



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., TUESDAY, OCTOBER 14, 2014.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Dr. L. Ross, Mr. M. Snelling.

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

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. K. Sumner

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer noted he had one late motion from the Finance Committee and one In-Camera Operations matter.

The Superintendent noted she would be referencing Board goals and the Board's work over the last four years.

Trustee Bartlette noted he had a parent question for the Board.

Trustee Bowslaugh noted she had three questions for In-Camera.

Mr. Murray – Mr. Bartlette

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held September 22, 2014 were circulated.

Trustee Kruck noted that his unsuccessful challenge of a By-law during its third reading at the September 22, 2014 Board Meeting was omitted from the minutes. This information will be added to the minutes and they will be re-posted.

Mr. Kruck – Mrs. Bowslaugh

That the Minutes be approved as amended.

Carried.

It was noted that there was an error in the Minutes of September 8, 2014, where Minister of Education James Allum's last name was spelled incorrectly. This will be corrected and the minutes will be re-posted.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information**

- a) Auditor's Report

Mr. Ryan Duthie, Auditor and Representative of BDO Canada LLP, Chartered Accountants, joined the Board at the table and spoke to the 2013-2014 audited financial statements from Communications for Action 2.04 a). He and Mr. Todd Birkhan, Auditing Partner, attended a Finance Committee Meeting earlier on October 14, 2014, 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. Audit was conducted in accordance with Canadian generally accepted auditing standards and encompasses testing the balances and disclosures included in the financial statements provided by management. They were contracted by the Board to provide an opinion on the financial statements. For the year ended June 30, 2014, 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 PSAB reporting requirements. Mr. Duthie noted a student enrollment report was also audited together with the financial statement and he was pleased to be able to provide his report to the Board of Trustees.

Mr. Duthie spoke to the Operating Surplus, noting it was at \$3,272,449 before transfers to the Capital Fund, or \$2,760,289 after transfers to the Capital Fund, on \$87,255,231 of revenue. Secretary-Treasurer, Mr. Labossiere, has in correspondence with the board, outlined the reasons for variations of actual operating results to those originally budgeted. The current years' surplus increases the accumulated surplus to \$3,789,614. Of this amount, \$532,198 has been appropriated for future specified expenditures, leaving \$3,257,416 or approximately 3.75% of annual expenditures of unallocated surplus. This current undesignated surplus level represents the funds required for approximately 9 working days for the Brandon School Division. Given that the Division ran a current year's surplus of almost \$2.7M after transfers to the Capital Fund, the accumulated surplus has been built back up to the point where there is some opportunity to cover expenditures or budget variances in future years.

Mr. Duthie thanked the Finance Department, particularly Denis Labossiere, Secretary-Treasurer, for his assistance in the preparation of the audit. The financial affairs of the Division remain in strong hands through a transitional period of time. In closing, Mr. Duthie thanked the Board for the

appointment of BDO Canada as auditors of the Brandon School Division.

The Chairperson thanked Mr. Duthie for his presentation and echoed his sentiments regarding the hard work of the Secretary-Treasurer's Department, while short staffed. Trustees asked questions for clarification regarding the audit process and what measure of variance is acceptable in accounting practice. Mr. Duthie responded that for purposes of an audit, they calculate a materiality factor, which is based on total expenditures, it is 1.5% of total expenditures which comes to about \$1.3 M.

Superintendent Dr. Michaels thanked Mr. Duthie for his report. Dr. Michaels confirmed with Mr. Duthie that this is an unqualified audit.

The Board Chairperson again thanked Mr. Ryan Duthie for his presentation. Mr. Duthie then exited the Board Meeting.

2.01 Reports of Committees

2.03 Delegations and Petitions

2.04 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, 2014 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, 2014 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.

Refer Motions.

- b) Maureen Farrant, Sgt. At Arms, and Garry W. Andrew, Poppy Committee Chair, The Royal Canadian Legion, Brandon Branch No. 3, September 15, 2014, noting the Royal Canadian Legion Branch #003 will once again be holding a Remembrance Day Service on November 11, 2014 at Westman Place, Keystone Centre. They ask that all wreath layers arrive around 10:00 a.m. There is no reserved seating except for the person who will be placing the wreath on behalf of your organization. Upon arrival wreath layers are to make themselves known to a member of the Legion who will usher them to their place. A \$25.00 donation is to be submitted to the Branch #003 Royal Canadian Legion Poppy

Fund at the Division's earliest convenience. A response is requested by November 1, 2014.

Refer Business Arising.

- c) The Waverly Park Parent Council, October 1, 2014, wrote to Dr. Michaels, Superintendent, and spoke of the stolen technology from Waverly Park School between June 27, 2014 and August 25, 2014. It was noted in the letter that the Waverly Park Parent Council has purchased \$7,400 in iPads over the

past two years through fundraising efforts. The Parent Council is very concerned about how such a significant theft occurred and who will provide the funds to replace these items.

Refer Senior Administration.

- d) Correspondence from Alison Johnston, President, Brandon Teachers' Association, October 6, 2014, requesting the Teacher Liaison Committee meet for the purpose of discussing matters of mutual concern. As per Article 28 – "Consultation" of the Collective Agreement.

Refer Senior Administration.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Maureen Farrant, Sgt. At Arms, and Garry W. Andrew, Poppy Committee Chair, The Royal Canadian Legion, Brandon Branch No. 3, from Communications for Action 2.04a), noting the Royal Canadian Legion Branch No. 3 will once again be holding a Remembrance Day Service on November 11, 2014 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 BSD's behalf.

- MSBA issues (last meeting of the month)

Trustee Bartlette noted a letter the Trustees received with a deadline of October 30, 2014, regarding the hiring process coming up for the CEO of the MSBA. Trustee Bowslaugh suggested this matter be brought forward for discussion In-Camera.

- From Report of Senior Administration

- a) School Reports

Earl Oxford School

Mr. Rick Stallard, Principal, Earl Oxford School, provided a presentation to the Board of Trustees regarding the school's student achievement results. He has taken the focus on literacy and looked at the results of that – writing competencies. In looking at the data, the focus is on grade 7 as it shows very good things are happening at Earl Oxford in terms of school development planning and professional development. Trustee Kruck asked for comments with regards to results in regards to conventions. Mr. Stallard responded that when the students come in at early years we see that they have challenges. We address those as a team. We are in a third step stage of RTI (Response to Intervention) in addressing the conventions piece. When you see the data in grade 3 and 5 it is concerning. We will continue to look for more resources in that area in terms of staffing and professional development. Trustee asked questions for clarification regarding what resources would be helpful. Dr. Michaels noted that Earl Oxford School would benefit from additional specialist staff to work with teachers in assessing and programming for the special needs students in the school, particularly students who are in 3, 4 and 5 schools per year. The other area would be to increase the social worker time to full time. Trustee Kruck asked what other schools would benefit from increased specialist staff. Earl Oxford, George Fitton, Green Acres, King George, Kirkcaldy Heights, Meadows, Ecole New Era, Riverheights, St. Augustine. Trustee Kruck asked if there will be requests in the upcoming budget to assist in these need areas. Dr. Michaels responded that yes, depending upon what the School Board

directs Senior Administration to do in November, with regard to the budget, we certainly have a resource list we see as necessary.

Mr. Stallard wished all Trustee candidates good luck, and to those leaving, thanked them for their commitment and dedication.

The Board Chairperson thanked Mr. Stallard for his presentation.

Trustees asked questions for clarification regarding the AP program.

b) King George School

Ms. Barb Miller, Principal, King George School, provided a presentation to the Board of Trustees regarding the school's student achievement results – focusing on Kindergarten students and interventions, along with Observation Survey Results.

Trustee Bartlette asked questions for clarification about the reading and writing across the curriculum. Trustee Bowslaugh asked for further clarification regarding the reading apprenticeship pilot and under whose direction, and who receives the results.

Trustee Kruck asked Ms. Miller to elaborate on the attendance challenges she mentioned. Students arrive all through the day and have been working with the social worker to do attendance follow-ups and home visits, working with outside agencies to assist. The most frequent challenge was family related issues and that financial hardships provide challenges for some families.

c) Special Learner Group Student Achievement Results

Dr. Michaels, Superintendent of Schools, noted that this report was in response to the Board's request for further data on special needs groups of children in the division and that references the Strategic Plan for 2011-2014 and that focus continues in 2014-2017.

Marnie Wilson, Research, Assessment and Evaluation Specialist, presented on Specific Learner groups including Boys and girls, Students with Aboriginal Heritage, and English as an additional language learners.

Trustees asked questions for clarification.

Items from Senior Administration Report –

- Auditor's Report and Financial Statements – Refer Motions.
- Vincent Massey High School Off-Site Activity Request (Montreal) – Refer Motions.

Denis Labossiere, Secretary-Treasurer, referred to appendix A and spoke on the Division's net operating surplus of \$2.7 million. This surplus included a planned contingency amount of \$455,000. Mr. Labossiere also reviewed the Variance Summary Report.

Trustees asked questions for clarification.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

102/2014 Mr. Karnes – Mr. Snelling

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2014 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and seal of the Division thereto.

Carried

That the trip involving twenty-one (21) grades 10, 11 and 12 hockey students, from Vincent Massey High School to make a trip to Montreal, Quebec from December 4 to December 8, 2014 be approved and carried out in accordance with Policy/Procedures 4001: Off-Site Activities.

Withdrawn

As per Dr. Michaels, this item has been delayed until the November Board meeting so all the information required can be gathered.

103/2014 Dr. Ross – Mr. Snelling

That the following guidelines be initiated for the 2015/2016 Preliminary Budget Preparation:

- a) The Capital and Maintenance per capita school allocation remain at \$20.00 per pupil with an additional \$5.00 per pupil be allocated to Divisional maintenance;
- b) A 2% inflationary increase on the capita school amount be allocated to the Maintenance Department contingency;
- c) The allocation for equity/aging buildings be increased to \$100,000;
- d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, taxes, school bus maintenance;
- e) A 2.0% inflationary increase provided for controllable services and supplies;
- f) A 2.0% inflationary increase on the school instructional supply budget.

The 2015/2016 budget provides for expected enrollment growth.

Carried.

2.08 Bylaws**2.09 Giving of Notice****2.10 Trustee Inquiries**

Trustee Kruck asked if the report regarding the theft of electronic equipment at Waverly Park School was reported to the Board prior. Secretary-Treasurer Labossiere noted that the he received notification of the stolen equipment in September. At which time the Secretary-Treasurer's office had requested further information from all principals on the safekeeping of equipment, loss of equipment, and if any loss had been reported to police, etc. Further information will be coming to the Board after the next Principal Meeting and the information is compiled.

Trustee Bartlette asked, on behalf of a family, who was particularly concerned about the status of the Vincent Massey heating system. Small heaters aren't doing much, it's 7 degrees in the school in the mornings. The parent had been told it could be as long as February before the problem is resolved and that parts are on backorder.

Secretary-Treasurer Labossiere responded that he had no further information at this time and will speak with the Director of Facilities and get back to the Board.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels, highlighted the following from the Report of Senior Administration:

- Kindergarten registration at École Harrison School.
- Trustee Board Goals over the past four years.

Dr. Michaels thanked Trustee Snelling and Trustee Karnes for their service and support over the past years.

Trustees thanked Dr. Michaels and Senior Administration for their support.

Mr. Murray – Mr. Snelling

That the October 14, 2014 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Darryl Gervais, Director, Instructor, Curriculum and Assessment Branch, and Gilbert Michaud, Director, Curriculum Development and Implementation Branch, Manitoba Education and Advanced Learning, August 2014, provided a postcard for parents of K-12 students to inform them of the My Child in School website. Promotional material is also available online at <http://manitoba.ca/mychildinschool/promo/>.

Ordered Filed.

POINT OF PRIVILEGE

Trustee Karnes said a few words regarding the past eight years of being on the Board of Trustees. He acknowledged the work of the staff of the Division, and thanked the past and present Trustees he has worked with and the administration staff for their many hours of hard work and dedication.

Trustee Snelling thanked everyone who voted him onto the Board table over his 19 years as a Trustee. He noted different issues and changes that have happened since he's been on the Board. He noted it's been a great honor to serve as a Trustee.

- b) Crocus Plains Regional Secondary School staff, undated, thank you card to the Board for the delivery of muffins to the school staff on the first day of school.

Ordered Filed.

- c) Floyd Martens, President, Manitoba School Boards Association, September 10, 2014, sent a memo that the provincial executive has received and reviewed the membership survey conducted by Viewpoints Research. The ad hoc committee will review the report and consider revenue strategies that are both stable and predictable for member school boards. The committee's recommendations will go forward to the Executive at its October 6 meeting.

Ordered Filed.

- d) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, September 10, 2014, in a memo to all Board Chairs and all Secretary-Treasurers, provided the 2013-2014 Committee Member survey results for review. Any questions in regards to the report can be directed to her office. The MSBA maintains a list of all committees on which trustees currently serve, a brief description of each, and a list of trustees who have volunteered to serve on various committees. The online volunteer form can be completed at <http://www.mbschoolboards.ca/documents/CommitteeVolForm2013.pdf>

Ordered Filed.

3.03 Announcements

- a) School Trustee Elections – Wednesday, October 22, 2014.
- b) Inaugural Board Meeting – 7:00 p.m., Wednesday, November 5, 2014, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 10, 2014, Boardroom.

Dr. Ross – Mrs. Bowslaugh

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.

- Trustee Inquiries

4.03 Property Matters/Tenders**- Reports**

- a) Confidential #2 – Regarding a Facilities matter, was presented to the Board. It was noted that two motions would be brought forward at the end of the meeting.

- Trustee Inquiries**4.04 Board Operations****- Reports**

- a) The Chairperson provided an update on some MSBA matters.

- Trustee Inquiries

Mr. Kruck – Mrs. Bowslaugh

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

Carried.

104/2014 Mr. Snelling – Mr. Karnes

That Motion 123/2013 passed on October 15, 2013, be rescinded.

105/2014 Mr. Bartlette – Dr. Ross

That the appointment of MCM Architects Inc. to design and tender the Betty Gibson School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.

That Confidential #2 and the recommendations therein be approved.

Carried.

5.00 ADJOURNMENT

Dr. Ross – Mr. Kruck

That the meeting does now adjourn (9:47 p.m.)

Carried.

Chairperson

Secretary-Treasurer