



BRANDON SCHOOL DIVISION

September 5, 2018

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

TO BE HELD MONDAY, SEPTEMBER 10, 2018
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, August 27, 2018.
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 – September 10, 2018.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Finance and Facilities Committee Meeting

M. Sefton

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

58/2018 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 space 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.

- 59/2018 That the Board approve the research request from Jen Dixon, Brandon School Division, for the research project entitled "*Implications Associated with Independent Physical Education*".
- 60/2018 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.
- 61/2018 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.
- 62/2018 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.
- 63/2018 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.
- 64/2018 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.
- 65/2018 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.

5.06 Bylaws

Bylaw 6/2018

1st 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.

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.

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), AUGUST 27, 2018.

PRESENT:

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

Mr. G. Kruck.

The Chairperson called the meeting to order at 6:07 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added twelve (12) items for In-Camera.

Trustee Sefton added one (1) item for In-Camera.

Mr. Murray – Mr. Sefton

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held June 25, 2018 were circulated.

Mr. Sumner – Ms. Bambridge

That the Minutes be approved.

Carried.

- b) The Minutes of the Board Meeting held June 25, 2018 were circulated.

Mr. Sefton – Mr. Sumner

That the Minutes be approved.

Carried.

Mr. Murray – Mrs. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (6:10 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 one (1) Student Matter.
- b) The Superintendent/CEO 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) Mr. Denis Labossiere, Secretary-Treasurer provided an update on one (1) Personnel Matter.
- c) The Secretary-Treasurer provided information on a Personnel Matter and answered Trustee questions.

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports

- a) The Secretary-Treasurer provided information on a Property Matter.
- b) The Secretary-Treasurer provided an update on two (2) Property Matters.
- c) The Secretary-Treasurer provided information on a Property Matter and received Board direction.

- Trustee Inquiries

2.04 Board Operations

- Reports

- a) The Secretary-Treasurer provided information on a Board Operations Matter.
- b) The Secretary-Treasurer provided information on three (3) Board Operations Matters and received direction from the Board.
- c) Trustee Sefton provided information on a Board Operations Matter.

- Trustee Inquiries

Mr. Murray – Mr. Bartlette

That the Committee of the Whole In-Camera do now resolve into Board. (6:59 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:06 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 welcomed Ms. Elaine McFadzen, new Acting Assistant Superintendent.

The Superintendent/CEO provided highlights on the following items from the August 27, 2018 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - 2018 Acts of Kindness Scholarship Recipients
 - Manitoba Band Association
 - 2018 Mark Dickof Memorial Scholarship Award
- Information Items
 - Brandon School Division Employee Recognition Program
 - Manitoba Education and Training Correspondence
 - The 2018 Grade One Book Giveaway Program
 - Manitoba Literacy and Numeracy Summit
 - Manitoba Schools Insurance Program – July 2018 Renewals
- Presentations
 - Risk Response Plan/Emergency Management Manual Update – M. Gustafson
 - Continuous Improvement Plan Process – M. Gustafson

Trustees asked questions for clarification.

Ms. Bambridge – Mr. Bartlette

That the August 27, 2018 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) National Trustee Gathering on Aboriginal Education – Halifax, Nova Scotia, July 2018
Trustee Bartlette provided a verbal report on the Canadian School Boards Association (CSBA) hosted National Trustee Gathering on Aboriginal Education.

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**

- a) Treaty Lands and Indigenous Territories and Recognition

Trustees discussed this memo and it was agreed that Trustee Ross would contact MSBA requesting information on where the recommendation came from for the wording of the acknowledgement and recognition of Treaty Lands and Indigenous Territories.

- b) School Board Election Resources
- c) Steinbach Online Article August 2018

5.04 Public Inquiries (max. 15 minutes)

- a) Ms. Barb Gribben, Treasurer, CUPE Local 737, asked Trustees if they were aware that in May 2018, Honourable Ian Wishart, then Minister of Education and Training, had proclaimed the week of September 17 to 21, 2018 as School Support Staff Recognition Week.

Point of Privilege:

Trustee Pat Bowslaugh advised the Board that she will not be participating as a candidate in the upcoming election. Trustee Bowslaugh thanked the Board, Senior Administration and the community for their support during her time as a Trustee.

5.05 Motions

54/2018 Mr. Sefton – Mr. Bartlette

That the Agreement between the Division and Big Brothers Big Sisters of Brandon, providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

55/2018 Mr. Bartlette – Mr. Sefton

That the Shared Services Agreements between the Division and Christian Heritage School for the 2018-2019 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.

56/2018 Mrs. Bowslaugh – Mr. Bartlette

That the low tender from Von Ast Construction (2014) Inc. in the amount of \$154,356.00 (excluding GST) for Site Construction and Relocation of One Modular Classroom to Earl Oxford School, as recommended by MCM Architects Inc. be accepted, subject to approval by the Public Schools Finance Board.

Trustee Bartlette asked questions for clarification.

Carried.

57/2018 Ms. Bambridge – Mr. Murray

That the appointment of Agassiz Consulting Group Ltd. for construction quality control reviews for the Riverheights School Roof Replacement (areas A2 & B2), be approved, subject to approval by the Public Schools Finance Board.

Carried.

5.06 Bylaws

Mr. Murray

By-Law 5/2018

2nd Reading:

That By-law 5/2018 being a borrowing by-law in the amount of \$166,500 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<u>School</u>	<u>Project</u>
Earl Oxford Middle School	Grooming Room
Green Acres School	Gymnasium Addition
Green Acres School	Heating System and Unit Ventilator Replacement
Harrison School	Steam Heating System Replacement

be now read for the second time, having been first read on June 25, 2018.

Carried.

3rd Reading:

That the rules be suspended and By-Law 5/2018 be now read for a third and final time, and taken as read, finally passed.

Carried.

5.07 Giving of Notice

Mr. Sumner

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce an amendment to By-Law 6/2018, being a by-law to authorize payment of indemnities and mileage to Trustees.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

a) Board Strategic Planning Meeting – 9:30 a.m., Thursday, August 30, 2018, Boardroom.

- b) Welcome Back Breakfast for BSD Staff – 7:00 a.m. – 9:00 a.m., Tuesday, September 4, 2018, Victoria Inn.
- c) Finance and Facilities Committee Meeting – 2:00 p.m., Wednesday, September 5, 2018, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, September 10, 2018, Boardroom.

Mr. Murray - Mr. Bartlette

That the Board do now resolve into Committee of the Whole In-Camera. (8:11 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA (8:12 p.m.)

Mr. Murray – Mr. Bartlette

That the Committee of the Whole In-Camera do now resolve into Board. (8:42 p.m.)

Carried.

7.00 ADJOURNMENT

Mr. Sefton – Mrs. Bowslaugh

That the Board do now adjourn. (8:43 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

September 10, 2018

A. Administrative Information

I. CELEBRATIONS

1. ST. AUGUSTINE SCHOOL 50TH ANNIVERSARY

St. Augustine School is celebrating its 50th year of being part of Brandon School Division. The school will host a welcome back barbeque and open house on September 19.

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from August 21, 2018 to September 4, 2018.

- August 21, 2018 - meeting with MCM Architects and Public Schools Finance Board
- August 23, 2018 – meeting with Mr. Christopher Istace, Editor, Westman Journal
- August 23, 2018 – telephone interview with Mr. Matthew Higgs, News/Sports Reporter, Q Country 880 AM 91.5 FM, 94.7 STAR FM
- August 23, 2018 – meeting with Dr. Tim Skuce, Brandon University
- August 23, 2018 – meeting with Ms. Candace Turchinski, MNP
- August 24, 2018 – telephone interview with Ms. Melissa Verge, Education Reporter, The Brandon Sun
- August 27, 2018 – School Opening Meeting
- August 28, 2018 – New Teacher Orientation
- September 4, 2018- Welcome Back Breakfast
- September 4, 2018 – telephone interview with Ms. Melissa Verge, Education Reporter, The Brandon Sun

“Accepting the Challenge”

III. SUSPENSIONS

IV. INFORMATION ITEMS

1. **TRUSTEE ELECTION (2018)**

For InformationD. Labossiere

The Brandon School Division has for many years taken steps to both encourage candidacies for trustee and to promote the election. In 1982, the Board passed a policy statement authorizing the Superintendent and Secretary-Treasurer to meet with election candidates after the close of nominations to answer questions and to familiarize candidates with the Division's operations and plans for publicizing the Trustee election. At the candidates' meeting a Division information package is provided to each candidate.

In brief, the Secretary-Treasurer undertakes the following activities with respect to the Trustee elections:

- a) Provides information to and answers the questions of individuals who phone or come to the office to find out about the role of the Trustee and Board, how to become a candidate, details about the election process and the like.
- b) Ensures that all the legal requirements of conducting the election are met through the Senior Election Official. This is done in conjunction with the City of Brandon election officials, having experienced a high level of cooperation in this regard over the years.
- c) Conducts other advertising and promotional activities to promote both candidacy and the election itself. This is done through the Division website, news media, school newsletters, and placing banners in strategic locations in the Division, etc.
- d) Takes any other steps that are reasonable and practical in promoting trustee candidacy and the election while being sensitive to the political nature of the event.

The key dates for candidates are:

- a) Receipt of nomination papers by the Senior Election Official, Melanie Powers (204-729-2236), at the Civic Election Office, Main Floor, City Hall during regular business hours from Wednesday, September 12, 2018 to Tuesday, September 18, 2018.

- b) Random Draw to be held in City Council Chambers at 10:00 a.m. on Thursday, September 20, 2018 to determine the order in which candidate names will appear on the ballot. All candidates are invited to attend the draw.
- c) Election Day – Wednesday, October 24, 2018.

It is noted that for nomination, candidates must obtain the signature of 25 electors of the ward, or 1% of the electors of the ward, whichever is less, and those electors signing the nomination papers must reside in the ward in which the candidate is seeking election.

Current Trustees are encouraged to speak to the public and other interested parties regarding trusteeship.

Further suggestions or ideas from the Board are welcomed.

This is provided as information.

V. PRESENTATIONS

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.

2. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY

For Approval Dr. Casavant

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix A for Board of Trustees consideration) for thirteen (13) male and six (6) female architecture and engineering students in grades 10 to 12 to make a trip to Portugal, March 21 to March 30, 2019.

Mr. Chad Cobbe, School Leader, Crocus Plains Regional Secondary School and

Dr. Marc D. Casavant, Superintendent/CEO have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

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.

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**



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Wednesday, September 5, 2018 – 2:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner
D. Labossiere, E. Jamora, C. Cramer

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 2:03 p.m. by Committee Chair Trustee Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the June 19, 2018 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Review Preliminary 2017-2018 Results

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the preliminary 2017-2018 results and indicated that his office is currently finalizing the financial statements and preparing for the auditors.

He reviewed the projected Variance Summary Report and highlighted changes. The projected Net Current Year Surplus is approximately \$2.8 million after transfers to Capital. Trustees asked questions for clarification in regards to various variances for which the Secretary-Treasurer provided further information.

Accumulated Surplus Analysis – Operating Fund Reports were reviewed. The projected amount over the 4% Cap per Ministerial Policy is \$2.4 million. Trustee asked questions for clarification regarding school carryforwards.

B. Capital Reserves

The Secretary-Treasurer reviewed the projected Capital Reserves Balances as of June 2018.

Mr. Labossiere indicated that based on the 2017-2018 Preliminary Financial Statements, the Division's Accumulated Surplus will amount to 6.46% of Operating Fund Expenses based on PSFB Calculations. As this amount exceeds the 4% policy limit set by the Province, the Secretary-Treasurer recommended that

\$2,500,000 from the Operating Fund Accumulated Surplus be allocated to Capital Reserves for capital items that address both short-term and long-term needs of the Division.

The Secretary-Treasurer reviewed the following Capital Reserve recommendations:

New School Capital Reserve Fund - \$1,000,000

Based on current information and unforeseen conditions and costs, it is reasonable to expect that a new school may cost Brandon School Division approximately \$3,000,000 for capital items not covered by PSFB. The Division currently has \$2 million in a capital reserve for a new school, therefore an additional \$1,000,000 is recommended for the reserve.

Accessibility/Barrier Free Facility Improvements Capital Reserve Fund - \$60,000

As required by the Accessibility for Manitoban's Act, the Brandon School Division is currently finalizing its facility barrier free audit results. The Division has currently prioritized specific facility improvements which consist of replacement of access/egress hardware and installation of power door openers at several facilities/schools.

Gender Neutral/Accessible Washrooms Capital Reserve fund - \$240,000

Brandon School Division is committed to providing universally accessible washrooms to meet the needs of our students and users within our community; which includes addressing the need for gender neutral/accessible washrooms in the Division, beginning with the high schools.

Computer Network Infrastructure Capital Reserve Fund - \$500,000

As outlined in the MIST 8 year capital plan, the Division's network infrastructure consists of several large components that are necessary to provide access to our network and internet. The replacement of these components is scheduled proactively to ensure our network operates optimally and is fully supported. A capital reserve is recommended to fund the replacement of the following components related to wired connectivity: Approximately 200 Edge switches, 2 Firewalls, 10 Gig Dense Wave Division Multiplexing Small Form Pluggable connectors.

School Bus Capital Reserve Fund - \$700,000

The replacement of a minimum of three (3) buses at market value per annum shall be allocated to transportation and be reflected in the annual operating budget as per Administrative Procedure 8035 to meet the objective of achieving a twelve (12) year retirement age for the Division's school buses. The transfer of \$700,000 to the School Bus Reserve will result in a reserve for approximately 13 buses and will allow the Board to minimize the effect on taxes for 2019-2020 by replacing 4 buses through the reserve instead of the 2019-2020 budget.

The Committee agreed to the recommendations as presented.

Recommendations:

- 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.
- 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.
- 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.

- 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.
- 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.

C. Confirm Payments of Account (June, July and August)

The payments of account for the months of June, July and August were provided for information. The reports were accepted as circulated.

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - Earl Oxford Modular Classroom Unit
 - Riverheights Roof Replacement
- The Secretary-Treasurer provided additional information on the following:
 - École Harrison DDC Controls Capital Reserve Fund
 - New PSFB Project Leader
 - Maryland Park School
- Ms. Eunice Jamora, Assistant Secretary-Treasurer provided information on the following:
 - Tender/Quotation Summary – Under \$50,000:
 - Carpet and Flooring Supply/Installation – Administration Office
 - Paper

7. NEXT REGULAR MEETING: Tuesday, September 25, 2018, 1:00 p.m., Boardroom.

The meeting adjourned at 3:59 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)

THE BRANDON SCHOOL DIVISION

BYLAW NO. 6/2018

BEING A BYLAW of The Brandon School Division to authorize payment of indemnities and mileage to Trustees and Bylaw No. 14/2017 shall be repealed.

WHEREAS The Brandon School Division is a school division as defined in The Public Schools Act;

AND WHEREAS The Public Schools Act, Chapter P250 of the Revised Statutes of Manitoba as amended, provides as follows:

"Section 56(1)

A school board may, by bylaw, provide for the payment of an annual indemnity to the chairman and to each trustee payable in such amount and at such times and under such conditions as provided in the bylaw.

Section 56(2)

In addition to the indemnity referred to in subsection (1), each member of the school board may be paid and may accept

- (a) such amount per mile as set by bylaw of the school board for each mile actually and necessarily travelled from his place of residence in the school division or school district to the place of meeting and return to his place of residence, allowable only once for each school board meeting;
- (b) such amount per hour as set by bylaw of the school board for each hour actually and necessarily spent by him under authority given by resolution of the school board in the performance of such duties, work or services as he is required or authorized under the resolution to perform, and;
- (c) such an amount per mile, as set out by bylaw of the school board, for each mile actually and necessarily travelled by him in the performance of the duties, work or services to which clause (b) applies;

but the remuneration or mileage mentioned in clauses (b) and (c) is not payable until an account showing the work or service performed, verified by statutory declaration, has been filed with the secretary-treasurer and payment thereof authorized by resolution of the school board.

Section 56(3)

A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine."

AND WHEREAS, pursuant to the provisions of The Public Schools Act and the amendments thereto, it is deemed expedient and advisable to provide for the payment of indemnities and mileage to the Chairperson of the Board and to each Trustee;

NOW, THEREFORE, the Trustees of The Brandon School Division, at a meeting duly called and held for the purpose, do hereby enact as follows:

1. That, the Chairperson and each member of the Board of Trustees be paid by equal monthly installments an annual indemnity of:

For a Trustee as Chairperson and Trustee
- effective July 1, 2018 \$19,581

For a Trustee as Vice-Chairperson and Trustee
- effective July 1, 2018 \$17,151

For each other Trustee
- effective July 1, 2018 \$15,814

That the total annual indemnities for Chairperson, Vice-Chairperson and Trustees shall be adjusted each year effective July 1st by a percentage amount equal to the average percentage increase in wages and salaries for Brandon Teacher's Association and CUPE Local 737 for the immediately preceding twelve (12) months;

2. That absence from any regular meeting of the Board over three (3) in any one calendar year shall result in a loss of indemnity of Three Hundred and Fifty (\$350) for each meeting beyond the three (3) meetings, and further provided that, where any absence from a regular meeting of the Board, is indicated by motion authorizing the member to attend a conference or the like or be absent, such absence shall constitute an authorized absence from meetings and does not apply against the three (3) meetings absence as referred herein. Exemptions to the provisions above may be granted by a two-thirds vote by the Board of Trustees on a case by case basis;

And That absence from a regular meeting of the Board by any Trustee by reason of said Trustee attending on the same day a meeting of the Executive of, or a Committee of or acting as a representative of The Manitoba School Boards Association (MSBA) as a member of same shall be deemed an "authorized absence" for the purpose of Section 37 of The Public Schools Act and Section 2 hereof;

And Further That it shall be the responsibility of the Trustee to furnish to the Secretary-Treasurer in a timely fashion proper verification of attendance at said MSBA meetings;

3. That it is hereby deemed that one-third (1/3) of the total indemnity, as provided for in the above-described sections, shall be deemed to be for expenses of and incidental to the discharge of the normal respective duties of the Chairperson, Vice-Chairperson, members of the Board of Trustees, and Chairperson of all designated Committees; such allotment shall not include out-of-the-ordinary expenses, which shall be approved by resolution of the Board in accordance with Section 56(3);
4. That the Trustees shall be paid in accordance with Administrative Procedure 3020 - Car Allowances and Transportation Expense Claims for business authorized by resolution of the Board.
5. That, effective the 1st day of November, 2010, all Trustees shall be paid an additional indemnity, as provided by and in accordance with Section 56(2)(b), of thirteen (\$13.00) dollars per hour to a maximum of eight (8) hours per day each day plus travel and living expenses approved by the Board and necessarily incurred while acting on Board business and when authorized by resolution of the Board in accordance with Section 56(2) & (3) of The Public Schools Act;
6. That, effective November 1, 2010, a Trustee shall be entitled to receive an indemnity in addition to that set out in Article 1 herein at the rate of thirteen dollars (\$13.00) per hour to a maximum of eight (8) hours per day:
 - a) for each hour actually attended at a Special Board Meeting or a meeting of a Board Committee on which the Trustee is a member, provided such a meeting is of a minimum of three (3) hours duration; or
 - b) for each hour actually attended at meetings as a member of the Committee of the Board charged with the responsibility of negotiating the terms and conditions of the collective agreements between the Division and the bargaining agents representing the employees of the Division with said meetings, for this purpose, being those attended at the Bargaining Table, Conciliation Meetings and Arbitration Hearings with the applicable bargaining agent.

7. Trustees shall be entitled to claim and be paid a per diem for each authorized day while representing or acting on behalf of the Board. Said authorized days shall include the scheduled days of meetings, workshops, seminars, conventions, etc. plus, where necessary, the day before and/or after for the purpose of travel. In the event of a part-day attendance and/or travel (less than eight (8) hours), a claim should be made and paid on an hourly rate. Said per diems shall be paid when the event is of a minimum of three (3) hours to a maximum of eight (8) hours per day.
8. Trustees shall receive expenses in accordance with Administrative Procedure 3020 - Car Allowances and Transportation Expense Claims and per diems for attendance at the annual MSBA Convention, MSBA provincial or regional meetings, workshops, and conferences.
9. When a Trustee is designated by motion of the Board to represent the Board at a conference, meeting, or other official function, expenses in accordance with Administrative Procedure 3020 - Car Allowances and Transportation Expense Claims and per diems shall be assumed by the Board.
10. At the commencement of the term of office, each Trustee shall be allotted a budget, in an amount to be determined by the Board, for his/her four (4) year term of office to cover all authorized costs incurred and per diems for attendance at meetings, workshops, conferences, etc. Said attendances shall be for the purpose of the Trustee's individual professional development and are hereby authorized by the Board. A Trustee new to the Board during a term will be allocated the remaining dollars of the retiring Trustee, or the average of the remaining funds if two or more trustees are retiring.
11. A Trustee shall not exceed his/her budget allotted for professional development without prior formal approval of the Board.
12. That Bylaw No. 14/2017 and the same is hereby repealed effective the date of passing this Bylaw.

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 _____ 2018.

SECOND READING:_____2018.

THIRD READING:_____2018.

Chairperson

Secretary-Treasurer

Certified a true copy of Bylaw No. 6/2018 of the Board
of Trustees of The Brandon School Division.

Secretary-Treasurer