# Facilities/Transportation Committee Minutes

Wednesday, May 9, 2012 – 12:00 p.m.
Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray, M. Snelling, (exited 1:55 p.m.), M. Sefton, Dr. D. Michaels, K. Zabowski, M. Clark (entered 12:30 p.m.), R. Harkness

## 1. CALL TO ORDER:

D. Karnes, Chairperson, called the meeting to order at 12:10 p.m.

## 2. APPROVAL OF AGENDA

The agenda was approved. Trustee Snelling wished to provide an updated report on his meeting with Mr. Jackson regarding the B.J. Hales Collection.

## 3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

## 4. OTHER COMMITTEE GOVERNANCE MATTERS

### A) Population Growth and Facility Sustainability Report

The Brandon School Division School Facilities report – January, 2012 was distributed by the Secretary-Treasurer. It was noted the report did not include reference to the K-3 class size cap at 20. Superintendent, Dr. Michaels, referenced a meeting she and the Associate Superintendent had with Ms. Tia Cumming from the Department of Education. She confirmed the Government plans to adopt the Ontario model with respect to the K-3 class size cap. They were also advised by Ms. Cumming that the Government would be undertaking a classroom by classroom analysis across the Division. Mr. Zabowski, Secretary-Treasurer, reviewed the report with the Committee on a school by school basis.

Discussions were held regarding the growth at Alexander School due to the Arts programming; the growth at Betty Gibson School due to the repatriation of the Grade 7 and 8 students; the lack of space at George Fitton School by 2015; the room which will be created at George Fitton and Green Acres once the new gyms are built; the catchment area for Linden Lanes, in particular Aurora Cres. in Brookwoods; the lack of space at New Era and the addition of portables; the projected growth at Neelin High School with the French Immersion students moving through the system from Harrison.

Further discussions were held regarding the need for decisions to be made around bussing of students to New Era and turning New Era School into a true "Community School".

Superintendent, Dr. Michaels circulated and reviewed the proposed consultation process for the development of facilities in the Brandon School Division (2012-2016). (Appendix "A") It was agreed the Board of Trustees would need to look at designing a school division to accommodate 10,000 students. Target dates for consultations and budget purposes were discussed in detail. It was agreed the proposed consultation package would be presented to the Board of Trustees at their retreat to be held August 24 and 25, 2012.

**Recommendation:**
That the proposed document entitled "Consultation Process for Development of Facilities in the Brandon School Division (2012-2016)" as presented to the Facilities and Transportation Committee by Senior Administration and dated May 7, 2012, be approved for public distribution at the following consultation meetings:

Monday, September 17, 2012
Wednesday, September 19. 2012
Wednesday, September 26, 2012.

**B) B.J. Hales Collection Update**

Trustee Snelling confirmed Mr. Ken Jackson, from the Brandon General Museum, would be attending the Board meeting on Monday, May 14, 2012 to make a presentation. He noted the City of Brandon Council Briefs stated a motion had been passed at City Council asking the Division to turn the collection over to the general museum. Mr. Snelling advised the Committee he would be bringing the matter forth to the next Joint City Task Force Committee meeting for further discussion.

**C) Signage on Fields**

Director of Facilities and Transportation, Mr. Clark spoke to the Committee regarding the concerns raised by Crocus Plains Regional Secondary School administration about the conditions of their fields following unauthorized public use. Discussions were held regarding the joint use agreement with the City and the posting of signage on property and the taxpayers' reaction. It was noted the Committee understood the concerns but felt posting such signage on the property went against the Board Goal to "ensure schools are more accessible to the public". Therefore, it was agreed the Committee would decline the request of the school to post signage but would continue to look at other alternatives to assist the school in maintenance of the fields.

## 5. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided verbal updates on the following:
  - Approval of a Portable for Alexander School;
  - The Neelin High School Retrofit to begin after May 15;
  - The upcoming tender for the Crocus Plains Regional Secondary School ventilation project;
  - The delay in moving forward on the Science Labs as the PSFB is waiting to receive their budget;
  - The continuing roof issues at Vincent Massey High School. Mr. Clark noted there was a split in the room which had led to water damage to costumes and the gym floor. Insurance claims have been made and Mr. Clark has requested an emergency replacement from the PSFB for the roof at the school. It was agreed this matter would be discussed at the Board meeting on Monday, May 14, 2012 as this is a safety concern that needs to be addressed. It was noted a call or letter to the Minister of Education may be required.

- It was also noted the Valleyview School room leaks every time it rains. Mr. Clark confirmed it cannot be fixed anymore and is past its time.

- Secretary-Treasurer, Mr. Zabowski, noted Mr. Snelling was unable to attend the Workplace Safety and Health Committee meeting to be held on May 16th at 1:00 p.m. He asked if another member of the Facilities and Transportation Committee would represent the Mr. Snelling at the meeting on the 16th. Mr. Doug Karnes agreed to attend the meeting on the 16th of May.

**6. NEXT REGULAR MEETING: 1:00 p.m., Wednesday, June 13, 2012.**

The meeting adjourned at 2:20 p.m.

Respectfully submitted,

| | |
|---|---|
| D. Karnes, Chair | J. Murray |
| M. Snelling | P. Bowslaugh (Alternate) |

**Appendix A**

BRANDON SCHOOL DIVISION
1031 – 6TH STREET BRANDON MB R7A 4K5

# Memorandum

To: Facilities Committee of the Board of Trustees

From: Senior Administration

Date: May 7, 2012

Re: **Consultation Process for Development of Facilities in the Brandon School Division (2012-2016)**

## I. Introduction

In accordance with Policy and Procedures 1021- Consultation, the Board of Trustees is undertaking a comprehensive consultation process as the development of facilities in the Brandon School Division, 2012-2016, will involve and affect a large part of the population (students, parents, taxpayers, staff and community members).

The Board's decision making process benefits from a widespread exchange of information. The Board has chosen to implement a participative process of consultation, as illustrated on page 3 of 3 of Procedures 1021.

## II. Background Information

Before the Board or the Division engages in a consultation process the following information would be communicated to the public:

### A. Consultation Objectives

1. To inform the Brandon School Division constituents of the significant enrolment growth projected over the next ten years and the implication for facilities development and sustainability.
2. To inform the Brandon School Division constituents of the major decisions facing the Board of Trustees 2012-2016 in addressing the issues of population growth.

3. To obtain comprehensive input from parents, students, staff, taxpayers, community members regarding all matters related to Board decisions on facility development and sustainability.

**B. Consultation Context**

1. Current School Capacities 2012-2016 and Forecasted Population Growth
2. Current School Enrolments
3. Class Size Caps K-3
4. Capital Funding (Provincial) (*See Part IV for details)

**C. Organizational Issues:**

**Schools**

1. Immediate – École New Era School (2012-2013)
   - Single Track French Immersion Enrolment Projections
   - English Program Enrolment
2. Immediate – Subsequent Redistribution of students (K-8) and Reconfiguration of Schools Impacted by New Era Decision; Catchment Areas, Busing Routes (2012-2013)
3. Short Term – Implementation of Changes to Schools Impacted by Reconfiguration (e.g. Meadows, George Fitton) (2013-2014)
   - Incorporation of Portables
4. Short Term – Redistribution of Students (9-12) and Reconfiguration of Neelin, Vincent Massey, Crocus Plains; due to Projected Increases in French Immersion, ages 16-18 Alternatives, Expansion of Off Campus (2013-2015)
5. Long Term – Implementation of Changes to Senior High Schools (2015-2016)
6. Long Term – Preparation of Plans for New Elementary School(s) (2013-2015)

**Division Office**

7. Immediate – Redistribution of Facilities Usage (2012-2013)
8. Short Term – Continued redistribution of facilities usage (in house) (2013-2015)
   - Extension of facility usage to rental space
   - Infrastructure redesign
   - Operations redesign

## III. Consultation Timelines and Responsibilities

| Consultation Matter | Timelines | Responsibilities | Notes |
|---|---|---|---|
| 1.<br>École New Era School & Subsequent Redistribution of Students & Reconfiguration of Schools | • Mid-Sept to Mid-October 2012 | A. Facilities Ctte – Public Mtgs | New Era Catchment & Subsequent Schools Affected (possibly 4) |
| | • End of Oct. 2012 | B. Senior Administration Report – Facilities Ctte/then to Board | |
| | • Nov, Dec 2012 | C. Board of Trustees Decisions | |
| | • Dec 2012, Jan 2013 | D. Senior Admin Preparation re: Budget Proposals | Based on Board Decisions |
| | • Dec 2012 | E. Facilities Ctte considerations re: catchment areas; Board Approval | |
| | • Jan 2013 with Initial Implementation in Sept 2013<br>• Continued Implementation in Sept 2014 | F. Senior Administration Preparation of Implementation Plans | Includes Communications, Meetings with Parents, Staff, Students |
| 2.<br>Implementation of Changes Arising from New Era et al Decisions | • 2013 - 2014 | Senior Administration as noted above | As noted |
| 3.<br>Senior High School Reconfiguration | • Mid Sept to Mid Nov 2013 | A. Facilities Ctte – Public Mtgs | |
| | • End Nov 2013 | B. Senior Admin Report – Facilities Ctte/ Board | |
| | • Dec 2013 | C. Board of Trustees Decisions | |
| | • Jan 2014 | D. Senior Admin Prep re: Budget Proposals | |

| Consultation Matter | Timelines | Responsibilities | Notes |
|---|---|---|---|
| | • Mar & Apr 2014<br><br>• May 2014 – Dec 2014; Jan - Mar 2015<br><br>• Sept 2015 | E. Senior Admin Prep of Implementation Plans<br><br>F. Preparatory Work for Implementation<br><br>G. Implementation of Changes | |
| 4.<br>Planning for New Elementary School(s) | • Mid Sept 2013<br><br>• Oct 2013 – June 2014<br><br>• June 2014<br><br>• Aug 2014<br><br>• Sept 2016 | A. Facilities Ctte – Outlines process, including Consultation process re: educational specifications<br><br>B. Planning & Constituent Consultation Committee established. Committee commences work with regular progress reports to Facilities Ctte/Board of Trustees<br><br>C. Educational Specifications Approved as per established process<br><br>D. Building Commences<br><br>E. School Opens | |

## IV. Current and Projected Divisional Enrolments, Facilities Usage and Requirements

1. Brandon and Region Population Projections

| *Year* | ***RHA 15- Brandon Population*** |
|---|---|
| *2006* | *49,750* |
| *2011* | *50,164* |
| *2016* | *51,292* |
| *2021* | *52,288* |

2. Population Growth re: Kindergarten Enrolments

| | 2006 | 2007 | 2008 | 2009 | 2010 |
|---|---|---|---|---|---|
| # at 0 years of age | 671 | 699 | 704 | 706 | 767 |
| Actual # at Kindergarten entry | 644 | NA | NA | NA | NA |

3. Population Growth re: English as an Additional Language (EAL)

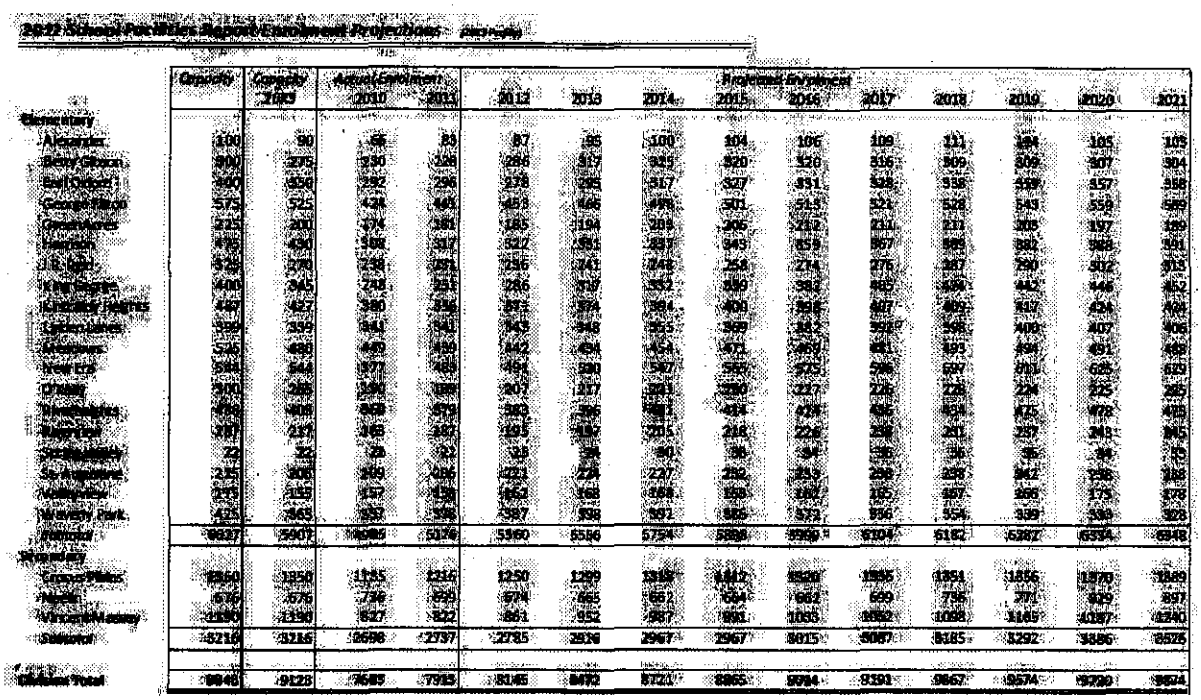
| EAL Registration by Month/Year | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Month** | **Year** | | | | | | | |
| | **04-05** | **05-06** | **06-07** | **07-08** | **08-09** | **09-10** | **10-11** | **11-12** |
| July | 1 | | 1 | | 37 | 38 | 2 | - |
| August | | 2 | | 3 | 46 | 22 | 69 | 3 |
| September | 4 | 10 | 25 | 45 | 10 | 25 | 112 | 188 |
| October | 1 | | 5 | 28 | 8 | 33 | 35 | 20 |
| November | | 2 | | 11 | 6 | 28 | 21 | 18 |
| December | 1 | | 1 | 5 | 7 | 23 | 7 | 7 |
| January | | 1 | 4 | 17 | 7 | 8 | 15 | 9 |
| February | | 3 | 2 | 17 | 9 | 27 | 9 | 26 |
| March | | 3 | 4 | 6 | 6 | 31 | 6 | 22 |
| April | | 2 | 9 | 14 | 23 | 30 | 20 | 28 |
| May | | 1 | 21 | 9 | 40 | 54 | 21 | |
| June | 1 | | 12 | 22 | 11 | 24 | 4 | |
| | | | | | | | | |
| Totals | 8 | 24 | 84 | 177 | 210 | 343 | 321 | 321 |

4. Population Growth re: French Immersion (Historical/Actual)

| | Historical Enrolment | | | | | |
|---|---|---|---|---|---|---|
| | ***2006*** | ***2007*** | ***2008*** | ***2009*** | ***2010*** | ***2011*** |
| *École New Era* | 342 | 377 | 405 | 454 | 153 | 182 |
| *École Harrison* | | | | | 297 | 320 |
| *École Secondaire Neelin* | 111 | 98 | 114 | 90 | 117 | 107 |
| | *453* | *475* | *519* | *544* | *567* | *609* |

| | Projected Roll-up Enrolment | | | | |
|---|---|---|---|---|---|
| | ***2012*** | ***2013*** | ***2014*** | ***2015*** | ***2016*** |
| *École New Era* | 219 | 260 | 299 | 338 | 363 |
| *École Harrison* | 334 | 354 | 367 | 384 | 408 |
| *École Secondaire Neelin* | 122 | 143 | 149 | 154 | 183 |
| | *675* | *757* | *815* | *876* | *954* |

5. Facility Capacities



| | Capacity | Capacity 2009 | Actual Enrolment 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Elementary | | | | | | | | | | | | | | |
| Alexander | 100 | 90 | 68 | 83 | 87 | 95 | 100 | 104 | 106 | 109 | 111 | 104 | 105 | 105 |
| Betty Gruen | 300 | 275 | 230 | 228 | 296 | 317 | 325 | 320 | 320 | 316 | 309 | 309 | 307 | 304 |
| Earl Oxford | 300 | 350 | 292 | 296 | 278 | 295 | 317 | 327 | 331 | 328 | 338 | 339 | 337 | 338 |
| George Ryan | 575 | 525 | 428 | 445 | 453 | 466 | 499 | 501 | 515 | 521 | 528 | 543 | 559 | 569 |
| Grandview | 225 | 200 | 174 | 181 | 185 | 194 | 199 | 206 | 212 | 211 | 211 | 205 | 197 | 189 |
| Harrison | 475 | 450 | 360 | 337 | 327 | 351 | 337 | 349 | 359 | 367 | 369 | 365 | 368 | 361 |
| J.E. Lott | 325 | 275 | 238 | 251 | 256 | 241 | 248 | 258 | 274 | 275 | 287 | 290 | 302 | 313 |
| Kate Ogden | 400 | 345 | 248 | 251 | 286 | 337 | 352 | 360 | 382 | 442 | 439 | 442 | 446 | 452 |
| Kindley Heights | 400 | 427 | 380 | 336 | 393 | 374 | 394 | 400 | 398 | 407 | 409 | 417 | 424 | 424 |
| Lester Jones | 350 | 339 | 341 | 341 | 343 | 348 | 355 | 369 | 382 | 392 | 398 | 400 | 407 | 406 |
| Grassmere | 525 | 480 | 449 | 450 | 442 | 454 | 454 | 471 | 469 | 481 | 493 | 494 | 491 | 489 |
| New Era | 575 | 544 | 377 | 465 | 494 | 530 | 567 | 555 | 575 | 596 | 597 | 611 | 625 | 629 |
| Oliver | 200 | 205 | 190 | 189 | 207 | 217 | 221 | 220 | 227 | 226 | 228 | 224 | 225 | 205 |
| Rosedale | 450 | 400 | 369 | 379 | 383 | 396 | 411 | 414 | 424 | 436 | 434 | 425 | 428 | 415 |
| Sapperton | 225 | 217 | 168 | 187 | 195 | 197 | 215 | 218 | 226 | 238 | 241 | 237 | 243 | 245 |
| Scott Kennedy | 22 | 22 | 20 | 22 | 23 | 28 | 30 | 30 | 34 | 35 | 36 | 35 | 34 | 32 |
| St. Augustine | 275 | 300 | 249 | 236 | 221 | 224 | 227 | 232 | 234 | 238 | 239 | 242 | 246 | 248 |
| Vedder | 225 | 155 | 157 | 158 | 162 | 168 | 164 | 168 | 182 | 185 | 187 | 186 | 175 | 178 |
| Waverley Park | 425 | 363 | 357 | 356 | 387 | 398 | 391 | 385 | 371 | 356 | 354 | 339 | 330 | 328 |
| Elementary | 6837 | 5907 | 4685 | 5174 | 5360 | 5586 | 5754 | 5888 | 5969 | 6104 | 6162 | 6267 | 6334 | 6348 |
| Secondary | | | | | | | | | | | | | | |
| Chilliwack | 1350 | 1350 | 1155 | 1216 | 1250 | 1299 | 1337 | 1412 | 1520 | 1595 | 1651 | 1656 | 1670 | 1649 |
| Heath | 675 | 675 | 736 | 690 | 674 | 665 | 662 | 664 | 663 | 689 | 795 | 771 | 839 | 897 |
| Vedder/Mackay | 1190 | 1190 | 827 | 822 | 861 | 952 | 967 | 891 | 1003 | 1052 | 1098 | 1169 | 1187 | 1240 |
| Secondary | 3215 | 3215 | 2698 | 2737 | 2785 | 2916 | 2967 | 2967 | 3015 | 3087 | 3185 | 3292 | 3386 | 3526 |
| District Total | 9848 | 9123 | 7383 | 7911 | 8145 | 8502 | 8721 | 8855 | 8984 | 9191 | 9347 | 9574 | 9720 | 9874 |

a) Current as of 2011-2012
b) Projected as of 2015

6. Overall Growth in Classroom Requirements
   a) 2010-2012 Elementary

| ***K-3*** | ***2011*** | ***2016*** | ***Net Change*** |
|---|---|---|---|
| Enrollment | 2425 | 2852 | 426 |
| Classrooms | 128 | 150 | 22 |
| Classrooms > 20 | 69 | 81 | 12 |
| >20 Requirement | 35 | 44 | 9 |
| Surplus Capacity | 988 | -467 | -1455 |

| 4-8 | 2011 | 2016 | Net Change | Additional Classrooms |
|---|---|---|---|---|
| Enrollment | 4737 | 5069 | 426 | 13 |

2010-2012 Senior High

b) 2012-2017 Elementary, Senior High

| | Capacity | Actual Enrolment | | Classroom Requirement | |
|---|---|---|---|---|---|
| | | 2010 | 2011 | 2017 | 2021 |
| Crocus Plains | 1350 | 1135 | 1216 | 4 | 6 |
| Neelin | 676 | 736 | 699 | 0 | 7 |
| Vincent Massey | 1190 | 827 | 822 | 8 | 14 |
| *Total* | 3216 | 2698 | 2737 | 12 | 26 |

**V. Consultation Costs**

A. Public Meetings
B. Documents, Materials/Technology Usage
C. Communications

(K. Zabowski)

**VI. Capital and Operating Budget Costs** (Include capital & operation for facilities; furniture, supplies, bases for operation; staffing for human resources)

A. École New Era School & Accompanying Schools Reconfiguration
B. Senior High Schools Reconfiguration
C. Planning for New Elementary School(s)

(K. Zabowski, D. Labossiere, M. Clark to provide facilities & operations costs in fall, 2012)

## VII. Board of Trustees Considerations to Address Organizational Issues

| | | | |
|---|---|---|---|
| A. Immediate – École New Era School | Alternatives | 1.<br>2.<br>3. | Late Aug 2012 |
| THEN | | | |
| B. Immediate Reconfiguration of Schools Based on New Era | Alternatives | 1.<br>2.<br>3. | Early Sept 2013 |
| C. Long Term-Reconfiguration of Senior High Schools | Alternatives | 1.<br>2.<br>3. | Early Sept 2013 |
| D. Long Term New Elementary School(s) Alternative Sites, Areas, Grade Configuration | | 1.<br>2.<br>3. | June 2013 |

Sincerely,

Donna Michaels

Dr. Donna M. Michaels
Superintendent of Schools/
Chief Executive Officer
/msb

Attachment: Policy and Procedure 1021 - Consultation
Population Growth & Facility Sustainability Report (March 2012)

G:\DO\SUPTS\michaels.donna\Correspondence\Correspondence 2011-2012\Memo to Facilities Committee re_ Consultation Process April 2012.docx

# BRANDON SCHOOL DIVISION
# POLICY

## POLICY 1021

## CONSULTATION

*Adopted: Motion 141/2010; September 13, 2010*

### Rationale

The Board of Trustees recognizes that there are legal and ethical obligations through contracts, provincial legislation and policies, to consult with those affected by certain decisions. The Board recognizes the importance of working productively, respectfully and in good faith with its partners in education.

### Statement of Policy

The Board values attitudes and practices that encourage integrity, respect and trust in all relationships. To this end, the Board expects Division, school and program level decisions to be made using appropriate consultation processes. The process selected will optimize the opportunity for educational and community partners to provide input within the established timeframe.

The Board is committed to consultation, a process of asking for advice which facilitates communication, develops joint ownership and enhances solutions, goals and policy directions. The Board recognizes that all employees, parents, students and the public have legitimate interests in education and the consultation process is designed to channel the maximum number of interests into a common direction to enhance the education program.

### Definition

*Consultation* is an important step in decision-making (see Illustration of Consultation Processes, page 3). It is a process, not an outcome, which involves interaction between decision makers and those affected by the decisions. It promotes a two-way flow of information and ideas to arrive at better solutions and, consequently, more effective implementation of policy and programs.

The following guidelines will facilitate the process of consultation:

1. The more fundamental the matter, the greater the extent of consultation; e.g. philosophy, policies and goals.

2. A full opportunity for consultation will be provided by beginning, where possible, following the problem-identification stage by having adequate time for the process and by providing all related information.

3. Consultation and decision-making are separate but related processes; consultation being carried out to facilitate decision-making with the final decision and authority for that decision remaining with the body or person in legitimate authority.

4. The responsibility of those consulted includes understanding the relationship between consultation and decision-making, being informed about issues, participating actively in the process, and supporting the process of consultation, and abiding by the decisions that flow from it.

**Beliefs and Principles**

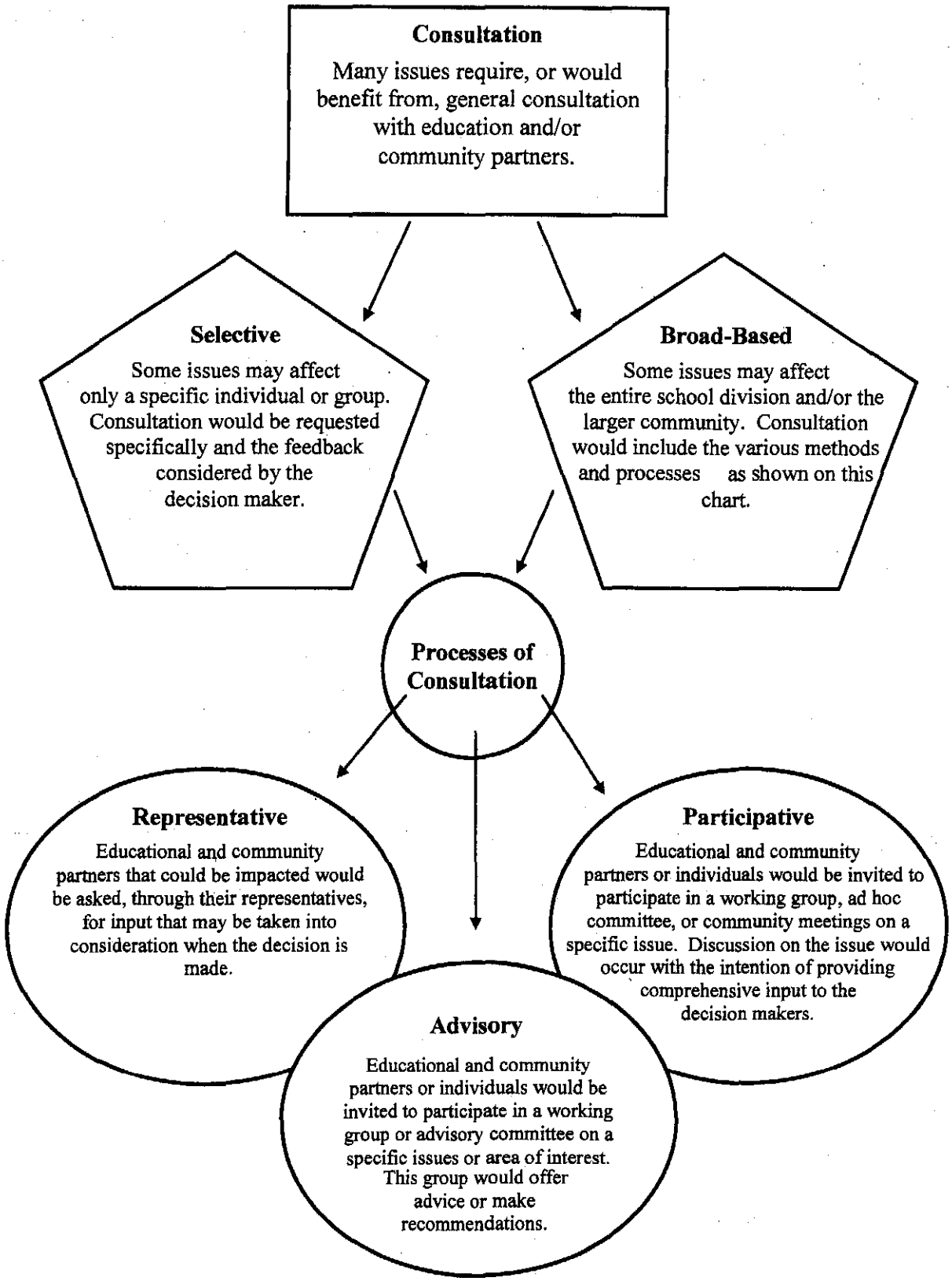
**Student-focused:** The benefits of consultation are realized when educational and community partners are focused on the best interests of the students.

**Understanding and Commitment:** Consultation functions more effectively when all parties understand the processes and have a basic commitment to them.

**Timeliness:** Consultation is more effective when it is commenced at the time when the issue or matter being considered is identified.

**Transparency:** Communication, trust and open-mindedness are critical elements in consultation processes.

## Illustration of Consultation Processes



# BRANDON SCHOOL DIVISION
# POLICY

## PROCEDURES 1021

## CONSULTATION

*Adopted: Motion 141/2010; September 13, 2010*

### Requirements for the Consultative Process

### Criteria

The Board of Trustees or the Division undertakes consultation if and when:

- the constituency may be affected significantly by the decision;
- the decision may be controversial;
- the decision making process could benefit from a widespread exchange of information; and/or
- the required decision is value based and/or subjective in nature.

### Considerations

Before the Board or the Division engages in a consultation process the following would be determined and communicated to the public:

- the goals and objectives of the consultation;
- the issues upon which consultation is being sought;
- the educational and community partners involved in the consultation process;
- the person(s) with contact information; and
- the specific of consultation: representative, advisory, participative.

### Communication

When the Board or the Division begins a consultation process it would normally include but not be limited to the following in its information release to educational and community partners:

- specific timelines showing each stage of the process;
- limitations on the process in both scope and time;
- the consultation process to be utilized;
- background information that is timely and comprehensive;
- other options that have been or are being considered; and
- opportunities to be provided for input, feedback, and dialogue.

Should there be a change in the consultation process, this will be communicated. When the consultation process is complete and a decision is made, the Board of Trustees or the Division will inform those consulted of the decision and the reasons for the decision.

A review of the process and structure of consultation will be conducted periodically, involving all those affected by the process.