



BRANDON SCHOOL DIVISION

February 19, 2020

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

TO BE HELD MONDAY, FEBRUARY 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, February 10, 2020.
Adopt.
- b) Special Board Meeting, February 13, 2020.
Adopt.
- c) Budget Presentation, February 13, 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

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – February 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

16/2020 That the Tender from CW2 Construction in the amount of \$254,216 (excluding GST) for the Earl Oxford Storage Renovation funded through the 2019-2020 Operating Budget, be accepted.

17/2020 That the Tender from Caliber Sport Systems Inc. in the amount of \$68,654.25 (including taxes) for the Supply and Installation of the Gym Floor at Waverly Park School funded through the 2019-2020 Operating Budget, be accepted.

5.06 Bylaws**By-Law 1/2020****2nd Reading:**

That By-law 1/2020, being a borrowing by-law in the amount of \$10,055,400 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Green Acres School
Maryland Park School
Riverheights School

Project

Gymnasium Addition
New K-8 School
Roof Replacement

be now read for the second time, having been first read on February 10, 2020.

3rd Reading:

That the rules be suspended and By-Law 1/2020 be now read for a third and final time, and taken as read, finally passed.

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

- a) Parent/Guardian/Division Committee Meeting – 7:00 p.m., Wednesday, February 26, 2020, Boardroom.
- b) Brandon Community Drug and Alcohol Education Coalition Meeting, Thursday, March 5, 2020, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, March 9, 2020, Boardroom.
- d) Upcoming Budget Dates:
 - Budget Deliberations – 10:00 a.m. – Public Portion, (9:00 a.m. – In-Camera Portion), Monday, February 24, 2020, Boardroom.
 - Public Budget Presentations – 7:00 p.m., Monday, March 2, 2020, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 9, 2020, 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), MONDAY, FEBRUARY 10, 2020.

PRESENT:

Dr. L. Ross, Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. D. Kejick, Ms. L. Letain, Mr. S. Montague, Mr. J. Murray.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. K. Rance, Live Streaming Video Operator.

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

REGRETS:

Ms. S. Bambridge, Vice-Chairperson.

The Chairperson called the meeting to order at 6:04 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

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

Trustee Ross added four (4) items for In-Camera.

Ms. Fallis – Mr. Bartlette

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 27, 2020 were circulated.

Mr. Bartlette – Ms. Fallis

That the Minutes be approved.

Carried.

Ms. Letain – Ms. Kejick

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**

- a) Dr. Marc Casavant, Superintendent/CEO, 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 and answered Trustee questions.

- Trustee Inquiries**2.03 Property Matters/Tenders****- Reports****- Trustee Inquiries****2.04 Board Operations****- Reports**

- a) Mr. Denis Labossiere, Secretary-Treasurer, provided information and discussed two (2) Board Operations Matters.
- b) The Secretary-Treasurer provided information on a Board Operations Matter.
- c) Trustee Ross spoke on three (3) Board Operations Matters and received Board feedback.
- d) Trustee Ross provided information on a Board Operations Matter.

- Trustee Inquiries

Mr. Bartlette – Mr. Murray

That the Committee of the Whole In-Camera do now resolve into Board. (6:56 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:03 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 10, 2020 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - I Love to Read Month
 - Information Items
 - Presentations
 - Continuous Improvement at Earl Oxford School – R. Tomlinson, M. Jordan, K. Kerkowich

Mr. Bartlette – Ms. Fallis

That the February 10, 2020 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Board Engagement – Meeting with the Brandon Catholic School Board
Trustee Ross gave a verbal report on the meeting between the Brandon School Division Board of Trustees and the Brandon Catholic School Board held on January 29, 2020.

Ms. Fallis – Ms. Kejick

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) Local Voices, Local Choices Radio and Social Media Campaign Memo – February 5, 2020
b) Executive Highlights – February 3, 2020

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

12/2020 Ms. Fallis – Mr. Murray

That the Trustees be paid the appropriate indemnity for attending Budget Deliberations on February 24, 2020.

Carried.

13/2020 Ms. Letain – Ms. Kejick

That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2020 Convention to be held March 12 and 13, 2020 at the Delta Hotel, Winnipeg, Manitoba.

Carried.

5.06 Bylaws

Mr. Bartlette
By-Law 1/2020

1st Reading:

That By-law 1/2020, being a borrowing by-law in the amount of \$10,055,400 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Green Acres School
Maryland Park School
Riverheights School

Project

Gymnasium Addition
New K-8 School
Roof Replacement

be now read for the first time.

Carried.

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

- a) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, February 18, 2020, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, February 24, 2020, Boardroom.
- c) Upcoming Budget Dates:
 - Budget Presentation – 7:00 p.m., Thursday, February 13, 2020, Boardroom.
 - Public Budget Consultation – 7:00 p.m., Thursday, February 20, 2020, Boardroom.
 - Budget Deliberations – 10:00 a.m. – Public Portion, (9:00 a.m. – In-Camera Portion), Monday, February 24, 2020, Boardroom.
 - Public Budget Presentations – 7:00 p.m., Monday, March 2, 2020, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 9, 2020, Boardroom.

7.00 ADJOURNMENT

Mr. Murray - Ms. Fallis
That the Board do now adjourn. (7:26 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 6:45 P.M., THURSDAY, FEBRUARY 13, 2020.

PRESENT:

Dr. L. Ross, Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. L. Letain, Mr. J. Murray.

Mr. D. Labossiere, Secretary-Treasurer.

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

REGRETS:

Ms. S. Bambridge, Vice-Chairperson, Ms. D. Kejick.

CALL:

The Chairperson called the meeting to order at 6:45 p.m. and referred to the Call.

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

a) Personnel Matter – In-Camera Discussion

Ms. Fallis – Ms. Letain

That the Board do now resolve into Committee of the Whole In-Camera. (6:46 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

The Board discussed a Personnel Matter In-Camera.

a) Confidential #1 was reviewed. The Committee Chairperson spoke to the report.

Mr. Murray – Ms. Letain

That the Committee of the Whole In-Camera do now resolve into Board. (7:07 p.m.)

Carried.

IN BOARD:

14/2020

Mr. Murray – Ms. Fallis

That Confidential #1 and the recommendations therein be approved.

Carried.

Ms. Letain – Mr. Murray

That the meeting do now adjourn (7:08 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 13, 2020.

PRESENT:

Dr. L. Ross, Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. L. Letain, Mr. J. Murray.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. K. Rance, Live Streaming Video Operator.

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

REGRETS:

Ms. S. Bambridge, Vice-Chairperson, Ms. D. Kejick.

CALL:

The Chairperson called the meeting to order at 7:09 p.m. and referred to the Call.

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

a) 2020-2021 Budget Presentation

Mr. Denis Labossiere, Secretary-Treasurer, noted that the purpose of his presentation was to provide budget information to assist the Board of Trustees with their Budget Deliberations on February 24, 2020. The Financial Budget 2020-2021 document was circulated to Trustees.

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

- Budget development process
- Preliminary 2020-2021 Operating Budget
- Budget and Sustainability requests
- Special Requirement/Levy
- Next Steps

(Trustee Murray exited at 7:22 p.m., returned at 7:23 p.m.)

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/Policy
- 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 and the directions provided by the Board 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 2019-2020 Provincial Draft 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.

Mr. Labossiere indicated that should the Board of Trustees approve the Preliminary Budget along with all Budget and Sustainability Requests for 2020-2021, the Special Requirement would decrease an average home by (0.29%) and the mill rate would decrease by (2.06%), resulting in a \$15.55 increase in annual school taxes for a typical home assessed at \$270,000.

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

Trustees asked questions for clarification regarding the staffing budget and increase in WCB rates.

Motion:

15/2020 Mr. Bartlette – Ms. Fallis
That Senior Administration transfer the 2020-2021 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.
Carried.

Ms. Letain – Ms. Fallis
That the meeting do now adjourn (7:58 p.m.).
Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

February 24, 2020

A. Administrative Information

I. CELEBRATIONS

1. RIVERVIEW SCHOOL LEGACY TIPI TOUR PARENT/COMMUNITY INFORMATION NIGHT

On February 11, 2020 Riverview School hosted a Legacy Tipi Tour Parent/Community Information Night. The school discussed where the tipi will be located, how the space will be used, and the themes of the teaching plaques. Those in attendance enjoyed a meal of elk stew, bannock, homemade jam and homemade cookies.

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from February 5, 2020 to February 18, 2020.

- February 5, 2020 – meeting with Kevin Nabess, Director of Education/Principal, Sioux Valley Education
- February 10, 2020 - Continuous Improvement Plan – Divisional Leadership Team meeting
- February 11, 2020 – Community Safety and Well-Being meeting
- February 11, 2020 – Manitoba Police Commission, Community Mobilization Steering Committee and Brandon Police Board meeting
- February 14, 2020 – Southwest Superintendents Group meeting

“Accepting the Challenge”

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENT</u>	<u>INAPPROPRIATE BEHAVIOUR</u>	<u>ASSAULTIVE BEHAVIOUR</u>	<u>DRUGS AND ALCOHOL</u>
Elementary	1 total	1	-	-
High School	18 total	12	6	-
		* 7 vaping	* 0 weapons	

* Infractions may fall under more than one category.

IV. INFORMATION ITEMS

1. SUSPENSION REPORT – SEMESTER ONE – 2019/2020, 2018/2019, 2017/2018

For Information..... Dr. Casavant

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.

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.

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 2019 – January 2020). 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 outlines the number of teams and players participating in

various jamborees at the Early and Middle Years level. This year, the weather cooperated, and we were able to hold all of our sporting events.

EARLY YEARS ATHLETICS		
Sport	Teams	Participants
Grade 4 Soccer		
• Girls and Boys	27	360
Grades 5 and 6 Soccer		
• Girls	23	265
• Boys	24	234

MIDDLE YEARS ATHLETICS		
Sport	Teams	Participants
Grades 7 and 8 Golf		
• Girls and Boys	All K-8 schools	108
Grades 7 and 8 Volleyball		
• Girls	25	284
• Boys	25	260

At the high school level, approximately 400 student athletes from three of the 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 three of the high schools competed in the Zone Championships

Volleyball	
• Grade 9 Girls	Vincent Massey High School
• Grade 9 Boys	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 three of the high schools competed in the MHSAA Provincial Cross-Country Championships
• AAAA Volleyball Teams	
o Junior Varsity Girls	Vincent Massey
o Junior Varsity Boys	No BSD team represented
o Varsity Girls	Vincent Massey High School
o Varsity Boys	Vincent Massey High School
• AAA Teams	
o Junior Varsity Girls	École secondaire Neelin High School
o Junior Varsity Boys	École secondaire Neelin High School
o Varsity Girls	École secondaire Neelin High School
o 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	Top 12 Top 16
Cross Country	Brandon School Division	2 runners placed in the top 15 in their races.
Volleyball		
• AAA Teams	Neelin-Junior Varsity Boys Neelin-Junior Varsity Girls Neelin- Varsity Girls Neelin- Varsity Boys	Championship winner 3 rd place Championship winner Top 8

<ul style="list-style-type: none"> AAAA Teams 	VM- Junior Varsity Girls VM- Varsity Boys VM- Varsity Girls	Top 4 Top 8 Finalists
--	---	-----------------------------

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. Vincent Massey High School, Crocus Plains Regional Secondary School and École secondaire Neelin High School have football programs, with over 200 total players participating this season.

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

Curling continues to experience growth. Brandon School Division hosted a bonspiel last year, but this season there was a conflict and a number of teams could not attend. They will continue to try again next season. Brandon School Division is sending representatives from three high schools to the MHSAA Curling championships in late February, and the results will be included in the second semester report.

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

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 2019/2020, 2018/2019, 2017/2018

Category of Suspension							
School	Weapons	Gangs	Drug and Alcohol	Assaultive Behaviour	Cyberbullying	Unacceptable Behaviour	Total # of Suspensions
K-8 Schools	0	0	5	12	1	5	23
High Schools	7	0	28	45	5	108	193
Combined Total for K-12 Schools (19/20)	7	0	33	57	6	113	216
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

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	91	13	102	11	77	14
4-6 Days	69	10	89	11	71	6
7-10 Days	18	0	4	0	9	1
11-15 Days	8	0	2	0	2	0
16-20 Days	3	0	1	0	2	0
21-30 Days	4	0	2	0	1	0
Total # of K-12 Suspensions	193	23	200	22	162	21
Combined Total (Total # of Suspensions K-12)	216 total 2019/2020		222 total 2018/2019		183 total 2017/2018	



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, February 18, 2020 – 1:00 p.m.

Boardroom, Administration Office

Present: P. Bartlette (Chair), L. Ross
D. Labossiere, E. Jamora, C. Cramer
Regrets: S. Bambridge (Alternate), J. Murray

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:06 p.m. by Acting Committee Chair, Trustee Peter Bartlette.

2. ELECTION OF CHAIR

The Committee agreed that Trustee Peter Bartlette will serve as Chair of the Finance and Facilities Committee for the remainder of the 2019-2020 year.

3. APPROVAL OF AGENDA

The agenda was approved as circulated.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the January 21st and January 23rd meetings were received as information.

5. COMMITTEE GOVERNANCE GOAL ITEMS

6. OTHER COMMITTEE GOVERNANCE MATTERS

A. Tender – Storage Room Renovation – Earl Oxford School

Ms. Caroline Cramer, Director of Facilities and Transportation, reviewed the Tender information provided to the Committee, indicating that CW2 Construction had the lowest bid and that the project is scheduled to be completed by June 30, 2020. Mr. Denis Labossiere, Secretary-Treasurer, also spoke to this item, noting that this renovation will improve accessibility, meet storage code requirements, and address fire regulations in the school basement. He indicated that there will now be Divisional space for Band and Choral program storage.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from CW2 Construction in the amount of \$254,216 (excluding GST) for the Earl Oxford Storage Renovation funded through the 2019-2020 Operating Budget, be accepted.

B. Tender – Supply and Installation – Gym Floor – Waverly Park School

The Director of Facilities and Transportation reviewed the Tender information for the Committee. The Secretary-Treasurer added that Public Schools' Finance Branch (PSFB) does not cover the cost to replace gymnasium flooring.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from Caliber Sport Systems Inc. in the amount of \$68,654.25 (including taxes) for The Supply and Installation of the Gym Floor at Waverly Park School funded through the 2019-2020 Operating budget, be accepted.

C. Confirm Payments of Account (January)

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

The reports were accepted as circulated.

D. Review Monthly Reports (January)

The Monthly Reports for the month of January were provided for information.

Trustees asked questions for clarification.

The reports were accepted as circulated.

E. Sub-Committee Reports

- Workplace Safety and Health – NIL

7. OPERATIONS INFORMATION

- Ms. Caroline Cramer, Director of Facilities and Transportation, provided updates on the following projects:
 - Riverheights School – Roof Replacement
 - Vincent Massey High School – Fitness Room
- Mr. Denis Labossiere, Secretary-Treasurer, provided updates on the following:
 - Maryland Park School – Furniture Tender
 - Long-Term Borrowing for School Capital Projects – Letter from PSFB
- Tender/Quotation Summary – Under \$50,000:
 - Copier Paper - White

8. NEXT REGULAR MEETING: Tuesday, March 17, 2020, 1:00 p.m., Boardroom.

The meeting adjourned at 1:58 p.m.

Respectfully submitted,

P. Bartlette (Chair)

S. Bambridge

J. Murray

L. Ross (Alternate)