



# 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 9:00 A.M., TUESDAY, FEBRUARY 20, 2018.

**PRESENT:**

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton.

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, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. Eunice Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources, Ms. Caroline Cramer, Director of Facilities and Transportation, Mr. Brent Ewasiuk, Director of Management & Information Systems Technology.

The Board met In-Camera from 9:10 a.m. to 9:55 a.m.

**CALL:**

The Chairperson called the meeting to order with a traditional heritage acknowledgement at 10:04 a.m. and referred to the Call.

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

a) Budget Deliberations for 2018-2019

Chairperson, Dr. Linda Ross, provided opening remarks and welcomed everyone to the meeting. Trustee Ross explained the process of the Budget Deliberations including debating and discussing the actual proposals.

Trustee Ross noted that as Trustees, their mandate is to provide the best education possible to meet the diverse needs of the Division's very diverse student population, keeping in mind that the resources of the taxpayer are limited. She added that the Budget reflects the educational and supportive services for students as well as the operations of the Division. It has been the goal of this Board to restrict increases to reflect the rate of inflation and expected enrolment increases.

Trustee Ross indicated that this year the following Ministerial directions and guidelines have further informed development of the Budget:

- Bill 28 – Public Services Sustainability Act
- Reduction in the Tax Incentive Grant (TIG)
- Reduction in the General Support Grant (GSG)
- 15% reduction in Division Administration cost limits
- Limitation of any increase to the Special Requirement to 2%

She noted that setting the budget is one of the most important functions served by Trustees and they take this responsibility very seriously. Decisions that are made are made only after careful consideration and deliberation that is the culmination of several months' work.

Dr. Marc Casavant, Superintendent/CEO, spoke on the Continuous Improvement Plan, noting that Brandon School Division is very well aligned with the Province. The Division's five priorities in the system are based on Best Practices, Responding to Diversity, Students' Sense of Belonging, School-Family Relationships, Early Learning. He noted challenges to overcome, including closing the achievement gap for Indigenous and EAL students, developing and implementing best practices around literacy and numeracy to reflect the diversity of learning styles, and reviewing existing program offerings in light of current enrolment/capacity issues in many of the Division's schools.

Mr. Labossiere, Secretary-Treasurer, reviewed the 2018-2019 Financial Budget document and noted that the objective of the day was for the Board to give tentative approval to the 2018-2019 Operating Budget, subject to Administrative checking and review. Final and formal approval will be given by Board Motion at the Board meeting scheduled for March 12, 2018. He noted the upcoming deadlines with respect to forwarding the budget information to Municipalities and the Government.

Mr. Labossiere outlined the 2018-2019 Financial Budget document to be considered and reviewed the following:

- 1) Enrollment
- 2) Staffing Budget
- 3) Accumulated Surplus and Capital Reserves
- 4) Preliminary 2018-2019 Budget Summary
  - Ministerial Direction and Guidelines
  - Revenue
  - Expenditures
- 5) Budget and Sustainability Requests
- 6) Special Requirement/Levy

Mr. Labossiere noted that the Budget required careful consideration as the Board is setting in motion changes in the level of service the Division will provide in future years, change that will require careful and thoughtful planning as to the impact on staff and students.

Trustee Kruck asked when the Division will receive a response regarding the Division's request for seven modular classrooms and whether this response will come before the Special Levy is set.

Mr. Labossiere responded that last year by this time the Division had already received a response to its request for modular classrooms. There has been no response to date regarding this year's request and it is unsure when the Division will receive word from the Province.

Trustees asked questions for clarification.

Trustee Sumner asked Mr. Labossiere to clarify that the Division does not have a deficit budget. Mr. Labossiere indicated that for the Preliminary Budget, Scenario 1 is approving the budget with a \$41,300 shortfall, where the Division has to make up this shortfall with Municipal taxes. That is the Division's only way to make up that shortfall unless the Board of Trustees decides to make further reductions on the Budget.

Trustee Murray asked about the review of the Capital and Maintenance Budget, as in past years this took place before the review of the Budget and Sustainability Requests. Mr. Labossiere responded that there is a summary of the Capital and Maintenance Budget included in the Financial Budget document and the full printed version of the Capital and Maintenance Budget is available should Trustees wish to view it. He added that the Finance and Facilities Committee had previously discussed this matter and felt that it was not needed as it was 1.2% of budget. The Summary is found on page 46 of the Budget document, with the changes for the Budget essentially 1.5% plus enrollment growth based on the guidelines from Motion 93/2017. Therefore the Capital and Maintenance Budget has increased by \$20,500 from \$1,247,600 to \$1,268,100.

The Budget and Sustainability Requests recommended for consideration were presented as follows:

**Trustee/Board Committee Budget Requests:**

**Facilities/Transportation**

Joint Use Agreement – School Grounds Improvement – Finance and Facilities Committee	\$ 10,000
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Joint Use Agreement – Playground Replacement – Finance and Facilities Committee	\$ 20,000
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<b>Trustee/Board Committee Budget Request Total:</b>	<b><u>\$ 30,000</u></b>
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**Senior Administration Sustainability Requests:**

**Business**

Learning Support Services Data Tracking and Management Software	\$ 45,000
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**Facilities/Transportation**

Two (2) Term bus routes to service the Island Lakes, Woodlands South Brandon Area until new school is built (2.0 FTE)	\$ 51,400
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**Human Resources**

Half-Time Vice-Principals at Betty Gibson and King George Schools (1.0 FTE)	\$128,100
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Additional Educational Assistants – Appropriate Educational Programming (AEP) (5.0 FTE)	\$128,000
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<b>Senior Administration Sustainability Request Total:</b>	<b><u>\$256,100</u></b>
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<b>Total Trustee and Senior Administration Budget and Sustainability Requests for 2018-2019:</b>	<b><u>\$382,500</u></b>
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The Budget and Sustainability Requests were discussed with Trustees speaking for or against each recommended enhancement item with the following results:

1) Joint use Agreement – School Grounds Improvement – **AGREED (9-0) - \$10,000**

Trustees spoke in favour of this request and unanimously agreed to this item.

2) Joint Use Agreement – Playground Replacement – **AGREED (9-0) - \$20,000**

Trustees spoke in favour of this request and unanimously agreed to this item.

3) Learning Support Services Data Tracking and Management Software – **AGREED (9-0) - \$45,000**

Mr. Greg Malazdrewicz, Assistant Superintendent, noted that while the previous system retired four years ago, the Division has been patch-working to maintain some Clinical tracking. The Division does not have the type of tracking needed to move forward with the Strategic Plan. He indicated that looking ahead at the Continuous Improvement Framework, the Division will need a far more granular level of data to be able to report back to the Board, and this will assist in garnering information for Senior Administration for operational decisions and program direction decisions.

Trustee Bartlette asked questions for clarification regarding the yearly costs of this program. Mr. Labossiere responded that the annual costs for year 2 would be \$24,300 and in year 3, \$25,000.

Trustee Sumner asked to hear some examples of specific types of data that this program will be able to track and how that would benefit the Division. Mr. Malazdrewicz provided examples of what data would be available and the use of this data.

Trustees asked questions for clarification.

Trustees unanimously agreed to this item.

4) Two (2) Term bus routes to service the Island Lakes, Woodlands South Brandon Area until new school is built (2.0 FTE) – **AGREED (9-0) - \$51,400**

Trustees asked questions for clarification and unanimously agreed to this item.

5) Half-Time Vice-Principals of Betty Gibson and King George Schools (1.0 FTE) – **AGREED (6-3) - \$128,100**

Dr. Casavant spoke to this item, indicating that as the size of the community and enrollment continues to grow, there is a need as outlined in the position that was put before Trustees, that there is certainly a lot more work to be done with the students and families as they are transitioning in and out of a school. There are high transiency rates within both of the schools. The work the Division is doing with the Continuous Improvement Plan is a consideration and in discussions with the Principals and with Senior Administration there is a need to support these schools in this area.

Trustees Sefton and Bowslaugh spoke in favour of this item. Trustees Sumner and Murray spoke to this item, noting that they fully support the addition of Vice-Principals in the two schools, however they felt that the funds could be found within current budget lines.

Trustees asked questions for clarification.

6) Additional Education Assistants (AEP) (5.0 FTE) – **AGREED (9-0) - \$128,000**

Trustees unanimously agreed to this item.

(Trustee Kruck exited at 12:12 p.m. and returned at 12:14 p.m.)

**BREAK**: 12:12 p.m. to 1:01 p.m.

Trustee Ross thanked Trustees and Senior Administration and the Secretary-Treasurer's Department for their work. Trustee Ross thanked those who attended or viewed the meeting.

Mr. Kruck – Mr. Murray

That the meeting do now adjourn (1:04 p.m.)

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Chairperson

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Secretary-Treasurer