



# BRANDON SCHOOL DIVISION

September 9, 2015

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

TO BE HELD MONDAY, SEPTEMBER 14, 2015  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

---

## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Reference to Statement of Board Operations

#### 1.02 Approval of Agenda

#### 1.03 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, August 24, 2015.  
Adopt.
- b) Regular Board Meeting, August 24, 2015.  
Adopt.
- c) Inaugural Board Meeting, September 9, 2015.  
Adopt.

### 2.00 GOVERNANCE MATTERS:

#### 2.01 Presentations For Information

**2.02 Reports of Committees**

- a) Finance Committee Meeting

K. Sumner

**2.03 Delegations and Petitions****2.04 Communications for Action**

- a) Dr. Mary Hall, Director, Safe Schools Manitoba, August 26, 2015, noting that the Tell Them From Me (TTFM) Survey is a critical component of Manitoba's Anti-Bullying Action Plan and schools throughout the province will be administering the survey in Grades 4 to 12 in order to give students the opportunity to share their perceptions of bullying and school safety. Beginning in September, Safe Schools Manitoba is available to conduct a comprehensive analysis of school-based survey data. This one-day workshop includes a review of students' responses which will ultimately provide direction for future action plans, with discussions on the key elements of a safe and caring schools template. Dr. Hall asks that she be contacted directly to schedule a workshop or presentation. (Appendix 'A')

Refer Business Arising.

**2.05 Business Arising****- From Previous Delegation****- From Board Agenda**

- a) Correspondence from Dr. Mary Hall, Director, Safe Schools Manitoba, from Communications for Action 2.04 a), noting that the Tell Them from Me (TTFM) Survey is a critical component of Manitoba's Anti-Bullying Action Plan and schools throughout the province will be administering the survey in Grades 4 to 12. Dr. Hall notes that Safe Schools Manitoba is available to conduct a comprehensive analysis of school based survey data.

**- MSBA issues (last meeting of the month)****- From Report of Senior Administration**

- a) School Reports:
- Trustee questions from previously distributed Year End Progress Report, September 2014 – June 2015.
- b) Learning Support Services Report:
- Personalized Learning Initiative – Presentation from Kelli Boklaschuk, Communications and Technology in Learning Specialist.
- c) Items from Senior Administration Report:
- NIL

**2.06 Public Inquiries (max. 15 minutes)****2.07 Motions**

- 105/2015 That the amount of \$270,000 from the Operating Fund Accumulated Surplus be allocated to the Disaster Recovery System Capital Reserve Fund for the installation of a redundant computer server at Vincent Massey High School, subject to PSFB approval.

- 106/2015 That the amount of \$220,000 from the Operating Fund Accumulated Surplus be allocated to the Administration Office - Roof Capital Reserve Fund for the replacement of the roof on the newer south portion of the Division Administration Office, subject to PSFB approval.
- 107/2015 That the amount of \$100,000 from the Operating Fund Accumulated Surplus be allocated to the Emergency Equipment/Systems Replacement Capital Reserve Fund for emergency equipment/system replacements, subject to PSFB approval.
- 108/2015 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 is not covered by the Province, subject to PSFB approval.
- 109/2015 That the amount of \$150,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacements and expansion of the School Bus Fleet.
- 110/2015 That the following Committee and Board representatives set up during the 2014-2015 school year be and are hereby discharged with thanks:

Education  
 Facilities/Transportation  
 Personnel  
 Finance  
 Policy Review  
 Divisional Futures & Liaison  
 Workplace Safety & Health  
 Support Personnel Labour Management  
 Brandon Community Drug & Alcohol Education Coalition  
 School Division/Parent/Guardian Advisory  
 Food For Thought  
 Job Evaluation Review Committee  
 Aboriginal Education Advisory Committee  
 Brandon Urban Aboriginal People's Council  
 Teacher Liaison  
 Friends of Education  
 MSBA Resolutions  
 Joint Division/City Task Force

- 111/2015 That the Committees of the Board, effective September 14, 2015, be and are hereby approved as follows:

Education: S. Bambridge, P. Bartlette, P. Bowslaugh, G. Buri  
Facilities/Transportation: P. Bartlette, G. Buri, G. Kruck, J. Murray  
Personnel: S. Bambridge, G. Kruck, J. Murray, L. Ross  
Divisional Futures & Community Relations: P. Bowslaugh, L. Ross, M. Sefton, K. Sumner  
Finance: P. Bowslaugh, L. Ross, M. Sefton, K. Sumner  
Policy Review: S. Bambridge, P. Bartlette, M. Sefton, K. Sumner

- 112/2015 That Ad-Hoc Committees of the Board, effective September 14, 2015 be and are hereby approved as follows:

MSBA Resolutions: L. Ross, M. Sefton

- 113/2015 That the Sub-Committees of the Board, effective September 14, 2015 be and are hereby approved as follows:

Workplace Safety and Health: J. Murray, Alternate - G. Kruck  
Teacher Liaison: P. Bowslaugh, M. Sefton, K. Sumner, Alternate - P. Bartlette,  
Support Personnel Labour Management: G. Kruck, Alternate – L. Ross  
Friends of Education: G. Buri, Alternate – P. Bartlette  
School Division/Parent/Guardian Advisory: P. Bowslaugh, K. Sumner,  
 Alternate – M. Sefton  
Job Evaluation Review: S. Bambridge, L. Ross, Alternate – G. Kruck  
Aboriginal Education Advisory: G. Buri, Alternate – P. Bowslaugh  
Brandon Community Drug and Alcohol Education Coalition: P. Bartlette,  
 Alternate – S. Bambridge

- 114/2015 That the appointment of Trustee representatives to the following external committees be approved for the 2015-2016 term:

Food For Thought: K. Sumner  
Joint Division/City Task Force: P. Bartlette, G. Buri, J. Murray, Alternate – S. Bambridge  
Brandon Urban Aboriginal People's Council (City): P. Bowslaugh

## **2.08 Bylaws**

### **By-Law 8/2015**

Second Reading:

That By-law 8/2015 being a borrowing by-law in the amount of \$1,131,000.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

<b><u>School</u></b>	<b><u>Project</u></b>
Betty Gibson School	One un-linked modular classroom
George Fitton School	K3 Two Classroom Renovation of Existing Gymnasium
George Fitton School	New Gym and Daycare Addition
Harrison School	Roof Replacement of Area A1
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Elevator
Neelin High School	Roof Replacement of Area G1
Vincent Massey High School	Renovation of Two Science Classrooms
Waverly Park School	Two Classroom Addition
Betty Gibson School	Grooming Room

be now read for the second time, having been first read on August 24, 2015.

3rd Reading

That the rules be suspended and By-law 8/2015 be now read for a third and final time, and taken as read, finally passed.

**2.09 Giving of Notice****2.10 Inquiries**

- Trustee Inquiries

**3.00 ADMINISTRATIVE INFORMATION:****3.01 Report of Senior Administration****3.02 Communications for Information**

- a) Darryl Gervais, Director, Instruction, Gilbert Michaud, Director, Curriculum Development and Implementation Branch, Manitoba Education and Advanced Learning, August 2015, sent to Trustee Sefton, Board Chair, advising that the *My Child in School* website has attracted growing interest from parent and educators alike since its launch in 2014. They will be sending informational postcards to schools to be distributed to Kindergarten to grade 12 students so that they may be taken home to parents. Promotional material is also available online at <http://manitoba.ca/mychildinschool/promo/>. They hope that *My Child in School* continues to be a useful resource to strengthen ties between parents and the school.

Receive and file.

**3.03 Announcements**

- a) Education Committee Meeting – 10:00 a.m., Monday, September 21, 2015, Boardroom.
- b) Facilities & Transportation Committee Meeting – 11:30 a.m., Tuesday, September 22, 2015, Boardroom.
- c) Finance Committee Meeting – 4:30 p.m., Wednesday, September 23, 2015, Boardroom
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 28, 2015, Boardroom.

**4.00 IN CAMERA DISCUSSION****4.01 Student Issues**

- Reports
- Trustee Inquiries

**4.02 Personnel Matters**

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

**4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

**4.04 Board Operations**

- Reports
- Trustee Inquiries

**5.00 ADJOURNMENT**



# 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 6:50 P.M., MONDAY, AUGUST 24, 2015.

**PRESENT:**

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

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. Terri Curtis, Live Streaming Video Operator.

Senior Administration: Mr. G. Malazdrewicz, Acting Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

**REGRETS:** Mr. K. Sumner, Vice-Chairperson, Mr. G. Kruck.

**CALL:**

The Chairperson called the meeting to order at 6:50 p.m. and referred to the Call.

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

a) Giving of Notice – Debenture By-Law 8/2015.

Mr. Bartlette

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 8/2015 for the purpose of borrowing the sum of \$1,131,000 to meet partial costs for construction of the following:

**School**

Betty Gibson School  
George Fitton School  
George Fitton School  
Harrison School  
Meadows School  
Meadows School  
Neelin High School  
Vincent Massey High School  
Waverly Park School  
Betty Gibson School

**Project**

One un-linked modular classroom  
K3 Two Classroom Renovation of Existing Gymnasium  
New Gym and Daycare Addition  
Roof Replacement of Area A1  
Three Classroom & Elevator Access Addition  
Elevator  
Roof Replacement of Area G1  
Renovation of Two Science Classrooms  
Two Classroom Addition  
Grooming Room

Ms. Bambridge – Mr. Murray

That the meeting do now adjourn (6:52 p.m.).

Carried.

---

Chairperson

---

Secretary-Treasurer





# 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, AUGUST 24, 2015.

## **PRESENT:**

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

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. T. Curtis, Live Streaming Video Operator.

Senior Administration: Dr. D. M. Michaels, 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.

## **REGRETS:**

Mr. K. Sumner, Vice Chairperson, Mr. G. Kruck.

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance and also welcomed Mr. Mathew Gustafson to his first Board Meeting as Assistant Superintendent.

## **AGENDA**

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

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

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

The Secretary-Treasurer noted he had one late motion and one item for In-Camera.

The Superintendent noted she had two items for In-Camera.

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

Trustee Sefton noted he would have three or four items for In-Camera.

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

Carried.

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

- a) The Minutes of the Board Meeting held July 6, 2015 were circulated.

Mr. Murray – Dr. Ross  
That the Minutes be approved.  
Carried

- b) The Minutes of the Special Board Meeting held July 10, 2015 were circulated.

Mrs. Bowslaugh – Mr. Bartlette  
That the Minutes be approved.  
Carried

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

### **2.02 Reports of Committees**

### **2.03 Delegations and Petitions**

### **2.04 Communications for Action**

### **2.05 Business Arising**

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

- a) Brandon Neighbourhood Renewal Corporation (BNRC)

Trustee Sefton asked if Trustees had any follow-up comments to last week's delegation. He asked if it is the will of the Board to participate in the BNRC focus groups. Response from the Trustees indicated that yes, they would like to participate.

Trustee Sefton once again thanked the BNRC for taking the time to meet with the Board.

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

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

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

- a) School Reports:

- Year End Progress Report, September 2014 – June 2015. Dr. D. M. Michaels, Superintendent/CEO – for review.

- b) Learning Support Services Report - NIL

- c) Items from Senior Administration Report:

- Audit Engagement Letter – Refer Motions.
- Lease Agreement for At-Risk Youth Program – Refer Motions.

Mr. Labossiere spoke on the Lease Agreement for At-Risk Youth Program between BSD and Lynn and Vernon Hink for the property at 729 Princess Avenue. The lease is for the term of August 1, 2015 to July 31, 2017, at an annual rent of \$35,100 + GST and utilities. The Annual rental rate increased by 2.9%, or \$1,000 before GST over the previous agreement.

Mr. Labossiere noted the Audit Engagement letter has been received from BDO Canada LLP, a motion to approve the signing of this letter has been included in Agenda.

Mr. Labossiere spoke on a late motion for the Employment Agreement with Sioux Valley Dakota Nation for a Native Elder. Mr. Labossiere noted since August 29, 2000, the Brandon School Division (BSD) has had an employment agreement with The Dakota Ojibway Tribal Council (DOTC) to employ a Native Elder, Kevin Tacan, to deliver a Native Elders Program for the BSD. The DOTC has informed the Division that they will not be renewing the Employment Agreement with the BSD and that the final payment will be issued on August 29, 2015. The Sioux Valley Dakota Nation has agreed to enter into a similar employment agreement which BSD had with the DOTC for the Native Elders Program effective August 31, 2015

Dr. Michaels spoke to the Year End Progress Report that was distributed to Trustees at the meeting. She indicated that the report contains individual school reports and department reports. Dr. Michaels noted this report is a work in progress and that the progress is well documented and very clear in schools and the Division. Dr. Michaels asked that the report be tabled and questions will be entertained at the September Board meeting once the Trustees have had time to review the report's contents. Dr. Michaels indicated this report will also be sent to the Minister of Education.

Trustee Sefton thanked Dr. Michaels for the report and noted that the Trustees will bring any questions to the next Board Meeting.

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

## **2.07 Motions**

99/2015 Mr. Buri – Ms. Bambridge  
That the Auditor letter regarding the audit engagement for the June 30, 2015 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

100/2015 Ms. Bambridge – Mr. Buri  
That the Lease Renewal Agreement between The Brandon School Division and Lynn Hink and Vernon Hink to rent the property commonly known as 729 Princess Avenue for the period August 1, 2015 to July 31, 2017 at an annual rent of \$35,100.00 plus GST and utilities for operation of the At-Risk Youth Program be approved; and the Secretary-Treasurer is hereby authorized to affix his signature and the seal of the Division thereto.

Carried.

101/2015 Dr. Ross – Mr. Bartlette  
That the Employment Agreement between The Brandon School Division and Sioux Valley Dakota Nation to employ a Native Elder to deliver a Native Elders Program for the Brandon School Division be approved; and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Trustee Bowslaugh asked questions for clarification regarding the Native Elder's Job Description. Dr. Michaels responded that there is a generalized job description which has been aculturalized so that schools use the services of said person for classroom work, individual counselling and the Division as a whole uses the person for professional development and growth. Dr. Michaels noted that the services are very important to the Division as they help in understanding another way of living and

the cultural heritage that goes along with it. She noted there is no formal assessment but there is feedback that goes along with the position.

Carried.

## **2.08 Bylaws**

### **By-Law 8/2015**

Mr. Bartlette – Mr. Buri

First Reading:

That By-law 8/2015 being a borrowing by-law in the amount of \$1,131,000.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

#### **School**

Betty Gibson School

George Fitton School

George Fitton School

Harrison School

Meadows School

Meadows School

Neelin High School

Vincent Massey High School

Waverly Park School

Betty Gibson School

#### **Project**

One un-linked modular classroom

K3 Two Classroom Renovation of Existing Gymnasium

New Gym and Daycare Addition

Roof Replacement of Area A1

Three Classroom & Elevator Access Addition

Elevator

Roof Replacement of Area G1

Renovation of Two Science Classrooms

Two Classroom Addition

Grooming Room

be now read for the first time.

Carried.

## **THE BRANDON SCHOOL DIVISION**

### **BYLAW NO. 8/2015**

Bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of \$1,131,000.00 and issuing debentures therefor.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$1,131,000.00 upon the credit of the Division by the issue and sale of debentures to meet partial costs for construction of the following:

#### **School**

Betty Gibson School

George Fitton School

George Fitton School

Harrison School

Meadows School

Meadows School

#### **Project**

One un-linked modular classroom

K3 Two Classroom Renovation of Existing Gymnasium

New Gym and Daycare Addition

Roof Replacement of Area A1

Three Classroom & Elevator Access Addition

Elevator

Neelin High School	Roof Replacement of Area G1
Vincent Massey High School	Renovation of Two Science Classrooms
Waverly Park School	Two Classroom Addition
Betty Gibson School	Grooming Room

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 \$1,131,000.00 by the issue and sale of debentures of the said School Division as set out below.
- 2) That the said debentures shall be issued at Brandon, Manitoba and shall be dated the 30<sup>th</sup> day of September, 2015 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows: the debenture shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$81,389.13 each, including principal and interest at the rate of 3.75 per cent per annum, payable annually on the 30<sup>th</sup> day of September as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 30<sup>th</sup> day of September, 2016.
- 4) That each debenture shall be signed by the Chairperson of the Board and the Secretary-Treasurer of the said School Division and the coupons, if any, attached thereto, shall be signed by the Secretary-Treasurer, whose signature may be lithographed thereon.
- 5) That provisions shall be made for the payment of the said debentures, 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 \_\_\_\_\_, 2015.

SECOND READING: \_\_\_\_\_

THIRD READING: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

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

CERTIFIED a true copy of Bylaw  
No. 8/2015 of The Brandon School Division  
given first reading on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2015.

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

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

## **3.00 ADMINISTRATIVE INFORMATION:**

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

Mr. Labossiere spoke to the Manitoba Schools' Insurance program renewals. He noted that property values have increased by 6.2% and that the overall cost of insurance increased by 13.2% for 2015-2016. The details of the insurance renewal were provided in the Report of Senior Administration. He noted that there were 2 significant fire losses in other divisions in 2014-2015 and combined with other normal losses experienced throughout the year, this exhausted the property self-insured retention loss pool of \$2M and resulted in excess insurers incurring \$12M in losses.

Trustees asked questions for clarification regarding the insurance cost increases.

Dr. Michaels, Superintendent, reviewed the Report of Senior Administration from August 24, 2015 and highlighted the following items:

- Office of the Superintendent – Outline of the Duties and Responsibilities 2015-2016.
  - Board of Trustees
  - Leadership
  - Strategic Planning
  - Organization & Operation
  - Divisional Staff
  - Policy & Programs
  - Parents & Community
  - Financial Operation
  - Educational Development and Research

Trustee Murray noted that both Dr. Michaels and Mr. Gustafson are sitting on the Personnel Committee Meetings. He asked if this is as an 'alternate' situation, or if both the Superintendent and Assistant Superintendent would attend the meetings.

Dr. Michaels responded that both she and Mr. Gustafson will be at the Personnel Committee Meetings as it is important for Mr. Gustafson to understand the full operation of the School Division as the Assistant Superintendent.

Trustee Murray asked if one of the Assistant Superintendents will be sitting in at every Board Committee Meeting.

Dr. Michaels confirmed that if time allows, one of the Assistant Superintendents will be attending each Committee meeting.

Trustee Murray asked what percentage of time the two Assistant Superintendents would spend in schools/classrooms.

Dr. Michaels responded that she expects the Assistant Superintendents will spend 20% of their time in the schools.

Trustee Bowslaugh asked questions for clarification regarding public consultations.

- Correspondence:
  - Stacy Thorarinson-Hoff, Registrar, Manitoba Institute of Trades & Technology, RE: Grade 11 student Arianne Lobster, giving notice to the School Division that Ms. Lobster has been accepted into MITT High School Effective September, 2015.

- Darryl Gervais, Director, Manitoba Education and Advanced Learning, RE: Dianne Kullberg, Teacher, Crocus Plains Regional Secondary School, informing that Ms. Kullberg has been selected as a member of the Grade 12 English Language Arts Test Development Committee for the 2015/2016 school year.
- Darryl Gervais, Director, Manitoba Education and Advanced Learning, RE: Sukhminder Bath, Teacher, Vincent Massey High School, informing that Mr. Bath has been selected as a member of the Grade 12 Applied Mathematics Test Development Committee for the 2015/2016 school year.

Trustees asked questions for clarification regarding a Division student attending the Manitoba Institute of Trades and Technology (MITT) in Winnipeg.

Mrs. Bowslaugh – Mr. Murray

That the August 24, 2015 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

- a) Card from Ms. Janie McNish, Teacher (retired), Linden Lanes School, addressed to Mark Sefton, Board Chair, July 2015, thanking the Board of Trustees for the lovely retirement dinner and gift. Ms. McNish notes that she thoroughly enjoyed her 27 year career with the Brandon School Division in the business community as the Work Placement Coordinator for the past 19 years. She states being very fortunate to have such great support from the community partners for important initiatives such as “Take our Kids to Work Day, High School Apprenticeship, Community Service and other work experience situations.

Ordered filed.

Correction: Ms. Becky Switzer, Director of Human Resources, noted that Ms. McNish was at Crocus Plains Regional Secondary School, not at Linden Lanes School.

- b) Card from Ms. Katie Bonk, Teacher (retired), Crocus Plains Regional Secondary School, addressed to Bernadene Sangster, Executive Assistant, July, 2015, conveying her sincere appreciation to all those at the Brandon School Division involved in providing the lovely retirement dinner and evening on June 19, 2015. Ms. Bonk indicates that the engraved clock she received will remind her of many wonderful memories of times spent with BSD staff and students.

Ordered filed.

- c) Correspondence from Mr. James Allum, Minister of Education and Advanced Learning, addressed to Mr. Mark Sefton, Board Chair August 7, 2015, informing Mr. Sefton that the Green Acres School - New Gymnasium, Ministerial Award, is approved. The Division has been instructed to proceed with the construction of this project according to the terms and conditions of the award outlined in an enclosed “Terms of the Award” Document. Mr. Allum notes that this project is part of the Province’s five year Active School Fund. Mr. Allum also asks that representatives from Brandon School Division continue to meet with the Public Schools Finance Board, in the design and review process, with respect to policies and guidelines related to the Board’s school building program.

Ordered filed.

### **3.03 Announcements**

- a) Finance Committee Meeting – 6:00 p.m., Wednesday, September 9, 2015, Boardroom.
- b) Inaugural Board Meeting – 7:00 p.m., Wednesday, September 9, 2015, Boardroom.

- c) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 14, 2015, Boardroom.

Mrs. Bambridge – Mr. Buri

That the Board do now resolve into Committee of the Whole In Camera. (7:44 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.
  - b) The Superintendent provided information on a Personnel matter.
  - c) Trustee Ross spoke on a Personnel matter.
  - d) Trustee Sefton requested information on two Personnel matters.

- Trustee Inquiries

##### **4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

##### **4.04 Board Operations**

- Reports
  - a) The Secretary-Treasurer spoke on a Board Operations matter.

- Trustee Inquiries

Mr. Murray - Mr. Buri

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

Carried.

102/2015 Mr. Murray – Mr. Buri

That a School Administrator Selection Committee, as per Policy/Procedures 5002, be established and further Trustees Ross, Sefton and Bowslaugh be appointed to the Committee and that the Committee remain in effect until all administrator vacancies which may arise for the months of September to December 2015, have been filled.

Carried.

103/2015 Mr. Murray – Mr. Buri

That the Trustees participating on the School Administrator Selection Committee be paid the appropriate indemnity for all meetings of this Committee to be scheduled for the months of September to December, 2015.

Carried.



**5.00 ADJOURNMENT**

Mr. Buri – Ms. Bambridge

That the meeting does now adjourn (8:34 p.m.)

Carried.

---

Chairperson

---

Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Finance Committee Minutes

Wednesday, September 9, 2015, 5:00 p.m.  
Boardroom, Administration Office

Present: L. Ross, M. Sefton, K. Sumner, Dr. D. Michaels, D. Labossiere, E. Jamora, M. Gustafson, G. Malazdrewicz.

Regrets:

---

### 1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 5:10 p.m. by Committee Chair Kevan Sumner.

### 2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

### 3. REVIEW OF COMMITTEE MINUTES

The minutes of the Committee meeting held on June 18, 2015 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

### 5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

#### **A) Confirm Payments of Account (June, July & August)**

The Secretary-Treasurer reviewed the payments of account for the months of June, July & August. He answered Trustee questions.

The reports were accepted.

#### **B) Review Preliminary 2014-2015 Results**

Mr. Denis Labossiere, Secretary-Treasurer, reviewed and provided highlights of the 2014-2015 Preliminary Financial Statements, noting that most revenues and expenses were lower than budget.

The Variance Summary Report was reviewed by the Secretary-Treasurer. The projected Net Current Year Surplus is approximately \$977,000 after transfers to capital. Trustees asked questions in regards to various variances for which the Secretary-Treasurer provided further information.

The Accumulated Surplus Analysis – Operating Fund Reports were reviewed. The projected amount over the 4% Cap per Ministerial Policy is \$1,716,528. Trustees asked questions for clarification regarding school carryforwards, vocational equipment replacement, etc.

#### **C) Capital Reserves**

The Secretary-Treasurer spoke to the Capital Reserves Memorandum provided to the Committee. He indicated that based on the projected 2014-2015 Financial Statements, the Brandon School Division will experience a favorable surplus in its operating fund. With the projected net current year surplus, the Division's Accumulated Surplus will amount to 5.98% of Operating Fund Expenses based on PSFB Calculations. As this amount exceeds the 4% policy

limit set by the Province by 1.98% (\$1,716,528), the Secretary-Treasurer recommended that \$1,740,000 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 Disaster Recovery System Plan project was discussed. It was noted that the old equipment from the Network Core Equipment Upgrade project will be repurposed to complete this project. The estimated cost to complete project is \$270,000 (original project amount of \$335,000 less \$65,000 approved in the 2015-2016 budget) and that the project would be completed in 2016-2017.

The Administration Office Roof replacement was discussed. The consultant report was previously presented to the Board and recommended replacement of the newer south portion of the Division Office. The estimated cost to replace the roof is \$220,000.

The Emergency Equipment/Systems Replacement Capital Reserve Fund was discussed. The fund is for items that require immediate replacement due to failure or safety requirements. Currently, in Accumulated Surplus, there is \$50,000 designated for Vocational Equipment Replacement and \$54,880 designated for Natural Gas Infrastructure – Transportation, these amounts would be removed from Designated Accumulated Surplus and \$100,000 would be transferred to a Capital Reserve fund for Emergency Equipment/System Replacement.

Mr. Labossiere noted that the BSD has had a new school listed on its Five Year Capital Plan for the last seven (7) years and for the last four (4) years a new school was listed as the number one priority. Enrollment continues to grow as the Division awaits an announcement for a new school. Based on information received from Divisions which have recently built or have been awarded a new school, it is reasonable to expect that a new school will cost BSD approximately \$1.8 to \$2 million for items not covered by PSFB. It is therefore recommended that an initial \$1,000,000 be allocated into a New School Capital Fund with further transfers from future budgets or Accumulated Surplus.

The Secretary-Treasurer spoke to the current School Bus Reserve. This reserve has a balance of \$294,801 as of August 31, 2015. This amount is enough to purchase 2 buses based on the Division's most recent bus purchase which cost \$136,654. Enrollments continue to grow which will require future expansion of the School Bus Fleet; therefore it is recommended that \$150,000 be transferred to the School Bus Capital Reserve Fund for future replacements and expansion of the School Bus Fleet. Mr. Labossiere reminded the Committee that bus reserves do not require transfer approval from PSFB.

#### **Recommendations:**

- That the amount of \$270,000 from the Operating Fund Accumulated Surplus be allocated to the Disaster Recovery System Capital Reserve Fund for the installation of a redundant computer server at Vincent Massey High School, subject to PSFB approval.
- That the amount of \$220,000 from the Operating Fund Accumulated Surplus be allocated to the Administration Office - Roof Capital Reserve Fund for the replacement of the roof on the newer south portion of the Division Administration Office, subject to PSFB approval.
- That the amount of \$100,000 from the Operating Fund Accumulated Surplus be allocated to the Emergency Equipment/Systems Replacement Capital Reserve Fund for emergency equipment/system replacements, subject to PSFB approval.
- 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 is not covered by the Province, subject to PSFB approval.

- That the amount of \$150,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacements and expansion of the School Bus Fleet.

**D) RFP - ACC Facility Condition Assessment and Space Inventory**

Mr. Labossiere reviewed information received from ACC regarding the funding for the ACC Facility Condition Assessment and Space Inventory Project. Discussion took place regarding the Request for Proposals.

**7. NEXT REGULAR MEETING: Wednesday, September 23, 2015, 4:30 p.m., Boardroom.**

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

\_\_\_\_\_  
K. Sumner (Chairperson)

\_\_\_\_\_  
L. Ross

\_\_\_\_\_  
M. Sefton

\_\_\_\_\_  
P. Bartlette (Alternate)



# BRANDON SCHOOL DIVISION

MINUTES OF THE INAUGURAL 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., WEDNESDAY, SEPTEMBER 9, 2015

## **PRESENT:**

Mrs. Sherilyn Bambridge, Mr. Peter Bartlette, Mrs. Pat Bowslaugh, Mr. George Buri, Mr. Glen Kruck (By Phone), Mr. Jim Murray, Dr. L. Ross, Mr. Mark Sefton, Mr. Kevan Sumner.

Mr. Denis Labossiere, Secretary-Treasurer, Ms. B. Sangster Recording Secretary.

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Mrs. Eunice Jamora, Assistant Secretary-Treasurer.

## **CALL:**

The Chairperson advised that the Inaugural Meeting of the Board had been called for the purpose of organization for the ensuing year, as set forth in the Agenda.

Trustee Sefton welcomed everyone to the meeting and noted that there was one piece of business to attend to prior to moving to the inaugural portion of the meeting.

The Secretary-Treasurer, Denis Labossiere, received a request prior to the meeting from Trustee Kruck to participate in the election of the Chairperson and Vice-Chairperson by submitting his vote electronically to the Secretary-Treasurer as he was unable to attend the meeting in person but was attending via teleconference.

Mr. Labossiere indicated that this request required a motion to allow Trustee Kruck to vote other than by secret ballot as indicated in Policy/Procedures 2002.

104/2015 Mr. Sumner – Dr. Ross

That Trustee Kruck be allowed to submit his vote electronically to the Secretary-Treasurer for the election of the Chairperson and Vice-Chairperson.

Carried.

Secretary-Treasurer, Denis Labossiere, assumed into the Acting Chairperson position.

The Acting Chairperson asked everyone to rise for the singing of O'Canada.

## **ELECTION OF CHAIRPERSON OF THE BOARD:**

The Acting Chairperson noted Trustee Mark Sefton and Trustee George Buri had requested their names be brought forth for the position of Chairperson of the Board for the ensuing year.

The Acting Chairperson invited further nominations for the position of Chairperson of the Board for the ensuing year, noting that a nominator only was required.

Mrs. Bowslaugh – Mr. Murray  
That nominations do now cease.

Each of the candidates nominated for Chairperson presented a few words to the Trustees in support of their nomination, including qualifications and past experiences.

An election for the position of Chairperson of the Board was held by secret ballot, the Acting Chairperson, with the Superintendent as witness, counted the ballots.

The Acting Chairperson declared Mark Sefton to be duly elected by majority vote as Chairperson of the Board for the ensuing year commencing September 9, 2015.

#### **ELECTION OF VICE-CHAIRPERSON OF THE BOARD:**

The Acting Chairperson noted Trustee Ross had requested her name be brought forth for the position of Vice-Chairperson of the Board for the ensuing year.

The Acting Chairperson invited further nominations for the position of Vice-Chairperson of the Board for the ensuing year, noting that a nominator only was required.

Trustee Kruck nominated Trustee Sumner. Trustee Sumner allowed his name to stand.

Trustee Bowslaugh nominated Trustee Buri. Trustee Buri respectfully declined the nomination.

Mr. Bartlette – Mr. Murray  
That nominations do now cease.  
Carried.

Each of the candidates nominated for Vice-Chairperson presented a few words to the Trustees in support of their nomination, including qualifications and past experiences.

An election for the position of Vice-Chairperson of the Board was held by secret ballot, the Acting Chairperson, with the Superintendent as witness, counted the ballots.

The Acting Chairperson declared Linda Ross to be duly elected by majority vote as Vice-Chairperson of the Board for the ensuing year commencing September 9, 2015.

Mr. Bartlette – Ms. Bambridge  
That the ballots be destroyed.  
Carried.

The Acting Chairperson invited the newly elected Chairperson, Mark Sefton to assume the Chair for the conduct of the remainder of the meeting.

#### **CHAIRPERSON'S REMARKS:**

Mark Sefton

"I would like to thank the board for your confidence - that means a lot to me. This is a role that I love – I love the challenge. I guess because I'm more or less unemployed, this is the intellectual challenge that I need to keep my brain working, so thank you for allowing that to happen, I appreciate it. Other than that I'm looking forward to the year, I think we have a, as I said earlier, a very challenging year ahead of us. Lots of consultations, we will be very very busy people. But as George talked about, in being very very busy people, a lot of that is reaching out to exactly the

groups you talked about George. Thank you to George and Kevan for allowing your names to stand to serve the Board, it's very much appreciated.

With that, I'll turn it over to Linda for Vice-Chairperson's Remarks."

**VICE-CHAIRPERSON'S REMARKS:**

Linda Ross

"Thank you for the confidence that you've shown in me by electing me to this position and I will do my best to live up to that trust. Thank you."

**SECRETARY-TREASURER'S DECLARATION OF OCCUPATIONS OF TRUST:**

The Secretary-Treasurer read a letter addressed to the Board of Trustees wherein he advised, in accordance with the provisions of Section 53(5) of The Public Schools Act, that he holds no occupations of trust other than that of Secretary-Treasurer of The Brandon School Division.

Superintendent, Dr. Michaels, commented that it is a pleasure working with the Board and that she is looking forward to working with them for the rest of the school year. Dr. Michaels indicated that she will do her very best to assist the Board in any way she can.

**ADJOURNMENT:**

Ms. Bambridge – Mr. Buri

That the meeting do now adjourn (7:29 p.m.)

Carried.

---

Chairperson

---

Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

September 14, 2015

### A. Business Arising for Board Action

- I. Presentations
- II. Human Resources
- III. Secretary-Treasurer
- IV. Superintendent of Schools
- V. Senior Administration Response to Trustee Inquiries

### B. Administrative Information

- I. Human Resources
  - 1. Personnel Report ..... 1
- II. Secretary-Treasurer
- III. Superintendent of Schools
  - 1. School Information – Implementation of Strategic Plan 2014-2017
    - A. Academic Preparedness
      - Career Trek Year End Report ..... 1

... /2

*“Accepting the Challenge”*



**2. Correspondence**

- **Correspondence Received From Aileen Najdich, Assistant Deputy Minister,  
Manitoba Education and Advanced Learning ..... 2**

**This report from members of the Brandon School Division Senior Administration is submitted respectfully for your consideration, action, and information.**

**Dr. Donna M. Michaels  
Superintendent of Schools/  
Chief Executive Officer**

## **A. Business Arising for Board Action**

### **I. PRESENTATIONS**

### **II. HUMAN RESOURCES**

### **III. SECRETARY-TREASURER**

### **IV. SUPERINTENDENT OF SCHOOLS**

### **V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

## **B. Administrative Information**

### **I. HUMAN RESOURCES**

#### **1. PERSONNEL REPORT**

For Information ..... B. Switzer

Included in the agenda package as Confidential #1 is the Personnel Report, a listing of resignations and employment approved by the Superintendent of Schools and Secretary-Treasurer since the last meeting.

### **II. SECRETARY-TREASURER**

### **III. SUPERINTENDENT OF SCHOOLS**

#### **1. *SCHOOL INFORMATION – IMPLEMENTATION OF STRATEGIC PLAN 2014-2017***

For Information ..... D. Michaels

#### **A. ACADEMIC PREPAREDNESS**

##### **CAREER TREK YEAR END REPORT**

For Information..... G. Malazdrewicz

For grade 5 and 6 students, Career Trek provides hands on, relevant career exploration as well as an opportunity to build confidence and friendships among the participants within the forty four schools who participate. Family days are provided during the programming year, as well as convocation ceremonies in April. Through both events, family, friends, and school staff are welcome to come and see what the participants are doing and participate in the activities alongside the students.

The 2014-2015 programming year has ended, and with a great many successes. Participants have benefited in many ways from Career Trek programming, and will have fond memories, new friends, and a better understanding of occupations in Manitoba for their journey forward.

Eleven (11) Brandon schools participated in the Career Trek program during the 2014-2015 school year. A summary of the schools' participation is noted below as:

School	Number of Students Enrolled	Number of Students Completed
Betty Gibson School	6	6
Earl Oxford School	5	4
École New Era School	6	6
École O'Kelly School	1	1
George Fitton School	11	9
King George School	2	2
Kirkcaldy Heights School	9	7
Meadows School	5	4
Riverview School	2	2
St. Augustine School	3	3
Valleyview School	2	1
Total	52	45

## 2. CORRESPONDENCE

For Information ..... D. Michaels

### **CORRESPONDENCE RECEIVED FROM AILEEN NAJDUCH, ASSISTANT DEPUTY MINISTER, MANITOBA EDUCATION AND ADVANCED LEARNING**

The following correspondence has been received from Aileen Najduch, Assistant Deputy Minister, Manitoba Education and Advanced Learning:

*Please find enclosed a cheque for \$16,000.00 allocated to the school division for expenses related to Reading Apprenticeship implementation for the 2015/2016 school year.*

*The following chart outlines how the money is to be distributed:*

To:	Purpose:	Notes:	Amount:
The Brandon School Division	Support for participation in the Reading Apprenticeship mandatory training and divisional	Used for substitute and travel costs of the Brandon School Division staff involved in Reading Apprenticeship	\$16,000.00 CAD

	<i>supports for Reading Apprenticeship</i>	<i>intensive implementation and resources that directly support this implementation work.</i>	
<i>Total:</i>			<i>\$16,000.00 CAD</i>

*Divisions will report on use of funding for Reading Apprenticeship by June 27, 2016. Funding reports can include a general breakdown such as the following:*

- Reading Apprenticeship Training (August 31 – September 2, 2015 and Fall/Winter 2015)*
- Monthly Divisional Meetings/PD for Reading Apprenticeship (September 2015 – June 2016)*
- Reading Apprenticeship resources*
- Other*

*Please note that the first phase of Year 2 Reading Apprenticeship Training will be held from Monday, August 31, 2015 to Wednesday, September 2, 2015. Shelley Warkentin and Daniele Dubois-Jacques, project organizers, will send an email to your Divisional Reading Apprenticeship Leaders to reconfirm the logistics for these training sessions.*

*Thank you for your interest in this project, and I look forward to keeping you informed as to its development.*