



# 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., MONDAY, OCTOBER 24, 2016.

## **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. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance.

## **AGENDA**

### **1.00 AGENDA/MINUTES:**

#### **1.01 Reference to Statement of Board Operations**

#### **1.02 Approval of Agenda**

Trustee Kruck noted he had one late motion.

Mr. Denis Labossiere, Secretary-Treasurer, noted he had one item under Board Operations for In-Camera.

Trustee Sumner asked Trustees if the Agenda could be adjusted slightly to move the Auditor's Report to 2.01 – Presentations for Information. The Board approved of this change.

Mr. Bartlette – Mrs. Bowslaugh  
That the agenda be approved as amended.  
Carried.

#### **1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Board Meeting held October 11, 2016 were circulated.

Mr. Kruck - Mr. Buri  
That the Minutes be approved.  
Carried.

**2.00 GOVERNANCE MATTERS:****2.01 Presentations For Information**

- a) Whitney Kreller-Lamont, teacher, École secondaire Neelin High School, was recognized for receiving the Distinguished Young Alumni Award from Brandon University. Trustee Sumner asked Ms. Kreller-Lamont what it means to her to be recognized by Brandon University. Ms. Kreller-Lamont responded that it was a big honour that she wasn't expecting. She added it was interesting timing to receive the award as she is on maternity leave this year. Ms. Kreller-Lamont noted it's given her motivation to get back to the school and prove what she's earned. Trustee Sumner thanked Ms. Kreller-Lamont for the excellence she brings to the Division and for attending the meeting.

- b) Auditor's Report

Mr. Todd Birkhan, Auditing Partner of BDO Canada LLP, Chartered Accounts, joined the Board at the table and spoke to the 2015-2016 Audited Financial Statements from Communications for Action 2.04 a). Mr. Birkhan also attended the Finance Committee Meeting on October 20, 2016, and 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. For the year ended June 30, 2016, 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. Mr. Birkhan noted that he was pleased to be able to provide his report to the Board of Trustees.

Mr. Birkhan noted that in the 2015-2016 year, the numbers show a school Division with growth and revenue totaling \$94M. The surplus from Operations was \$53,171 and a surplus position of approximately \$3M, less designated surplus \$524,900, which has been allocated for specific purposes, leaving approximately \$2.5M of undesignated surplus. The surplus overall is 8 working days. Mr. Birkhan noted that the financial statements are a very strong report card and added that the Board of Trustees can be proud of their management team as well as their finance department. He thanked Mr. Labossiere and his team for their help during the course of the audit.

Trustee Bartlette asked questions for clarification regarding the variance between accounts receivable and accounts payable from last year versus this year. Mr. Birkhan responded that it would be the difference in the time the funds are received from municipal governments. Mr. Labossiere added there was also a change in the way the Division reports the funds for debentures or borrowing by-laws that are covered by the Province.

Trustee Sumner thanked Mr. Birkhan for his report.

**2.02 Reports of Committees**

- a) Facilities and Transportation Committee Meeting  
The written report of the Personnel Committee meeting held on October 17, 2016 was circulated.

Mr. Kruck – Mr. Buri

That the Minutes be received and filed.

Carried.

b) Finance Committee Meeting

The written report of the Finance Committee meeting held on October 20, 2016 was circulated.

Trustee Sumner asked the Superintendent team if there are any resources available for translation services to parent councils. Mr. Malazdrewicz, Assistant Superintendent, noted there is an allocation put in to support parent teacher interviews so that parents have access to translations when needed. Additionally they provide translation support for clinical types of meetings where there are interagency pieces that may not be supported by other agencies. There is also support for clinical support translation.

Mr. Sefton – Mr. Kruck

That the Minutes be received and filed.

Carried.

## **2.03 Delegations and Petitions**

### **2.04 Communications for Action**

- a) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of the Brandon School Division, which comprise the consolidated statement of financial position as at June 30, 2016 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. They believe the audit evidence they obtained is sufficient and appropriate to provide a basis for their unqualified audit opinion. In their opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards. The financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by them as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole.

Referred Motions.

### **2.05 Business Arising**

#### **- From Previous Delegation**

#### **- From Board Agenda**

#### **- MSBA Matters (last meeting of the month)**

- 1) MSBA Ebulletin – October 12, 2016
- 2) MSBA Presentation to the Manitoba 2017 Budget Consultations – October 2016
- 3) MSBA – Call for Nominations and Resolutions 2017 MSBA – Responses received from Boards re:  
Finance SWOT – Fall 2016
- 4) MSBA – Letter to Boards re: Committee Volunteers – October 19, 2016

Trustee Bambridge noted that there is a governance conference coming up on November 25 and thought it would be well-advised to have some members of the Board attend that committee. Trustees Bartlette, Bowslaugh and Bambridge indicated interest in attending.

#### **- From Report of Senior Administration**

a) Learning Support Services Presentation:  
2015-2016 Continuous Improvement Report: Student Achievement

Dr. Marc Casavant, Superintendent/CEO, spoke to this report and noted it is reflective of the new reporting that is required through the Continuous Improvement Framework that the Department of Education has adopted.

Marnie Wilson, Research, Assessment and Evaluation Specialist, presented the report to the Board of Trustees and provided highlights on the following:

- The Focus
  - Literacy and Numeracy
    - Provincial Assessment Results
    - Grade 9 to 12 credit attainment and mark distribution
  - In relation to our strategic Goals
    - Overall improvement
    - Achievement gaps
      - Self-declared Aboriginal
      - English as an Additional Language
      - Gender
- Sources of Data
  - Literacy
  - Numeracy
- Contents of the Report
  - Current Target
  - Description of data source
  - Graph: Overall BSD results
  - Success statements based on analysis of overall results as well as group disaggregations
- Strategic Plan Literacy Goal:
  - By 2017, 80% of Brandon School Division students will demonstrate literacy competencies at grade level.
- Grade 3 provincial Reading Assessment: Four-Year Comparison of % Meeting
- Grade 8 Provincial Literacy Assessment: Four-Year Comparison of % Meeting
- Distribution of Average Marks in Grade 9 ELA
- Grade 12 ELA Standards Test 2015/16 Pass Rates and Average Scores
- Distribution of Marks in Grade 12 English Language Arts Comprehensive and Literary Focus Courses
- Strategic Plan Numeracy Goal:
  - By 2017, 80% of Brandon School Division students will demonstrate numeracy competencies at grade level.
- Grade 3 Provincial Numeracy Assessment: Four-Year Comparison of % Meeting
- Grade 7 Provincial Numeracy Assessment: Four-Year Comparison of % Meeting
- Distribution of Average Marks in Grade 9 Mathematics
- Grade 12 Mathematics Achievement Tests Pass Rates and Average Scores
- Distribution of Marks in Grade 12 Mathematics Courses
- Results Summary

- Overall Results
  - Improvements are evident, especially in reading
- Disaggregated Results
  - Gains are appearing for self-declared Aboriginal and EAL students, especially when considering the % meeting multiple sub-competencies
  - Significant achievement gaps remain for self-declared Aboriginal and EAL students
  - Small achievement gaps for boys in literacy

Trustee Kruck commended Ms. Wilson for the work she does which helps show where the need is and where improvements are happening. Trustee Sumner also thanked Ms. Wilson and asked questions for clarification.

b) Items from Senior Administration Report:

- Crocus Plains Regional Secondary School Off-Site Activity Request (Chicago) – Refer Motions.
- Vincent Massey High School Off-Site Activity Request (Vancouver) – Refer Motions
- Christian Heritage Shared Services Agreements – Refer Motions.
- Food for Thought – Memorandum of Understanding – Refer Motions.
- Auditor's Report and Financial Statements – Refer Motions.

The Secretary-Treasurer, Mr. Denis Labossiere, spoke to the Shared Services Agreements between the Division and Christian Heritage School for the provision of busing and use of resources for home economics and industrial arts programming for the 2016-2017 school year.

Mr. Labossiere spoke to the Memorandum of Understanding between Brandon School Division and Brandon's "Food for Thought" The Breakfast & Snack Program for Kids Inc. Mr. Labossiere indicated that during the 2016-2017 Budget deliberations the Board of Trustees approved support for this program through an allocation of two (2) hours a day for Lunchroom Assistants to serve breakfast at the following four (4) breakfast sites: Betty Gibson, George Fitton, King George and Meadows schools.

Mr. Labossiere referred to Appendix A and spoke to the Variance Summary Report and the Accumulated Surplus Analysis and Capital Reserves Report presented to the Finance Committee on October 20, 2016. Mr. Labossiere noted that the operations for the Brandon School Division for the year ended June 30, 2016 resulted in a net current year surplus of \$53,000 as reflected on the Operating Fund-Schedule of Revenue, Expenses and Accumulated Surplus on page 7 of the FRAME Report. The surplus reflects an increase in revenues of \$534,000, a decrease in expenditures of \$2M, and an increase in transfers to capital of \$2.5M. Mr. Labossiere noted that the Division's administration expenses are 3.1% of total expenditures which is below the 3.5% maximum allowed by the province. The Accumulated Surplus Analysis shows an undesignated surplus of \$2.5M or 2.72% of the 2015-2016 operating budget. Based on PSFB calculations, the accumulated surplus is 3.98% of the 2015-2016 actual expenditures, and below the 4% cap as per ministerial policy.

Mr. Malazdrewicz spoke to travel for band students from Crocus Plains Regional Secondary School and Vincent Massey High School.

**2.06 Public Inquiries (max. 15 minutes)**

**2.07 Motions**

124/2016 Mr. Bartlette – Mr. Sefton

That the trip involving sixty-five to one hundred (65 to 100) Crocus Plains Regional Secondary School male and female band students in grades 9 to 12 to travel to Chicago, IL from May 17 to May 22, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

125/2016 Mr. Murray – Ms. Bambridge

That the trip involving twenty-five (25) Vincent Massey High School male and female music students in grades 9 to 12 to travel to Vancouver, BC from November 18 to November 24, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

126/2016 Mr. Kruck – Ms. Bowslaugh

That the Shared Services Agreements between the Division and Christian Heritage School for the 2016-2017 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.

Carried.

127/2016 Dr. Ross – Mr. Murray

That the Memorandum of Understanding between Brandon's "Food for Thought" The Breakfast & Snack Program for Kids Inc. and the Brandon School Division for the delivery of a breakfast program at Betty Gibson, George Fitton, King George and Meadows schools for the 2016-2017 school year be approved and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.

Trustee Bowslaugh asked if New Era School is also involved in the breakfast program. Mr. Labossiere responded that there is a separate breakfast program for New Era School through the Community Schools Grant.

Carried.

128/2016 Ms. Bambridge – Mr. Murray

That a school bus be provided to the Society for Manitobans with Disabilities for their Winter Day Camp Program for the days of December 27 to 30, 2016 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

129/2016 Mr. Sefton – Mr. Bartlette

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2016 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and the seal of the Division thereto.

Carried.

130/2016 Mr. Sefton – Mr. Bartlette

That the tender from Powerland Computers in the amount of \$45,010.00 (plus applicable taxes) for the supply of 70 Laptop Computers funded from the 2016-2017 Computer Replacement Budget be accepted.

Carried.

131/2016 Mr. Kruck – Mrs. Bowslaugh

That Brandon School Division consult with leaders of our social indigenous and aboriginal communities in regards to an appropriate acknowledgement of traditional territories and lands at official division ceremonies and public meetings.

Trustee Sefton indicated that normally motions go to the Board and the public in advance so the public is aware of motions before they go before the Board. This motion was not provided in advance. As this motion is of a somewhat sensitive nature, Trustee Sefton wondered why the motion did not come through the normal channels.

Trustee Sefton added that the MSBA is compiling a list of traditional lands for all individual school Boards and will be submitting that to school boards in the near future. Trustee Sefton recommended that the Board receive that report before seeking other advice.

Trustee Kruck responded that there is no decision being made here other than to consult and that he supports the motion. Trustee Murray also supported the motion as it is just asking for information. Trustee Sumner spoke to the motion and felt it was important for the Brandon School Division to show leadership and clear direction to Divisional staff. He feels this is a very important step and he encouraged Trustees to vote in favour of taking this step. Trustee Bowslaugh supported this motion also. She cautioned that the Division recognize equity and fairness to all 8,700 students in the Division. Trustee Buri added that he supports the motion but would also like to see MSBA's report.

Carried.

## **2.08 Bylaws**

Mrs. Bowslaugh

### **1<sup>st</sup> Reading – By-Law 7/2016**

That By-law 7/2016 being a borrowing by-law in the amount of \$1,765,800.00 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

#### **THE BRANDON SCHOOL DIVISION**

#### **BYLAW NO. 7/2016**

Being a bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of One Million Seven Hundred Sixty Five Thousand Eight Hundred Dollars (\$1,765,800) and of issuing a Debenture and/or Promissory Note (hereinafter called the Security) therefore.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$1,765,800 upon the credit of the Division for the purpose of payment to meet partial costs for construction of the following:

#### **School**

Betty Gibson School

Crocus Plains Regional Secondary School

#### **Project**

One un-linked modular classroom # M426

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

Vincent Massey High School	Steam Heating System Replacement
Green Acres School	Gymnasium Addition
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Elevator
Waverly Park School	Two Classroom Addition
Earl Oxford Middle	Steam Boiler Replacement

NOW THEREFORE, pursuant to the provisions of The Public Schools Act, the Board of Trustees of The Brandon School Division, duly assembled, enacts as follows:

- 1) That it shall be lawful for the said School Trustees to borrow the sum of \$1,765,800 by the issue and sale of the Security of the said School Division as set out below.
- 2) That the said Security shall be issued at Brandon, Manitoba and shall be dated the 30<sup>th</sup> day of November, 2016 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows:  
The Security shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$121,449.75 each, including principal and interest at the rate of 3.250 per cent (%) per annum, payable annually on the 30<sup>th</sup> day of November as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 30<sup>th</sup> day of November, 2017.
- 4) That the Security shall be signed by the Chairperson of the Board and the Secretary-Treasurer of the said School Division.
- 5) That provisions shall be made for the payment of the said Security, and such provision shall form part of, and be included in, the annual statements of monies required for the purpose of the School Division.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division assembled at Brandon, in the Province of Manitoba, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

SECOND READING the \_\_Day of \_\_\_\_\_, 2016.

THIRD READING the \_\_\_\_\_Day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer



CERTIFIED a true copy of Bylaw No. 7/2016 of the Board of Trustees of the Brandon School Division given first reading, the day and year above written.

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Secretary-Treasurer

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

## **3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the October 24, 2016 Report of Senior Administration:

- Celebrations
  - Manitoba Student Leadership Conference, Peace Gardens, October 12-13, 2016
  - Youth Revolution Kick Off Event, New Era School, October 14, 2016
  - Brandon Teachers' Association LIFT Day, October 21, 2016
- Statistical Information
  - September Enrollment Reporting
  - Class Size Information as of September 30, 2016
- Manitoba Education and Training Correspondence
  - The Accessibility for Manitobans Act Implementation
  - The Holodomor Mobile Classroom

Mr. Mathew Gustafson, Assistant Superintendent, provided highlights on the following:

- Senior Administration Response to Trustee Inquiries
  - Inquiries from Trustee Sumner
    - Indigenous Language Program
    - Neelin High School Off-Campus

Ms. Becky Switzer, Director of Human Resources, provided information on the following:

- Information for Discussion and Correspondence
  - Respect in School Certification

The Secretary-Treasurer reminded Trustees of the October 31, 2016 deadline for Trustee Budget Requests.

Trustees asked questions for clarification regarding high school class sizes.

Trustee Bowslaugh asked questions for clarification regarding the Off-Campus/Upper Deck blended model.

Trustee Bowslaugh asked how many of the 97 graduates from Off-Campus in 2016 were Aboriginal, and how many were English as an Additional Language students. Mr. Gustafson noted that this information has not been tracked up to this point but it can be looked at and the information brought back to the Board. He added that the Education Committee is working on looking at the Graduation Rate calculations and suggested first that that discussion be completed which would then inform some of the other pieces such as the Off-Campus tracking data.

Trustee Bowslaugh asked if the Division is contacting the Anne Frank Travelling Exhibit about coming to Brandon. Mr. Malazdrewicz responded that Senior Administration had previously circulated that information to School Administrators to arrange for bookings for their schools.

Trustee Kruck asked why the Off-Campus graduation pictures are not included in the Brandon Sun when the high school graduation pictures are published. Mr. Gustafson responded that this decision was made by staff and students through conversations. There are factors that go into that decision and the Division wants to be respectful of the students' wishes.

Trustee Ross asked if there are implementation deadlines for the Accessibility for Manitobans Act. Mr. Malazdrewicz responded that there are no implementation deadlines, but there is a deadline for the development of a plan.

Trustees asked questions for clarification regarding the Indigenous Languages program. Trustee Sumner asked questions about whether Trustee Budget requests are required to sustain some current programs.

Dr. Casavant noted that Senior Administration has put a lot of consideration into the long term sustainability of programs, and that Senior Administration would require more time to review this matter.

Dr. Ross – Mr. Kruck

That the October 24, 2016 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

#### **3.03 Announcements**

- a) Finance Committee/Employee Groups – 4:30 p.m., Wednesday, October 26, 2016, Boardroom.
- b) Personnel Committee Meeting – 11:00 a.m., Thursday, October 27, 2016, Boardroom.
- c) Divisional Futures & Community Relations Committee Meeting – 12:00 p.m., Monday, October 31, 2016, Boardroom.
- d) Policy Review Committee Meeting – 11:30 a.m., Monday, November 7, 2016, Boardroom.
- e) Education Committee Meeting – 12:00 p.m., Tuesday, November 8, 2016, Boardroom.
- f) Finance Committee/Brandon Chamber Stakeholder Meeting – 4:30 p.m., Tuesday, November 8, 2016, Boardroom.
- g) Personnel Committee Meeting – 11:00 a.m., Thursday, November 10, 2016, Boardroom.

h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 14, 2016, Boardroom.

Mr. Buri – Ms. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (8:53 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

**4.00 IN CAMERA DISCUSSION:**

**4.01 Student Issues**

- Reports
- Trustee Inquiries

**4.02 Personnel Matters**

- Reports
  - a) Confidential #1 – Personnel Report was presented.
- Trustee Inquiries

**4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

**4.04 Board Operations**

- Reports
  - a) The Secretary-Treasurer provided information on a Board Operations matter.
- Trustee Inquiries

Mr. Kruck - Mrs. Bowslaugh

That the Committee of the Whole In-Camera do now resolve into Board.

Carried.

**5.00 ADJOURNMENT**

Mr. Buri – Mr. Sefton

That the meeting does now adjourn (9:30 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer