



BRANDON SCHOOL DIVISION

February 20, 2019

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

TO BE HELD MONDAY, FEBRUARY 25, 2019
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, February 11, 2019.
Adopt.
- b) Budget Presentation, February 21, 2019.
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

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – February 25, 2019.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Finance and Facilities

K. Sumner

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

- a) Opinion Article in Winnipeg Free Press – February 12, 2019 (Appendix 'A')
- b) Notice of Rebate to Members – February 13, 2019 (Appendix 'B')
- c) BSD Allocation of Restricted Net Assets – February 13, 2019 (Appendix 'C')
- d) February Executive Highlights (Appendix 'D')
- e) Start of Review Consultations (Appendix 'E')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 11/2019 That the Auditor's Engagement Letter regarding the Audit of the December 31, 2018 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

- 12/2019 That the Request for Proposal from Kev Group Inc. in the amount of \$81,154.34 (including taxes) for three years to supply the School Funds Accounting System be accepted.

5.06 Bylaws

By-Law 2/2019

1st Reading:

That By-law 2/2019, being a borrowing by-law in the amount of \$1,218,700 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Earl Oxford School

George Fitton School

École Harrison

Maryland Park School

Project

One Modular Classroom Unit

Roof Replacement

Steam Heating System Replacement

New K-8 School

be now read for the first time.

5.07 Giving of Notice

- a) I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 3/2019, for the purpose of borrowing to meet partial costs for various construction projects in the Division.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Board Engagement – Meeting with Parent Council Representatives – 7:00 p.m., Wednesday, February 27, 2019, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, February 25, 2019, Boardroom.
- c) **Upcoming Budget Dates:**
- Budget Deliberations – 10:00 a.m. (Public), Monday, February 25, 2019, Boardroom.
 - Public Budget Consultation – 7:00 p.m., Monday, March 4, 2019, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 11, 2019, Boardroom.

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), FEBRUARY 11, 2019.

PRESENT:

Dr. L. Ross, Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. D. Kejick, 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. E. McFadzen, Acting Assistant Superintendent.

REGRETS:

Ms. S. Bambridge, Vice-Chairperson, Ms. L. Letain.

The Chairperson called the meeting to order at 6:05 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

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

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

Mr. Murray - Ms. Kejick

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held January 28, 2019 were circulated.

Mr. Bartlette – Mr. Montague

That the Minutes be approved.

Carried.

Ms. Fallis - Mr. Murray

That the Board do now resolve into Committee of the Whole In-Camera. (6:06 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, and Mr. Mathew Gustafson, Assistant Superintendent, provided information on a Student Matter and received Board direction.
- b) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a student matter and received Board direction.

- Trustee Inquiries**2.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) The Secretary-Treasurer provided an update on a Personnel Matter.
- c) The Superintendent/CEO provided an update on a Personnel Matter and answered Trustee questions.

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

- a) The Secretary-Treasurer provided an update on a Property Matter and answered Trustee questions.

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

- a) Trustee Ross asked for and received Board feedback on two (2) Board Operations Matters.

- Trustee Inquiries

Mr. Murray – Ms. Kejick

That the Committee of the Whole In-Camera do now resolve into Board. (6:58 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:06 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****4.00 REPORT OF SENIOR ADMINISTRATION**

The Superintendent/CEO provided highlights on the following items from the February 11, 2019 Report of Senior Administration:

- Celebrations
 - I Love to Read Month
 - Teacher and Staff Appreciation Week
 - Brandon School Division Contributions to Terry Fox Foundation
 - Kindergarten Information Meetings
- Information Items
 - Manitoba Education and Training Correspondence
 - Proclamation re: International Development Week in Manitoba
- Presentations
 - Gender and Sexuality Alliance Project at École secondaire Neelin High School – T. Leach, Marith B.
 - Continuous Improvement at Alexander School – L. Filewich, S. Kohut, L. Kirkup
 - High Demand Kindergarten Programming Random Selectin Process Update – M. Gustafson

Trustees asked questions for clarification.

Mr. Bartlette – Mr. Murray

That the February 11, 2019 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

5.02 Delegations and Petitions

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

One question per Division has been requested by the MSBA to be included in the Bear Pit Session with the Minister of Education and Training, taking place at the 2019 MSBA Convention in March. Trustee Bartlette brought forth a question regarding the upcoming Education Review. Trustee Montague suggested a question regarding Tier II and Tier III funding. Trustee Ross will submit both questions to MSBA in the event that another Division asks the same question.

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

07/2019 Ms. Fallis – Mr. Bartlette

That the Trustees be paid the appropriate indemnity for attending Budget Deliberations on February 25, 2019.

Carried.

08/2019 Mr. Montague – Ms. Fallis

That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2019 Convention to be held March 14 and 15, 2019 at the Delta Hotel, Winnipeg, Manitoba.

Carried.

09/2019 Mr. Sumner – Ms. Kejick

That the low Tender from Fresh Projects in the amount of \$22,679,187 (plus GST) for the construction of the new K to 8 Maryland Park School be approved.

Trustee Montague asked about the bid process for the school and whether it was a competitive process for this tender. Mr. Labossiere responded that it was a competitive process, noting there were 10 tender submissions, and of the ten tenders submitted, four were local, from the City of Brandon and surrounding area. The general contractor, from Winnipeg, will be using several sub-contractors from the City of Brandon, for items such as electrical, mechanical, and roofing work. Some of these sub-contractors include GT Smith and Sons, Brandon Heating and Plumbing and Flynn Roofing. Approximately \$10M out of the \$22.6M is work being done by local contractors.

Trustee Bartlette asked the Secretary-Treasurer if he had a total cost for Brandon School Division's participation in the project. Mr. Labossiere responded that in regards to the \$22.6M, Brandon School Division's contribution is \$585,532, or approximately 2.6%. These costs cover items such as additional millwork in classrooms, sinks in classrooms, whiteboards, hardwood floors in the gym, landscaping, fencing, additional lockers, folding partition walls in the multipurpose room, and additional area for a meeting room, cultural room and additional resource room.

Trustee Bartlette asked about additional costs that are not directly related to construction. Mr. Labossiere responded that the consultant fees are 6%, along with taxes. The Division is looking at \$624,986, which includes taxes and consulting fees and the construction component, which is funded out of the Division's Capital Reserve.

Trustee Sumner asked the Secretary-Treasurer to expand on the selection process in the role of PSFB compared to the Brandon School Division in the selection of the tender. Mr. Labossiere indicated the tenders closed in December, adding that all contractors are at the table when the tenders are opened. The PSFB is directly involved along with the Brandon School Division and MCM. This project is different than the Division's typical projects, as it is controlled by a budget amount that the Province has set aside for this school. Typically during capital projects, the Division would put forward a recommendation based on a low tender to the Province, subject to PSFB approval. Due to the size of the project, the tender process was reversed whereby the Province has reviewed the project and has already submitted the approval for this project, and the Board is now in position to approve it. Over 97% of this project is being funded by the Province.

Carried.

5.06 Bylaws

5.07 Giving of Notice

Mr. Bartlette

I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 2/2019, for the purpose of borrowing to meet partial costs for various construction projects in the Division.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

Trustee Ross further acknowledged Teacher and Staff Appreciation Week with the Board's thanks to all of the Division's employees for all the great work they do in making sure that Division kids learn something new every day. Thank you!

- a) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, February 19, 2019, Boardroom.
- b) Personnel and Policy Committee Meeting – 3:30 p.m., Tuesday, February 19, 2019, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, February 25, 2019, Boardroom.

d) Upcoming Budget Dates:

- Budget Presentation – 7:00 p.m., Thursday, February 21, 2019, Boardroom.
- Budget Deliberations – 10:00 a.m. (Public), Monday, February 25, 2019, Boardroom.
- Public Budget Consultation – 7:00 p.m., Monday, March 4, 2019, Boardroom.
- Final Budget Approval – 7:00 p.m., Monday, March 11, 2019, Boardroom.

7.00 ADJOURNMENT

Ms. Fallis – Mr. Sumner

That the Board do now adjourn. (8:09 p.m.)

Carried.

Chairperson

Secretary-Treasurer



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 7:00 P.M., THURSDAY, FEBRUARY 21, 2019.

PRESENT:

Dr. L. Ross, 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.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Ms. Elaine McFadzen, Acting Assistant Superintendent.

REGRETS:

Ms. S. Bambridge, Vice-Chairperson.

CALL:

The Chairperson called the meeting to order at 7:04 p.m. and referred to the Call.

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

a) 2019-2020 Budget Presentation

Mr. Labossiere, Secretary-Treasurer, noted the purpose of his presentation provide budget information to assist the Board of Trustees with their Budget Deliberations on February 25, 2019. The Financial Budget 2019-2020 document was circulated to Trustees.

The Secretary-Treasurer indicated the outline he would be following:

- Budget development process
- Preliminary 2019-2020 Operating Budget
- Budget and Sustainability requests
- Special Requirement/Levy
- Next Steps

The Secretary-Treasurer highlighted the factors impacting the budget considerations, including:

- 2019-2020 Budget impact on the 2020 Special Levy
- Enrollment Changes
- Programs and infrastructure for increasing diversity of student learning needs
- Provincial legislation, policies and guidelines
- Infrastructure and Support for Program Delivery
- Collective Agreement Costs
- Uncertainty of Funding
- Effects of population growth on Facility Sustainability
- Contingency Funds and Reserves

Mr. Labossiere also provided details regarding the budget development process referencing motions 48/2017 and 69/2018 approved by the Board and the directions provided to Senior Administration. Mr. Labossiere

reviewed how the Division compared to the Manitoba Provincial Average and similar divisions such as St. James and Seven Oaks using the 2018-2019 Provincial FRAME Budget Report. He spoke to enrollment and the development of the staffing budget. Mr. Labossiere provided detailed information regarding the current status of the accumulated surplus and the capital reserve accounts.

Mr. Labossiere reviewed the Special Requirement, the effect of the School Year Budget on the Special Levy and the Budget and Sustainability Requests. He provided highlights of the Ministerial Direction and guidelines used in developing the preliminary Budget:

- Provincial Guidelines for Bill 28 – The Public Services Sustainability Act.
- Reduction in the Tax Incentive Grant (TIG)
- Change in the General Support Grant (GSG) to offset Division payroll taxes.
- Limit any increases to the Special Requirement to two per cent (2.0%).

Mr. Labossiere indicated that should the Board of Trustees approve the Preliminary Budget along with all Budget and Sustainability Requests for 2019-2020, the Special Requirement increase would be 1.02% and the mill rate would decrease by 0.31%, resulting in a \$5.36 decrease in annual school taxes for a typical home assessed at \$254,571.

The Secretary-Treasurer concluded with review of the next steps and dates in the Budget Process.

Trustees asked questions for clarification regarding the increase in FTE positions and the change in teacher to pupil ratio.

Motion:

10/2019 Mr. Bartlette – Mr. Murray
That Senior Administration transfer the 2019-2020 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.
Carried.

Mr. Murray – Mr. Montague
That the meeting do now adjourn (7:49 p.m.).
Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

February 25, 2019

A. Administrative Information

I. CELEBRATIONS

1. **GRADE 9 INFORMATION MEETINGS AND OPEN HOUSES**

Grade 9 information meetings for current grade 8 students and parents/guardians were held on February 20, 2019 at Waverly Park School and February 21, 2019 at George Fitton School. As well, a grade 9 information meeting for current grade 8 English as an Additional Language (EAL) students and parents/guardians is scheduled for February 28, 2019 at École New Era School. High School open houses are scheduled as follows: February 25 at École secondaire Neelin High School; February 26 at Vincent Massey High School; February 27 at Crocus Plains Regional Secondary School.

2. **NEELIN OFF CAMPUS INDIGENOUS CULTURE PROJECT**

Vice Principal Susan Gilleshammer has been working on a number of key projects with Gerri Crilly, Indigenous Academic Achievement Consultant, Indigenous Inclusion Directorate, Manitoba Education and Training.

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from February 6, 2019 to February 20, 2019.

- February 6, 2019 – meeting with Joanne Jackson and Anne Saftich, IBM Canada K-12 Education
- February 6, 2019 – meeting with Bob Lee, Director of Field Experience, Faculty of Education, Brandon University

“Accepting the Challenge”

- February 6, 2019 – meeting with Michael Lee, Brandon Sun; Dr. Heather Duncan and Dr. Karen Rempel, Brandon University
- February 7, 2019 – HUB Committee
- February 12, 2019 – Divisional Leadership Team - Continuous Improvement Plan meeting
- February 12, 2019 – meeting with Teresa Flannery and Kimberly Cullen, Westman Delta Kappa Gamma
- February 13, 2019 – Chamber of Commerce session: Diversity in the Workplace
- February 14, 2019 – meeting with Lee Cummins
- February 14, 2019 – meeting regarding Manitoba Association of School Superintendents Field-Led Leadership Course 2019/2020
- February 15, 2019 – Southwest Superintendents Group meeting
- February 19, 2019 – Divisional Leadership Team – Operational Meeting
- February 19, 2019 – meeting with Chief Wayne Balcaen, Brandon Police Service

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	5 total	1 – 3 day 2 – 3 day 1 – 4 day 1 – 5 day	Unacceptable Behaviour Drug and Alcohol Policy Unacceptable Behaviour Unacceptable Behaviour
High Schools	11 total	1 – 3 day 4 – 3 day 1 – 4 day 2 – 5 day 2 – 5 day 1 – 5 day	Drug and Alcohol Policy Unacceptable Behaviour Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour

IV. INFORMATION ITEMS

1. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

PROCLAMATION RE: MANITOBA INCLUSIVE EDUCATION MONTH

For InformationDr. Casavant

Correspondence has been received from Honourable Kelvin Goertzen, Minister of Education and Training, proclaiming February 2019 be designated as Manitoba Inclusive Education Month. Manitoba is committed to fostering school and classroom communities where all students, including those with diverse needs and abilities, have a sense of personal belonging and achievement.

2. EARLY YEARS, MIDDLE YEARS, AND HIGH SCHOOL ATHLETICS – HIGHLIGHTS FROM SEMESTER ONE

For Information.....B. Stephens

Mr. Blake Stephens, Physical Education and Health Education Specialist, has provided the following information regarding highlights from various Early Years, Middle Years, and High School Athletics events over the course of Semester One.

Athletics Report – First Semester Summary

A number of athletic events took place in the Brandon School Division during the first semester (September 2018 – January 2019). All of our schools are fortunate to have coaches who volunteer countless hours to teach their student athletes not only sport specific skills, but also life skills such as sportsmanship, teamwork, commitment, cooperation, fair play, etc.

At the Early Years and Middle Years level, there are no league championships. Teams either arrange their own games and/or participate in a jamboree. The following tables outline the number of teams and players participating in various jamborees at the Early and Middle Years level. Unfortunately, due to inclement weather during the fall we were unable to have any of the regular outdoor activities. Some schools had their own intramural competitions in lieu of the Jamborees.

EARLY YEARS ATHLETICS		
Sport	Teams	Participants
Grade 4 Soccer		
• Girls and Boys	Cancelled due to inclement weather	
Grades 5 and 6 Soccer		
• Girls	Cancelled due to inclement weather	
• Boys	Cancelled due to inclement weather	

MIDDLE YEARS ATHLETICS		
Sport	Teams	Participants
Grades 7 and 8 Golf		
• Girls and Boys	Cancelled due to inclement weather	
Grades 7 and 8 Volleyball		
• Girls	28	308
• Boys	19	261

At the high school level, approximately 400 student athletes from the three Brandon School Division high schools competed in athletic events during the first semester.

The following tables provide a summary of each event during this period. They include:

- A list of all the Brandon School Division League Champions
- The high school teams who competed at the Provincial Championships
- The results from the Provincial Championships

BRANDON SCHOOL DIVISION – CITY HIGH SCHOOL LEAGUE CHAMPIONS	
Sport	School
Golf	
• Girls	Vincent Massey High School
• Boys	Vincent Massey High School
Cross Country	Approximately 40 students from the three high schools competed in the Zone Championships
Volleyball	
• Grade 9 Girls	Vincent Massey High School
• Junior Varsity Girls	Vincent Massey High School
• Junior Varsity Boys	Vincent Massey High School
• Varsity Girls	Vincent Massey High School
• Varsity Boys	Vincent Massey High School

BSD SCHOOLS COMPETING IN THE MANITOBA HIGH SCHOOLS ATHLETIC ASSOCIATION (MHSAA) PROVINCIAL CHAMPIONSHIPS	
Sport	School
Golf	
• Girls	Vincent Massey High School
• Boys	Vincent Massey High School
Cross-Country	19 students from the three high schools competed in the MHSAA Provincial Cross-Country Championships
Volleyball	
• AAAA Teams	

○ Junior Varsity Girls	Vincent Massey High School
○ Junior Varsity Boys	Vincent Massey High School
○ Varsity Girls	Vincent Massey High School
○ Varsity Boys	Vincent Massey High School
• AAA Teams	
○ Junior Varsity Girls	École secondaire Neelin High School
○ Junior Varsity Boys	École secondaire Neelin High School
○ Varsity Girls	École secondaire Neelin High School
○ Varsity Boys	École secondaire Neelin High School

MANITOBA HIGH SCHOOLS ATHLETIC ASSOCIATION (MHSAA) PROVINCIAL CHAMPIONSHIPS RESULTS		
MHSAA Championship	Team	Results
Golf	Vincent Massey Girls Vincent Massey Boys	2 nd place Did not place
Cross-Country	Brandon School Division	No BSD team placed 2 runners placed in the top 20 in their races.
Volleyball		
• AAA Teams	Neelin-Junior Varsity Boys Neelin-Junior Varsity Girls Neelin- Varsity Girls Neelin- Varsity Boys	Top 8 3 rd place Provincial Champions 3 rd place
• AAAA Teams	VM- Junior Varsity Boys VM- Junior Varsity Girls VM- Varsity Boys VM- Varsity Girls	Top 12 Top 8 Top 8 Top 8

Other Notes:

Brandon School Division does not have a League Championship for football. High School football teams in the Brandon School Division play in the Winnipeg High School Football League. Each high school has a football program, with over 200 total players participating this season.

Brandon School Division also has two Varsity Hockey programs, one each at Vincent Massey and Crocus Plains with a total of 43 players. These teams play from October to mid-March in the Westman High School Hockey League (WHSHL).

BSD has brought back a Varsity Curling bonspiel, which was hosted by Vincent Massey this year. Eight teams participated and plans are underway to expand it for next year.

Brandon School Division, under the guidance of Mr. Don Thomson (École secondaire Neelin High School) hosted the Manitoba High Schools Athletic Association (MHSAA) Provincial AAA Junior Varsity Volleyball Championships. Student representatives from zones all across Manitoba competed over three days in the month of November.

3. SUSPENSION REPORT – SEMESTER ONE – 2018/2019, 2017/2018, 2016/2017

For Information..... Dr. Casavant

There were two hundred twenty-two (222) suspensions reported in the first semester of 2018/2019; twenty-two (22) in elementary schools and two hundred (200) in senior high schools.

Appendix A includes details of the school suspensions by category and/or days of consequence for semester one of the current school year and the two previous school years.

V. PRESENTATIONS

1. BRANDON SCHOOL DIVISION SUSPENSIONS AND RELATED COMMUNITY STATISTICS

For Information Dr. Casavant, Chief Balcaen

Dr. Marc D. Casavant, Superintendent/CEO and Chief Wayne Balcaen, Brandon Police Service will present on student behaviour resulting in suspensions, and current issues in the community of Brandon.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information K. Buchanan

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.

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

1. INQUIRY FROM TRUSTEE BARTLETTE

For Information M. Gustafson

At the January 28, 2019 Board Meeting, Trustee Bartlette requested information as to whether Brandon School Division has a policy regarding teachers who are coaching teams in which their own child is participating. The following report provides information to the request.

The Manitoba High Schools Athletic Association (MHSAA) has no formal policy regarding parents coaching their children. It is the responsibility of the local associations to best judge who is coaching their teams.

Also, the Manitoba Physical Education Supervisors Association (MPESA) board knows of no division that has anything on this subject area.

While Brandon School Division has no specific policy or Administrative Procedure pertaining to this topic, BSD looks for school coaches who:

- demonstrate good character, ethics and fair play, and who have the long term development of our athletes in mind;
- are competent/confident in the sport;
- have the proper training, certification and accreditation; and
- are available during the allotted times.

Brandon School Division prioritizes coaches who are BSD staff.

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 1 2018/2019, 2017/2018, 2016/2017

Category of Suspension							
School	Weapons	Gangs	Drug and Alcohol	Assaultive Behaviour	Cyberbullying	Unacceptable Behaviour	Total # of Suspensions
K-8 Schools	0	0	7	8	0	7	22
High Schools	2	0	61	44	4	89	200
Combined Total for K-12 Schools (18/19)	2	0	68	52	4	96	222
Combined Total for K-12 Schools (17/18)	8	0	70	52	3	50	183
Combined Total for K-12 Schools (16/17)	5	0	38	55	5	34	137

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

# of Days Consequence	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	102	11		77	14		25	4
4-6 Days	89	11		71	6		80	7
7-10 Days	4	0		9	1		12	0
11-15 Days	2	0		2	0		4	0
16-20 Days	1	0		2	0		3	0
21-30 Days	2	0		1	0		2	0
Total # of K-12 Suspensions	200	22		162	21		126	11
Combined Total (Total # of Suspensions K-12)	222 total 2018/2019			183 total 2017/2018			137 total 2016/2017	



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, February 19, 2019 – 1:00 p.m.

Boardroom, Administration Office

Present: K. Sumner (Chair), P. Bartlette S. Montague
D. Labossiere, E. Jamora

Regrets: C. Cramer

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:12 p.m. by Committee Chair, Trustee Kevan Sumner.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the January 22, 2019 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2019-2020 Budget

Mr. Denis Labossiere, Secretary-Treasurer, provided an update on the 2019-2020 Budget, indicating that Senior Administration added an additional Budget request for Board debate at Budget Deliberations on Monday, February 25, 2019. This request is regarding the busing of grade 7 and 8 students to Home Economics and Industrial Arts classes. This Budget request comes as a result of parent feedback during the Middle Years consultation process and also from parent concerns during the school year regarding the current transportation options. Mr. Labossiere spoke on several items that impact budget.

The Committee discussed the budget documents and presentations for the upcoming budget meetings and public consultation.

Trustees asked questions for clarification.

(Trustee Bartlette exited at 2:20 p.m. and returned at 2:23 p.m.)

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. BDO Canada LLP – Engagement Letter

The Secretary-Treasurer reviewed the Auditor Engagement Letter for the Committee and answered Trustee questions. This letter is standard each year and it raised no concerns. It was agreed that a motion would be brought forward to the next Regular Meeting of the Board of Trustees.

Recommendation:

That the Auditor's Engagement Letter regarding the Audit of the December 31, 2018 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

B. Request for Proposal (RFP) – School Funds Accounting System

Ms. Eunice Jamora, Assistant Secretary-Treasurer, provided background on this item. She reviewed her memo to the Committee and provided further details regarding the proposals. Mr. Labossiere clarified that a second bidder did not meet the Division's needs. This new program has added options available that allows online payments, which will be evaluated at a later date.

Trustees asked questions for clarification. The Committee agreed to the recommendation as presented.

Recommendation:

That the Request for Proposal from Kev Group Inc. in the amount of \$81,154.34 (including taxes) for three years to supply the School Funds Accounting System be accepted.

C. Confirm Payments of Account (January)

The payments of account for the month of January were provided for information.

The report was accepted as circulated.

D. Review Monthly Reports (January)

Mr. Labossiere reviewed the financial report for January and answered Trustee questions. The reports were accepted as circulated.

E. Sub Committee Reports

- Workplace Safety & Health:
 - NIL

6. OPERATIONS INFORMATION

- The Secretary-Treasurer provided an update on the following projects:
 - New Era School – Modular Classroom
 - Linden Lanes – Grooming Room and Access Ramp
 - École Harrison – Steam Heating System Replacement
 - New Era School – Steam Unit Ventilator Replacement
 - Riverheights School – Roof
- The Secretary-Treasurer provided additional updates on the following:
 - Maryland Park School

- Ms. Eunice Jamora, Assistant Secretary-Treasurer provided information on the following:
 - Tender/Quotation Summary – Under \$50,000:
 - Truck Tender

7. NEXT REGULAR MEETING: Tuesday, March 19, 2019, 1:00 p.m., Boardroom.

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

K. Sumner (Chair)

P. Bartlette

S. Montague

J. Murray (Alternate)

Local school boards must have a role in education review

By: Alan M. Campbell

Posted: **02/12/2019 3:00 AM** | [Comments: 15](#)

It all comes down to what is best for students, families and communities. This is the important focus that mustn't be lost in the coming weeks and months as the recently-appointed commissioners prepare to start the long-awaited provincial review of K-12 education in Manitoba.

As the only level of government that has been elected with the singular mandate of ensuring that community perspective and the voices of individual Manitobans are reflected in the delivery of public education in our province, locally-elected school boards stand ready to work with the government to ensure that this review maintains that focus.

Whether you look at the public schools located in the core of our most densely populated urban centres, or those found in our smallest rural and remote communities, there is one constant: schools are at the heart of communities and are direct reflections of the people they serve. Schools meet community needs not because of centralized decision-making that paints entire populations or regions with the same brush, but because of programs that are tailored to respond to those specific needs. And school boards are the vehicle that allows this to happen.

Manitoba's public school boards are confident that the provincial review on K-12 education will be successful as long as these important facts are respected.

However, the success of the review depends entirely on the extent to which Manitobans engage in the process and understand the potential impacts of the "everything is on the table" approach endorsed by Minister of Education Kelvin Goertzen. It is difficult to understand why school-board amalgamation is being considered in this environment of fiscal austerity. The Frontier Centre for Public Policy, a conservative think-tank based in western Canada, reported that the last round of forced school-board amalgamations in the early 2000s not only failed to save money as promised by the government of the day, but actually cost taxpayers money while at the same time eroding community voices.

Manitoba's school boards are integral to the grass-roots, day-to-day delivery of public education in this province. They are advocates working on Manitobans' behalf to respond to the extraordinary challenges faced by students and staff in their own communities. Mental-health supports, resources to combat substance abuse, and breakfast programs to ensure children can start their school day ready to learn may not be traditional school responsibilities, but they are critical to student success and well-being.

Alternative language studies preserve the culture and traditions of local school communities. Community partnerships in fine arts enrich students' educational experiences, while athletic programs thrive as a result of partnerships between school boards and municipalities in the form of Joint Use and Community Use of Schools agreements. These are just some of the ways school boards work to serve their communities, and they do it all for about half of one cent of every dollar spent on public education in Manitoba.

By building on existing solid relationships with our provincial, municipal and education partners, the Manitoba School Boards Association looks forward to the dialogue that will undoubtedly take place both at the provincial and local levels throughout the review, about how important the voices of individual Manitobans are in the delivery of public education in our province.

Over the last several months, we have seen countless examples of Manitobans engaging with their local school boards in the context of the MSBA's "Local Voices, Local Choices" campaign. The response has been very encouraging as we continue to push forward with our message on protecting the foundations of our democracy, providing fiscally responsible leadership of our \$2.5-billion education system, and ensuring that we as Manitobans never lose sight of the fact that schools belong to communities.

As we move through the school division budget development period in February, many Manitobans will have already received or can expect an invitation from their local school board to engage with them in the annual process of in-depth budget consultation. With the recent announcement on the review of K-12 education, it is imperative that Manitobans start talking to their local school boards on the future of public education in their communities, and across our province.

Please visit www.mbschoolboards.ca to learn more.

Alan M. Campbell is president of the Manitoba School Boards Association.



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

MEMORANDUM

Date: February 13, 2019

To: All Chairpersons

From: MSBA President Alan M. Campbell

Subject: Proportionate rebate to all divisions of balance re: MSBA reserve fund

Dear Chairs:

Over the course of several months, MSBA Provincial Executive has examined options for allocation of the balance that has accrued beyond the Association's required six month operating reserve under our Association's Reserve Policy.

The Manitoba School Boards Association's Reserve Policy specifies that the Association retain up to six months operating costs in a reserve fund. This fund is intended to cover costs related to building repairs and maintenance, unforeseen capital costs, staff salaries in the event of severance or restructuring, and potential TRAF pension liabilities. The full reserve policy can be found in the Executive Manual in the Governance section of the Association's website. <http://www.mbschoolboards.ca/governance.php>

The reserve policy also stipulates that in the event that the balance of the reserve fund exceeds six months operating costs, the Provincial Executive must decide on the disposition of those excess funds, which are referred to as restricted net assets. Three options for disposition are outlined in the policy: (1) rebating member boards; (2) offsetting future membership fees; or (3) funding specific projects approved by the Executive.

At its meeting on February 11, 2019, the Executive considered options for the disposition of current restricted net assets, totaling \$175,000. The Executive elected to institute the first of the options listed above, rebating member boards. Rebates have therefore been calculated in proportion to membership fees paid.

Secretary-Treasurers will soon be notified of the amount that is to be received by your school board under this rebate and a cheque will follow in the amount that is proportionate to each school board.

Thank you for your attention to this matter. We do trust that this will assist with budgeting for the forthcoming year.

Sincerely,

A handwritten signature in black ink, which appears to read "Alan M. Campbell". The signature is written in a cursive, flowing style.



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

February 13, 2019

Denis Labossiere
Secretary-Treasurer
Brandon S.D.
1031-6th Street
Brandon, MB R7A 4K5

Dear Mr. Labossiere:

The Manitoba School Boards Association's Reserve Policy specifies that the Association retain up to six months operating costs in a reserve fund. This fund is intended to cover costs related to building repairs and maintenance, unforeseen capital costs, staff salaries in the event of severance or restructuring, and potential TRAF pension liabilities. The full reserve policy can be found in the Executive Manual in the Governance section of the Association's website.

The reserve policy also stipulates that in the event that the balance of the reserve fund exceeds six months operating costs, the Provincial Executive must decide on the disposition of those excess funds, which are referred to as restricted net assets. Three options for disposition are outlined in the policy: (1) rebating member boards; (2) offsetting future membership fees; or (3) funding specific projects approved by the Executive.

At its meeting on February 11, 2019, the Executive considered options for the disposition of \$175,000 in current restricted net assets. The Executive elected to institute the first of the options listed above, rebating member boards. Rebates have been calculated in proportion to membership fees paid. A cheque will follow in the amount of \$7,899.18, which constitutes Brandon S.D.'s share of the \$175,000 restricted net assets.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Campbell".

Alan Campbell
President

AC/kh

Executive Highlights

Monday, February 11, 2019

Alan Campbell
President
204-886-7121

Sandy Nemeth
Vice-President
(6,000 students or more)
204-230-6475

Vacant
Vice-President
(fewer than 6,000 students)

Floyd Martens
Past President
204-937-8968

Kelli Riehl
Director Region 1
204-539-2803

Patty Wiebe
Director Region 2
204-324-9300

Lena Kublick
Director Region 3
204-757-2889

Leslie Tucker
Director Region 4
204-677-1458

Jerry Sodomlak
Director Region 5
204-999-1409

Cheryl Smukowich
Director Region 5
204-885-0054

Lisa Naylor
Director Region 6
204-803-1342

1. The Executive considered the three options outlined in the association's reserve policy with respect to allocating restricted net assets accrued above the six months operating expenses. They chose to rebate, proportionally based on membership fees, to all member boards.
2. The Manitoba Chambers of Commerce 2019 Leaders Series breakfasts take place this spring. The Executive reviewed and approved MSBA's continued sponsorship.
3. Patty Wiebe and Cheryl Smukowich were appointed to fill two of the three vacancies on the Resolutions and Policy Committee. The third vacancy will be filled upon confirmation of a volunteer's continued willingness to serve on the committee.
4. A brief review of the Executive and board-sponsored resolutions was conducted, including the assignment of seconders for the executive resolutions.
5. The membership survey results around scheduling and format of future association meetings was shared. Based on the feedback, the Executive concluded that a two-day event incorporating a full general meeting, regional meetings and PD sessions will take place on November 22 & 23, 2019.

JW/ak

*Should you have any questions about the items listed above, please feel free to contact any member of the MSBA Executive or Josh Watt, MSBA Executive Director. **The official minutes of the meeting will be posted to the MSBA Website once approved at the Executive's next meeting on March 13, 2019.***

**** URGENT ****
MEMORANDUM

February 20, 2019

TO: All Board Chairs and Secretary-Treasurers

FROM: Alan M. Campbell
President

RE: START OF REVIEW CONSULTATIONS

Two questions for each board (*if you can respond as soon as you are able, that would be appreciated*):

- 1) **Have you been contacted by your local MLA or by another government representative in connection with the K-12 Education Review Commission? If so, are you in a position to share the themes(s) or topic(s) that have or will be addressed by your division during these consultations?**
- 2) **Do you as members feel that you have the right information to speak to your own local realities, as well as to the provincial realities facing public education in Manitoba at current time?**

I. BACKGROUND

It has now been brought to our attention by two Chairpersons that their board has been asked by local Members of the Legislative Assembly to convene informal focus groups or roundtable discussions (with a variety of stakeholder groups internal to each of their divisions, including trustees, administration, students, and staff).

The topic for these focus group or roundtable discussions touch on specific components or themes identified under the K-12 Education Review Commission.

In an effort to understand the situation on the ground, we are sending this memo to you to inquire as to whether any other board has had any such conversations that have been initiated by their local MLA?

For MSBA, it is of paramount importance that, to the extent possible, we attempt to provide you our members with information on the provincial situation where relevant, so that you can ensure that your own local voices and local choices are represented during these consultations, while also communicating the opportunities and challenges that exist on the larger provincial scale too.

II. SOME RESOURCES FOR YOU

A general reminder to all boards that we have recently published many tools, resources and fact sheets that are designed to help you speak to public education at the provincial level in Manitoba.

.../2

- **Talking About Series:** http://www.mbschoolboards.ca/documents/TalkingAbout_May2018.pdf
- **Local Voices, Local Choices Campaign tools and materials:** <http://www.mbschoolboards.ca/localVoices.php>

The Local Voices webpage has links to

- our recent survey of Manitobans concerning their views on school boards and school governance,
- media features,
- our formal responses to the pre-budget consultation proposals, and much more.
- **We have also created a web-page dedicated specifically to the Review Commission, which you can use to engage communities so that they can send written submissions to the Commission, or for them to request appearances during the public consultations. Please visit www.localvoices.ca and visit the "K-12 Education Review" link on that page.**

An important reminder that we also sent out a

- **Municipal Engagement Guide** to all boards as part of the Divisional Mail following the October elections.

If you did not receive this important guide, we can certainly distribute it to your board so that you can see some of the topics that have traditionally informed school board dialogue with our municipal counterparts.

These themes may arise during the consultations of the K-12 Education Review Commission. Please contact Executive Director Josh Watt at jwatt@mbschoolboards.ca if you wish to receive a copy of this guide.

III. GENERAL SUPPORT AND ASSISTANCE

In closing, I would also like to repeat what we shared with all boards during the November General Meeting: **all of the materials that MSBA produces can readily be used by any school board.** Please feel free to cut and paste, borrow, alter or adapt any materials we have produced for your own local context.

If we can provide any support or assistance during your upcoming consultations or community engagements in any way, please do not hesitate to reach out.

The videos we have produced and the materials we have prepared can be edited to include your logo, as might be required for the purpose of engaging your communities, your MLAs and/or the Provincial Education Review Commission!

Sincerely,

