



BRANDON SCHOOL DIVISION

May 22, 2019

NOTICE IS HEREBY GIVEN OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES

TO BE HELD MONDAY, MAY 27, 2019
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, May 13, 2019.
Adopt.
- b) Special Board Meeting, May 24, 2019.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report.
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – May 27, 2019.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Finance and Facilities Committee Meeting K. Sumner

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation

- a) Mr. Peter Buehler, President, Brandon Teachers' Association, regarding Brandon School Division staffing and programs for the 2019-2020 school year.

- From Board Agenda

- MSBA Issues

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 34/2019 The Board finds the monitoring report on Finance and Facilities Goal #2 – *“Continue to explore and develop the use of new and existing learning spaces in Brandon School Division to support current and future programming, with an emphasis on safety, security and access.”* to be acceptable.

- 35/2019 That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of work related experience be recognized for Ms. Shelby Klimack.
- 36/2019 That the Tender from JCI, in accordance with conditions and specifications, for provision of Janitorial Services at Crocus Plains Regional Secondary School, in the following amounts (taxes included) be accepted:

<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>TOTAL</u>
\$303,355.00	\$310,939.00	\$318,713.00	\$933,008.00

- 37/2019 That the Tender from Powerland Computers Ltd. in the amount of \$191,702.00 (plus taxes) to supply 280 Computer Laptops funded through the 2018-2019 Operating Budget be accepted.
- 38/2019 That the Tender from Powerland Computers Ltd. in the amount \$300,000 (plus taxes) for the supply of 600 Desktop Computers funded from the 2018-2019 Operating Budget be accepted.
- 39/2019 That the proposed budget dates for the 2020-2021 budget deliberations be as follows, subject to receiving the Provincial funding announcement by January 31, 2020:

Thursday, February 13, 2020	Budget Presentation
Tuesday, February 18, 2020	Budget Deliberations
Tuesday, February 25, 2020	Public Budget Consultation
Monday, March 9, 2020	Board Meeting–Final Budget Approval

5.06 Bylaws

By-Law 4/2019

2nd Reading:

That By-law 4/2019, being a borrowing by-law in the amount of \$1,287,700 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Earl Oxford School
Maryland Park School

Project

One Modular Classroom Unit
New K-8 School

be now read for the second time, having been first read on May 13, 2019.

3rd Reading:

That the rules be suspended and By-Law 4/2019 be now read for a third and final time, and taken as read, finally passed.

By-Law 5/2019

3rd Reading:

That By-law 5/2019 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2019 to June 30, 2020 be now read for a third and final time, having been read for a second time on May 13, 2019.

5.07 Giving of Notice

- a) I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 6/2019, for the purpose of borrowing to meet partial costs for various construction projects in the Division.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Personnel and Policy Committee Meeting – 1:00 p.m., Tuesday, May 28, 2019, Boardroom.
- b) Brandon School Division Long Service Employee Recognition Evening – 7:00 p.m., Thursday, May 30, 2010, Clarion Hotel and Suites.
- c) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, June 4, 2019, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, May 27, 2019, Boardroom.

7.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), MONDAY, MAY 13, 2019.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Ms. K. Fallis, Ms. D. Kejick, Ms. L. Letain, Mr. S. Montague, Mr. J. Murray, Mr. K. Sumner.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. T. Curtis, Live Streaming Video Operator.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Ms. E. McFadzen, Acting Assistant Superintendent.

REGRETS:

Mr. P. Bartlette.

The Chairperson called the meeting to order at 6:01 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added nine (9) In-Camera items to the agenda.

Trustee Ross added three (3) items for In-Camera.

Trustee Montague added one (1) item for In-Camera.

Ms. Fallis – Ms. Letain

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held April 22, 2019 were circulated.

Mr. Murray – Ms. Letain

That the Minutes be approved.

Carried.

Ms. Fallis – Ms. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (6:04 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues

- Reports

- a) Dr. Marc Casavant, Superintendent/CEO, provided an update on a Student Matter.

- Trustee Inquiries

2.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was presented.
- b) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Personnel Matter and received Board direction.
- c) Dr. Casavant and Trustee Ross provided information on a Personnel Matter and answered questions.
- d) The Secretary-Treasurer provided information on a Personnel matter and received direction from the Board.
- e) The Secretary-Treasurer provided an update on a Personnel Matter.

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports

- a) The Secretary-Treasurer provided information on a Property Matter.
- b) The Secretary-Treasurer provided an update on a Property Matter.

- Trustee Inquiries

2.04 Board Operations

- Reports

- a) The Superintendent/CEO provided information on a Board Operations Matter.
- b) The Secretary-Treasurer and Superintendent/CEO provided information on a Board Operations Matter.
- c) Trustee Ross spoke on a Board Operations Matter.
- d) Trustee Ross provided an update on a Board Operations Matter.
- e) Trustee Montague asked questions regarding a Board Operations Matter. Trustee Ross responded with information.
- f) Trustee Ross provided information on a Board Operations Matter.

- Trustee Inquiries

Mr. Murray – Ms. Bambridge

That the Committee of the Whole In-Camera do now resolve into Board. (6:55 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:05 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:

3.01 Presentations For Information

3.02 Communications For Information

- a) Correspondence from Mr. Garth Nichol, Board Chair, Turtle Mountain School Division, April 16, 2019, sent to the Honourable Catherine McKenna, M.P., Minister of Environment and Climate Change, expressing concern and to make a request in regard to the federal carbon tax which was implemented in Manitoba on April 1, 2019. Although the Turtle Mountain School Division Board recognizes climate change as a series concern, one which requires immediate and sustained action for the betterment of the planet and future generations, their concern is the impact the carbon tax will have on their already very constrained budget. Mr. Nichol states that the Turtle Mountain School Division already makes every effort to ensure their bus routes are as efficient as possible, and they have no other means to reduce their fuel consumption. Turtle Mountain School Division is asking that an exemption from the federal carbon tax, similar to the farm fuel exemption, be considered for the transport of school children by public school divisions. Every dollar they spend on the increased cost of operating their school buses is money that they must take from elsewhere in their budget and will, ultimately, disadvantage students.

Ordered filed.

3.03 Communications For Action

- b) Ms. Alison Johnston, Secretary, Brandon Teachers' Association, April 26, 2019, addressed to Dr. Casavant, Superintendent/CEO, advising that Mr. Cale Dunbar has been acclaimed as the President of the Brandon Teachers' Association (BTA) for the term beginning July 1, 2019 to June 30, 2020. The BTA formally requests that Mr. Dunbar be seconded full-time, with salary and benefits to be paid by the Association.

Referred Motions.

4.00 REPORT OF SENIOR ADMINISTRATION

The Superintendent/CEO provided highlights on the following items from the May 13, 2019 Report of Senior Administration:

- Celebrations
 - Kevin Tacan, Indigenous Elder – Dakota Languages Book
 - Division Concours D'Art Oratoire 2019
 - Brandon School Division Annual Report on Continuous Improvement – Feedback from Manitoba Education and Training
- Presentations
 - Supplemental Support Administrator II (Tier 2) – M. Peirson
 - Continuous Improvement at École Harrison – C. Laluk, G. Simard, M. Hammond, L. Oldcorn, B. Simard
 - Monitoring Report on Board Governance Goal 2 – Finance and Facilities – D. Labossiere

Ms. Bambridge – Mr. Murray

That the May 13, 2019 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Joint Meeting – Brandon School Division/City of Brandon
Trustee Ross provided a verbal report of this meeting held on April 23, 2019.
- b) Finance and Facilities Committee Meeting
The written report of the Finance and Facilities Committee meeting held on April 30, 2019 was circulated.

Mr. Sumner – Mr. Montague

That the Report be received and filed.

Carried.

5.02 Delegations and Petitions

- a) Mr. Peter Buehler, President, Brandon Teachers' Association (BTA), spoke on the BTA's dismay at hearing of planned staff reductions and program reductions or cancellations in some schools, effective the coming school year.

Mr. Buehler noted that the BTA has been told these changes are a result of a scheme intended to achieve equity between schools, to ensure that supports are provided equitably to students in Brandon schools. The BTA applauds meeting the needs of all the students in Brandon schools, but feels that equity is not truly achieved if learners at one school are given better support when the cost of that improvement is reduction or removal of support to students at another school.

Mr. Buehler spoke on equity staffing measures, the budget process, and urged the Board of Trustees to find a better path to equity – to retain and augment staffing and supports rather than make cuts.

Trustee Sumner wanted to acknowledge that over the past decade, the Division has decreased the regular instruction ratios. There are fewer students per instructor in the Division as compared to 10 years ago. Using the term 'cut' can communicate the idea that there are actually fewer staff resources going into Division classrooms, when in fact next year's budget will actually increase staff to meet the Division's growing student population and retain the regular instruction ratio going into the fall. These numbers are equivalent to what the Division has had over the last budget years. Trustee Sumner asked Mr. Buehler for an acknowledgement of the fact that, when talking about cuts, what is actually being talked about is reallocation of resources within the Division without any actual cuts to staffing.

Mr. Buehler acknowledged the changes and timeline that Trustee Sumner had described, and added that the changes have been positive. He stated that what the Association is referring to, is news of what the Division is calling reallocation, which, at some sites, is resulting in some programs being reduced. People who are assigned to certain school roles are being allocated somewhere else. It's the BTA's belief that where they were allocated at the time was necessary.

Trustee Ross thanked Mr. Buehler for his presentation, adding that the Board would provide a response to his Delegation at a subsequent Board meeting.

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- a) K-12 Review Commission Workshops – April 25, 2019
- b) K-12 Review Commission in General – April 25, 2019
- c) Talking About Manitoba's K-12 Education Review – April 2019
- d) Webinar Invitation – Repair-Board-Supt Relationship
- e) CSBA 2019 Congress Full Program
- f) CSBA Advocacy Meetings – May 8, 2019
- g) Invite – Treaty Learning Day – May 15, 2019

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

26/2019 Ms. Letain – Mr. Sumner

The Board finds the monitoring report on Finance and Facilities Goal #1 – “Implement a multi-year budget strategy to plan for future sustainability and attempt to limit the school property tax impact on a typical home to the sum of inflationary pressures plus enrollment growth. Ability to achieve this goal is dependent upon provincial guidelines and funding support” to be acceptable.

Trustee Sumner suggested that in the future, there would be value in having longitudinal information on how the goal relates to performance over 5 to 10 years. This would assist in seeing how consistently the goal has been met.

Carried.

27/2019 Mr. Sumner – Ms. Letain

That the request of the Brandon Teachers' Association, that the President of the Association for the 2019-2020 school year, Mr. Cale Dunbar, be seconded from the Division on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment and that the terms and conditions of this leave of absence are in accordance with Article 17.02 of the Collective Bargaining Agreement.

Carried.

28/2019 Ms. Kejick – Ms. Bambridge

That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the 2019-2020 financial support to be provided by the Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

Carried.

29/2019 Ms. Fallis – Mr. Murray

That the low tender from Brandon Heating and Plumbing in the amount of \$1,178,650.84 (excluding GST) for the New Era School – Steam Unit Ventilator Replacement, as recommended by SNC-Lavalin Inc., be accepted.

Carried.

30/2019 Ms. Bambridge – Ms. Kejick

That the amount of \$66,500 from the 2018-2019 budget be allocated to Brandon Schools Instrumental Music Association (BSIMA) to purchase instruments for grade 8 band students and that the Agreement between the BSIMA and Brandon School Division regarding the financial support be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

Carried.

31/2019 Mr. Murray – Mr. Montague

That the Letter of Understanding between the Brandon School Division and CUPE Local 737 with respect to the Evening Custodian Positions at École secondaire Neelin High School be approved; and the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

32/2019 Mr. Montague – Mr. Murray

That the Letter of Understanding between the Brandon School Division and CUPE Local 737 with respect to the Power Engineering 5th Class certificate be approved; and the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

5.06 Bylaws

Mr. Murray

By-Law 4/2019

1st Reading:

That By-law 4/2019, being a borrowing by-law in the amount of \$1,287,700 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Earl Oxford School
Maryland Park School

Project

One Modular Classroom Unit
New K-8 School

be now read for the first time.

Carried.

Mr. Montague

By-Law 5/2019

2nd Reading:

That By-law 5/2019 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2019 to June 30, 2020 be now read for a second time, having been first read on April 22, 2019.

Carried.

5.07 Giving of Notice**5.08 Trustee Inquiries****6.00 ANNOUNCEMENTS**

- a) Workplace Safety and Health - Central Committee Meeting – 1:00 p.m., Tuesday, May 14, 2019, Conference Room.
- b) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, May 21, 2019, Boardroom.
- c) Maryland Park School Catchment – Public Information Session – 7:00 p.m., Wednesday, May 22, 2019, Lecture Theatre, Crocus Plains Regional Secondary School.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, May 27, 2019, Boardroom.

Mr. Murray - Mr. Summer

That the Board do now resolve into Committee of the Whole In-Camera. (8:17 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA (8:17 p.m.)

Ms. Fallis – Mrs. Bambridge

That the Committee of the Whole In-Camera do now resolve into Board. (8:59 p.m.)

Carried.

7.00 ADJOURNMENT

Ms. Kejick – Mr. Murray

That the Board do now adjourn. (9:00 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 10:00 A.M., FRIDAY, MAY 24, 2019.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Ms. D. Kejick, Ms. L. Letain, Mr. S. Montague, Mr. J. Murray, Mr. K. Sumner.

Recording Secretary: Mr. D. Labossiere, Secretary-Treasurer.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Ms. Yemi Otukoya, Director of Human Resources.

OTHER ATTENDEES:

Legal Counsel for Brandon School Division, Staff member and CUPE Local 737 President.

REGRETS:

Ms. K. Fallis.

CALL:

The Chairperson called the meeting to order at 10:12 a.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

a) Personnel Matter.

Mr. Sumner – Mr. Murray

That the Board do now resolve into Committee of the Whole In-Camera.

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

The Committee discussed a Personnel Matter.

Mr. Sumner – Ms. Kejick

That the Board take a brief recess.

Carried.

(Recess: 10:30 a.m. to 11:05 a.m.)

Mr. Bartlette – Mr. Murray

That the Board resume In-Camera discussions.

Carried.

The Committee received further information on the Personnel Matter.

Guests and Senior Administration exited the meeting at 11:16 a.m.

Ms. Letain – Ms. Bambridge

That the Committee of the Whole In Camera do now resolve into Board at 11:41 a.m.

Carried.

Guests and Senior Administration returned to the meeting.

33/2019 Mr. Sumner – Ms. Letain

That Confidential #1 and the recommendations therein be approved.

Carried.

Mr. Montague – Ms. Letain

That the meeting do now adjourn (11:43 a.m.).

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

May 27, 2019

A. Administrative Information

I. CELEBRATIONS

1. STUDENT ACHIEVEMENTS IN PHYSICS – VINCENT MASSEY HIGH SCHOOL

Shashvat V., a Grade 11 student at Vincent Massey High School, was recently accepted into a prestigious summer program at the Perimeter Institute for Theoretical Physics at the University of Waterloo. He will be one of 20 students from Canada and 20 international students to participate in the *International Summer School for Young Physicists*.

Grade 12 student Felix G-R placed first and Josh B. placed fourth out of approximately 100 top physics students from Manitoba in a Canada-wide physics contest exam that was offered by the Canadian Association of Physicists. Nationally, they ranked 21st and 37th, respectively.

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from May 8, 2019 to May 21, 2019.

- May 8, 2019 – Manitoba Association of School Superintendents professional development session: *Agile School Teams Workshops*, facilitated by Simon Breakspear
- May 9, 2019 - K-12 Education Commission Interactive Public Workshop
- May 10, 2019 – Meeting with K-12 Education Commission
- May 10, 2019 – Southwest Superintendents Group meeting

“Accepting the Challenge”

- May 10, 2019 – school visit / professional development day event - Crocus Plains Regional Secondary School
- May 13, 2019 – meeting with Kevin Tacan, Indigenous Elder
- May 14, 2019 – Continuous Improvement Plan – Divisional Leadership Team meeting
- May 14, 2019 – RCA Board of Directors meeting
- May 15, 2019 – Chamber of Commerce *State of the City* luncheon
- May 16, 2019 – Manitoba Association of School Superintendents annual general meeting
- May 17, 2019 – telephone meeting with Frank McGwire, News Anchor/Reporter, CKLQ & 94.7 STAR FM

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
High Schools	4 total	4 – 3 day	Unacceptable Behaviour

IV. INFORMATION ITEMS

1. **MANITOBA EDUCATION AND TRAINING CORRESPONDENCE**

LETTER FROM HONOURABLE KELVIN GOERTZEN, MINISTER OF EDUCATION AND TRAINING

For Information Dr. Casavant

Correspondence was received from Minister Goertzen, congratulating Christopher Sarkonak, Teacher, Crocus Plains Regional Secondary School, for being selected to attend the European Organization for Nuclear Research High School Physics Teacher Programme in Geneva, Switzerland this summer.

V. PRESENTATIONS

1. **EDUCATIONAL TECHNOLOGY SPECIALIST**

For Information B. Wyzlic

Brian Wyzlic, Educational Technology Specialist, will provide an update on his current work with Brandon School Division.

2. **CONTINUOUS IMPROVEMENT AT KIRKCALDY HEIGHTS SCHOOL**

For Information J. Lombaert, N. Koroluk, R. Lovegrove, N. Lloyd, K. Perkins, D. Lamirande, K. Baker

The following staff members from Kirkcaldy Heights School will present on Continuous Improvement initiatives currently in progress: Jaime Lombaert, Principal; Nicole Koroluk, Vice Principal; Richelle Lovegrove, Continuous

Improvement Coach/Resource Teacher; Natasha Lloyd, Teacher; Kimberly Perkins, Teacher/Academic Coach; Debbie Lamirande, Teacher/Academic Coach; and Kellie Baker, Teacher.

3. MONITORING REPORT ON BOARD GOVERNANCE GOAL 2 – EDUCATION AND COMMUNITY RELATIONS

For InformationT. Curtis and Dr. Casavant

Terri Curtis, Communications Coordinator, will provide information for Board consideration related to Board Governance Goal #2: Education and Community Relations – *Building relationships with existing and new stakeholder groups and with government*. Please see Appendix A.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For InformationY. Otukoya

Included in the agenda package as Confidential #1 is the Personnel Report, a listing of resignations and employment approved by the Superintendent/CEO and Secretary-Treasurer since the last meeting.

2. RECOGNITION OF TRADE EXPERIENCE

For ActionD. Labossiere

Article 8.03 of the current Collective Agreement between the Division and the Brandon Teachers' Association provides for the recognition of increments for related experience for teachers holding a special certificate and employed in the areas of vocational industrial education, agriculture and marketing education. These programs are offered at Crocus Plains Regional Secondary School.

Mathew Gustafson, Assistant Superintendent, and Peter Buehler, President, Brandon Teachers' Association, have reviewed the documentation submitted by Shelby Klimack identifying her related work experience as follows:

Shelby Klimack, Vocational Industrial Arts Program – Design Drafting, a total of 40 months or the equivalent of 3.333 years of relevant trade experience has been recommended granting 3 (three) increments for the first 3 (three) years of experience.

RECOMMENDATION:

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of work related experience be recognized for Ms. Shelby Klimack.

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

This report from members of the Brandon School Division Senior Administration is submitted respectfully for your consideration, action, and information.

**Dr. Marc D. Casavant
Superintendent/Chief Executive Officer**



MONITORING REPORT ON BOARD GOVERNANCE GOAL 2 – EDUCATION AND COMMUNITY RELATIONS

1. Reference to Board Goal or Continuous Improvement Plan

This report is to monitor Board Governance Goal 2 - Educations & Community Relations
“Building relationships with existing and new stakeholder groups and with government.”

2. Monitoring Period

This goal is monitored from September to June of each school year and reported in May.

3. Reasonable Interpretation of this Goal

I interpret this goal to mean:

The Board values building relationships with both existing and new stakeholder groups and with government in a variety of ways. I interpret government to mean Federal, Provincial, and Municipal governments. The presentation will demonstrate the different ways in which Brandon School Division communicates with existing and new stakeholders and with government.

4. Limitations, with respect to this goal

Social media as a method of communicating with our stakeholders represents both an opportunity and a challenge. The ability to connect with and receive feedback from stakeholders in a timely manner supports our goal of being responsive to the needs of constituents and building relationships. The challenge therein is that monitoring the various streams, such as email, Twitter, and Facebook is time consuming. At the same time, we strive to respond to inquiries that we receive in person, by telephone, email and mail in a timely and efficient manner.

5. Presentation, with supporting evidence

6. Statement of compliance, partial compliance, or non-compliance

I, Dr. Marc D. Casavant, Superintendent/CEO, am reporting compliance for this Board Goal.

Dr. Marc D. Casavant, Superintendent/CEO

Date

7. Statement of Acceptance

The Board finds the monitoring report on Board Governance Goal 2 – Education and Community Relations, “Building relationships with existing and new stakeholder groups and with government” to be acceptable, acceptable with recommendations, or not acceptable.

The Board will discuss this further and a motion will be forthcoming at a future meeting.



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, May 21, 2019 – 1:00 p.m.

Boardroom, Administration Office

Present: K. Sumner, Chair, P. Bartlette S. Montague
D. Labossiere, E. Jamora, C. Cramer

Guests: L. Ross (arrived at 1:35 p.m.)

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:00 p.m. by Committee Chair, Trustee Kevan Sumner.

2. APPROVAL OF AGENDA

Trustee Sumner added one item to the agenda: MUST Fund.

Mr. Denis Labossiere, Secretary-Treasurer, added one item to the agenda: RFP – Child Care Provider for Maryland Park School.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the April 30, 2019 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2019-2020 BUDGET PROCESS

The Committee discussed the budget process and what worked well this year. Trustee Sumner requested this year's funding announcement date. The Secretary-Treasurer responded that the Division received the funding announcement from the Province on January 24, 2019 and added that the Province has until February 15th to make the announcement. Budget dates for 2020-2021 were reviewed and discussed. The Committee agreed to bring a motion forward at the Monday, May 27, 2019 Board Meeting.

Recommendation:

That the proposed budget dates for the 2020-2021 budget deliberations be as follows, subject to receiving the Provincial funding announcement by January 31, 2020:

Thursday, February 13, 2020
Tuesday, February 18, 2020
Tuesday, February 25, 2020
Monday, March 9, 2020

Budget Presentation
Budget Deliberations
Public Budget Consultation
Regular Board Meeting—Final Budget Approval

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. ACCESSIBILITY REPORT

Ms. Caroline Cramer, Director of Facilities and Transportation, provided an update on Brandon School Division's Accessibility Plan and answered Trustee questions. The Committee accepted the report as presented.

B. TENDER – JANITORIAL SERVICES – CROCUS PLAINS REGIONAL SECONDARY SCHOOL

The Secretary-Treasurer reviewed the Janitorial Service Tender results for Crocus Plains Regional Secondary School.

Mr. Labossiere presented and reviewed the total staff and contract costs for janitorial services at Crocus Plains Regional Secondary School based on the current staff allocations and tender results for contract cleaning.

The Secretary-Treasurer also reviewed the total staff, supplies and equipment costs of implementing the Coquitlam Formula at Crocus Plains Regional Secondary School using Division employees.

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

Recommendation:

That the Tender from JCI, in accordance with conditions and specifications, for provision of Janitorial Services at Crocus Plains Regional Secondary School, in the following amounts (taxes included) be accepted:

<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>TOTAL</u>
\$303,355.00	\$310,939.00	\$318,713.00	\$933,008.00

C. RFP – LAPTOP COMPUTERS

Ms. Eunice Jamora, Assistant Secretary-Treasurer, reviewed the memo to the Committee and the RFP Summary. The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from Powerland Computers Ltd. in the amount of \$191,702.00 (plus taxes) to supply 280 Computer Laptops funded through the 2018-2019 Operating Budget be accepted.

D. TENDER – DESKTOP COMPUTERS

Ms. Eunice Jamora, Assistant Secretary-Treasurer, reviewed the memo to the Committee and the Tender Summary. The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from Powerland Computers Ltd. in the amount \$300,000 (plus taxes) for the supply of 600 Desktop Computers funded from the 2018-2019 Operating Budget be accepted.

E. MARYLAND PARK SCHOOL – CHILD CARE RFP

The Secretary-Treasurer reviewed the Request for Proposal for the day care centre to be built at Maryland Park School. Mr. Labossiere noted as per Provincial guidelines, proposals are to be from

non-profit child care providers. The Committee discussed the process and timelines for selecting the Child Care Provider. Trustees asked questions for clarification.

(Trustee Bartlette exited at 3:16 p.m.)

F. CONFIRM PAYMENTS OF ACCOUNT (APRIL)

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

The report was accepted as circulated.

G. REVIEW MONTHLY REPORTS (MARCH & APRIL)

The Monthly Reports for the months of March and April were provided for information. The reports were accepted as circulated.

Due to time constraints, the MUST Fund agenda item was deferred to the next Finance and Facilities Committee meeting.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Tuesday, June 18, 2019, 1:00 p.m., Boardroom.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

K. Sumner (Chair)

P. Bartlette

S. Montague

J. Murray (Alternate)