



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Monday, January 24, 2022 – 6:00 p.m.
Boardroom, Administration Office

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

Also Present: D. Labossiere
M. Gustafson
S. Gilleshammer
J. Zilkey

Regrets: L. Letain

1. COMMITTEE ITEMS

A. **Modular Classroom Request**

Mr. Denis Labossiere, Secretary-Treasurer, reviewed student projections and school capacities. Based on current pace utilization and student projections, Senior Administration is recommending that six (6) modular classrooms be requested for the following two (2) schools:

Maryland Park School – 4 Modular Classrooms
Vincent Massey High School – 2 Modular Classrooms

Mr. Labossiere indicated that Maryland Park School is currently over capacity by 92 students and projected to be over capacity by 135 students in 2022-2023, which equates to 5.4 classrooms based on the Provincial formula of 25 students per classroom. The school is currently using the Life Skills Room, Home Ec Room, Band Room, Music Room and Multipurpose Room to accommodate students. He noted that Maryland Park School was designed with the capability to be expanded by eight (8) classrooms, to a capacity of 650 students, and that the Division requested the eight (8) classroom addition in the Five-Year Capital Plan submitted to the Province in the Spring of 2021.

Mr. Mathew Gustafson, Superintendent/CEO, added that even with the expansion at Maryland Park School, the modular classrooms will probably still be required.

Mr. Labossiere noted that Vincent Massey High School enrolments has been growing steadily over the years and will exceed capacity in the upcoming years. Instead of using modular classrooms, the Division's preference is to renovate the Student Services area, which would result in the addition of two (2) classrooms. This project was previously identified in the Division's Capital Plan.

Both the expansion at Maryland Park School and the renovations at Vincent Massey High School have been included as priority items in the Division's 2022/23 to 2026/27 Five-Year Capital Plan request to the Province.

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

Recommendation:

That the Brandon School Division request six (6) modular classroom units for the 2022-2023 school year from the Department of Central Services.

B. Land Use Agreement – Hummingbird Gardens

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item, noting that the current three (3) year agreement with Healthy Brandon – Prairie Mountain Health, for community garden use, expires in March 2022 and the recommendation is to renew the agreement. He advised the Committee that the 2021 taxes for the property were \$26,688.

The Committee agreed to the recommendation as presented.

Recommendation:

That a three (3) year land use agreement for community garden use of the property located at 5 Hummingbird Lane be approved effective April 1, 2022.

C. Crocus Plains Regional Secondary School Roof Replacement – Phase 1

The Secretary-Treasurer advised that this project remains under review and is being deferred to a future Finance and Facilities Committee meeting. Trustees asked questions for clarification.

Respectfully submitted,

K. Fallis

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: Date of next meeting: January 24, 2022 Number of employees at Workplaces: 700+ Recording Secretary: Tabatha Cook	Employer Members Kim Fallis Eva Eberts Caroline Cramer Jon Zilkey	Occupation Trustee School Administrator Manager of Facilities Assistant Superintendent	Present x x x	Absent x
	Worker Members Jamie Rose Danae Heaman Richard Derewianchuk Eunice Hurd Julie Braaksma Mike Fontaine Tyler Woods	CUPE President Educational Assistant Teacher Teacher Teacher Mechanic Teacher	x x x x x x x	x x x
	Guests Chuks Osakwe, WPS&H Officer Tabatha Cook, HR Officer Cale Dunbar, BTA President	Ex-officio	x x x	

Date of Origin	Concern or Problem (see reverse for completion instructions)	Recommendation or Action to be taken	Action By (who & when)
Jan 24, 2022	Minutes from last meeting Approved by Eva and seconded by Richard		
Jan 24, 2022	Agenda approved by Jamie and seconded by Julie		
Jan 24, 2022	Violent Incident Report- Can it be made electronic to streamline the process.	Jon Zilkey will look into the progress.	J. Zilkey Jan 24, 2022 In Progress
Jan 24, 2022	Safe Work Procedure: Vaccination of Students	Jon Zilkey contacted Prairie Mountain Health and students are ok to return to the classroom while nurse is still in the building. Will provide list of students to all teachers.	J. Zilkey Jan 24, 2022 Complete
Jan 24, 2022	School Inspection Reports	C. Osakwe presented the reports to the committee	C. Oaskwe Jan 24, 2022 Complete
Jan 24, 2022	Incident/Violent Report	C. Osakwe presented the reports to the committee	C. Oaskwe Jan 24, 2022 Complete
Jan 24, 2022	Concern of Mice in the Schools	There was an SWP created for Mice clean up. The mice clean up is to be completed by Maintenance and Custodial. Look at doing a monthly inspection again instead of reacting once there is a problem.	J. Zilkey Jan 24, 2022 in Progress
Jan 24, 2022	Motion to adjourn meeting- Jamie and seconded by Eva		

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.

() Print name of Employer Co-Chair _____ () Print Name of Worker Co-Chair _____

Signature _____ Signature _____

SAMPLE COMMITTEE MINUTE FORM

Get a copy of this minute form by searching "Committee Minute Form" at safemanitoba.com. Fill in your meeting information as outlined below (Instructions for Completion of Minute Forms) and print the form.

Your committee must meet four or more times per year. You can use this sample Workplace Safety and Health Committee Minute Form or set up your own format containing all the information in this form.

The minute form is intended for your use to record briefly and clearly the safety and health concerns at your workplace and steps taken by the committee or others to resolve them. They are designed to provide everyone at your workplace with information on your committee's activities and progress to date.

If you are unable to resolve an issue yourselves, call the Workplace Safety and Health Branch for assistance at 204 957-SAFE (7233) or toll-free in Canada at 1 855 957-SAFE(7233).

INSTRUCTIONS FOR COMPLETION OF MINUTE FORMS

❶ **You must complete all information in top boxes:**

Full Name & Full Address of Workplace - must include Department & Branch, where applicable.

Which Committee - needs to be completed only if you have more than one committee at the same address.

Number of Employees at the Workplace - the number at the workplace, not the number on the committee.

- ❷ In the first column "**Origin**" indicate the date an issue is first raised at a safety and health committee meeting. Continue to note this date in future minutes until the committee agrees the issue is resolved.
- ❸ In the second column "**Concern or Problem**" list the details of items discussed. Draw a line across the page to separate each issue.
- ❹ In the third column "**Recommendation or Action Taken**" indicate what has been done or the steps being taken or the committee's recommendation as to what should be done to resolve the issue.
- ❺ In the last column "**Action By**" fill in who will be responsible for carrying out each interim step or action and the date it will be completed or, if the issue is resolved, fill in the date it was resolved.
- ❻ In the bottom section "**Other Business**" record any points not covered such as upcoming elections or date of next meeting.
- ❼ **Both** management and worker co-chairs must sign each page of the minutes when they are satisfied that the record is complete and accurate. Please indicate by an (X) in the brackets who chaired that particular meeting.
- ❽ Distribution of copies must be done within one week following the committee meeting:
- Distribute copies to committee members, alternates, and relevant managers.
 - Keep one copy at the workplace for a period of at least 10 years from the date of the meeting.
 - Post one copy on the safety and health committee bulletin board(s).

SETTING AGENDAS: It is recommended that the co-chairs get together to set the agenda for each meeting. This must be posted on the safety and health committee bulletin board **prior** to each meeting and distributed to committee members **at least 3** clear days ahead of the meeting. Following is a generic agenda outline that could be used in creating your own agendas.

- ❶ **Review minutes of last meeting.** You will need to determine if all issues have been resolved or if actions have been taken as indicated and next steps agreed to and noted.
- ❷ **Review issues resolved by individual committee members or supervisors.**