



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Monday, January 16, 2017 – 11:30 a.m.
Boardroom, Administration Office

Present: G. Buri, M. Sefton, P. Bowslaugh (Alternate)
D. Labossiere, M. Clark, G. Malazdrewicz
Regrets: G. Kruck (Chair)

1. CALL TO ORDER

The Facilities and Transportation Committee Meeting was called to order at 11:35 a.m. by Acting Committee Chair, Trustee Mark Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of December 8, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) School Bus Request

The Secretary-Treasurer, Mr. Denis Labossiere, spoke to this item, the benefits of participating and recommended that the Division continue participation in the Central Tender Process program. The Committee agreed to continue to participate in the central purchase of school buses for the 2017-2018 budget year.

Recommendation:

That participation in the Central Tender Process for the 2017-2018 school bus purchase be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

B) Bus Request

The Committee noted that the request to use Brandon School Division buses is approved every year for the YMCA and there were no objections to the request. The Committee agreed with the recommendation as submitted.

Recommendation:

That a school bus be provided to the YMCA for their YMCA Summer Camps from July 3, 2017 to August 25, 2017, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

C) Modular Classroom Request

Mr. Greg Malazdrewicz, Assistant Superintendent, spoke to this item. He provided and reviewed the Enrollment, Capacity and Forecasts document. Mr. Malazdrewicz recommended that four Modular Classrooms be requested for the following three schools, based on current space utilization and forecasts:

- Earl Oxford School – 2 Modular Classrooms
- JR Reid School – 1 Modular Classroom
- Valleyview Centennial School – 1 Modular Classroom

Trustees asked questions for clarification. Mr. Labossiere indicated that Public Schools' Finance Board (PSFB) requires justification for each modular classroom requested and also indicated that the associated Division costs (approximately \$8,500/modular) would be built into the budget for 2017-2018.

The Committee agreed with the recommendation as submitted.

Recommendation:

That the Brandon School Division request four (4) modular classroom units for the 2017-2018 school year from the Public Schools Finance Board.

D) Playground Replacement

The Committee reviewed the costs of previously purchased school playgrounds, the Playground Replacement Schedule and discussed the funds required by Parent Councils for the upcoming playground replacements at Earl Oxford School, Betty Gibson School, and Linden Lanes School.

E) Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - The Committee reviewed the January 10, 2017 WPS&H Committee meeting minutes and Trustees asked questions for clarification.

6. OPERATIONS INFORMATION

- Mr. Labossiere reviewed the letter from the PSFB regarding the Neelin High School Off-Campus Program lease and provided further information.
- The Director of Facilities and Transportation provided updates on the following projects:
 - Vincent Massey High School Steam Heating System Replacement
 - Earl Oxford School Grooming Room
 - New Era School Grooming Room
 - Bus Surveillance Cameras
 - Crocus Plains Regional Secondary School Kitchen Ventilation

7. NEXT REGULAR MEETING: Tuesday, February 28, 2017, 12:00 p.m., Boardroom

The meeting adjourned at 12:44 p.m.

Respectfully submitted,

G. Kruck, Chair

G. Buri

M. Sefton

P. Bowslaugh (Alternate)

Committee Minute Form

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BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: January 10, 2017 Date of next meeting: March 14, 2017 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Pat Bowslaugh Craig Laluk Greg Malazdrewicz Mel Clark	Occupation Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	Present x x x	Absent x
	Worker Members Peter Buehler Erik Been Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Admin Assistant	x x x x	
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	Agenda Approval: P. Buehler, Chair, called the meeting to order at 1:05 p.m.	➤ The agenda for January 10, 2017 was accepted without additions/deletions.	
	A. Minutes: October 17, 2016	➤ P. Buehler referred to the minutes and asked for any errors or omissions. The meeting minutes of October 17, 2016 were adopted as circulated. ➤ Moved by J. Rose – H. Kryshewsky, Accepted and Filed.	
2016/10/17	B. Outstanding Issues: 1. Review of Selected Site Inspections Reports and Findings – Update – D. Armstrong	➤ D. Armstrong informed the Committee, the Brandon Fire Department was referring to the fire hazard associated with the use of plastic garbage cans, not plastic recycle bins as reported at the last meeting, October 17, 2016. As such it is imperative that the school use metal garbage cans, the school has been notified and the necessary change was made.	
2016/10/17	2. Hearing Assessments Update – D. Armstrong	➤ D. Armstrong advised the Committee of a hearing assessment (follow-up) booked for January 23 & 24, 2017 at the Administration Office. An individual email was sent to each identified recipient, as per the Committee's request.	
	C. Review of Selected Site Inspection Reports: (Attachment #3)	➤ K-8 Schools: Alexander (Oct 26/16), Green Acres (Nov 30/16), Kirkcaldy Heights (Oct 11/16) & Riverheights (Oct 14/16) ➤ High Schools: Crocus Plains RSS (Oct 20/16) ➤ <i>D. Armstrong reviewed the site inspection reports.</i> ➤ The Committee discussed and requested clarification on the site inspection reports: who inspected, signatures, descriptions and corrective actions. ➤ The Committee agreed teachers can assist in identifying loose electrical plugs in their work areas. A memo from M. Clark will be forwarded to all Principals, requesting assistance. D. Armstrong also agreed to mention this point at the Crocus Plains safety meeting scheduled for Thursday, January 12, 2017.	Notification to Principals (highlight in staff meetings): teachers can assist in identifying loose electrical plugs in their work areas – Update – M. Clark

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 Mel Clark (x) Print Name of Worker Co-Chair Peter Buehler

Signature _____ Signature _____

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Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
		<ul style="list-style-type: none"> ➤ Previous, K-8 Schools: George Fitton, King George (May 2/16), O'Kelly (April 19/16) & Valleyview (April 11/16). ➤ Previous, High Schools: Maintenance and the Administration Office (May 11/16). ➤ <i>The Committee was guided to the BSD Portal to review previous inspections.</i> 	
	D. <u>Correspondence:</u> 1. None.		
	E. <u>New Business:</u> 1. Incident Report, October to December 31, 2016 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong referred to the BSD Portal where the Incident Report spreadsheet was posted. A discussion regarding the number of playground incidents occurred. The Committee agreed that it is important to communicate: "all incidents need to be reported, student and non-student". If hazards in the workplace or work situations are to be addressed, they first need to be identified. Identification only occurs when incidents are reported. The Committee agreed that a protocol should be in place, such that all locations report incidents in the same manner. ➤ D. Armstrong clarified, the Incident Report does not contain any violent incident numbers. These are tabulated separately and are reported one time, at year end, to the Committee. ➤ G. Malazdrewicz commented, the current spreadsheet is evolving. Future reports will contain a cover sheet that will summarize the 22 separate sites and differentiate between staff and students. 	Prepare an incident reporting protocol – Update – D. Armstrong
	2. Incident investigation Summary Report, George Fitton, November 9, 2016 – M. Clark	<ul style="list-style-type: none"> ➤ M. Clark reviewed the information reported in the investigation. In the process of removing a GFI, an electric shock was received by a BSD Electrician. The report was made to Western Financial and due to the nature of the incident also to the MB WPSH. Five corrective actions were immediately put in place to prevent recurrence: ensure breakers are off, lock out/tag out, volt meter usage, complete description of enquiry and the use of PPE. 	
	3. Incident Investigation Summary Report, Crocus Plains, December 2, 2016 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the information in the investigation. An Educational Assistant walked down the hall, slipped on a small piece of orange peel and fell, badly injuring her knee. The Committee discussed the random nature of the incident. 	

Other Business: Confirmation of Next Meeting: March 14, 2017

Adjournment: J. Rose – H. Kryshewsky – The meeting was adjourned at 2:05 p.m. Carried.

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Signature _____ Signature _____