



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, OCTOBER 23, 2017.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton, 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, Mr. G. Malazdrewicz, Assistant Superintendent.

REGRETS:

The Chairperson called the meeting to order at 6:00 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added four (4) items for In-Camera.

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

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

Ms. Bambridge - Mr. Murray

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held October 10, 2017 were circulated.

Mr. Kruck – Mr. Sefton

That the Minutes be approved as amended.

Carried.

- b) The Minutes of the Board Meeting held October 10, 2017 were circulated.

Ms. Bambridge – Mr. Buri

That the Minutes be approved as amended.

Carried.

Mr. Murray – Mr. Sefton

That the Board do now resolve into Committee of the Whole In-Camera. (6:03 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.
- b) Trustee Sefton requested information on a Student Matter, the Superintendent/CEO provided the Board with an update .

- Trustee Inquiries

2.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was presented.
- b) The Superintendent/CEO provided an update on a Personnel Matter.
- c) Mr. Denis Labossiere, Secretary-Treasurer, provided an update on a Personnel Matter.
- d) The Secretary-Treasurer discussed a Personnel Matter and requested direction from the Board.

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

2.04 Board Operations

- Reports

- a) Trustee Ross requested Board direction on a Board Operations matter.
- b) Trustee Ross discussed a Board Operations matter.

- Trustee Inquiries

Ms. Bambridge – Mr. Buri

That the Committee of the Whole In-Camera do now resolve into Board. (7:00 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) The Honourable Ian Wishart, Minister of Education and Training, October 2017, sent to Chairs of Boards, Superintendents of School Divisions, Principals of Schools (Kindergarten to Grade 12), Presidents of Advisory Councils for School Leadership/Parent Councils, announcing the launch of Manitoba's Excellence in Education Awards to celebrate outstanding teachers and school administrators who go above and beyond to benefit students. School Trustees, Superintendents, principals, teacher colleagues, students and parents are encouraged to nominate the exceptional educators in their community who are deserving of recognition, in the following award categories:

- Teaching Excellence
- Outstanding New Teacher
- Outstanding Team Collaboration
- Outstanding School Leader
- Premier's Award for Excellence in Education

Contact details and complete information on these awards is provided on the website: www.edu.gov.mb.ca/k12/excellence/. Deadline for submissions is December 1, 2017.

Ordered filed.

3.03 Communications For Action

- a) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of the Brandon School Division, which comprise the consolidated statement of financial position as at June 30, 2017 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. They believe the audit evidence they obtained is sufficient and appropriate to provide a basis for their unqualified audit opinion. In their opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards. The financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by them as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole.

Referred motions.

Mr. Todd Birkhan, Auditing Partner of BDO Canada LLP, Chartered Accounts, joined the Board at the table and spoke to the 2016-2017 Audited Financial Statements. Mr. Birkhan had also attended the Finance and Facilities Committee Meeting on October 17, 2017, and provided a description of the audit process and the methodology used in the course of their audit and discussed their findings in the audit process. The audit was conducted in accordance with Canadian Generally Accepted Auditing Standards and encompassed testing the balances and disclosures included in the financial statements provided by management. For the year ended June 30, 2017, it is their opinion that the financial statements are presented in accordance with the basis of accounting required by the Manitoba Education for School Divisions which includes the use of the Public Sector Accounting Board (PSAB) reporting requirements. They have provided a document stating that they are

providing an opinion that those financial statements are materially correct and they also provide a similar same opinion for the student enrolment.

Mr. Birkhan indicated that there are two sets of financial statements encompassed within the body of the statements. Number one, the statements themselves are a consolidated set of financial statements. The consolidated set of financial statements include a statement of financial position and a consolidated income statement to start. That includes both operating and capital activities. It is important to note that those first two consolidated pages don't entirely represent what the division budgets to, and what is required to be raised from taxpayers. They encompass and are required to effectively generate an operating surplus on an annual basis because they also include the required surplus to reinvest and pay for increase in capital asset basis. When we start talking about the second set of statements, there is a second income statement and a second statement of financial position which is just on your operating fund. The operating fund is the one that ties more closely into the budget process and that operating statement effectively deals with the revenue coming into the School Division on an annual basis, the majority of which are government grants and property tax revenues, or funds allocated through the property tax system. The operating statement also shows expenditures, of which the most is spent on payroll. There are also facility costs, and other costs associated with running a school division.

Mr. Birkhan noted that in the 2016-2017 year, the operating statement shows a surplus. The surplus on \$98M worth of revenue is \$39,302 after transfers to capital. That is effectively a break-even position from an operating perspective. The current year's surplus does get added to the accumulated surplus at the start of the year and ultimately the undesignated surplus after adding that \$39,000 is about \$2.7M at the end of the year. That represents 2.8% of the Division's overall operating expenses. The surplus overall is 8 working days of expenses. Mr. Birkhan indicated that the Province mandates surplus maximums. With those surplus maximums, it's important to maintain a surplus to be able to deal with things as they come along. Having the ability to deal with potential future employee benefits, to deal with potential contracts that might span year-ends, it's important to maintain a surplus so you're not forced to make short-term cash flow decisions that may be actual long term bad investment decisions. It is important to maintain some level of reserve funds also to finance and smooth out capital expenses. It is important for proper long-term fiscal management to have resources available for capital and to have resources available for operating activities. He stressed that we have to be careful on how we interpret the figures because there are a number of pages and the statements do include a consolidated set but it is important to look at the operating set that deals with what's in and what's out on an annual basis. Mr. Birkhan noted that the Brandon School Division's financial affairs are in very strong hands. The Division has a very professional team in the finance department staff. They provide strong information to management and to the Board of Trustees. He thanked Mr. Labossiere and his team for their cooperation during the course of the audit.

Trustee Sefton thanked Mr. Birkhan his work and for presenting valuable information to the Finance and Facilities Committee last week. Mr. Sefton noted that the media had recently reported information using the consolidated financial statements instead of the operating statements. Trustee Sefton stressed that the net surplus is \$39,302. When making decisions, the Division makes them based on the operating statements, not the consolidated statements.

Trustee Ross thanked Mr. Birkhan for his work and also recognized the work of Mr. Labossiere and Ms. Eunice Jamora, Assistant Secretary-Treasurer, and the rest of their team for doing such an admirable job day in and day out.

- b) 2017 Poppy Committee, The Royal Canadian Legion Brandon Branch #003, September 26, 2017, advising that the Royal Canadian Legion Branch #003 will once again be holding a Remembrance Day service on November 11, 2017 at Westman Place,

Keystone Centre. They ask that all wreath layers arrive around 10:00 a.m. and make themselves known to a member of the Legion who will usher them to their place. The suggested donation price for laying a wreath remains at \$25.00. A response is requested by November 6, 2017.

Referred business arising.

4.00 REPORT OF SENIOR ADMINISTRATION

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the October 23, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Joint Meeting – Brandon School Division and City of Brandon
 - Statistical Information
 - Class Size Information as of September 30, 2017
 - Information Items
 - Manitoba Education and Training Information – Supporting Transgender and Gender Diverse Students in Manitoba Schools
 - Presentations
 - Wall Walk – Ms. Marnie Wilson and Dr. Marc Casavant
 - Reading Recovery Specialist – Ms. Vanda Mitri
 - Facility Utilization: Enrolment Projections, Catchments, School of Choice and Grade 9 Placements – Mr. Greg Malazdrewicz

Trustees asked questions for clarification regarding enrolments, high school sections and class sizes. Trustee Sefton stressed that future projections of the number of grade 12 students are students currently in grade 9 in the Division.

Ms. Bambridge – Mr. Buri

That the October 23, 2017 Report of Senior Administration be received and filed.

Carried.

(Trustee Sefton exited at 7:50 p.m. and returned at 7:52 p.m.)

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) Joint BSD/City of Brandon Meeting

Trustee Ross gave a verbal report of the Joint Meeting with the City of Brandon meeting held on October 12, 2017.

Dr. Ross – Mr. Buri

That the Report be received and filed.

Carried.

b) Education and Community Relations Committee Meeting

The written report of the Education and Community Relations Committee meeting held on October 16, 2017 was circulated.

Trustee Kruck asked questions for clarification regarding who will fund field trip costs. Trustee Kruck also noted that he would like his Trustee Budget Request regarding anti-bullying to go forward on Budget Deliberations day.

Mr. Buri – Mrs. Bowslaugh
That the Report be received and filed.

Carried.

- c) Finance and Facilities Committee Meeting
The written report of the Finance and Facilities Committee meeting held on October 17, 2017 was circulated.

Mr. Sefton – Mr. Kruck
That the Report be received and filed.

Carried.

5.02 Delegations and Petitions

- From Previous Delegation

- From Board Agenda

- a) Correspondence from the 2017 Poppy Committee, The Royal Canadian Legion Branch #003, from Communications for Action 3.03 a), noting the Royal Canadian Legion Branch #003 will once again be holding a Remembrance Day Service on November 11, 2017 at Westman Place, Keystone Centre and asking for wreath layers to arrive around 10:00 a.m.

Trustee Ross agreed to attend the Remembrance Day Service on behalf of Brandon School Division.

(Trustee Kruck exited at 8:49 p.m. and returned at 8:51 p.m.)

- MSBA Matters

- a) Ebulletin – October 11, 2017

Trustee Sumner noted that at the October 23, 2017 MSBA Regional Meeting, Brandon School Division brought two resolutions forward. The resolution requesting the requirement of vaccinations for school age children was approved to be brought forward to the MSBA Annual Convention in March 2018.

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

- 99/2017 Mr. Bartlette – Mr. Sefton
That the Board approve the research request from Dr. Michael Nantais, Brandon University, for the study entitled “Students Teaching Students: Introductory Coding Using Scratch”.

Carried.

100/2017 Mr. Sefton – Mr. Bartlette

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2017 be and are hereby accepted, and that the chairperson be authorized to affix their signature and the seal of the Division thereto.

Carried.

5.06 Bylaws

Mrs. Bowslaugh

By-Law 11/2017

2nd Reading:

That By-law 11/2017 being a borrowing by-law in the amount of \$992,700 upon the credit of the Division by the issue and sale of the security to meet partial costs for several construction projects in the Division be now read for the second time, having been first read on October 10, 2017.

Carried.

3rd Reading

That the rules be suspended and By-Law 11/2017 be now read for a third and final time, and taken as read, finally passed.

Carried.

5.07 Giving of Notice

5.08 Trustee Inquiries

- a) Trustee Bowslaugh requested that Workplace Safety and Health look into the 30 km/hr speed zone hours in school zones as she feels that the hours should be extended beyond the current 8:00 a.m. to 5:00 p.m. Trustees discussed this matter and agreed to refer this item to the Finance and Facilities Committee.
- b) Trustee Kruck asked if there are any plans underway to find out why 1 out of every 3 elementary students do not feel safe in Division schools. Dr. Casavant indicated that there are a number of things the School Division is already involved in. Dr. Casavant suggested that if this is a desire of the Board, that a goal is looked at. He feels that there are enough resources in the system to deal with this issue and make it a priority. Mr. Malazdrewicz added that some of the information contained in the Tell Them From Me (TTFM) Survey results does give us some insight into some areas for potential response. We have a wide range of activities that we engage in and a number of them are Divisionally based such as YR kids, Day of Pink, and some of the leadership pieces. Schools use a range of activities and they are tailored to the particular community of each school. He added that the Division is exploring a couple of programs now that may incorporate some pre-and-post opportunities built within some packaged programs. The Division would need to look at the success and the types of information that will be received and what can be done with the information. Dr. Casavant suggested that the University could be approached with this topic as a possible research project.

POINT OF PRIVILEGE:

Trustee Sumner spoke on the presentations from the Report of Senior Administration and suggested that the presentation sections of the video recording be placed on the website as videos for the public to view. Dr. Casavant responded that this suggestion will be discussed.

6.00 ANNOUNCEMENTS

- a) MSBA Regional Meeting – 9:00 a.m., Monday, October 23, 2017, Victoria Inn, Brandon.
- b) Friends of Education Fund Committee Meeting – 4:00 p.m., Tuesday, October 24, 2017, Boardroom.
- c) Aboriginal (Indigenous) Education Advisory Committee – 3:00 p.m., Wednesday, October 25, 2017, Boardroom.
- d) Finance and Facilities Committee Stakeholder Meeting with Brandon Chamber of Commerce – 4:30 p.m., Wednesday, October 25, 2017, Neelin High School Off-Campus.
- e) Brandon Community Drug and Alcohol Education Coalition – 9:00 a.m., Thursday, October 26, 2017, Boardroom.
- f) Support Personnel Labour Management Committee Meeting – 3:30 p.m., Thursday, October 26, 2017, Conference Room.
- g) Middle Years Program Review – Staff Consultation – 7:00 p.m., Monday, October 30, 2017, Green Acres School Gymnasium.
- h) Middle Years Program Review – Public Consultation – 7:00 p.m., Wednesday, November 1, 2017, Riverheights School Gymnasium.
- i) Middle Years Program Review – Public Consultation – 7:00 p.m., Thursday, November 2, 2017, J.R. Reid School Gymnasium.
- j) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, November 13, 2017, Boardroom.

7.00 ADJOURNMENT

Mr. Buri – Mr. Bartlette

That the Board do now adjourn. (9:16 p.m.)

Carried.

Chairperson

Secretary-Treasurer