



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, OCTOBER 26, 2020.

TRUSTEES PRESENT: L. Ross, Chairperson S. Bambridge, Vice-Chairperson
K. Fallis D. Kejick (by phone)
L. Letain J. Murray

ALSO PRESENT: M. Casavant, Superintendent/CEO
D. Labossiere, Secretary-Treasurer
M. Gustafson, Assistant Superintendent
E. McFadzen, Assistant Superintendent
K. Rance, Live Streaming Video Operator

The Chairperson called the meeting to order at 5:30 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added four (4) items to In-Camera.

Ms. Letain – Ms. Fallis
That the agenda be approved as amended.
Carried.

1.02 Adoption of Minutes of Previous Meetings

a) The Minutes of the Board Meeting held October 13, 2020 were circulated.

Mr. Murray – Ms. Bambridge
That the Minutes be approved as circulated.
Carried.

Ms. Fallis – Ms. Letain
That the Board do now resolve into Committee of the Whole In-Camera. (5:33 p.m.)
Carried.

IN COMMITTEE OF THE WHOLE IN-CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues - Reports

- a) Dr. Marc D. Casavant, Superintendent/CEO, provided an update on a Student Matter.

- Trustee Inquiries

2.02 Personnel Matters

- Reports

- b) Confidential #1 – Personnel Report was presented.
c) The Superintendent/CEO, and Mr. Mathew Gustafson, Assistant Superintendent, 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.

(Senior Administration exited the meeting at 6:00 p.m. and returned to the meeting at 6:30 p.m.)

- Trustee Inquiries

2.04 Board Operations

- Reports

- a) Mr. Todd Birkhan and Ms. Clarissa Parr, BDO Canada LLP, attended the meeting and made In-Camera presentations to the Board and answered Trustee questions.

(Mr. Birkhan and Ms. Parr entered the meeting at 6:30 p.m. and exited at 6:50 p.m.)

- Trustee Inquiries

Ms. Letain – Mr. Murray

That the Committee of the Whole In-Camera do now resolve into Board. (6:50 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:00 p.m. with a traditional heritage acknowledgement.

3.00 PRESENTATIONS AND COMMUNICATIONS:

3.01 Presentations For Information

- a) Erin McDougald-Jones, Teacher, Maryland Park School (currently at Riverheights School), presented to the Board of Trustees on the book she wrote, "*Back with a Wish*".

Trustee Ross thanked Ms. McDougald-Jones for attending and presenting to the Board and Senior Administration.

3.02 Communications For Information

- a) Correspondence from The Honourable Kelvin Goertzen, Minister of Education, September 29, 2020, sent to Chairs of School Boards, Superintendents of School Divisions, Principals of Schools (Kindergarten to Grade 12), Directors of First Nations and Tribal Councils, Presidents of Advisory Councils for School Leadership/Parent Councils, announcing the

launch of Manitoba's Excellence in Education Awards to celebrate outstanding teachers and school administrators whose stimulating educational practices have a profound impact on both student learning and engagement. School Trustees, Superintendents, principals, teacher colleagues, students and parents are encouraged to nominate the exceptional educators in their community who are deserving of recognition, in the following award categories:

- Teaching Excellence
- Outstanding New Teacher
- Outstanding Team Collaboration
- Outstanding School Leader
- Premier's Award for Excellence in Education

Contact details and complete information on these awards is provided on the website: www.edu.gov.mb.ca/k12/excellence/. Deadline for submissions is December 2, 2020.

Received and filed.

3.03 Communications For Action

- a) The 2019-2020 Financial Audit is now complete. Mr. Todd Birkhan and Ms. Clarissa Parr from BDO Canada, LLP, attended and presented the Auditor's Report on the Financial Statements.

Mr. Todd Birkhan, Auditing Partner of BDO Canada LLP, Chartered Accounts, and Clarissa Parr, Audit and Assurance Manager, joined the Board at the table and spoke to the 2019-2020 Audited Financial Statements. Mr. Birkhan was pleased to report that the June 30, 2020 audit had been completed.

Mr. Birkhan provided a description of the audit process and the methodology used in the course of their audit and discussed their findings in the audit process. The audit was conducted in accordance with Canadian Generally Accepted Auditing Standards and encompassed testing the balances and disclosures included in the financial statements provided by management. The audit opinion does present a clean unqualified opinion, which means the financial statements are sufficient for decision making purposes. For the year ended June 30, 2020, it is their opinion that the financial statements are presented in accordance with the basis of accounting required by the Manitoba Education for School Divisions which includes the use of the Public Sector Accounting Board (PSAB) reporting requirements. He also presented the auditor's report on student enrolment and no errors or issues came up during the course of the audit.

Mr. Birkhan noted that in the 2019-2020 year, the Division did report an operating deficit in the current year of \$1.8 million. The Secretary-Treasurer had previously provided correspondence to the Board outlining the reasons for the variations of the actual operating results to those originally budgeted. The current year's deficit does bring the accumulated surplus down to \$3.7 million. Of the \$3.7 million, \$1.5 million has been appropriated for future specified expenditures. Overall, there is about \$2.2 million of undesignated surplus, which is 2.2% of annual expenditures. From a practical perspective, it's 5 days of expenditures.

Mr. Birkhan indicated that it is important to maintain a surplus to be able to deal with future uncertainties. Having the ability to deal with potential future employee benefits, to deal with potential contracts that might span year-ends, means it's important to maintain a surplus so you're not forced to make short-term cash flow decisions that may be actual long term bad investment decisions.

Mr. Birkhan assured the Board that the Brandon School Division's financial affairs are in the very good hands of the Division's financial team.

Trustee Ross thanked Mr. Birkhan for his work and also recognized the work of Mr. Labossiere and Ms. Eunice Jamora, Assistant Secretary-Treasurer, and the rest of their team for the great job they do for the Division.

Referred Motions.

4.00 REPORT OF SENIOR ADMINISTRATION

The Superintendent/CEO provided highlights on the following items from the October 26, 2020 Report of Senior Administration:

- Administrative Information
 - Celebrations:
 - Remote Learning – Westman Consortia Remote Learning School
 - Brandon University Alumni Association Awards:
 - Teresa Flannery
 - Graydon Cramer
 - Lindsay Filewich
 - Statistical Information
 - September Enrolment Reporting
 - Information Items:
 - Letter from Honourable Kelvin Goertzen, Minister, Education, proclaiming September 28 to October 2, 2020 as School Support Staff Recognition Week.
 - Letter from Honourable Kelvin Goertzen, Minister, Education, proclaiming October 2020 as Dyslexia Awareness Month.
 - High School Indigenous Language Course Review 2019-2020
 - Presentations:
 - Management and Information Systems Technology Update – B. Ewasiuk

Ms. Bambridge – Ms. Kejick

That the October 26, 2020 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

Committee of the Whole:

- a) Education and Community Relations
The written report of the Education and Community Relations Committee meeting held on October 13, 2020 was circulated.

Ms. Letain – Ms. Bambridge

That the Report be received and filed.

Carried.

- b) Finance and Facilities Committee Meeting
The written report of the Finance and Facilities Committee meeting held on October 13, 2020 was circulated.

Dr. Ross – Mr. Murray
That the Report be received and filed.
Carried.

- c) Personnel and Policy
The written report of the Personnel and Policy Committee meeting held on October 13, 2020 was circulated.

Mr. Murray – Ms. Bambridge
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) Executive Highlights – September 14, 2020
- b) Summary – Current Provisions Concerning School Board Meetings and By-elections
- c) e-bulletin – October 7, 2020
- d) e-bulletin – October 21, 2020
- e) Fall Regional and Fall General Meetings

Trustee Bambridge spoke on the Fall Regional and General meetings taking place in November, noting that they are going to be held online. MSBA is asking that all Trustees consider attending the Fall Regional Meeting on Monday, November 23rd from 9:00 a.m. to 11:00 a.m. The General Meeting will take place on Saturday, November 21st, from 9:00 a.m. to 12:00 p.m.

Trustee Bambridge also reminded Trustees that the deadline for Resolutions is November 6th and should be submitted to Trustee Ross or Trustee Murray.

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

61/2020 Ms. Fallis – Mr. Murray

That the Board approve the research request from Dr. Shelley Kokorudz, Department of Psychology and Student Services, Faculty of Education, Brandon University, for the research project entitled "*Effects of COVID-19 on Education: Using Photo Images to Capture Living History*".

Carried.

62/2020 Mr. Murray – Ms. Fallis

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2020 be and are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.

Carried.

5.06 Bylaws

5.07 Giving of Notice**5.08 Trustee Inquiries**

- a) Trustee Murray asked what the Division is going to do with indoor recesses once the weather turns colder and outdoor recesses are cancelled, in regards to social distancing. Will this be a Division plan, or will the decision be allowed to be made school by school.

Dr. Casavant responded that, as what the Division has done with a lot of things during this COVID period, Senior Administration would provide some high-level direction. With this particular situation, Senior Administration would provide some general direction and then each school would conform and adjust to that direction at the local level.

Mr. Mathew Gustafson, Assistant Superintendent, added that this topic is planned to be discussed in a meeting with Principals on October 27th. It will be a balance, and some brainstorming between schools will occur regarding what activities they can do, and re-examining the length of time vs. temperature, what's appropriate for outside and how do they plan for inside.

6.00 ANNOUNCEMENTS

- a) NEXT REGULAR BOARD MEETING/COMMITTEE OF THE WHOLE – Monday, November 9, 2020, Boardroom.
- b) TRUSTEE BY-ELECTION:
- Election Day – Wednesday, November 4, 2020 – 8:00 a.m. to 8:00 p.m., various locations

Due to COVID-19:

- Brandon School Division Board Meetings will take place with no members of the public present, until further notice. We invite everyone to watch live streaming of the Board meetings on our website: <https://www.bsd.ca/board/meetings/Pages/board-meeting-live-streaming.aspx>

7.00 ADJOURNMENT

Ms. Bambridge – Ms. Letain
That the Board do now adjourn (8:00 p.m.)
Carried.

Chairperson

Secretary-Treasurer