



# 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), SEPTEMBER 10, 2018.

## **PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Kruck, 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:**

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 six (6) items for In-Camera.

Mr. Sefton – 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 August 27, 2018 were circulated.

Mr. Kruck – Mrs. Bowslaugh

That the Minutes be approved as amended.

Carried.

Ms. Bambridge - Mr. Sumner

That the Board do now resolve into Committee of the Whole In-Camera. (6:07 p.m.)

Carried.

**IN COMMITTEE OF THE WHOLE IN CAMERA**

**Guest:** Leila Cummins (exited at 6:25 p.m.)

**2.00 IN CAMERA DISCUSSION:****2.01 Student Issues****- Reports**

- a) Dr. Marc Casavant, Superintendent/CEO, provided information on two (2) Student Matters.
- 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 Secretary-Treasurer provided information on a Personnel Matter.

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

- a) The Secretary-Treasurer provided information on a Board Operations Matter and received direction from the Board.

**- Trustee Inquiries**

Mr. Sumner – Mr. Kruck

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 7:05 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 September 10, 2018 Report of Senior Administration:

- Administrative Information
  - Celebrations
    - St. Augustine School 50<sup>th</sup> Anniversary

St. Augustine School Principal Chris Czarnecki attended the meeting and provided background and history on the relationship between the Brandon Catholic School Board, the Brandon School Division and St. Augustine School. Mr. Czarnecki thanked the Trustees and their visionary predecessors for bringing St. Augustine School into the Division and extended an invitation to Trustees and Senior Administration to attend the 50<sup>th</sup> Anniversary Celebration scheduled for Wednesday, September 19, 2018 at St. Augustine School.

The Secretary-Treasurer spoke on the upcoming Trustee Election and noted the Nomination Period is from September 12 to September 18, 2018. He encouraged those interested in running for School Trustee to contact Ms. Melanie Powers, Senior Election Official at City Hall.

Ms. Bambridge – Mr. Bartlette

That the September 10, 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 September 5, 2018 was circulated.

Mr. Sefton – Mr. Kruck

That the Report be received and filed.

Trustee Bartlette asked the Secretary-Treasurer to review some of the items not covered by the province in regards to the new school being built. Mr. Labossiere responded with several items that may or may not be fully covered by PSFB, including additional soil for school site elevation, drainage, parking, equipment costs for Industrial Arts, Home Economics, Band rooms, resource areas, fencing, sodding, playgrounds, outdoor basketball nets, sheds and computers.

Trustee Sumner noted that creating a reserve for funds does not mean the Division has to spend every penny in that reserve, but with the tight timeline of this school build, it allows a timely response to issues or costs as they arise.

Trustee Sumner asked the Secretary-Treasurer to speak to the surplus and provide information on where these funds come from.

Mr. Labossiere responded that there are several areas that affect budgets, including higher interest rates, staff changes such as retirements, maternity and paternity leaves where new employees are hired at lower salaries. The purchase of propane buses has resulted in a decrease in fuel and maintenance costs, which has also been aided by the addition of two (2) bus bays and a second mechanic. Another factor is a difference in methodology in advertising for job positions, rebates,

lower heating and electricity costs due to new roofs, weather. Half-Day PD sessions in 2017-2018 also resulted in lower Professional Development costs.

Carried.

- b) Canadian School Boards Association (CSBA) Congress - Halifax, Nova Scotia, July 4 – 8, 2018

Trustee Bartlette provided a verbal report on the Canadian School Boards Association (CSBA) Congress he attended in July 2018.

Mr. Bartlette - Mr. Sefton

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

### **5.04 Public Inquiries (max. 15 minutes)**

- a) Ms. Barb Gribben, Treasurer, CUPE Local 737, followed up on her public inquiry from August 27, 2018, noting that Trustees may not know that the proclamation has not been received by the Division. Ms. Gribben provided and read a copy of the letter CUPE received on May 28, 2018, from then Minister of Education, Ian Wishart. The letter informed CUPE that their request for a proclamation from the Manitoba Government proclaiming the week of September 17 to September 21, 2018 as “*School Support Staff Recognition Week*” had been granted.

Ms. Gribben indicated that CUPE had been in contact with the Minister’s office, who indicated that they were working on this proclamation and that it should be sent to Division’s sometime this week.

### **5.05 Motions**

58/2018 Ms. Bambridge – Mr. Murray

That the Board of Trustees Governance Goals be updated and accepted as follows:

#### **Education and Community Relations:**

- 1) Monitoring of Continuous Improvement Plan Report
- 2) Building relationships with existing and new stakeholder groups and with government.

Finance and Facilities:

- 1) Implement a multi-year budget strategy to plan for future sustainability and attempt to limit the school property tax impact on a typical home to the sum of inflationary pressures plus enrollment growth. Ability to achieve this goal is dependent upon provincial guidelines and funding support.
- 2) Continue to explore and develop the use of new and existing learning spaces in Brandon School Division to support current and future programming, with an emphasis on safety, security and access.
- 3) To lobby the province for increased Tier 2 and Tier 3 support given the large and increasing needs of the student population in Brandon School Division.

Carried.

59/2018 Mrs. Bowslaugh – Mr. Bartlette

That the Board approve the research request from Jen Dixon, Brandon School Division, for the research project entitled “Implications Associated with Independent Physical Education”.

Trustees asked questions for clarification.

Carried.

60/2018 Mr. Bartlette – Mr. Sefton

That the request involving thirteen (13) male and six (6) female Crocus Plains Regional Secondary School architecture and engineering students in grades 10 to 12 to make a trip to Portugal, March 21 to March 30, 2019 be approved and carried out in accordance with Board Policy #9.

Carried.

61/2018 Mr. Sefton – Mr. Bartlette

That the amount of \$1,000,000 from the Operating Fund Surplus be allocated to the New School Capital Reserve Fund for additional costs associated with a new school including furnishings and equipment that is not covered by the Province, subject to PSFB approval.

Carried.

62/2018 Mr. Sumner – Mr. Murray

That the amount of \$60,000 from the Operating Fund Accumulated Surplus be allocated to the Accessibility/Barrier Free Facility Improvements Capital Reserve Fund for installation of power door openers at the following facilities/schools: Administration Office, Crocus Plains, Green Acres, King George, Linden Lanes, O’Kelly, Riverview, St. Augustine and Vincent Massey, subject to PSFB approval.

Trustee Bowslaugh asked questions for clarification.

Carried.

63/2018 Mr. Kruck – Mrs. Bowslaugh

That the amount of \$240,000 from the Operating Fund Accumulated Surplus be allocated to the Gender Neutral/Accessible Washrooms Capital Reserve Fund to address the needs regarding gender neutral/accessible washrooms in our facilities, subject to PSFB approval.

Carried.

64/2018 Mr. Murray – Ms. Bambridge

That the amount of \$500,000 from the Operating Fund Accumulated Surplus be allocated to a Computer Network Infrastructure Capital Reserve Fund for the replacement of Edge Switches, Firewalls and DWDM Connectors, subject to PSFB approval.

Carried.

65/2018 Mr. Sumner – Mr. Murray

That the amount of \$700,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacement and expansion of the school bus fleet.

Trustee Bartlette asked if this amount would cover the cost of three (3) school buses. The Secretary-Treasurer responded that this year four (4) school buses were purchased at a cost of \$545,000.

Carried.

## **5.06 Bylaws**

Ms. Bambridge

### **By-Law 6/2018**

#### 1<sup>st</sup> Reading:

That Bylaw 6/2018 being a bylaw of the Brandon School Division to authorize payment of indemnities and mileage to Trustees and repealing Bylaw 14/2017 passed on January 8, 2018 be now read for the first time.

Carried.

## **5.07 Giving of Notice**

## **5.08 Trustee Inquiries**

## **6.00 ANNOUNCEMENTS**

- a) Education and Community Relations Committee Meeting – 3:00 p.m., Monday, September 17, 2018, Boardroom.
- b) Information Session for Trustee Candidates – 12:00 p.m., Thursday, September 20, 2018, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, September 24, 2018, Boardroom.

Mr. Murray - Mr. Sefton

That the Board do now resolve into Committee of the Whole In-Camera. (8:02 p.m.)

Carried.

### IN COMMITTEE OF THE WHOLE IN CAMERA (8:02 p.m.)

Mr. Murray – Mr. Kruck

That the Committee of the Whole In-Camera do now resolve into Board. (8:09 p.m.)

Carried.

**7.00 ADJOURNMENT**

Mr. Sumner – Mr. Bartlette

That the Board do now adjourn. (8:10 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer