



# BRANDON SCHOOL DIVISION

## Facilities/Transportation Committee Minutes

Tuesday, November 17, 2015 – 11:30 a.m.  
Boardroom, Administration Office

Present: G. Buri (Chair), G. Kruck, J. Murray, M. Sefton, D. Labossiere,  
M. Gustafson, G. Malazdrewicz, M. Clark, R. Harkness.

Regrets: P. Bartlette (Alternate)

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### 1. CALL TO ORDER.

The Facilities & Transportation Committee Meeting was called to order at 11:57 a.m.

### 2. APPROVAL OF AGENDA

Trustee Buri noted he had one In-Camera item to add to the agenda.

Trustee Murray noted he had on item to add to the agenda.

Trustee Kruck noted he would like an item added to the agenda or he would like it added to the next Facilities and Transportation Committee agenda, regarding a parent email.

The agenda was approved as amended.

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

The Minutes of October 20, 2015 were received as information.

### 5. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) **Catchment Area Consultation – Tuesday, November 10, 2015 – Review of Feedback**

The Committee discussed the Catchment Area Public Consultation and noted that parents did not like the consultation timeline and decision making deadline. The public wanted to have scenarios provided and they did not support the Division making decisions before another consultation takes place. Trustee Kruck would like to have another consultation when a recommendation comes forth.

The Committee spoke on long term solutions, grandfathering and noted that they found the round table discussions informative, although they were concerned that only one person from each table was doing the reporting. The Committee noted they were missing the voices of the people who are not comfortable speaking up. One suggestion from the feedback included adding 'double shifts' at schools; another suggestion was that when the Division comes up with a recommendation, rather than force the idea on all schools, contact parents to see if they would move catchments voluntarily.

Trustee Buri suggested for future consultations that there be round table discussions, microphones, a better feedback form and simpler questions. It was noted that some had a hard time understanding the questions.

The idea of using table moderators to assist the group and answer questions was discussed. This would still allow Trustees to attend several different tables.

Trustee Kruck indicated that not all the schools were listed in the presentation and he felt they should have been included. Mr. Malazdrewicz, Assistant Superintendent, provided and reviewed the capacity and projected enrolment numbers for all schools and answered questions.

(Trustee Sefton exited at 1:12 p.m. and returned at 1:23 p.m.)

(Trustee Buri exited at 1:13 p.m. and returned at 1:14 p.m.)

Mr. Malazdrewicz provided the Committee with the Catchment Consultation Report – Draft document and provided highlights on the following:

- Facility Capacity – context
- Community Development
- Board Facility Development Activities
- Enrolment Forecasts
- Composition of Attending K-8 Students
- Catchment Considerations

The Committee discussed the procedures with requesting portable classrooms from the Province.

Riverheights School is the number one pressing priority that must be addressed for the school year starting in September 2016.

Mr. Malazdrewicz noted that one possibility would be for Valleyview School to retain its grade 7 students with an addition of a portable classroom and reconfiguring of available rooms. He noted that he will bring more information to the next Facilities and Transportation Committee meeting and he will provide information for long term solutions.

The Committee discussed the timeframe for a decision and noted that one must be made by mid-January for registrations for September 2016. Discussions were also held in regards to further consultations.

Full Day Every Day Kindergarten was also discussed and how it might relieve pressure on Riverheights School if it was implemented at other schools.

Due to time constraints, the Committee scheduled another Facilities and Transportation Committee meeting on Tuesday, December 8, 2015, to further review catchment area data.

## **6. OTHER COMMITTEE GOVERNANCE MATTERS**

### **A) Sub-Committee Reports**

- Workplace Safety & Health (WPS&H) Committee
  - Trustee Murray reviewed the Minutes from October 14, 2015.

### **B) Crocus Plains Regional School Kitchen Exhaust Fan & Ductwork Replacement Project**

Mr. Mel Clark, Director of Facilities and Transportation, spoke to this item and noted the different options available for replacement of these items and noted the following:

- New dedicated make-up air unit must be installed when replacing the exhaust fans.
- The kitchen ceiling will need to be replaced when they do the fan/ductwork replacement

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the document of three repair options and costing. Mr. Labossiere recommended to the Committee Option #2, upgrade kitchen and correct deficiencies identified by Brandon Fire Department at an estimated cost of \$386,000. Mr. Clark added that the school already has the kitchen equipment to use with this new ventilation system. The timeline for the repairs was discussed and Mr. Clark indicated the timeline would be 10 weeks and the work would be completed during the summer of 2016.

Mr. Labossiere indicated that PSFB currently has no funds available in their current budget for these repairs/upgrade but PSFB indicated that the Division should proceed with the design phase0. Mr. Labossiere indicated the Division is making its last payment for the light retrofit debenture this month. He recommended that the annual payment of \$54,500 be redirected to a debenture for the repairs/upgrades, if the Province does not compensate the Division for the required repairs/upgrades.

The Committee agreed to recommend Option #2 - Upgrade Kitchen and Correct Deficiencies Identified by Brandon Fire Department

**Recommendation:**

That HSB Engineering Consultants Ltd. proceed with the design phase for the Crocus Plains Regional Secondary School Kitchen Exhaust Fan and Ductwork Replacement Project, Option #2 – upgrading the overall kitchen facility.

**C) School Playground Replacement**

Mr. Labossiere spoke to the revised Playground Replacement Schedule and noted the changes and additions to the schedule. St. Augustine School is prepared to move forward with the installation of a new playground structure in the summer of 2016, and have requested the possibility of moving up the playground replacement schedule. Earl Oxford and Betty Gibson schools do not have funding in place and have agreed to move their scheduled playground replacements back one year to 2017 and 2018 respectively.

The Committee agreed to St. Augustine's request and Mr. Labossiere noted that the Playground Replacement Schedule will be revised and sent to schools once the motion is approved.

Alexander School's Playground Replacement was also discussed. Trustee Murray noted that the Committee would support Alexander School sending a request to the town of Alexander for a contribution to their Playground replacement.

**Recommendation:**

That St. Augustine School be approved to move forward on the Playground Replacement Schedule and that their playground structure be replaced in the summer of 2016.

**D) Request for Buses**

The Committee noted that the use of Brandon School Division buses was approved every year for the Society for Manitobans with Disabilities and there were no objections to the request.

**Recommendation:**

That a school bus be provided to the Society for Manitobans with Disabilities for their Spring Break Program for the days of March 29, 30, 31 and April 1<sup>st</sup>, 2016 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

**7. OPERATIONS INFORMATION**

**8. NEXT REGULAR MEETING: Tuesday, December 8, 2015, 12:00 p.m., Boardroom**

The meeting adjourned at 1:04 p.m.

Respectfully submitted,

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G. Buri, Chair

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G. Kruck

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J. Murray

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P. Bartlette (Alternate)