Facilities/Transportation Committee Minutes

Thursday, August 18, 2011 – 10:30 a.m.
Board Room, Administration Office

Present: D. Karnes, Chairperson, G. Kruck, J. Murray, P. Bowslaugh (Alternate), M. Clark, Dr. D. Michaels, G. Barnes,

Regrets: G. Malazdrewicz

1. CALL TO ORDER:

The Facilities/Transportation Committee Meeting was called to order at 10:30 a.m. by the Chairperson, Trustee Karnes.

2. APPROVAL OF AGENDA

The following items were to be added to the agenda:

- A verbal update from the Secretary-Treasurer and the Director of Facilities and Transportation regarding their meeting with Gerard Lesage of the Public Schools Finance Board.
- A question for clarification regarding computers from Trustee Kruck.
- Discussions regarding infrastructure costs from Trustee Karnes.

The Facilities/Transportation Committee Agenda was approved as amended.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE MATTERS

a) Review of Playground Structures

Secretary-Treasurer, Mr. Barnes, reviewed in detail the playground report which had been prepared by Mr. Keith Thomas the Risk Manager for the Manitoba Association of School Boards. The Committee asked questions regarding the report and evaluation of the various playgrounds. Schools ability to fundraise; hazardous material ratings; CSA standards regarding play structures; PD sessions for custodians regarding play structure maintenance; involvement by the City and involvement by parent councils were all discussed at length. The Secretary-Treasurer proposed the following recommendations:

1) That the report be accepted and made available to the School Parent Councils/Playground Committees;
2) That one playground structure be replaced annually (approximately every 20 years);
3) That the playground structure replacements be funded equally by the Division, the City of Brandon, and the school parent council to a project maximum of $100,000;
4) That the next five year projects be 2012/2013 Meadows; 2013/3014 Riverheights; 2014/2015 O'Kelly School; 2015/2016 Green Acres and 2016/2017 Valleyview;
5) That subsequent years projects proceed as per School Playground/Review.

The Committee agreed that the playground report move forward and be made available to the public and school parent councils. It was further agreed that the remainder of the recommendations would be brought forward following the reports being made available to school parent councils. The Secretary-Treasurer was directed to send a letter of appreciation to Mr. Keith Thomas for preparing the playground report.

Recommendation:

1) That the Playground Report - July, 2011 be accepted and made available to the School Parent Councils/Playground Committees.

b) Joint Use Agreement

Secretary-Treasurer, Mr. Barnes, reviewed the draft joint use agreement. He noted the agreement took into consideration the provincial direction regarding this matter and that the proposed agreement also met the Committee's governance goal regarding community access to school facilities. The Committee also reviewed the input received at the various public consultations held regarding the public's use of school facilities. Mr. Barnes recommended that the proposed agreement be forwarded to the Division's solicitor for review. Following review by the Division's solicitor, Mr. Barnes recommended he meet with Mr. Perry Roche of the City of Brandon to review the agreement together. Discussions were held regarding impact on school operations; proposed new rates; liability issues; the use of Custodial Assistants versus Custodians; online booking; organized club activities; youth club activities; and use of indoor versus outdoor venues. The Committee agreed to move forward with the proposed joint use agreement.

The Committee also reviewed the proposed changes to policy to reflect the new draft joint use agreement. (Attached as Appendix "A")

Recommendation:
That Policy and Procedures 8002 – "Use of Expendable Equipment in Schools by Outside Organizations" be rescinded and replaced with Policy and Procedures 8002 – "Use of Expendable Equipment in Schools by Outside Organizations".

That Procedures 9056 – "Joint Funding of Recreation Facilities" be rescinded and replaced with Policy 9056 – "Joint Use of Community Facilities".

c) Board of Reference Hearing

Secretary-Treasurer, Mr. Barnes, noted a Board of Reference Hearing had been set for August 24, 2011 to move land located in the Brandon School Division to the Rolling River School Division. The Committee reviewed the maps and documentation provided by Manitoba Board of Reference regarding this matter. The Secretary-Treasurer recommended opposing the transfer of land as the student could apply to the Rolling River School Division under School of Choice guidelines. The Committee supported the opposition to the request and directed the Secretary-Treasurer to voice the Division's opposition at the upcoming hearing.

d) Meeting with PSFB

The Secretary-Treasurer and Director of Facilities and Transportation provided a verbal update on the meeting held with Mr. Gerard Lesage of the Public Schools Finance Board. Tours and discussions about the gym addition at George Fitton School; Fuzzy Bears Day Care at Kirkcaldy Heights School; Valleyview School gym size; future additional classroom space and day care space; as well as Science Room renovations were all discussed.

5. OPERATIONS INFORMATION

- Trustee Kruk's request regarding computers was deferred until the next meeting.
- Trustee Karnes requested the total cost for the Division's infrastructure needs. He felt this was an issue the Division should highlight during the upcoming Provincial election. The Committee also agreed to forward this matter to the Divisional Futures & Community Relations Committee for further discussion as that Committee is involved in co-hosting an All-Candidates Forum on educational matters.

6. **NEXT REGULAR MEETING: 11:30 a.m., Thursday, September 8, 2011, Board Room.**

The meeting adjourned at 12:30 p.m.

Respectfully submitted,

D. Karnes, Chair	G. Kruck
J. Murray	P. Bowslaugh (Alternate)

BRANDON SCHOOL DIVISION
POLICY

Revised – August 16/11

POLICY 8002

USE OF EXPENDABLE EQUIPMENT IN SCHOOLS BY OUTSIDE ORGANIZATIONS

Adopted: Motion 67/2005 (May 9, 2005)

The use of expendable equipment in schools by outside organizations is approved on the following basis:

1. that school Principals be authorized to allow the use of expendable equipment free of charge to outside organizations affiliated with the school community, provided the group makes no charge for the activity undertaken in the school and the use of the equipment is on an infrequent basis; or
2. that if the outside organization bears no direct affiliation with the school community, or charges the persons participating in the activity at the school, or wishes to use the equipment regularly, the outside organization shall be required to provide its own expendable equipment; or the Principal shall be authorized ~~to enter into a letter of agreement~~, at his/her discretion, providing for rental of such equipment at rates in keeping with charges made by other institutions in the City of Brandon.
3. ~~that special arrangements be made with school administrative staff as necessary for such usage with owners of leased facilities such as O'Kelly School, Spring Valley Colony School or other leased facilities.~~

BRANDON SCHOOL DIVISION
POLICY

Revised – August 16/11

PROCEDURES 8002

USE OF EXPENDABLE EQUIPMENT IN SCHOOLS BY OUTSIDE ORGANIZATIONS

Adopted: Motion 67/2005 (May 9, 2005)

BASIC PRINCIPLES

1. The requirements of school programs for the use of school equipment shall be priority over all other programs.
2. Items to be considered under this policy shall be those items normally purchased by the school through its instructional supply budget. Items such as chairs, coat racks and fixed equipment generally supplied to the school through a budget approved through discussions at the Administration Office shall not be regarded as "expendable" for purposes of this policy.
3. Requests for use of equipment in specially equipped classrooms or for specialized facilities (e.g. science labs, computer labs, industrial arts/home economics/vocational facilities, etc.) shall be referred to the Administration Office for consideration.

SCHOOL'S RESPONSIBILITY

1. It shall be the responsibility of the school **principal** to decide whether ~~an agreement~~ to provide equipment to an outside organization is in the school's best interest.
2. ~~It shall be the school's responsibility to draw up the form of agreement and to arrange for signing by both parties.~~
3. ~~It shall be the school's responsibility to provide copies of all formal communications with outside agencies to the Superintendent's Department for reference~~.

2. When a school ~~has entered into an agreement with~~ **allows** an outside agency ~~for~~ the use of a particular piece of equipment which it subsequently finds has a priority use in the school, it will be the school's responsibility to notify the outside agency and reach agreement on the utilization of the equipment.

3. It shall be the school's responsibility to ensure that the charges levied are paid to the school. It is recommended that charges be payable in advance of the use of equipment ~~and/or at particular points of the agreement, whichever is most beneficial to the school.~~

4. It shall be the school's responsibility at all times to ensure that the **community** use of the facility is covered by an agreement with the City **of Brandon** ~~Recreation Department for school-sponsored events (Procedures 5056), or for non-school sponsored student groups use of schools (Policy 9037).~~

5. Schools shall be responsible for arranging all repairs and regular maintenance of the equipment.

RESPONSIBILITIES OF THE OUTSIDE AGENCY

1. The outside agency shall assume total responsibility for the equipment during the time that it is in its possession. ~~under the terms of the agreement.~~
2. Willful damage, damage resulting from accident while in the care of the agency, or misuse of the equipment shall be regarded as sufficient cause to **discontinue use of the equipment.** ~~cancel the agreement~~.
3. Where damage to the equipment or facility is determined to be a responsibility of the outside agency, the agency shall assume ~~invoice~~ costs for repair **or replacement.**
4. **The outside agency is responsible to ensure the equipment does not leave the Division facility.**

BRANDON SCHOOL DIVISION
POLICY

UNDER REVIEW

PROCEDURES 9056

JOINT FUNDING OF RECREATION FACILITIES

Adopted: 80.01.04

The guidelines for the joint funding by the Brandon School Division and the City of Brandon Recreation Department for development and maintenance of recreation facilities and areas located on Division property are as follows:

1. The Division will prepare, by June 1st of each year, a list of construction and maintenance projects that the Division would wish to see carried out during the calendar year through use of the Joint Use Fund. This list should be priorized and accompanied by a cost analysis of each project.
2. The Recreation Department will prepare, by June 1st of each year, a list of construction and maintenance projects that the Department would wish to see carried out during that calendar year through use of the Joint Use Fund. This list should be priorized and accompanied by a cost analysis of each project.
3. Representatives of the Division and the City should meet and determine which projects from the two lists should be undertaken during the year. While the undertaking would be a joint venture, the final decision on which projects should be undertaken would be based upon the 50/50 funding concept. That is, if the total costs of both lists exceeded the Joint Use Fund, the funds would be split equally on each list of priorities, unless otherwise mutually agreed. Final decision on this phase should be made by June 15th.
4. Facilities such as backstops or goalposts, constructed specifically at the request of the City Recreation Department, should be maintained by that Department. Such maintenance costs are to be covered from City funds other than those of the Joint Use Fund.
5. Facilities other than those described in 4. would be the responsibility of the Division to maintain.
6. Not included in 4. and 5. above are the original construction costs or costs associated with maintaining the grounds. These costs could be covered by Joint Use Funds.

BRANDON SCHOOL DIVISION
POLICY

Draft

POLICY 9056

JOINT USE OF COMMUNITY FACILITIES

Draft: August 16, 2011

The Board of Trustees believes that its buildings and grounds should be used for the benefit of children and adults in the Division. The Board realizes that there are mutual community interests in helping people of all ages to learn, develop and participate in recreation, culture and leisure activities. Every effort will be made to undertake joint and cooperative ventures to serve the Community's needs for recreation, culture and leisure activities in promoting a healthy lifestyle.