



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Monday, May 10, 2021 – 6:00 p.m.
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna
K. Fallis B. Foley
J. Gobeil D. Kejick (by phone)
J. Murray L. Ross

Also Present: D. Labossiere M. Gustafson
E. McFadzen

Regrets: L. Letain

1. COMMITTEE ITEMS

A. Tender – Replacement of Gym Floor – Meadows School

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Tender for the Replacement of the Gym Floor at Meadows School. The Province has approved support of \$100,000 for this project. The remainder of the cost will be funded through the 2021-2022 Operating Budget.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from Big Sky Enterprises in the amount of \$120,603 (including taxes) to replace the Gym Floor at Meadows School of which \$100,000 is to be funded through the Expanded Capital Support Program from the Province and \$20,603 through the 2021-2022 Operating Budget, be accepted.

B. Public Compensation Disclosure Report for 2020

The Secretary-Treasurer reviewed the Public Sector Compensation Disclosure Report, the Audit Engagement package and report from BDO Canada LLP and advised the Committee that the Report will be available on the Brandon School Division website as of June 28, 2021.

The Public Sector Compensation Disclosure Report for 2020 was accepted as presented.

C. In-Camera Discussion – Board Operations

The Secretary-Treasurer provided information on an In-Camera item and answered Trustee questions.

D. Confirm Payments of Account (April)

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

The reports were accepted as circulated.

E. Review Monthly Reports (March)

The Secretary-Treasurer reviewed interim Reports for the month of March and provided comparisons to the prior year.

Mr. Labossiere also reviewed the current balances of Capital Reserve Accounts.

Trustee Ekenna asked questions for clarification regarding Enterprise Resource Planning (ERP) and network switches.

The reports were accepted as circulated.

COVID-19 update:

The Secretary-Treasurer provided an update on additional COVID-19 Expenditures that have already been incurred or will be incurred going forward. As of March 31, 2021, current incremental expenditures for COVID-19 are \$4.2 million.

F. Sub Committee Reports

- Safety Committee – April 13, 2021

2. OPERATIONS INFORMATION

- The Secretary-Treasurer provided an update on the following:
 - 2021 Green Team Funding
 - Tender/Quotation Summary – Under \$50,000:
 - Alarm Response Services

NEXT MEETING: Tuesday, May 25, 2021, 6:00 p.m., Boardroom.

Respectfully submitted,

L. Ross

SAFETY COMMITTEE MINUTE FORM
 See instructions on back of form

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: April 13, 2021 Date of next meeting: May 19 , 2021 Number of employees at Workplaces: 700+ Recording Secretary:	Employer Members Sherilyn Bambridge Craig Laluk Caroline Cramer Tim Mendel	Occupation Trustee School Administrator Co-Chair Director Human Resources	Present x x x	Absent x
	Worker Members Jamie Rose Danae Heaman Dale Seafoot Eunice Hurd Julie Braaksma Mike Fontaine Tammy Tutkaluk	Co-Chair Educational Assistant Teacher Teacher Teacher Mechanic Teacher	x x x x x x	x
	Guests Chuks Osakwe – WPS&H Officer Cale Dunbar – BTA President	Ex-officio		

Date of Origin	Concern or Problem (see reverse for completion instructions)	Recommendation or Action to be taken	Action By (who & when)
April 13/ 2021	Minutes J. Rose called the meeting to order.	The minutes were accepted as circulated.	N/A
April 13/ 2021	Agenda Approval: J. Rose asked if there was any additions to the Agenda	T. Tutkaluk requested to add a piece to the Agenda under New Business section in regards to COVID and COVID variants With the addition made to the Agenda, it was approved.	N/A
June 9/ 2020	Working Alone Administrative Procedure needs to be approved.	The Working Alone AP has gone to Senior Admin for review. Senior Admin has indicated that they would like some changes made and once those changes are made, it will go back to them for another look. After that, the AP will then be sent to the principal group and then sent to the Board. Once it has been viewed and if there are any changes that need to be made, they will be completed and the AP will then be posted before the next meeting.	Tim Apr 13/20
April 13/ 2021	WHMIS Training: Who is being trained, how often is training happening and is proper training being provided to those using the new chemicals.	A motion was made by J. Braaksma that all BSD employees receive WHMIS training and site specific training every two years. T. Tutkaluk made a friendly amendment to the motion to change it to every four years instead of every two years. A new motion was made that included the amendment of training to be every four years instead of every two years. The new motion was seconded by Danae Heaman. The committee voted on the motion and it passed. It was also noted that when new employees start, they will receive WHMIS training.	N/A
April 13/ 2021	Irritation /allergic to the smell of weed or smudging.	The committee talked about this piece at length and decided to recommend a review of the AP 2105 – Scent Controlled Facilities. S. Bambridge said that while reviewing the AP that scents from essential oils and candles should be included as well to make sure all the bases are covered. It was noted that Accommodations for staff can be requested depending on the scenario/situation.	N/A
April 13/ 2021	Violent incident reporting procedure: BSD reform incident Seine River School Division document	C. Osakwe has been working on a fillable form, talking to principals and getting feedback on it. The plan is to have the form online, so all that would need to be done is to fill it in and submit it, making the process easier. T. Mendel has been talking with B. Ewasiuk about where the placement of the form should be online. The plan is to have the form ready to be viewed at the next meeting and should be in place for the new school year.	June 16/2021
April 13/ 2021	School Inspection Report: Chuks Osakwe	C. Osakwe gave a report on the school inspections, noting that the most common negative he is seeing, is exceeding the 20% paper on walls and expired first aid supplies in the kits. Otherwise, things are becoming more positive. The question was asked if the report is to be posted on the WPSH Board for everyone to see. It was mentioned that the reports were sent to the site and that it was up to the principal if they wanted to post it. While further discussion was going on about the report being put on the WPSH Board, technical difficulties arose and the meeting abruptly ended. The rest of the conversation was tabled for a later date.	N/A

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April 13/ 2021	Adjournment of the Meeting	<p>Due to technical difficulties with the internet and Teams, the meeting ended unexpectedly around 3 p.m.</p> <p>The next Health and Safety Committee will be on May 19 at 2 pm to finish items 6. Incident /Violent Reporting: Student Spitting, 7. Cold Weather Safe Work Procedure: Busing Duties and New Business: COVID Procedure.</p>	N/A

Other Business:

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 Jamie Ben
Signature [Signature] Signature [Signature]