



## BRANDON SCHOOL DIVISION

# Finance and Facilities Committee Minutes

Monday, March 19, 2018 – 1:00 p.m.

Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner  
D. Labossiere, M. Casavant (arrived 1:25 p.m.), E. Jamora, C.  
Cramer

Guests: B. Ewasiuk

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### 1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:03 p.m. by Committee Chair Trustee Sefton.

### 2. APPROVAL OF AGENDA

Mr. Denis Labossiere, Secretary-Treasurer, added one In-Camera item to the agenda. Trustee Kruck requested a Trustee-only In-Camera session after the meeting. The agenda was approved as amended.

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

The Minutes of the January 16, 2018 meeting were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A. 2018–2019 Budget Process

Discussion took place regarding the 2018-2019 Budget process and it was noted that transparency is critical in ensuring and maintaining openness with the public. The Public Budget Consultation was discussed. It was agreed that the 2019-2020 Budget Dates would be discussed and decided upon at an upcoming Facilities and Finance Committee meeting.

#### B. Five-Year Capital – 2019-2020 to 2023-2024

Mr. Labossiere reviewed the Five-Year Capital Plan for 2019-2020 to 2023-2024. Discussions were held regarding the summary of requests and Trustees asked questions for clarification. Mr. Labossiere noted that as a new school in southeast Brandon has been approved by the Provincial government, it has been removed from the Five-Year Capital Plan. Trustees asked questions for clarification regarding the priority level of items in the Capital Plan.

The top five capital requests for the Division are:

1. Refit old gym space – relocate Library, office(s)/reclaim classroom space at Green Acres School
2. New gym to meet K-8 provincial standard at Valleyview Centennial School
3. Culinary Arts practical classroom at Crocus Plains Regional Secondary School

4. Refit standard classroom into science lab at George Fitton School
5. Two (2) permanent classroom additions at Linden Lanes School

The Committee agreed to bring forth the recommendation to approve the Five-Year Capital Plan 2019-2020 to 2023-2024 by motion to the Regular Board Meeting on Monday, March 26, 2018,.

**Recommendation:**

That the Five-Year Capital Plan 2019-2020 to 2023-2024 be approved for submission to the Public Schools Finance Board.

**C. New School**

Mr. Labossiere reviewed the New School Preliminary Milestones and Dates document received from PSFB. Dr. Marc Casavant, Superintendent/CEO, noted that the Division has been asked to select two representatives to make decision on the new school on behalf of the Division, and it was suggested that it be the Superintendent and Secretary-Treasurer.

**5. OTHER COMMITTEE GOVERNANCE MATTERS**

**A. Tuition Fees – 2018-2019 School Year**

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item and reviewed the Metro School Divisions Residual Fee Rates for 2018-2019.

The Committee agreed to the recommendation as presented.

**Recommendation:**

That the following tuition fees be approved for the 2018-2019 school year:

Transfer Fee	\$ 1,300
Residual Fee	\$ 5,785
Non-Resident (First Nations)	\$12,100
International Student Fees	\$12,100

**B. Computer Disposals**

Mr. Brent Ewasiuk, Director of Management and Information Systems Technology, reviewed his letter to the Committee regarding a Tender to recycle/repurpose computers being removed and upgraded by the Division, back into the community. Mr. Ewasiuk noted that the Division replaces between 400 and 600 computers (both desktop and laptop) per year. Each computer being disposed of has an internal hard drive that may or may not have personal or business related information on it, which needs to be destroyed before the computer is redeployed. Data on a hard drive is destroyed by removing the hard drive and having it shredded, or by running software on the computer to ensure any information on the hard drive is deleted and unrecoverable.

Mr. Ewasiuk provided three options for Committee review, which included anticipated Division costs such as staff overtime, advertising, and storage and handling of equipment. Trustees discussed the three options provided and asked questions for clarification. The Committee gave direction to Mr. Ewasiuk to investigate the possibility of hiring a university/college student to erase the computer hard drives, and agreed that Mr. Ewasiuk should advertise a Request for Proposal (RFP) for 100 laptops to see if there is interest in them.

### **C. Tender – Supply of Computer Laptops**

Ms. Eunice Jamora, Assistant Secretary-Treasurer, reviewed the Computer Laptop Tender results and answered Trustee questions.

The Committee agreed to the recommendation as presented.

#### **Recommendation:**

That the low tender from Powerland in the amount of \$67,176.00 (plus applicable taxes) for the supply of 36 Computer Laptops funded through the 2017-2018 Operating Budget be accepted.

### **D. Photocopier Lease - Extension**

The Secretary-Treasurer reviewed a memo and cost analysis he provided to the Committee regarding the extension of the current lease for Division photocopiers. Mr. Labossiere noted that Konica Minolta Bizhub photocopiers have been located in all BSD schools and at the Administration Office since the summer of 2014, and that the current lease will expire in October 2019.

Mr. Labossiere noted several areas for efficiencies and improvement regarding photocopying and printing in the Division. Currently the Division uses three semi-truck loads of paper per year, and there are times when print jobs are not picked up, resulting in recycling of these print jobs. There are also challenges with printing confidential documents without other individuals having access to them.

Mr. Labossiere indicated that in consultation with the photocopier vendor, using Papercut software to track the number and size of print jobs being printed by staff and students, and enabling Division staff to have print jobs printed by presenting their proximity card, will result in savings and efficiencies for the Division. School Principals have been consulted on this proposed solution and they are satisfied with the current photocopiers and support. The proposed solution will enable Principals to evaluate the printing environment in their building. He noted the proposal is within budget and provides improved functionality and efficiencies.

The Committee agreed to the recommendation as presented.

#### **Recommendation:**

That the proposal to extend the Konica Minolta Lease for 18 months to April 1, 2021 be approved and accepted.

### **E. Sub-Committee Reports**

- Workplace Safety and Health Committee (WPS&H)
  - January 23, 2018

### **F. Confirm Payments of Account (January & February)**

The payments of account for the months of January and February were provided for information. Mr. Labossiere answered Trustee questions. The reports were accepted as circulated.

### **G. Review Monthly Reports (January & February)**

Mr. Labossiere reviewed the monthly reports for the months of January and February and received direction from the Committee. The reports were accepted as circulated.

#### **H. In-Camera Item – Forecast**

The Secretary-Treasurer provided information regarding Forecast and answered Trustee questions.

#### **6. OPERATIONS INFORMATION**

- Ms. Caroline Cramer, Director of Facilities and Transportation, provided updates on the following projects:
  - École Harrison – Boiler Replacement
- The Secretary-Treasurer provided updates on the following projects:
  - Modular Classroom - Earl Oxford School - Approved
  - Modular Classrooms at JR Reid, Linden Lanes, Valleyview Centennial and Waverly Park Schools - Denied
- The Secretary-Treasurer provided additional updates on the following:
  - School Bus Request from the Canadian Legion 2018 Track and Field Championships
- The Assistant Secretary-Treasurer provided an update on the following:
  - Tenders under \$50,000 – Paper Tenders

#### **7. NEXT REGULAR MEETING: Tuesday, April 17, 2018, 1:00 p.m., Boardroom.**

The meeting adjourned at 2:52 p.m.

Respectfully submitted,

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M. Sefton (Chair)

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G. Kruck

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K. Sumner

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P. Bartlette (Alternate)

**Committee Minute Form**

Room 328, 340-9<sup>th</sup> Street  
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<b>BRANDON SCHOOL DIVISION</b> 1031 – 6 <sup>th</sup> Street Brandon, MB R7A 4K5 <b>Phone:</b> (204) 729-3100 <b>Fax:</b> (204) 727-2217 <b>Central Committee</b>  <b>Meeting date:</b> January 23, 2018  <b>Date of next meeting:</b> March 06, 2018  <b>Number of employees at Workplaces:</b> 700+  <b>Recording Secretary:</b> <u>Melanie Smoke-Budach</u>	<b>Employer Members</b> Glen Kruck Craig Laluk Greg Malazdrewicz Caroline Cramer	<b>Occupation</b> Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	<b>Present</b> x x x x	<b>Absent</b>
	<b>Worker Members</b> Peter Buehler Erik Been Jamie Rose Heather Kryshewsky Danae Heaman	BTA President Teacher Utility/CUPE President School Admin Assistant Educational Assistant	x x x x	x
	<b>Guests</b> Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	<b>Agenda Approval:</b> P. Buehler, called the meeting to order at 1:05 p.m.	➤ The agenda for January 23, 2018 was accepted and filed without additions/deletions.	
	<b>A. <u>Minutes: October 10, 2017</u></b>	➤ P. Buehler referred to the minutes and asked for any errors or omissions. The meeting minutes of October 10, 2017 were adopted as circulated. ➤ Accepted and Filed.	
2017/05/09	<b>B. <u>Outstanding Issues:</u></b> 1. Right to Know – Members working with violent students – Update, G. Malazdrewicz	➤ G. Malazdrewicz informed the Committee that discussions are in place with legal counsel regarding the sharing of student information. He also explained that Resource Teachers have been reviewing the current information contained in student plans and have been examining existing protocols. G. Malazdrewicz also commented that the Division's Resource Education Specialist will report back on the protocols/procedures used by other divisions after the SSAM conference in February 2018. In conclusion a realistic timeline for implementation would be September 2018, with on-going updates to the Committee. ➤ G. Malazdrewicz stated the current new atrieveERP software, allows Substitute Teachers/Educational Assistants to access teaching plans. Importantly, he reaffirmed the sharing of student information must be uniform across all schools. ➤ J. Rose agreed and reiterated the importance of keeping members safe in the workplace. He stressed the importance of identifying student triggers in teaching plans. P. Buehler stated the BTA shares this concern with CUPE members, and indicated that this concern extends to workers in contact with students outside the classroom context.	Report findings regarding the information contained in teaching plans for Teachers and Educational Assistants. – update – G. Malazdrewicz.

**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 Caroline Cramer ( x ) Print Name of Worker Co-Chair P. Buehler

Signature \_\_\_\_\_ Signature \_\_\_\_\_

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2017/05/09	2. Procedures for HSL and BSSAP working alone.	<ul style="list-style-type: none"> <li>➤ G. Malazdrewicz advised that all School Leaders were surveyed during the October Division Leadership Team Meeting regarding this matter. The range of concern was two-fold: 1) Incidental trips; 2) Planned transport as a result of programming. The consensus among School Leaders is that there is a plan for the transportation of students as needed. The Committee discussed in detail the survey process, the responses, the existing procedures and the potential for danger. Across the Division the decision to transport varies from school to school.</li> <li>➤ G. Malazdrewicz explained the BSD currently has a set of guidelines for Staff Working Alone (on-site). He offered the possibility of developing a set of guidelines for Staff Working Alone (off-site).</li> <li>➤ It was agreed that a response from Senior Administration would first need to be heard before moving ahead with changes to existing guidelines.</li> <li>➤ P. Buehler concluded by stating this item should remain on the Agenda.</li> </ul>	Report findings, Working Alone – update – G. Malazdrewicz
	<b>C. <u>Review of Selected Site Inspection Reports:</u></b>	<ul style="list-style-type: none"> <li>➤ <b>K-8 Schools:</b> Alexander (Nov 8/17), Green Acres (Dec 18/17), Kirkcaldy Heights (Oct 16/17), Riverheights (Dec 20/17).</li> <li>➤ <b>High Schools:</b> Crocus Plains (Oct 5/17).</li> <li>➤ D. Armstrong reviewed the current site inspection reports. He informed the Committee there are 4 inspections/school/year. Two inspections are done with BTA reps and the other two with CUPE reps. A discussion around priority ranking, form completion, appropriateness of items reported, sign offs and the actual format occurred.</li> <li>➤ The topic of inspections reports will be on the next Division Leadership Team Agenda slated for February 13, 2018. G. Malazdrewicz invited C. Cramer to attend and speak to inspection reports.</li> <li>➤ <b>Previous, K-8 Schools:</b> George Fitton (May 28/17), King George (May 30/17), O'Kelly (June 15/17) and Valleyview (June 6/17).</li> <li>➤ <b>Previous, High Schools:</b> Maintenance/Administration (May 16/17).</li> <li>➤ D. Armstrong advised all previous inspection reports once completed and signed are posted in the portal.</li> <li>➤ Lastly, D. Armstrong shared it continues to be difficult to get the signed completed inspection report back in a timely manner.</li> </ul>	Report findings, Inspection Reports – update – G. Malazdrewicz/ C. Cramer
	<b>D. <u>Correspondence:</u></b>  Workers Compensation Board of Manitoba – A Better Recovery with a Safe Return to Work Plan.	<ul style="list-style-type: none"> <li>➤ D. Armstrong shared the correspondence with the Committee, attached.</li> <li>➤ WCB is in the process of auditing BSD's claims: the process and the current return to work program. Findings and analysis will assist the BSD in the development of a return to work program, forms and training.</li> <li>➤ The handout was distributed in the meeting.</li> </ul>	

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	<b>E. New Business:</b>  1. Incident Report, September 23 2017 to December 31, 2017 – D. Armstrong	<ul style="list-style-type: none"> <li>➤ D. Armstrong reviewed the Incident Reports with the Committee.</li> <li>➤ G. Malazdrewicz explained there was an increase in the number of concussions reported this winter. The severe temperature fluctuations resulted in extremely icy surfaces. An informative discussion around concussions, sports, protocols and training occurred. Parachute Canada's concussions protocols have been utilized by the BSD.</li> </ul>	
	2. Near-Miss Report – D. Armstrong	<ul style="list-style-type: none"> <li>➤ D. Armstrong reviewed the report and a discussion regarding priority ranking on inspection reports, lock-outs, tool box talks and safe work procedures occurred. D. Armstrong noted that a communication breakdown occurred. No one was injured. Due to the near-miss at Crocus Plains a PD session has been planned for February 14, 2018, involving Maintenance and Custodial employees. The session will revisit and update the current safe work procedures and the lock-out/tag-out rules and procedures.</li> <li>➤ P. Buehler requested that the near-miss report be brought to the attention of the Crocus Plains WPSH Committee at their next meeting.</li> </ul>	
	3. Memo – Hearing Assessment – Update – D. Armstrong	<ul style="list-style-type: none"> <li>➤ D. Armstrong reviewed the report from Hearing Innovators with the Committee. A total of 129 employees had been tested. He also advised that a follow up had occurred on January 16, 2018.</li> <li>➤ For the Committee, D. Armstrong reiterated hearing tests are provided for employees that work in areas with sustained noise levels between 80dba and 85dba.</li> </ul>	
	4. Training – Update – D. Armstrong	<ul style="list-style-type: none"> <li>➤ D. Armstrong reviewed the training available and stated Committee members are entitled to two days of training and School based members are entitled to one day. The cost is covered by the Brandon School Division.</li> </ul>	
	5. MPI Car Seat – J. Rose	<ul style="list-style-type: none"> <li>➤ J. Rose referred to the MPI brochure "Child car seats: Securing your precious cargo". G. Malazdrewicz advised as per legal counsel, the use of car seats was not required for the transportation of students within the Brandon School Division. There have been no updates from MSBA regarding this topic. A short discussion regarding the possibility of using taxis for the transportation of students occurred.</li> <li>➤ J. Rose requested clarification from MPI in regards to the use of car seats. The information would be useful to staff who transport students.</li> </ul>	MPI update re: car seats – Update - G. Malazdrewicz

**Other Business:** Confirmation of Next Meeting: March 6, 2018

The meeting was adjourned at 2:40 p.m.

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