Facilities/Transportation Committee Minutes

Wednesday, March 21, 2012 – 1:00 p.m.
Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray (exited at 2:00 p.m.), M. Snelling, P. Bowslaugh (alternate), K. Zabowski, M. Clark,
Regrets: Dr. D. Michaels, R. Harkness
Guests: Mr. Rick Dedi and Mr. Gerald LeSage, PSFB

1. CALL TO ORDER:

D. Karnes, Chairperson, called the meeting to order at 1:05 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as amended.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE MATTERS

a) Meeting with PSFB – 5 Year Capital Plan (Timed Event 1:00 – 2:00)

The Committee Chairperson welcomed Mr. Rick Dedi and Mr. Gerald LeSage from the Public Schools Finance Board to the meeting. The discussions revolved around the Division's 5 Year Capital Plan. A number of items were reviewed, including the following:

George Fitton and Green Acres Gyms: It was noted the Request for Proposals (RFP) for George Fitton School was in the process of being finalized and should be forwarded to the Division for tendering in early April. George Fitton gym will be built first, followed by Green Acres. It was confirmed that another round of gym calls will be sent out shortly and the Division should determine which gym will be next. Trustees requested clarification regarding the dimensions of the gyms to be built.

New School Construction: The PSFB has requested that Divisions add their K-3 cap size plan to the next 5 Year Capital Plan. The PSFB will continue to watch the Brandon School Division's enrollment growth and has requested the Division provide them with their enrollment management documentation as soon as possible. School enrollment numbers, realignment of classes, renovation of space and portables are all to be taken into consideration when preparing the enrollment management documentation.

Portables: The Division has requested three portables to help with space issues for 2012-2013. The PSFB recommends Divisions plan for small additions before requesting portables. They noted portables are for bridging and should not be used as a K-3 cap size solution.

Child Care Space: The PSFB noted child care flows from a separate budget. They confirmed that child care requests will be stacked up with requests from other Divisions. The PSFB further confirmed that new schools are being built as early learning to grade 8 schools rather than K-8 schools. Discussions were held regarding the possibility of including child care space for George Fitton when the RFP for the school gym is finalized.

Other: Discussions were held with the PSFB regarding the tender process; Vincent Massey High School Science Labs; roof replacement projects; technical/vocational space; and life skills space.

The Chairperson thanked Mr. Dedi and Mr. LeSage for attending the Facilities and Transportation Committee meeting to answer the Committee's questions.

b) Implementation of Motion 111/2010

Secretary-Treasurer, Mr. Zabowski, reviewed the memorandum from Mr. Malazdrewicz, Association Superintendent, regarding follow through on Motion 110/2010 wherein Betty Gibson School would become a K-8 school. Discussions were held regarding use of space to accommodate students. It was suggestion by the Committee that discussions take place with parents regarding the Division's plan in this area.

Recommendation:
That Betty Gibson School accept registrations immediately for Grade 7 for September 2012, and subsequently for Grade 8 for September 2013.

c) YMCA 2012 Summer Day Camp

The Secretary-Treasurer noted the Division had received a letter from the YMCA regarding use of a Division buds for their 2012 Summer Day Camp. It was noted this is an annual request from the YMCA. The Committee agreed to the request subject to the approval of the Supervisor of Transportation and the Manitoba Motor Transport Board.

Recommendation:
That a school bus be provided to the YMCA 2012 Summer Day Camp for the weeks of July 3rd, 2012 to August, 24th, 2012, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Motor Transport Board.

d) Trustee Inquiry – Meadows School Property

The Director of Facilities and Transportation provided information regarding Trustee Bowslaugh's inquiry as to whether or not the Division owned all the land around Meadows School. It was noted the City of Brandon owns the land located in the northwest corner of the school playground behind the school bus drop-off.

e) **Crocus Plains Science Labs**

The Director of Facilities and Transportation reviewed the schematic drawings, cost estimates and outline specifications for the Crocus Plains Science Labs as submitted by Samson Engineering. He noted the tight timelines in order to begin construction in June of 2012. Discussions were held and the Committee members asked questions for clarification. It was agreed to recommend to the Board of Trustees the approval of the construction documents for the Crocus Plains Science Labs.

Recommendation:
That the Crocus Plains Regional Secondary School Construction Documents be approved and the Architect be authorized to forward the documentation to The Public Schools Finance Board.

f) **Neelin High School Science Labs and Prep Room Renovations**

The Director of Facilities and Transportation reviewed the Design Development Submission for the Neelin High School Science Lab and Prep Room Renovations. He again spoke to the tight timelines in order to begin construction during the summer of 2012. It was agreed to recommend to the Board of trustees the approval of the Design Development Submission for the Neelin Science Labs. Discussions were held regarding the possibility of streamlining similar requests in order to work within the timelines required to ensure construction is done with the least amount of disruption to the classroom.

Recommendation:
That the Neelin High School Science Labs and Prep Room Renovations Design Development Submission be approved and the Architect be authorized to forward the documentation to The Public Schools Finance Board.

5. OPERATIONS INFORMATION

- The Secretary-Treasurer reviewed the draft Workplace Violence Prevention Policy and Procedures. It was noted this document had been discussed at the Workplace Safety and Health Committee meeting and meets the Workplace Safety and Health guidelines. Trustee Snelling highlighted the conversations which had taken place as the WPS&H Committee meeting. The draft policy and procedures were received as information.

- Mr. Clark, Director of Facilities and Transportation, provided a verbal update on the following matters:
  - The upcoming site visit review at New Era for portable classrooms;
  - The ad for tender by MCM Architects for the Meadows elevator;
  - The Neelin High School Heating System replacement;
  - The Crocus Plains Ventilation System for the wielding shop;
  - The Roof Replacement at Vincent Massey.

- Trustee Karnes noted he had received an email from a parent regarding the Linden Lanes catchment area and inclusion of a particular area in Brookwoods. The Secretary-Treasurer was directed to review the discussions which had taken place in this area at both the Committee and Board level.

- Trustee Bowslaugh noted the Brandon Youth Soccer fields were still in a state of disrepair following last year's flood. They would be looking into the use of school fields again. She noted they had concerns regarding the height of the goal posts and would be discussing same with the Director of Facilities and Transportation.

6. NEXT REGULAR MEETING: 1:00 p.m., Wednesday, April 11, 2012.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

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