



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, November 26, 2019 – 8:30 a.m.

Boardroom, Administration Office

Present: S. Montague (Chair), P. Bartlette, J. Murray, L. Ross (Alternate)
D. Labossiere, E. Jamora, C. Cramer

1. **CALL TO ORDER**

The Finance and Facilities Committee Meeting was called to order at 8:34 a.m. by Committee Chair, Trustee Stephen Montague.

2. **APPROVAL OF AGENDA**

Mr. Denis Labossiere, Secretary-Treasurer, added Johnson Controls – Light Retrofit to the agenda.

Trustee Montague added Accumulated Surplus to the agenda.

The agenda was approved as amended.

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

The Minutes of the October 22, 2019 meeting and the Stakeholder Meetings were received as information.

4. **COMMITTEE GOVERNANCE GOAL ITEMS**

5. **OTHER COMMITTEE GOVERNANCE MATTERS**

A. Tender – Supply and Installation of an IP (Internet Protocol) Paging Solution

Ms. Eunice Jamora, Assistant Secretary-Treasurer, reviewed the memo to the Committee and the tender summary regarding the supply and installation of an IP paging solution at J.R. Reid School.

Mr. Labossiere noted that the estimated cost of this project is higher than anticipated due to outside labour costs which are required in order to have the work completed within the fiscal year. He added that the paging system upgrades will improve security and safety, communication and meet accessibility standards with strobe lights and electronic messaging.

Trustees asked questions for clarification. The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from Benchmarks in the amount of \$131,681.34 (including taxes) for The Supply and Installation of an Internet Protocol Paging Solution at J.R. Reid School, to be funded from the Designated Surplus, be accepted.

B. Johnson Controls – Light Retrofit

The Secretary-Treasurer provided and reviewed a document compiled by Johnson Controls detailing costs and specifications for lighting retrofits at Crocus Plains Regional Secondary School, Earl Oxford School and George Fitton School. He reviewed the vendor responses to the Request for Proposal issued by Johnson Controls for the project.

Trustees asked questions for clarification and the Committee agreed to bring forward a motion at the next Board meeting.

Recommendation

That the proposal from Johnson Controls in the amount of \$508,887 (plus applicable taxes) for facility lighting upgrades at Crocus Plains, Earl Oxford and George Fitton, to be funded from the Designated Surplus, be accepted.

C. Accumulated Surplus

Trustee Montague asked questions regarding the Accumulated Surplus. The Secretary-Treasurer reviewed the Accumulated Surplus calculations with the Committee and answered questions.

D. Confirm Payments of Account (October)

The payments of account for the month of October were provided for information.

The reports were accepted as circulated.

E. Review Monthly Reports (October)

The Monthly Reports for the month of October were provided for information.

The Secretary-Treasurer reviewed the changes to reports regarding comparisons to the prior two (2) years.

The reports were accepted as circulated.

F. Sub-Committee Reports

- Workplace Safety and Health – November 4, 2019

6. OPERATIONS INFORMATION

- Ms. Caroline Cramer, Director of Facilities and Transportation, provided updates on the following projects:
 - École New Era School – Steam Unit Ventilator Replacement
 - Riverheights School – Roof Replacement
 - Linden Lanes School – Grooming Room Renovation
- The Secretary-Treasurer provided information on the following:
 - Meeting with Director of Facilities and Transportation and Public Schools Finance Board (PSFB) on November 18, 2019
 - Vincent Massey High School – Fitness Studio
 - Meadows School
 - Modular Classrooms
 - 5-Year Capital
 - Administration Building
 - Off-Campus

- Maryland Park School

7. NEXT REGULAR MEETING: Tuesday, December 17, 2019, 8:30 a.m., Boardroom.

The meeting adjourned at 10:16 a.m.

Respectfully submitted,

S. Montague (Chair)

P. Bartlette

J. Murray

L. Ross (Alternate)

COMMITTEE MINUTE FORM

See instructions
<http://www.gov.mb.ca/labour/safety/committees.html>
Phone (204) 945-3446
FAX (204) 948-2209

Complete Name and Address of Workplace BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: 2047293100 Fax: 2047272217 Which Committee (if more than one): <u>Central Committee</u> Meeting date: 4 th <u>November, 2019</u> Date of next meeting: 13 th <u>January, 2019</u> Number of employees at the workplace: 700+	Employer Members (list all) 1. Yemi Otukoya 2. Stephen Montague 3. Caroline Cramer 4. Craig Laluk	Occupation Employer Co-Chair Trustee Director Principal	Present x x x	Absent x	
	Worker Members (list all) 1. Jamie Rose 2. Dale Seafoot 3. Tammy Tutkaluk 4. Scott Stapleton 5. Julie Braaksma 6. Danae Heaman 7. Lorra Eastcott 8. Eunice Hurd	Worker Co-Chair Teacher Teacher Head Custodian Teacher Educational Assistant Out of Scope – HR Teacher	X X X X X X X X		
	Guests (list any) Chuks Osakwe	WPS&H Officer			x

Date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
04/11/2019	Agenda Approval: Y. Otukoya called the meeting to order at 1:15 p.m.	The agenda was review, Item 1. Discussion on who should be taking Minutes Was moved to item 2. Motion: Braaksma/eastcott-that the agenda be adopted as amended.	
	1. Minutes:	Tammy request that the time of the meeting on the October 17, 2019 minutes be amended to 1:00-3:00 from 1:00-1:30. Carried. Danae noted that her position with the Division is an Educational Assistant not a Secretary. Motion: Seafoot/Rose- that the minutes of the October 17,2019, meeting be accepted as amended. Carried	

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	2. Workplace Health and Safety Minute, Recording Secretary.	<p>There was a discussion around who should be tasked with recording the minutes of this committee. Both co-chairs agreed that it would be a good idea to bring in a professional staff to record the minutes.</p> <p>Motion: Rose/Laluk-that management will appoint a staff member for an indefinite period to join the committee as a guest and record the minutes of the meeting.</p> <p>Carried</p>	
	3. Working Alone Guidelines:	<p>c. Discussion was held regarding different positions where by the persons in these positions were working alone. The procedure for providing information to new members on old business similar to this was also discussed. C.Laluk determined as per previous meeting minutes the document was submitted to Senior Administration for review but nothing further had been brought back. It was suggested that a sub-committee be created draft and recommend a policy.</p> <p>Motion: Rose/Braaksma- that a subcommittee be struck to finalize the working alone guidelines.</p> <p>Members of the committee will be J.Braaksma, S Monatgue,D. Seafort,J.Rose</p> <p>Carried</p>	

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	4.Folders for WPSH and for WPSH safe work procedures:	<p>Jamie indicated that Lorra had spoken to this at the previous meeting in that this information could be uploaded by staff into their Atrieve eDocs.</p> <p>Discussion whether the instructions on how to upload these certificates could be included on the leave when staff were requesting to attend a session. Determined that this was not appropriate place as staff would not yet have their certificates to include.</p> <p>Yemi indicated members need to communicate this to their respective members so that they were aware that they could upload this in Atrieve.</p> <p>Discussion regarding upcoming opportunities occurred and it was determined that Safe Work Manitoba would be out on November 14 and December 3 to provide staff with their annual Fall Training. Committee members and safety reps are encouraged to register in Atrieve to attend. Other opportunities are also available in Brandon throughout the year through Safe Work Manitoba as per their website.</p> <p>Lorra indicated that currently there is only one date set up for Support Staff. Jamie asked if both dates could be opened up for this group. Lorra will open the second date for support staff.</p>	
	4. Numbering terms of reference	Committee would like the terms of reference Number. J.Rose was task with renumbering the Terms of reference.	
	6. Terms of Reference	<p>Tammy suggested removing “the committee shall encourage workers to discuss their workplace safety and health concerns with committee members and worksite representatives and suggest solutions” under the concerns of workers as it contradicts the MTS Code of Conduct. The MTS Code of conduct indicates that if a Teacher has an issue with a co-worker, they must discuss this with the Principal first.</p> <p>Discussion as to whether this does contradict the MTS Code of Conduct. Determined that the WPSH Act is Provincial legislation therefore it would supersede the MTS Code of Conduct in matters related to WPSH.</p> <p>From Item 2 Motion to have a recording Secretary take minutes.</p> <p>The Role of Admin Assistant will be reinstaed in the terms of reference,</p> <p>Lorra will make this change and provide to Jamie.</p> <p>It was agreed by the committee that the font of the terms of reference document needed to be changed so that the document was the same throughout</p>	

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	<p>6. Lockdown Procedures:</p> <ul style="list-style-type: none">➤ What happens to students/visitors that are outside when lockdown is in progress <p>When occupants in certain rooms (eg. Vocational classes) can't hear the PA system when there is a lockdown</p>	<p>T. Tutkaluk indicating that during a previous hold and secure incident within the Brandon School Division that the BTA President along with other visitors were outside unaware of why they could not get into the school.</p> <p>Discussion regarding what occurred at each committee member location.</p> <p>Committee agreed that the biggest concern was related to communication.</p> <p>C. Laluk indicated that Brandon Police Service K-8 Counsellor Alice Potter was currently in the process of gathering information related to this incident to provide feedback to the Division.</p> <p>Further discussion took place and it was determined that the committee wait until Brandon Police Service was able to provide more information which they gather.</p> <p>It was Agreed by the Committee that they will wait for further information from BSD and BPS before proceeding with recommendations.</p> <p>Craig indicated that in some locations (eg. Earl Oxford) there are strobe lights for those who are in vocational classes that may not hear the PA system. Craig is looking into this for his location however wonders if this may be a concern Division wide.</p> <p>Yemi indicated that more training may be needed Division wide on this type of alert. Group indicated that all locations are required to do drills on this so many times per year. Yemi felt that doing a Division wide drill with post debriefing would be beneficial.</p> <p>Discussion on how the drill would be communicated to locations was discuss. Steven indicated that he would bring this to the Finance Committee for discussion so that if it were to proceed all appropriate parties would be involved.</p>	
	<p>7. Next Meeting Dates</p>	<p>Next meeting dates were then set for:</p> <ul style="list-style-type: none">• January 13, 2020• March 23, 2020• June 8, 2020 <p>WPSH Officer is to send out meeting requests to members</p>	

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	8. Adjournment	a. Motion: J.Rose/T. Tutkaluk to Adjourn meeting at 3:00. Carried.	

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.

() Print name and sign of Employer Co-Chair

() Print name and sign of Worker Co-Chair.....