



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), OCTOBER 22, 2018.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, 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, Ms. Elaine McFadzen, Acting Assistant Superintendent.

REGRETS:

Mr. G. Kruck.

The Chairperson called the meeting to order at 6:03 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added six (6) items for In-Camera.

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

Mrs. Bowslaugh – Mr. Murray

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held October 9, 2018 were circulated.

Ms. Bambridge – Mr. Sumner

That the Minutes be approved.

Carried.

Mr. Murray - Mr. Bartlette

That the Board do now resolve into Committee of the Whole In-Camera. (6:05 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA**2.00 IN CAMERA DISCUSSION:****2.01 Student Issues**

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was presented.
 - b) The Superintendent/CEO provided information on a Personnel Matter.
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
 - a) The Secretary-Treasurer provided an update on a Property Matter.
 - b) The Secretary-Treasurer provided information on a Property Matter and received Board Direction.
- Trustee Inquiries

2.04 Board Operations

- Reports
 - a) The Secretary-Treasurer provided information and the Board discussed two (2) Operations Matters.
 - b) The Secretary-Treasurer provided an update on a Board Operations Matter and received direction from the Board.
 - c) Trustee Bowslaugh asked for direction on a Board Operations Matter and the Secretary-Treasurer provided information on the Board process.
- Trustee Inquiries

Mr. Sumner – 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 7:00 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****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, 2018 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, 2018 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 2017-2018 Audited Financial Statements. Mr. Birkhan had also attended the Finance and Facilities Committee Meeting on October 17, 2018, 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. The audit opinion does present a clean unqualified opinion, which means the financial statements are sufficient for decision making purposes. For the year ended June 30, 2018, 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. He also presented the auditor's report on student enrolment and no errors or issues came up during the course of the audit.

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 do, 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 2017-2018 year, the Division did report an operating surplus of \$267,000, after transfers to capital and reserves. The current year's surplus does increase the accumulated surplus to \$3.3M. Of this amount, \$537,000 has been designated for future purposes. That leaves \$2.89M, which is 2.8% of the division's annual budget. 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. He thanked Mr. Labossiere and his team for their cooperation during the course of the audit.

Trustee Bowslaugh thanked Mr. Birkhan for his presentation and information.

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) Correspondence from The Honourable Kelvin Goertzen, Minister of Education and Training, October 5, 2018, sent to Chairs of School Boards, Superintendents of School Divisions, Principals of Schools, Directors of First Nations and Tribal Councils, Presidents of Advisory Councils for School Leadership/Parent Councils, announcing the launch of Manitoba's Excellent in Education Awards to celebrate outstanding teachers and school administrators whose stimulating educational practices have a profound impact on both student learning and engagement. 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 November 30, 2018.

Referred Business Arising.

4.00 REPORT OF SENIOR ADMINISTRATION

The Superintendent/CEO provided highlights on the following items from the October 22, 2018 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Colonel Chris Hadfield – Presentation to Students – October 12, 2018
 - Youth Revolution Kickoff – October 12, 2018
- Information Items
 - Manitoba Education and Training Correspondence:
 - Proclamation: Manitoba School Library Day – October 22, 2018
 - High School Indigenous Language Course Review 2017-2018
- Presentations
 - Reading Recovery Specialist – V. Mitri
 - Continuous Improvement at St. Augustine School – C. Czarnecki, T. Hayter

Trustees asked questions for clarification.

Ms. Bambridge – Mr. Murray

That the October 22, 2018 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 October 17, 2018 was circulated.

Trustee Bartlette asked questions for clarification regarding the playground replacement schedule.

Mr. Sefton – Ms. Bambridge

That the Report be received and filed as amended.

Carried.

5.02 Delegations and Petitions

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from The Honourable Kelvin Goertzen, Minister of Education and Training, from Communications for Action 3.02 b), regarding the launch of Manitoba's Excellence in Education Awards to celebrate outstanding teachers and school administrators who go above and beyond to benefit students.

Trustee Ross noted the information will be forwarded to schools and encouraged people to participate.

- MSBA Matters

- a) Call for Nominations and Resolutions
- b) MSBA Survey
- c) Memo – "Talking to Kids About Cannabis" Fact Sheet
- d) Memo – November 29th and 30th Events
- e) Memo – Fall 2018 Registration Form
- f) E-news October 10, 2018
- g) Provincial Executive Highlights October 2018
- h) Manitoba's Pre-Budget Consultation – An Education Perspective: Summary

Trustee Sumner noted that the government is asking for public input on the budget and he encouraged community members to complete the survey.

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

68/2018 Mr. Bartlette – Mr. Sefton

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2018 be and are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.

Carried.

69/2018 Mrs. Bowslaugh – Mr. Sumner

That the following guidelines be initiated for the 2019-2020 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures e.g.: employee benefits, insurance, fuel/propane for school buses, taxes and utilities;
- b) A 2.4% inflationary increase be provided for controllable services and supplies;
- c) A 2.4% inflationary increase on the school instructional supply budget;
- d) A 2.4% inflationary increase be provided for the Capital and Maintenance Budget;
- e) The 2019-2020 Budget provide for expected enrollment growth.

Carried.

Late Motion:

70/2018 Mr. Sefton – Mr. Bartlette

That MCM Architects Inc. be authorized to proceed with the Construction Documents for Maryland Park School, and that the Architect be authorized to forward the plans to The Public Schools Finance Board.

Carried.

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

- a) School Trustee Elections, Wednesday, October 24, 2018.
- b) Trustee Training and Orientation - 9:00 a.m., October 30, 2018, Training Centre/Boardroom.
- c) Inaugural Board Meeting – 7:00 p.m., Monday, November 5, 2018, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, November 12, 2018, Boardroom.

Trustee Ross noted that there are Trustees not returning to the Board table by choice, and possibly not returning but not by choice, and that this is the last meeting of the current Board. Trustee Ross acknowledged the service of everyone on the Board including Mr. Buri who left in May 2018, and encouraged everyone to go out and vote.

Trustee Bowslaugh presented the Division with a gift of an Indigenous plaque, which refers to the Seven Teachings of the Indigenous Peoples.

7.00 ADJOURNMENT

Mr. Sefton – Mr. Bartlette

That the Board do now adjourn. (8:28 p.m.)

Carried.

Chairperson

Secretary-Treasurer