



# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), MONDAY, JUNE 10, 2019.

## **PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. D. Kejick, Ms. L. Letain, Mr. S. Montague, Mr. J. Murray (arrived at 6:40 p.m.), 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. E. McFadzen, Acting Assistant Superintendent.

## **REGRETS:**

The Chairperson called the meeting to order at 6:05 p.m.

## **AGENDA**

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

#### **1.01 Approval of Agenda**

Senior Administration added five (5) In-Camera items to the agenda.

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

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

Trustee Ross added four (4) items for In-Camera.

Mr. Sumner – Mr. Montague  
That the agenda be approved as amended.  
Carried.

#### **1.02 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Board Meeting held May 27, 2019 were circulated.

Mr. Bartlette – Ms. Letain  
That the Minutes be approved.  
Carried.

Ms. Fallis – Ms. Letain

That the Board do now resolve into Committee of the Whole In-Camera. (6:07 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 a Student Matter.

##### **- Trustee Inquiries**

#### **2.02 Personnel Matters**

##### **- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) The Superintendent/CEO, provided an update on a Personnel Matter.
- c) Mr. Denis Labossiere, Secretary-Treasurer, provided an update on a Personnel matter.
- d) The Secretary-Treasurer provided information on a Personnel Matter and received direction from the Board.

##### **- Trustee Inquiries**

#### **2.03 Property Matters/Tenders**

##### **- Reports**

##### **- Trustee Inquiries**

#### **2.04 Board Operations**

##### **- Reports**

- a) Trustee Ross discussed four (4) Board Operations Matters with Trustees.
- b) Trustee Bambridge spoke on a Board Operations Matter.
- c) Trustee Montague asked questions and discussed a Board Operations Matter with Trustees.
- d) The Superintendent/CEO spoke on a Board Operations Matter.

##### **- Trustee Inquiries**

Mr. Montague – Ms. Letain

That the Committee of the Whole In-Camera do now resolve into Board. (6:40 p.m.)

Carried.

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

### **3.00 PRESENTATIONS AND COMMUNICATIONS:**

#### **3.01 Presentations For Information**

- a) Students Emily Robb, Vincent Massey High School, Rayna Shepherd, Kirkcaldy Heights School, and Aiden Simard, École secondaire Neelin High School, were recognized for winning at local and national science fairs.

Trustee Ross spoke with each student and asked them to describe their projects. Trustee Ross congratulated the students and thanked them for attending.

- b) Nicole Koroluk, Vice Principal/Teacher Librarian, Kirkcaldy Heights School, was recognized for receiving the Manitoba Reading Association Crocus Award for Literacy Advocacy.

Trustee Ross thanked Ms. Koroluk for her contributions to literacy leadership within the Brandon School Division.

- c) Val Arthur, teacher, Meadows School, was recognized for receiving the Brandon University 2019 Distinguished Teacher Award (K-5 category).

Trustee Ross noted that this is a very important award and that the Brandon School Division is very proud of Ms. Arthur's work.

### **3.02 Communications For Information**

- a) Peter Buehler, President, Brandon Teachers' Association, May 29, 2019, addressed to Dr. Casavant, Superintendent/CEO, providing an updated listing of the officers of the Brandon Teachers' Association for the term beginning July 1, 2019 and continuing to June 30, 2020 as follows:

Cale Dunbar	President
Tammy Tutkaluk	Vice-President
Sage Robinson	Treasurer
Alison Johnston	Secretary
Richard Derewianchuk	Member-at-Large

The Chairs of Standing Committees of the Association are also provided.

Ordered filed.

### **3.03 Communications For Action**

- a) Robyn Romeril, Recording Secretary, CUPE Local 737, May 12, 2019, addressed to Mr. Denis Labossiere, Secretary-Treasurer, requesting permission for Jamie Rose, School Bus Driver/Utility Worker, Maintenance and Transportation, to be absent three days per week from his workplace starting September 4, 2019 to June 30, 2020. CUPE is requesting that Mr. Rose be booked off every Tuesday, Wednesday and Thursday. CUPE Local 737 will reimburse the Brandon School Division for loss of wages, benefits, etc.

Referred Motions.

- b) Robyn Romeril, Recording Secretary, CUPE Local 737, May 30, 2019, addressed to Ms. Yemi Otukoya, Director of Human Resources, requesting an extension of the leave of absence for Jamie Rose, Maintenance and Transportation, from his position from July 1, 2019 until September 30, 2019 for union purposes, as per Article 18.04 (a) of the Collective Agreement. CUPE Local 737 will reimburse the Brandon School Division for loss of wages, benefits, etc.

Referred Motions.

## **4.00 REPORT OF SENIOR ADMINISTRATION**

The Superintendent/CEO provided highlights on the following items from the June 10, 2019 Report of Senior Administration:

- Celebrations

- *Honouring the Good Road Gala* – May 23, 2019
- Schulich Leadership Scholarship – Crocus Plains Regional Secondary School
- University of Waterloo Chemistry Examination – May 10, 2019
- Information Items
  - Manitoba Education and Training Correspondence
    - Letter from Jennifer Maw, Acting Coordinator, Manitoba Education and Training, in appreciation of the outstanding contributions of Sukhminder Bath, Teacher, Vincent Massey High School
- Presentations
  - Physical Education and Health Education Specialist – B. Stephens
  - Continuous Improvement at Riverheights School – B. Shamray, A. Cheung, S. Bartley, B. Tocher
  - Monitoring Report on Board Governance Goal 3 – Finance and Facilities – D. Labossiere

Ms. Bambridge – Mr. Murray

That the June 10, 2019 Report of Senior Administration be received and filed.

Carried.

## **5.00 GOVERNANCE MATTERS**

### **5.01 Reports of Committees**

a) Personnel and Policy Committee Meeting

The written report of the Personnel and Policy Committee meeting held on May 28, 2019 was circulated.

Mr. Murray – Ms. Bambridge

That the Report be received and filed.

Carried.

b) Finance and Facilities Committee Meeting

The written report of the Finance and Facilities Committee meeting held on June 4, 2019 was circulated.

Trustee Bartlette asked questions for clarification regarding Johnson (DDC) Controls.

Mr. Sumner – Mr. Montague

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

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

## **5.05 Motions**

### **Postponed from the May 27, 2019 Board Meeting**

39/2019 Mr. Sumner – Ms. Letain

That the proposed budget dates for the 2020-2021 budget deliberations be as follows, subject to receiving the Provincial funding announcement by January 31, 2020:

Thursday, February 13, 2020	Budget Presentation
Tuesday, February 18, 2020	Budget Deliberations
Tuesday, February 25, 2020	Public Budget Consultation
Monday, March 9, 2020	Board Meeting–Final Budget Approval

Trustee Sumner spoke to this item, noting that in the last few years, the budget dates had been adjusted to account for the Division receiving the Provincial funding announcement later than in previous years. This was to ensure that Senior Administrative staff had sufficient time to prepare the Preliminary Budget for the Board. In proposing this set of dates, the Finance and Facilities Committee wanted to add a week back into the budget process to give a little bit of room in the case that exceptional circumstances arise, or something that requires further deliberation of the budget, the Board would have an extra week's time.

Trustee Murray spoke to this item also and suggested the Board discuss the proposed dates.

Trustee Montague indicated that he felt there is value in having a Public Budget Consultation to hear the public's feedback before Budget Deliberations take place.

### **Amended Motion:**

39/2019 Mr. Murray – Mr. Montague

That the proposed budget dates for the 2020-2021 budget deliberations be as follows, subject to receiving the Provincial funding announcement by January 31, 2020:

Thursday, February 13, 2020	Budget Presentation
Thursday, February 20, 2020	Public Budget Consultation
Monday, February 24, 2020	Budget Deliberations
Monday, March 2, 2020	Special Board Meeting – Public Budget Presentations
Monday, March 9, 2020	Board Meeting – Final Budget Approval

Carried. (7-1 – Trustee Bambridge abstained)

41/2019 Ms. Letain – Mr. Sumner

That the request of CUPE Local 737, that the President of the Association, Mr. Jamie Rose, be seconded from the Division on a full-time basis from July 1, 2019 to September 30, 2019 and for three (3) days per week from October 1, 2019 to June 30, 2020 for union purposes as per Article 18.04 (a) of the Collective Agreement be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.

Carried.

42/2019 Ms. Kejick – Ms. Bambridge

That the Memorandum of Understanding (MOU) between The Brandon School Division and Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2019-2020 Academic/School year be approved; and that the

Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

43/2019 Ms. Bambridge – Ms. Kejick

The Board finds the monitoring report on Education and Community Relations Goal #2 – “Building relationships with existing and new stakeholder groups and with government” to be acceptable.

Carried.

44/2019 Mr. Bartlette – Ms. Fallis

That the Board of Trustees hire a consultant to work with the Board on the Superintendent/CEO Evaluation for 2019-2020, be approved.

Carried.

45/2019 Ms. Fallis – Mr. Bartlette

That the catchment area for the new Maryland Park School in Southeast Brandon be established as presented to the public at the Maryland Park School – Catchment Information Session held on May 22, 2019.

Carried.

46/2019 Mr. Bartlette – Mr. Montague

That the low Tender from Atlas-Apex Roofing Inc. in the amount of \$392,453 (plus GST) for the Riverheights School Roof Replacement Project be accepted, subject to approval by the Public Schools Finance Board.

Trustee Bartlette requested additional information on what area of the Riverheights School roof is being replaced. The Secretary-Treasurer responded that the north section of the Riverheights School roof is being replaced. This area is section A2 and B2, which is over the gymnasium.

Carried.

47/2019 Mr. Montague – Ms. Fallis

That the tender from Brandon Heating and Plumbing in the amount of \$44,224.26 (plus applicable taxes and consulting fees) for the supply and installation of DDC Controls for the three (3) air handling units at École New Era School be approved.

Carried.

48/2019 Mr. Montague – Ms. Fallis

That the amount of \$52,700 from the Operating Fund Accumulated Surplus be allocated to a Johnson (DDC) Controls Capital Reserve Fund for the replacement of DDC Controls for the three (3) air handling units at École New Era School, subject to PSFB approval.

Carried.

49/2019 Mr. Sumner – Ms. Kejick

That the Board of Trustees write a letter to Manitoba Education and Training, requesting that the MUST Fund fees be exempt from the administrative cap calculations.

Trustee Sumner spoke to this motion.

Carried.

**5.06 Bylaws**

Ms. Bambridge  
**By-Law 6/2019**

**1<sup>st</sup> Reading:**

That By-law 6/2019, being a borrowing by-law in the amount of \$992,900 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

**School**

Linden Lanes School  
Maryland Park School  
École New Era School

**Project**

Grooming Room Renovation  
New K-8 School  
Steam Unit Ventilator Replacement

be now read for the first time.  
Carried.

**5.07 Giving of Notice****5.08 Trustee Inquiries**

- a) Trustee Montague:  
*"In response to the Calls for Action in the Truth & Reconciliation Report and the recent MMIWG final report, what has the/is the Division doing/done to address these calls regarding Indigenous education and history in our schools?" (TRC Call to Action 62, MMIWG Call to Action II).*

The Superintendent/CEO responded that a response would be provided to Trustee Montague in fall 2019.

**6.00 ANNOUNCEMENTS**

- a) Brandon School Division Long Service Retirement Dinner – 6:00 p.m., Thursday, June 13, 2019, Victoria Inn.
- b) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, June 18, 2019, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, June 24, 2019, Boardroom.

**7.00 ADJOURNMENT**

Mr. Sumner – Ms. Bambridge  
That the Board do now adjourn. (8:36 p.m.)  
Carried.

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Chairperson

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Secretary-Treasurer