



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, JULY 11, 2016.

PRESENT:

Mr. M. Sefton, Chairperson, Dr. L. Ross, Vice-Chairperson (arrived at 7:05 p.m.), Ms. S. Bambridge, Mrs. P. Bowslaugh, Mr. G. Kruck, Mr. J. Murray, 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 of Schools/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. G. Buri, Mr. P. Bartlette.

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

Trustee Sefton welcomed the incoming Brandon Teachers' Association President, Mr. Peter Buehler to the meeting. Trustee Sefton also welcomed the new Brandon School Division Superintendent of Schools/CEO, Dr. Marc Casavant, to his first regular meeting.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Mr. Denis Labossiere, Secretary-Treasurer, noted he had one Personnel item and two property matters for In-Camera.

Trustee Bambridge noted she had one item for In-Camera.

Trustee Bowslaugh noted she had one item for In-Camera.

Trustee Sefton noted he had one item for In-Camera.

Mr. Murray – Ms. Bambridge
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held June 27, 2016 were circulated.

Mr. Kruck – Mrs. Bowslaugh
That the Minutes be approved as circulated.

- b) The Minutes of the Regular Board Meeting held June 27, 2016 were circulated.

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

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Finance Committee Meeting
The written report of the Facilities & Transportation Committee meeting held on June 24, 2016 was circulated.

Trustees asked questions for clarification.

Mr. Sumner – Mrs. Bowslaugh
That the Minutes be received and filed.
Carried.

2.03 Delegations and Petitions

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA issues (last meeting of the month)
- From Report of Senior Administration

- a) School Reports:
- NIL

- b) Learning Support Services Presentation:
- NIL

- c) Items from Senior Administration Report:

Mr. Denis Labossiere, Secretary-Treasurer, spoke to the motions that would be coming forward later in the meeting. He noted that the motions for Capital Reserves take into account the advice received from the former Deputy Minister Gerald Farthing regarding the transfer of surplus funds into Capital Reserves to address short term and long term capital needs as appropriate. The Capital

Reserve recommendations will reduce future budgets by \$262,500 beginning in the 2017-2018 budget year. Mr. Labossiere also noted that the recommendations will reduce interest costs by over \$60,000 and reduce funding capital needs in future operating budgets such as those required for a new school. He added that the Capital Reserve recommendations place the Division in a good position in the present and in the future.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

86/2016 Mrs. Bowslaugh – Mr. Sumner

That the trip involving eighteen (18) to twenty four (24) Crocus Plains Regional Secondary School male and female environmental science and mathematics students in grades 9 to 12 to make a trip to Costa Rica from June 14 to June 21, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Bowslaugh asked questions for clarification regarding grade 9 students attending.

Carried.

87/2016 Mrs. Bowslaugh – Mr. Sumner

That the trip involving thirty-two (32) École secondaire Neelin High School male football students in grades 9 to 12 to make a trip to Kellogg, Idaho from September 14 to September 18, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Kruck asked if this is an exhibition game. Mr. Greg Malazdrewicz, Assistant Superintendent, responded that it is a developmental/preseason game. It's an opportunity to go down and match up against the U.S. football system in terms of training and experience. It is also an opportunity for students to see if there are any post-secondary opportunities for scholarships should they wish to pursue football further.

Trustee Bowslaugh asked if there would be grade 9 students on this trip. Mr. Malazdrewicz responded that the students start into spring training prior to the end of the school year, so there may be grade 9 students attending.

Carried.

88/2016 Mr. Sumner – Mrs. Bowslaugh

That in preparing the 2017-2018 budget, the budget process will be amended to require all requests from Trustees for budget additions or reductions be made to the Office of the Secretary-Treasurer by October 31, 2016, and that individual Trustee requests shall then be integrated with Senior Administrative requests in the final list of preliminary budget and sustainability requests only after being reviewed and endorsed by an appropriate Committee of the Board.

Trustee Sumner added further information on the background of this motion. He noted that by bringing recommendations forward through an appropriate Committee, a Committee has an opportunity to look at a request and weigh it versus the Division's strategic planning and goals the Trustees have set for themselves. Trustee Sumner added that by going through a Committee, it will ensure that any request coming to the budget table has at least 2 out of 3 Trustees from a Committee supporting it. He indicated the timeline allows for more time available for Senior Administration to put together information related to the request.

Trustee Kruck suggested a friendly amendment, which would add on that this does not prevent late budget requests from Trustees to be considered during budget deliberations.

Trustee Murray spoke on reductions and efficiencies and requested that Senior Administration, as the Division moves into this fall's budget, keep an eye on efficiencies and reductions that can save the Division money.

Trustee Bowslaugh noted that some requests that had not been vetted through a Committee, and had come out in the media, have the public believing that these items are automatically approved. She noted that the Board has to be very careful of the optics of the public.

Trustee Sefton spoke on the motion and the friendly amendment. He noted that if there is something of an emergent nature, such as a new roof needed for one of the schools, right away the Board would come up with a motion and budget line to deal with the situation. He asked that Trustees do not interpret the intent of the amendment as saying that there is no need to meet the deadlines. The purpose would be to allow for those emergent situations.

Trustee Ross asked if the amendment could include "in unusual circumstances". Trustee Sumner noted he did not think this addition would change how the process functions at present.

Trustee Kruck noted he was concerned with a request going through a Committee before the request can be costed out. He added that a Committee of 3 could kill a request before it is costed out.

Trustees Sumner, Murray and Bambridge responded to Trustee Kruck's concern.

Amended Motion:

That in preparing the 2017-2018 budget, the budget process will be amended to require all requests from Trustees for budget additions or reductions be made to the Office of the Secretary-Treasurer by October 31, 2016, and that individual Trustee requests shall then be integrated with Senior Administrative requests in the final list of preliminary budget and sustainability requests only after being reviewed and endorsed by an appropriate Committee of the Board. In unusual circumstances Trustees would be permitted to bring budget additions/reductions to the table on budget day.

Carried.

89/2016 Mr. Sumner – Mrs. Bowslaugh

That the tender from Genx Solutions in the amount of \$116,122.50 (plus applicable taxes) for the supply of 150 Laptop Computers funded from the 2016-2017 Computer Replacement Budget be accepted.

Carried.

90/2016 Mr. Sumner – Mrs. Bowslaugh

That the amount of \$1,000,000 from the Operating Fund Accumulated Surplus be allocated to the New School Capital Reserve Fund for additional costs associated with a new school that are not covered by the Province, subject to Public Schools Finance Board (PSFB) approval.

Trustee Sumner noted that because of the surplus this year, the Division is in the unique position to fully fund the New School Capital Reserve several years ahead of previously anticipated.

Carried.

91/2016 Mr. Kruck – Mrs. Bowslaugh

That the amount of \$150,000 from the Operating Fund Accumulated Surplus be allocated to the Ameresco Capital Reserve Fund to address deferred capital needs identified in the Ameresco Report, subject to Public Schools Finance Board (PSFB) approval.

Carried.

92/2016 Mr. Kruck – Mrs. Bowslaugh

That the amount of \$188,700 from the Operating Fund Accumulated Surplus be allocated to the Bus Video Surveillance Hardware Capital Reserve Fund for the installation of video surveillance on the bus fleet to enhance safety for students and staff, subject to Public Schools Finance Board (PSFB) approval.

Trustee Sumner noted that he does not see the need for the full bus fleet to be equipped with video surveillance.

Trustees asked questions for clarification and spoke for or against the motion.

Carried.

93/2016 Mr. Kruck – Mrs. Bowslaugh

That the amount of \$48,200 from the Operating Fund Accumulated Surplus be allocated to a Vehicle Capital Reserve Fund for the purchase of a van for the new electrician, subject to Public Schools Finance Board (PSFB) approval.

Trustees asked questions for clarification.

Carried.

94/2016 Mr. Murray – Ms. Bambridge

That the amount of \$120,000 from the Operating Fund Accumulated Surplus be allocated to a Johnson (DDC) Controls Capital Reserve Fund for the replacement of DDC Controls for the nine (9) air handling units at Vincent Massey High School, subject to Public Schools Finance Board (PSFB) approval.

Carried.

95/2016 Mr. Murray – Ms. Bambridge

That the amount of \$500,000 from the Operating Fund Accumulated Surplus be allocated to a Security Cameras and Card Access Capital Reserve Fund for the installation of security cameras, mirrors and card access/lock down in schools, subject to Public Schools Finance Board (PSFB) approval.

Carried.

96/2016 Mr. Murray – Ms. Bambridge

That the amount of \$54,500 set aside in the 2016-2017 budget for the Crocus Plains Kitchen Ventilation Project be redirected to pay for the Security Cameras and Card Access Project.

Trustee Ross clarified that the reason for this is that the cost for the Crocus Plains Kitchen Ventilation project is being covered by the Province.

Mr. Labossiere confirmed that initially there was no allocation of funds from the Province for the Crocus Plains Ventilation but on June 2, 2016, the Division received the allocation of funds for this project from the Province.

Carried.

97/2016 Mr. Murray – Ms. Bambridge

That the appointment of SNC Lavalin as Consultant for the Green Acres School - Heating System and Unit Ventilator Replacement Project, be approved, subject to Public Schools Finance Board (PSFB) approval.

Trustee Bowslaugh asked questions for clarification.

Carried.

98/2016 Mr. Murray- Ms. Bambridge

That the low Tender from Excel-7 Ltd. in the amount of \$3,282,100 (plus GST) for the Green Acres School Gymnasium Addition project be approved, subject to Public Schools Finance Board (PSFB) approval.

Carried.

99/2016 Mrs. Bowslaugh – Mr. Murray

That we hereby request that our Senior Administration examine the current programs/activities of the Division with an ongoing search for possible efficiencies/reductions during the 2017-2018 Budget process.

Trustee Bambridge asked if a motion is needed. Trustee Sefton noted that a motion is not required but it provides clear direction to Senior Administration.

Trustee Kruck and Trustee Sumner spoke in support of the motion.

Mr. Labossiere added that through the budget process, Senior Administration goes through the budget line by line and looks for reductions. Mr. Malazdrewicz indicated that Senior Administration always has ongoing conversations around reductions/efficiencies.

Carried.

2.08 By-Laws

By-Law 5/2016

Ms. Bambridge

2nd Reading:

That By-Law 5/2016 being a borrowing by-law in the amount of \$270,200.00 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Project

Betty Gibson School

Grooming Room

Betty Gibson School

One un-linked modular classroom # M426

Harrison School

Roof Replacement of Area A1

Vincent Massey High School

Steam Heating System Replacement

Vincent Massey High School

Renovation of Two Science Classrooms

Waverly Park School

Two Classroom Addition

Meadows School

Elevator

Meadows School

Three Classroom & Elevator Access Addition

George Fitton School

New Gym and Daycare Addition

Neelin High

Emergency Roof Replacement

be now read for the second time, having been first read on June 27, 2016.

Carried.

3rd Reading

That the rules be suspended and By-law 5/2016 be now read for a third and final time, and taken as read, finally passed.

Carried.

By-Law 6/2016

Ms. Bambridge

2nd Reading:

That By-law 6/2016 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2016 to June 30, 2017 be now read for a second time, having been first read on June 27, 2016.

Carried

2.09 Giving of Notice

2.10 Trustee Inquiries

Trustee Kruck asked for an update on the Tell Them From Me Survey regarding when the information will be provided to the Trustees. Mr. Gustafson, Assistant Superintendent, responded that subsequent information was received at the end of June and once it is reviewed a report will be provided to the Board.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Mr. Greg Malazdrewicz, Assistant Superintendent, provided highlights on the following items from the July 11, 2016 Report of Senior Administration:

- School Visits (June 16 to June 30, 2016)
- Administrative and Statistical Information:
 - Senior High School Graduation Rates – June 2016
 - 2016 Governor General's Academic Medal:
 - Crocus Plains Regional Secondary School – Miss Kanisha Patel
 - École secondaire Neelin High School – Miss Ellie Duncan
 - Vincent Massey High School – Miss Demiana Ekladious
 - Suspensions
 - Suspension Reports for the 2015/2016 School Year
 - English as an Additional Language (EAL) Enrolment – Stages Update as of June 2016
 - EAL Enrolment Update

Dr. Ross – Ms. Bambridge

That the July 11, 2016 Report of Senior Administration be received and filed.

Trustee Bowslaugh noted she attended the Neelin High School Off-Campus Program graduation. She noted there were 97 students who graduated. She indicated there were no pictures in the Brandon Sun of the people who graduated from the Off-Campus Program and asked if the Division can reconsider how this might take place. Mr. Gustafson will pass along this information to the Off-Campus administration.

Carried.

3.02 Communications for Information

3.03 Announcements

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, August 22, 2016, Boardroom.

Mr. Murray – Dr. Ross

That the Board do now resolve into Committee of the Whole In-Camera. (8:06 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. The Director of Human Resources, provided information on a correction regarding a recent teacher hire.
- b) The Secretary-Treasurer provided an update on a Personnel matter. Trustees asked questions for clarification.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- a) The Secretary-Treasurer provided information on two Property matters. Trustees asked questions for clarification.

- Trustee Inquiries

4.04 Board Operations

- Reports

- b) Trustee Bambridge provided information on a Board Operations matter.

- Trustee Inquiries

Mr. Murray – Ms. Bambridge

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

Carried.

IN BOARD

5.00 ADJOURNMENT

Mr. Kruck – Dr. Ross

That the meeting does now adjourn (9:28p.m.)

Carried.

Chairperson

Secretary-Treasurer