown of incidents between students and workers – J. Rose	➤ J. Rose requested to have a further breakdown in the reporting of incidents involving non-students: teachers, non-staff and educational assistants.	
	7. Motion to amend minutes from October 9, 2018 – P. Buehler / J. Rose	➤ P. Buehler advised the item was addressed in section A.	
	8. BSD Portal – WPS&H Group, create a folder for Safework Procedures – P. Buehler / J. Rose	➤ The Committee requested the recording secretary to create a folder in the WPS&H Group (BSD Portal) to house all BSD Safework Procedures.	
	9. Violent incident report	➤ P. Buehler requested the Committee to review the existing BSD Violent	The reporting process –

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Workplace Safety &amp; Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	form and violent incident reports – P. Buehler / J. Rose	Incident Investigation Form. The form used by Seven Oaks School Division was brought forth to the Committee. A discussion regarding who should or who could receive the form when completed was had. ➤ C. Cramer advised she would follow up with the process and report back to the Committee at the next meeting.	update, C. Cramer
	10. Substitute for head teachers when on duty for a half day or less – P. Buehler / J. Rose	➤ This item was included in agenda item number 12.	
	11. WPS&H Terms of Reference (Draft) – C. Cramer / P. Buehler / J. Rose	➤ P. Buehler advised the Committee, there has never been a Terms of Reference for the WPS&H Central Committee. As the Terms of Reference (draft) were detailed and extensive the Committee was asked to review the document and provide feedback to the recording secretary by January 22, 2019. ➤ Motion: The Committee will review the Terms of Reference (draft) and provide feedback to the recording secretary by January 22, 2019. Moved: C. Cramer and K. Buchanan. Carried. ➤ The Committee agreed the co-chairs would answer questions, make decisions and finalize the Terms of Reference.	Terms of Reference – Update, C. Cramer / P. Buehler / J. Rose
	12. WPS&H Concern Form, 5170 Fd.	➤ It was agreed the Co-chairs would discuss the Concern Form outside of the WPS&H Committee.	

**Other Business:** Confirmation of Next Meeting: March 12, 2019

The meeting was adjourned at 2:28 p.m.

**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 Signature \_\_\_\_\_

( x ) Print Name of Worker Co-Chair P. Buehler Signature \_\_\_\_\_

( x ) Print Name of Worker Co-Chair J. Rose Signature \_\_\_\_\_