



BRANDON SCHOOL DIVISION

August 21, 2020

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

TO BE HELD MONDAY, AUGUST 24, 2020
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, June 22, 2020.
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**

- a) Dr. Linda Ross, Chairperson, Board of Trustees, Brandon School Division, January 8, 2020, addressed to the Honourable Kelvin Goertzen, Minister of Education, noting that vaping has become a serious concern in the Brandon School Division. Vaping suspension records for the 2018-2019 and 2019-2020 school years (up to November 12, 2019) were provided for reference. Dr. Ross cited the Canadian Government's Official website, which states that children and youth are especially susceptible to the harmful effects of nicotine, including addiction. Information on the website also speaks to the harmful effects of vaping liquid and the chemicals used for flavour in vaping products. Further, the Canadian Council of Chief Medical Officers of Health called for measures including restrictions on the accessibility and availability of vaping products, and reducing the appeal of products to youth, including plain packaging, health warnings and regulating the sale and marketing of vaping products and flavourings.

Dr. Ross noted that Nova Scotia and Prince Edward Island are leading the way to help restrict the use of e-cigarettes, by making changes such as banning sales of flavoured e-cigarettes and juices and raising the legal age to buy tobacco and e-cigarettes from 19 to 21. Dr. Ross asks that the Provincial Government review and revise, as necessary, the current laws on vaping, as action is required to address this issue. (Appendix 'A')

For information.

- b) Mr. David Yeo, Acting Assistant Deputy Minister, K-12 Education Division, Manitoba Education, August 14, 2020, addressed to Dr. Linda Ross, Chairperson, Board of Trustees, responding to Dr. Ross's letter of January 8, 2020, regarding the Brandon School Division's concerns around the use of vaping products by students. Mr. Yeo indicates that Manitoba Education is currently updating the Substance Use/Misuse and Addictions curriculum, which includes nicotine and vaping. Along with current school-based programs designed to address the use of tobacco and vaping products, additional teacher resources are being developed. Mr. Yeo notes that as of December 2019, Health Canada announced new proposed regulations which will further restrict the promotion of vaping products aimed at reducing advertising exposure to youth. Contacts for public health messaging and information on additional resources on vaping are also provided. Mr. Yeo encourages school communities to be proactive in promoting student wellness and thanks the Brandon School Division for raising concerns on this important issue. (Appendix 'B')

Receive and file.

3.03 Communications for Action**4.00 REPORT OF SENIOR ADMINISTRATION****- From Report of Senior Administration**

- a) Review Report of Senior Administration – August 24, 2020.

5.00 GOVERNANCE MATTERS**5.01 Reports of Committees**

- a) Finance and Facilities

P. Bartlette

5.02 Delegations and Petitions (Max. 15 minutes)**5.03 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA Issues

5.04 Public Inquiries (Max. 15 Mins)**5.05 Motions**

- 50/2020 That the Tender from the following vendors in the total amount of \$412,495.73 (including taxes) to supply and install furniture at Maryland Park School, funded through the New School Capital Reserve, be accepted.

Accent Environments Inc.	\$ 182,957.81
Art Metz Contract Interiors	36,303.43
Christies Office Plus	166,491.26
Schoolhouse Products Inc.	26,743.23
Total	\$ 412,495.73

- 51/2020 That the proposal from Johnson Controls in the amount of \$277,594.20 (plus applicable taxes) for facility lighting upgrades at Vincent Massey High School and École Harrison, funded through the 2020-2021 Operating Budget, be accepted.

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

- a) Inaugural Board Meeting – 9:30 a.m., Tuesday, September 8, 2020, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 14, 2020, Boardroom.

Due to COVID-19:

- Brandon School Division Board Meetings will take place with no members of the public present, until further notice. We invite everyone to watch live streaming of the Board meetings on our website: <https://www.bsd.ca/board/meetings/Pages/board-meeting-live-streaming.aspx>

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, JUNE 22, 2020.

TRUSTEES PRESENT: L. Ross, Chairperson S. Bambridge, Vice-Chairperson
K. Fallis D. Kejick (arrived at 6:02 p.m.)
J. Murray L. Letain

ALSO PRESENT: M. Casavant, Superintendent/CEO
D. Labossiere, Secretary-Treasurer
M. Gustafson, Assistant Superintendent
E. McFadzen, Assistant Superintendent
K. Rance, Live Streaming Video Operator

REGRETS: P. Bartlette

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Trustee Ross added two (2) items to In-Camera.

Senior Administration added five (5) items to In-Camera.

Ms. Bambridge – 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 June 8, 2020 were circulated.

Ms. Letain – Ms. Kejick
That the Minutes be approved as circulated.
Carried.

Ms. Bambridge – Ms. Fallis
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 D. Casavant, Superintendent/CEO, provided an update on a Student Matter and answered Trustee questions.
- b) Mr. Mathew Gustafson, Assistant Superintendent, provided information on a Student Matter.

- 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.

- Trustee Inquiries**2.03 Property Matters/Tenders****- Reports**

- a) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Property Matter and received direction from the Board.

- Trustee Inquiries**2.04 Board Operations****- Reports**

- a) Trustee Ross and the Secretary-Treasurer spoke on a Board Operations Matter and received Trustee feedback.

(Senior Administration exited the meeting at 6:20 p.m.)

- b) Trustee Ross discussed a Board Operations Matter with Trustees.

(Senior Administration returned to the meeting at 6:59 p.m.)

- Trustee Inquiries

Mr. Murray – Ms. Bambridge

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 7:04 p.m. with a traditional heritage acknowledgement.

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

The Superintendent/CEO provided highlights on the following items from the June 22, 2020 Report of Senior Administration:

- Administrative Information
 - Information Items:
 - Manitoba Education Correspondence:
 - Letter from Jennifer Maw, Acting Coordinator, Instruction, Curriculum and Assessment Branch, Manitoba Education
 - Early Years, Middle Years, and High School Athletics – Highlights from Semester Two
 - Scholarship Donors
 - Information for Discussion and Correspondence
 - Assiniboine Community College Comprehensive Health Care Aide Program – Memorandum of Understanding

Ms. Bambridge – Ms. Kejick

That the June 22, 2020 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Finance and Facilities Committee Meeting
The written report of the Finance and Facilities Committee meeting held on June 16, 2020 was circulated.

Mr. Murray – Ms. Bambridge

That the Report be received and filed.

Carried.

5.02 Delegations and Petitions

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Matters

- a) e-bulletin – June 17, 2020

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

43/2020 Ms. Fallis – Mr. Murray

The Board finds the monitoring report on Finance and Facilities Goal #3 – “*To lobby the province for increased Tier II and Tier III support given the large and increasing needs of the student population in Brandon School Division*” to be acceptable.

Carried.

44/2020 Ms. Kejick – Ms. Fallis

That the Service Contract between the Brandon School Division and Prairie West Industries for the Supply of Paper Towels and Toilet Tissue be extended for 2020-2021, in the amount of \$69,440 (plus applicable taxes) be accepted.

Carried.

45/2020 Ms. Letain – Ms. Bambridge

That the Tender from Horizon Glass Ltd. in the amount of \$69,977.10 (including taxes) to Supply and Install Doors at the following schools: Crocus Plains, École Harrison, École New Era, Riverview School and Vincent Massey, funded through the 2020-2021 Operating Budget, be accepted.

Carried.

46/2020 Mr. Murray – Ms. Fallis

That the tender from Guardian Fencing Ltd. In the amount of \$197,369.73 (including taxes) for the Supply, Removal and Installation of Outdoor Basketball Systems, funded through the Designated Surplus, be accepted.

Carried.

47/2020 Mr. Murray – Ms. Fallis

That the Proposal from Follett in the amount of \$73,007 (plus applicable taxes) for two (2) years to supply Library Management Software, of which \$39,000 is to be funded through the Designated Surplus, be accepted.

Carried.

48/2020 Ms. Letain – Ms. Bambridge

That the Memorandum of Understanding (MOU) between The Brandon School Division and Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2020-2021 Academic/School year be approved; and that the Chairperson and Superintendent/CEO be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

49/2020 Ms. Bambridge – Ms. Letain

That the revised calendar for the 2020-2021 School Year be accepted as proposed.

Carried.

The Superintendent/CEO spoke on the 2020-2021 School Year start-up dates, noting that the School Year for students will continue to happen on September 8th. Teachers and a number of other staff will be reporting to work on September 2nd.

5.06 Bylaws

Ms. Bambridge

By-Law 4/2020

2nd Reading

That By-law 4/2020, being a borrowing by-law in the amount of \$65,100 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<u>School</u>	<u>Project</u>
Earl Oxford School	One Modular Classroom Unit
Linden Lanes School	Grooming Room Renovation
Meadows School	Foundation Waterproofing
Riverheights School	Roof Replacement

be now read for the second time, having been read for a first time on June 8, 2020.

Carried.

3rd Reading:

That the rules be suspended and By-Law 4/2020 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

6.00 ANNOUNCEMENTS

- a) Finance and Facilities Committee Meeting – 1:00 p.m., Wednesday, August 19, 2020, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, August 24, 2020, Boardroom.

Due to COVID-19:

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Trustee Ross congratulated the Brandon School Division high school graduates on behalf of the Board of Trustees.

7.00 ADJOURNMENT

Ms. Fallis – Ms. Letain

That the Board do now adjourn (7:25 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Office of the Secretary-Treasurer

Mr. Denis Labossiere, Secretary-Treasurer

Ms. Eunice Jamora, Assistant Secretary-Treasurer

Appendix 'A'

January 8, 2020

Honourable Kelvin Goertzen
Minister of Education
Room 168 Legislative Building
450 Broadway
Winnipeg, MB R3C 0V8
Email minedu@leg.gov.mb.ca

Dear Minister Goertzen:

Vaping has become a serious concern in the Brandon School Division. The following suspensions for vaping have been issued during the 2018-2019 and 2019-2020 school years (up to November 12, 2019):

	2018-2019 - SEMESTER 1
K-8 Schools	3
High Schools	36
	2018-2019 - SEMESTER 2
K-8 Schools	15
High Schools	26
	2019-2020 - September to November 12, 2019
K-8 Schools	4
High Schools	19

According to the Canadian Government Official website, children and youth are especially susceptible to the harmful effects of nicotine, including addiction. They may become dependent on nicotine with lower levels of exposure than adults.

canada.ca/en/health-canada/services/smoking-tobacco/vaping/risks.html

"Nicotine:

- can affect memory and concentration
- is known to alter teen brain development

"Accepting the Challenge"

Exposure to nicotine during adolescence may cause:

- reduced impulse control
- cognitive and behavioural problems

Vaping may predispose youth to addiction to nicotine and possibly other drugs. Vaping liquid containing nicotine is poisonous, particularly to young children. Even in small amounts, vaping liquid containing nicotine can be very harmful if:

- swallowed
- absorbed through the skin

There have been fatalities as well as non-fatal nicotine poisoning caused by children swallowing vaping liquid."

"There are health risks linked to other chemicals found in vaping products. Vaping substances have fewer and different chemicals than in tobacco products.

Vegetable glycerine and propylene glycol are the main liquids in vaping products. These are considered safe for use in many consumer products such as cosmetics and sweeteners. However, the long-term safety of inhaling the substances in vaping products is unknown and continues to be assessed.

Chemicals used for flavour in vaping products are used by food manufacturers to add flavour to their products. While safe to eat, these ingredients have not been tested to see if they are safe to breathe in."

CBC reported on October 11, 2019:

<https://www.cbc.ca/news/health/vaping-e-cigarette-lung-injury-cbc-canada-1.5318331>

"About 15 per cent of the lung injury cases related to vaping in the U.S. have been in those under 18 years old, Schuchat said.

Canada's chief public health officer and all provincial and territorial medical officers of health said they're increasingly concerned by the substantial rise of vaping among Canadian youth. "We cannot stand by and watch a new generation of Canadians become dependent on nicotine or be exposed to products that could have significant negative consequences for their health," the Council of Chief Medical Officers of Health said in a statement."

"They called for measures including restrictions on the accessibility and availability of vaping products, reducing the appeal of products to youth, including plain packaging, health warnings and regulating the sale and marketing of vaping products and flavourings, and putting in place school and community policies to reduce use."

The laws in Canada range greatly from province to province. Alberta currently has no vaping regulations. The Manitoba government's Non-Smokers Health Protection and Vapour Products Act prohibits vaping by people under the age of 18. It also bans vaping in indoor public places like schools, libraries, hospitals, malls, restaurants and indoor workplaces. The province's ban on the advertising and promotion of tobacco products covers e-cigarettes as well.

The following provinces are leading the way to help restrict the use of e-cigarettes:

Nova Scotia

Health Minister Randy Delorey has announced the province will ban sales of flavoured e-cigarettes and juices as of April 1, 2020. Nova Scotia banned the sale of e-cigarettes to anyone under 19 in 2015. Vaping is also prohibited in any venue where tobacco smoking is banned, and vape shops are not allowed to display e-cigarette advertising outside their businesses.

Prince Edward Island

The P.E.I. legislature passed a bill in November raising the legal age to buy tobacco and e-cigarettes from 19 to 21 — the highest age limit in the country. The legislation also bans certain flavours of e-cigarettes. E-cigarette sales are already banned wherever tobacco sales are prohibited.

Vaping is a serious concern. The Board of Trustees of the Brandon School Division requests that the Provincial Government review and revise, as necessary, the current laws on vaping. Action is required to address this serious issue. We look forward to your response. Thank you for your attention to this matter

Sincerely,

Linda L. Ross, Ph.D.
Chairperson, Board of Trustees
Brandon School Division
Ross.linda@bsd.ca

cc: Grant Doak, Deputy Minister of Education, dmedu@leg.gov.mb.ca
Honourable Reg Helwer, Minister of Central Services, Minister responsible for the Civil Services Commission, reghelwer@wgcwave.ca
Len Isleifson, MLA for Brandon East, brandoneastmla@shaw.ca
Honourable Cliff Cullen, Minister of Justice and Attorney General, cjcullen@mymts.net
Trustees
Dr. Marc Casavant, Superintendent/CEO
Denis Labossiere, Secretary-Treasurer



Education

K–12 Education Division
Robert Fletcher Building
307–1181 Portage Avenue
Winnipeg, Manitoba, Canada R3G 0T3
T 204-945-7935 F 204-945-8303
www.edu.gov.mb.ca/k12

August 14, 2020

Dr. Linda L. Ross
Chairperson, Board of Trustees
The Brandon School Division
Ross.linda@bsd.ca

Dear Dr. Ross:

On behalf of the Honourable Kelvin Goertzen, Minister of Education, we are responding to your January 8, 2020 letter regarding The Brandon School Division's concerns around the use of vaping products by students. My apologies for the delay in responding.

As you may be aware, Manitoba Education is currently updating the Substance Use/Misuse and Addictions curriculum which includes nicotine and vaping. Along with current school-based programs designed to address the use of tobacco and vaping products such as the Review and Rate program, additional teacher resources are being developed. School divisions also have the opportunity to direct their Healthy Schools Grant funding to substance use prevention programming should they wish.

Manitoba's *Smoking and Vapour Products Control Act*, includes provisions that regulate vaping products in much the same way as tobacco products, these restrictions on the sale, use in public places and display, advertising and promotion are aimed at reducing youth uptake. Health Canada currently regulates vape devices and liquids from a production, content and safety perspective, as well as the distribution, packaging and promotion of vape products. As of December 2019, Health Canada announced new proposed regulations, which will further restrict the promotion of vaping products aimed at reducing advertising exposure to youth. Manitoba is part of the national conversation on vaping at various tables, including the Joint Consortium for School Health and the Tobacco Control Liaison Committee.

For public health messaging and information on additional resources on vaping, please contact Jennifer Wood, Comprehensive School Health and Healthy Schools Policy Analyst, at Jennifer.Wood@gov.mb.ca or 1-800-282-8069, extension 6369. Should you have curriculum related questions, please contact Stephen Howell, Physical Education/Health Education Consultant, at Stephen.Howell@gov.mb.ca or 1-800-282-8069, extension 6943.

Dr. Linda L. Ross
Page 2

We encourage school communities to be proactive in promoting student wellness and thank The Brandon School Division for raising concerns on this important issue.

Sincerely,

David Yeo
Acting Assistant Deputy Minister
K-12 Education Division

- c. Honourable Kelvin Goertzen, Minister of Education
Honourable Cliff Cullen, Minister of Justice and Attorney General
Honourable Reg Helwer, Minister of Central Services
Dana Rudy, Acting Deputy Minister of Education
Len Isleifson, MLA for Brandon East
Brandon School Division, Board of Trustees
Dr. Marc Casavant, Superintendent/CEO
Denis Labossiere, Secretary-Treasurer
Stephen Howell, Consultant, Manitoba Education
Jennifer Wood, Policy Analyst, Manitoba Health, Seniors and Active Living



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

August 24, 2020

A. Administrative Information

I. CELEBRATIONS

BRANDON SCHOOL DIVISION 2020 RE-OPENING SCHOOLS PLAN

On August 14, 2020 Brandon School Division released the Brandon School Division 2020 Re-Opening Schools Plan.

II. COMMUNITY CONNECTIONS

Since June 17, 2020, Dr. Casavant has participated in many meetings regarding COVID-19 and plans for the re-opening of schools. Meeting groups included the following: Office of the Premier, Manitoba Education, Manitoba School Boards Association, Manitoba Association of School Superintendents, City of Brandon, Members of the Legislative Assembly, Southwest Superintendents Group, and Brandon School Division staff.

III. SUSPENSIONS

SUSPENSION REPORT FOR THE 2019/2020 SCHOOL YEAR

For Information Dr. Casavant

There were seventy-two (72) suspensions reported in the second semester of 2019/2020; one (1) in elementary schools and seventy-one (71) in senior high schools. No suspension reports were received after March 23, 2020 due to School Suspension for COVID-19.

There were two hundred sixteen (216) suspensions reported in the first semester of 2019/2020; twenty-three (23) in elementary schools and one hundred ninety-three (193) in senior high schools.

"Accepting the Challenge"

At the start of Semester 2, the format / form for recording / reporting suspensions changed. Therefore, a compiled report for the 2019/2020 school year is not provided. Appendix A includes details of suspensions for Semester 2 of the current school year and the two previous school years.

During the 2019/2020 school year there was a total of two hundred eighty-eight (288) suspensions.

1. INFORMATION ITEMS

1. MANITOBA EDUCATION CORRESPONDENCE

LETTER FROM DAVID YEO, ACTING ASSISTANT DEPUTY MINISTER, MANITOBA EDUCATION

For Information Dr. Casavant

Correspondence was received from David Yeo, Acting Assistant Deputy Minister, congratulating Ashley Watier for having been nominated for one of Manitoba's Excellence in Education Awards for 2019-2020.

PROCLAMATION RE: PEACE DAYS

For Information Dr. Casavant

Correspondence was received from Honourable Kelvin Goertzen, Minister, Education, proclaiming September 15 to 21, 2020 as Peace Days. This proclamation is intended to increase public awareness of the importance of peace and to help students learn more about their duties as citizens in promoting peace and compassion. This year, due to the COVID-19 pandemic, elementary schools will be invited to participate in a virtual walk on September 18, 2020.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information T. Mendel

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.

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

Appendix A

K-12 Suspension Report Semester 2 2019/2020, 2018/2019, 2017/2018

Category of Suspension				
School	Inappropriate Behaviour	Assaultive Behaviour	Drug and Alcohol Policy	Total # of Suspensions
K-8 Schools	1	0	0	1
High Schools	48	38	6	92
Combined Total for K-12 Schools (19/20)	49	38	6	93

**Infractions may fall under more than one category

Category of Suspension							
School	Weapons	Gangs	Drug and Alcohol	Assaultive Behaviour	Cyberbullying	Unacceptable Behaviour	Total # of Suspensions
Combined Total for K-12 Schools (18/19)	10	0	45	49	3	101	208
Combined Total for K-12 Schools (17/18)	4	0	39	52	3	52	150

Total Number of K-12 Suspensions, According to # of Days Consequence

# of Days Consequence	Total High School By # of Days	K-8 Schools By # of Days		Total High School By # of Days	K-8 Schools By # of Days		Total High School By # of Days	K-8 Schools By # of Days
3 Days	43	1		83	24		64	18
4-6 Days	19	0		70	16		50	4
7-10 Days	9	0		4	1		4	1
11-15 Days	0	0		4	0		5	1
16-20 Days	0	0		4	0		2	0
21-30 Days	0	0		2	0		1	0
Total # of K-12 Suspensions	71	1		167	41		126	24
Combined Total (Total # of Suspensions K-12)	72 total 2019/2020			208 total 2018/2019			150 total 2017/2018	

*No suspension reports were received after March 23, 2020 due to School Suspension for COVID-19



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Wednesday, August 19, 2020 – 1:00 p.m.

Boardroom, Administration Office

Present: P. Bartlette (Chair – by phone), J. Murray, L. Ross (arrived at 1:17 p.m.), S. Bambridge (Alternate)
D. Labossiere, E. Jamora, C. Cramer, M. Casavant

1. CALL TO ORDER

Committee Chair, Trustee Peter Bartlette, called the Finance and Facilities Committee Meeting to order at 1:02 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the June 16, 2020 meeting were received as information.

Trustee Bartlette asked questions for clarification regarding the new Follett Destiny library software and the Comprehensive Health Care Aide program.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2019-2020 Financial Audit

Mr. Denis Labossiere, Secretary-Treasurer, provided, for information, the BDO Canada LLP Client and Engagement letters regarding the 2019-2020 Financial Audit, and the Planning Report to the Board of Directors.

The Secretary-Treasurer also reviewed a memo from the Treasury Board Secretariat regarding direction for the 2019-2020 Financial Statements. He advised that the memo will be discussed with the Division's auditors.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Tender – Furniture – Maryland Park School

The Secretary-Treasurer reviewed the memo to the Committee and the Tender Summary regarding the furniture for Maryland Park School.

Four (4) firms will be awarded a portion of the total School Furniture Tender of \$412,495.73.

Discussion took place regarding the New School Furniture Capital Reserve and the \$105,284 furnishings grant allocation by the Province. Trustees asked questions for clarification.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from the following vendors in the total amount of \$412,495.73 (including taxes) to supply and install furniture at Maryland Park School, funded through the New School Capital Reserve, be accepted.

Accent Environments Inc.	\$ 182,957.81
Art Metz Contract Interiors	36,303.43
Christies Office Plus	166,491.26
Schoolhouse Products Inc.	26,743.23
Total	\$ 412,495.73

B. Lighting Upgrade Retrofit Projects: Vincent Massey High School and École Harrison

The Secretary-Treasurer spoke to this item, indicating that the Manitoba School Boards Association (MSBA) had funds from the Climate Action Incentive Fund (CAIF) to be distributed to divisions. The Brandon School Division put forth several project proposals in July 2020, and two (2) of those projects were approved. The Division is approved for a total of \$227,214 through CAIF for lighting retrofits at École Harrison and Vincent Massey High School. The Division's net cost to have all the lights updated at these schools is \$34,000 after Hydro rebates and CAIF funding. The deadline for project completion is the end of December 2020.

The Committee agreed to the recommendation as presented.

Recommendation:

That the proposal from Johnson Controls in the amount of \$277,594.20 (plus applicable taxes) for facility lighting upgrades at Vincent Massey High School and École Harrison, funded through the 2020-2021 Operating Budget, be accepted.

6. OPERATIONS INFORMATION

- Ms. Caroline Cramer, Director of Facilities and Transportation, provided updates on the following projects:
 - School Front Desk Shields
 - Crocus Plains – Structural Roof Review
 - Earl Oxford – Basement Storage
 - Concrete and Flooring
 - Basketball Backstops
- The Secretary-Treasurer provided an update on the following:
 - Maryland Park School – Playground Equipment/Installation
 - School Bus Transportation

7. NEXT REGULAR MEETING: TBD.

The meeting adjourned at 1:52 p.m.

Respectfully submitted,

P. Bartlette (Chair)

S. Bambridge

J. Murray

L. Ross (Alternate)