



# 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 9:00 A.M., MONDAY, FEBRUARY 25, 2019.

**PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, 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. Eunice Jamora, Assistant Secretary-Treasurer

The Board met In-Camera from 9:10 a.m. to 9:55 a.m.

**REGRETS:**

Ms. E. McFadzen, Acting Assistant Superintendent.

**CALL:**

The Chairperson called the meeting to order at 10:14 a.m. and referred to the Call.

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

a) Budget Deliberations for 2019-2020

Dr. Linda Ross, Chairperson, provided opening remarks and welcomed everyone to the meeting. Trustee Ross explained the process of the Budget Deliberations including debating and discussing the actual proposals.

Trustee Ross noted that this years budget process deliberations are slightly different than in the past, as the Financial Budget had already been presented to the Board by the Secretary-Treasurer on February 21<sup>st</sup>. She added that setting the budget is one of the most onerous responsibilities of the Board of Trustees. Trustees need to be cognizant of doing the best to meet the needs of all Division students while at the same time maintaining the budget within certain financial constraints that were set by the Province. The Board also needs to be cognizant of the demands the Division is placing on the local ratepayer.

The Budget and Sustainability Requests recommended for consideration were presented as follows:

**Senior Administration Budget & Sustainability Requests:**

**Facilities/Transportation**

Busing – Home Economics and Industrial Arts

\$84,000

**Human Resources**

Principal at Maryland Park School (1.0 FTE) \$129,300

School Administrative Assistant – Maryland Park School (1.0 FTE) \$26,500

Additional Educational Assistants – Appropriate Educational Programming (AEP) (10.0 FTE) \$263,000

**Total Senior Administration Budget & Sustainability Requests for 2019-2020: \$502,800**

The Budget and Sustainability Requests were discussed with Trustees speaking for or against each recommended enhancement item with the following results:

1) Busing – Home Economics and Industrial Arts – **REMOVED (9-0) - \$84,000**

Trustee Ross spoke to this item, noting that the Division implemented a public consultation process regarding middle year's options during the 2017-2018 school year. Coming out of that consultation, several things were identified. In order to maintain mandatory status of Home Economics and Industrial Arts, the Division needed to move to an 8 day cycle. Unfortunately an agreement that was required between the Division and the Brandon Teachers' Association to move to an 8 day cycle could not be reached. Therefore, the one goal that was not achieved was maintaining the mandatory status of the Home Economics and Industrial Arts programs.

Trustee Murray asked that this item be removed from this year's budget. He noted that at this point there has not been a debate on whether there will be transportation provided or not, and since there is going to be a change to the way the program is offered, the Board will not know the necessity of it at this time.

Trustee Sumner agreed with Trustee Murray and indicated there has been a tradition for many years at budget time of making sure that when the Board allocated funds, there was a concrete plan for moving forward. He noted he does not see such a concrete plan at this point, so the Board would be allocating funds to an issue without a plan. Mr. Sumner stated his intent to vote against this request.

Trustee Ross spoke to this issue also, noting that if the mandatory status had been maintained for the Home Economics and Industrial Arts classes, she would have considered this budget enhancement, as the arrangement with the City of Brandon Transit department is no longer working for Division students due to necessary changes to their transit schedule.

Trustees unanimously agreed to remove this item from the Budget.

2) Principal at Maryland Park School (1.0 FTE) – **AGREED (9-0) - \$129,300**

Trustee Bartlette asked what work the Principal would be doing from September to December before the School Administrative Assistant was in place.

Dr. Casavant responded that the following administrative tasks are just some of the items that will need to be put in place at the new school:

- Timetabling
- Grade configurations
- Hiring of staff
- Purchasing of furnishings
- Supplies
- Availability to construction company
- Catchment Area and grandfathering
- Library Setup
- Stem Lab
- Gym equipment
- Safety plans/emergency response plans
- Technology configurations
- Philosophy of using technology in school
- Meetings/consultations with parents
- Playground equipment
- Registration Process

Trustees spoke in favour of this request and unanimously agreed to this item.

3) School Administrative Assistant – Maryland Park School (1.0 FTE) – **AGREED (9-0) - \$26,500**

Trustee Sumner asked if there would be a benefit to funding the School Administrative Assistant through the summer of 2020 to ensure that there is someone there all summer getting prepared for school opening. Mr. Labossiere indicated that the 2019-2020 Budget is for the period of July 1, 2019 to June 30, 2020, hence work in the summer of 2020 would need to come as a request in the following budget year. The budget request to add the School Administrative Assistant in January is recommended in consultation with other divisions in Manitoba who have recently built schools.

Trustees unanimously agreed to this item.

4) Additional Educational Assistants – Appropriate Educational Programming (AEP) (10.0 FTE) – **AGREED (9-0) - \$263,000**

Trustee Bartlette asked if the request is based upon the AEP specifically as an imprint or a fixed schedule of a number of students at percentage needs, so that the Division needs a certain number of Educational Assistants. Dr. Casavant noted that what has become evident to Senior Administration is that the Division has moved away from the mechanism of identifying students and their needs through a medical diagnosis and starting to move more towards the block funding model in terms of allocating resources based more on a formula base, which will be required to meet the needs of the students the Division has in the system.

Trustee Sumner spoke on the Support Services Review and Dr. Casavant provided information on the results of the Review.

Trustees asked questions for clarification and unanimously agreed to this item.

Trustee Fallis noted that she thought the Budget Deliberations would be the hardest part of her duties as a Trustee. She thanked Senior Administration and Mr. Labossiere and his team for providing the budget book and having provided all the comments with it. It made it very easy to follow and to know exactly what the Trustees are doing.

Trustee Ross noted that the budget process has evolved over the years, so that more and more work is being done before budget day. Senior Administration and the Board has been exposed to this information much earlier, over a longer period, making it easier to digest the budget and to find out what the ramifications of various changes would be. She thanked Mr. Labossiere and Ms. Eunice Jamora, Assistant Secretary-Treasurer, and those involved in the process, acknowledging it is a huge amount of work, which makes it clearer and easier for Trustees to understand.

Trustee Montague stated that Trustees have been well-informed throughout the process, which was a bit rushed having only been elected a few short months ago. The Secretary-Treasurer and his staff have ensured the Board has had the resources to do this, and noted all the work and heavy conversations that were done in the back end. He added that the process is nice to go through over a longer period of time instead of a few days.

Trustee Sumner reminded the public that the Public Budget Consultation will take place on Monday, March 4, 7:00 p.m. in the Boardroom.

Trustee Ross thanked Trustees for their participation, and thanked the Unions and media representation who attended.

Mr. Sumner – Mr. Murray

That the meeting do now adjourn (10:57 a.m.)

Carried.

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Chairperson

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Secretary-Treasurer