



"Accepting the Challenge"

# Facilities/Transportation Committee Minutes

Thursday, November 12, 2009, 10:00 a.m.  
Conference Room, Administration Office

Present: D. Karnes, Chairperson, P. Bartlette (10:15 a.m.), D. Karnes, M. Snelling,  
G. Barnes, Dr. D. Michaels, M. Clark and R. Harkness.  
Regrets: J. Murray (alternate), G. Malazdrewicz

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## 1. CALL TO ORDER:

The Facilities/Transportation Committee meeting was called to order at 10:00 a.m. by Chairperson, Trustee Karnes.

## 2. APPROVAL OF AGENDA:

The Facilities/Transportation Committee Agenda was approved as circulated.

## 3. COMMITTEE GOVERNANCE GOAL ITEMS:

NIL

## 5. OTHER COMMITTEE GOVERNANCE MATTERS

### a) **Green Acres School Roof Update**

Director of Facilities and Transportation, Mr. Mel Clark, provided a verbal update regarding the renovations to Green Acres School roof. He noted to meet the required timelines, he hoped to send out a tender on the project by January. Secretary-Treasurer, Mr. Barnes, noted as soon as the Division gets the plans for the roof from the architect they will be sending them to the PSFB for approval. Relocation of students during the renovation process was discussed. It was noted that Senior Administration was looking into the possibility of classroom space at Riverview School. Supervisor of Transportation, Mr. Harkness will work with school principal, Craig Manson, Green Acres, to determine the number of buses that may be required during the renovation and reallocation of students.

### Agreed:

The Committee agreed that Senior Administration can proceed with the project without bringing the matter back to Committee for approval regarding sketch plans. In order to be able to tender the project by January. Supervisor of Transportation, Mr. Harkness, will provide a report at the next Facilities and Transportation Meeting regarding the proposed bussing of students during renovations and the reallocation of students.

### b) **Fleming School Update**

It was agreed that this matter would be discussed In-Camera.

### Agreed:

The Committee agreed to wait until after their meeting with the PSFB before making any further decisions and/or recommendations on this matter.

**c) Land Exchange – Vincent Massey Property**

Secretary-Treasurer, Mr. Barnes, reviewed the proposal the Division received from the City of Brandon with respect to City property located around Vincent Massey High School. Mr. Clark, Director of Facilities and Transportation noted the possible cost to the Division to install an underground drainage ditch which would be required by the City. It was noted the cost of associated services related to the land from the City was more than had originally been estimated. Mr. Barnes confirmed that he would need to review where the money would come from before any further decisions could be made. He would review the matter and bring a recommendation back to the Committee at their next meeting. Discussions were held as to whether or not to include the purchase of this property as a budget enhancement item.

**Agreed:**

The Committee agreed to have further discussions on this issue at the next meeting at which time the Committee can be advised of costs and funding services.

**d) Betty Gibson School Grooming Room**

Director of Facilities and Transportation, Mr. Mel Clark, provided the Committee with background information with respect to this proposed project. He noted the student requiring the grooming room no longer attends Betty Gibson school and therefore the room was not required at this time. Secretary-Treasurer, Mr. Barnes confirmed he will advise the PSFB the Division no longer needs to complete this project.

Discussions were held regarding the need for an elevator at Meadows School. It was noted this project would be placed on the 5 year capital plan.

**e) Evaluation Report of the Pupil Transportation System**

Secretary-Treasurer, Mr. Barnes, confirmed the report had been reviewed, discussed at Senior Administration and he had also met with the Supervisor of Transportation and the Director of Facilities and Transportation regarding this matter.

Mr. Ron Harkness, Supervisor of Transportation, reviewed the various recommendations noted in the report. It was confirmed that the policy amendments would be brought to the Committee at a future date for review.

With respect to the section on pupils and the outdated ridership program, it was agreed that a request for resolution which would support MASBO's resolution on this topic, be forwarded to the MSBA Resolution Committee. Discussions were also held regarding the possibility of discussing the matter in open Board with the suggestion that a letter be forwarded to the Minister of Education. Mr. Malazdrewicz, Associate Superintendent, will include this item on the next Learning Support Services agenda to discuss with principals. Mr. Harkness, Supervisor of Transportation, will send the DVD and other material currently being used to Mr. Malazdrewicz.

It was further agreed Mr. Malazdrewicz, Associate Superintendent would speak to the principals of the schools that were specifically identified in the report as not having a teacher or other designated person in attendance to supervise the daily loading/unloading of students at schools.

Discussions were also held regarding the need for larger loading zone signs, educating parents about picking up children in bus loading zones, the possibility of ticketing parents who do not obey the signs, hiring OBO to provide supervision, using gates to allow bus entry only and who the Division's contact would be at the City Police with respect to this issue. It was agreed this matter will be discussed with the police regarding how violators would be treated. Superintendent, Dr. Michaels noted she will be meeting with the Chief of Police and will include this item in her discussions with him and ask for a contact for the Division regarding this matter. It was also noted that extensive PR is already conducted in this area.

Trustee Bartlette exited the meeting from 11:20 a.m. to 11:25 a.m.

Mr. Harkness, Supervisor of Transportation, noted that the items covered under "Driver" recommendations had been dealt with at the October 23, 2009 seminar for Division drivers.

Discussions were also held regarding the proposed recommendations regarding vehicle and maintenance program and the current practice taking place. Mr. Harkness, Supervisor of Transportation, concluded his review of the Pupil Transportation Report by noting the Division's last audit had taken place in 2002. He noted that the provincial average was 82.3% and that the Brandon School Division scored 84% on the audit.

**f) Sioux Valley's Request re: Fleming School**

The Committee reviewed the proposal from Sioux Valley Education Authority regarding the possibility of obtaining Fleming School for educational purposes. It was agreed that the Committee would wait until after their meeting with the PSFB on this matter before responding.

**g) Budget 2009 – 2010 Proposals**

The Committee requested the following budget enhancements, reallocations or reductions for the 2009-2010 budget:

- Ensure that \$15,000 for playgrounds will be part of the budget again this year;
- Any needs from George Fitton School and Green Acres School as a result of the implementation of Single Track French Immersion at Harrison School will be incorporated into the Capital Maintenance Budget or included as an enhancement request;
- Upgrades to the Off-Campus technology (it was noted some of these upgrades would be resolved through an upgrade in connectivity);
- Make permanent the bus costs for bussing students to Alexander School to participate in the Learning Through the Arts Program;
- Increase the school maintenance budget per pupil to \$18.00;
- Increase the heating cost repair budget.

**6. OPERATIONS INFORMATION**

The following reports were received as information by the Committee:

- Memo from R. Harkness, Supervisor of Transportation re: Alexander AM Bussing Summary;
- Email from Vicki Mundle, Pupil Transportation Union, MECY re: School Bus Safety Week;
- Memo from C. Sharpe, Transportation Facilities Assistant re: Fall emergency school bus evacuation drills.

**7. NEXT REGULAR MEETING: Thursday, December 10, 2009, 10:00 a.m.**

The meeting adjourned at 12:07 p.m.

Respectfully submitted,

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D. Karnes, Chair

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P. Bartlette

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J. Murray (Alternate)

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M. Snelling