



# 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, FEBRUARY 12, 2018.

## **PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, 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, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. Eunice Jamora, Assistant Secretary-Treasurer.

## **REGRETS:**

The Chairperson called the meeting to order at 5:13 p.m.

## **AGENDA**

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

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

Senior Administration added five (5) items for In-Camera.

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

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

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

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

- a) The Minutes of the Board Meeting held January 22, 2018 were circulated.

Mr. Sefton – Mr. Buri  
That the Minutes be approved.  
Carried.

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

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

Mr. Murray – Mr. Buri  
That the Board do now resolve into Committee of the Whole In-Camera. (5:18 p.m.)  
Carried.

## IN COMMITTEE OF THE WHOLE IN CAMERA

### 2.00 IN CAMERA DISCUSSION:

#### 2.01 Student Issues

##### **- Reports**

- a) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a student matter.
- b) Dr. Marc Casavant, Superintendent/CEO, provided information on a Student Matter.
- c) The Superintendent/CEO provided an update on a Student Matter and received Board direction.

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

#### 2.02 Personnel Matters

##### **- Reports**

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

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

#### 2.03 Property Matters/Tenders

##### **- Reports**

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

#### 2.04 Board Operations

##### **- Reports**

- a) The Secretary-Treasurer provided information on a Board Operations Matter and answered Trustee questions.
- b) The Superintendent/CEO provided an update on a Board Operations Matter.
- c) Trustee Ross discussed a Board Operations matter with the Board.
- d) Trustee Bambridge provided information on a Board Operations Matter.

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

Mrs. Bambridge – Mr. Murray  
That the Committee of the Whole In-Camera do now resolve into Board. (7:00 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**

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the February 12, 2018 Report of Senior Administration:

- Administrative Information
  - Celebrations
    - Meadows School – Fifth Annual Culture Day – February 8, 2018
- Information Items
  - Manitoba Education and Training Correspondence
    - Proclamations:
      - Manitoba Inclusive Education Month – February 2018
      - I Love to Read Month – February 2018
  - Early Years, Middle Years, and High School Athletics – Highlights from Semester One
  - Presentations
    - Continuous Improvement at Earl Oxford School – Mr. Bradley Twordik, Principal, Mr. Ian Carkener, Vice-Principal, Ms. Bryanne McLaughlin, Continuous Improvement Coach, and Ms. Tiffany Easton, Grade 5/6 teacher.

(Trustee Murray exited at 7:30 p.m. and returned at 7:32 p.m.)

Trustees thanked the Earl Oxford School group for their presentation, enthusiasm and hard work.

**2018-2019 Preliminary Budget Discussions**

Mr. Labossiere, Secretary-Treasurer, noted the purpose of his presentation was to provide preliminary information regarding the 2018-2019 Budget Deliberations. Through his presentation, he hoped to assist the Board of Trustees in understanding the budget issues in advance of the February 20, 2018 Budget Deliberations. The Preliminary Budget 2018-2019 document was circulated to Trustees.

The Secretary-Treasurer indicated the outline he would be following:

- Factors impacting Budget considerations
- Budget development process
- Budget sustainability requests
- Funding announcement summary
- Preliminary 2018-2019 Operating

The Secretary-Treasurer highlighted the factors impacting the budget considerations, including:

- 2017-2018 Budget impact on the 2018 Special Levy;
- Enrollment changes;
- Programs and infrastructure for increasing diversity of student learning needs;
- Provincial legislation;
- Infrastructure and support for program delivery;

- Collective Agreement costs;
- Uncertainty of funding;
- Effects of population growth on facility sustainability; and
- Contingency funds and reserves.

Mr. Labossiere also provided details regarding the budget development process referencing motions 48/2017 and 93/2017 approved by the Board and the directions provided to Senior Administration. Mr. Labossiere reviewed how the Division compared to the Manitoba Provincial Average and similar divisions such as St. James and Seven Oaks using the 2017-2018 Provincial FRAME Budget Report. He spoke to enrollment and the development of the staffing budget. Mr. Labossiere provided detailed information regarding the current status of the accumulated surplus and the capital reserve accounts.

Mr. Labossiere reviewed the Special Requirement, the effect of the School Year Budget on the Special Levy and the Budget and Sustainability Requests. He provided highlights of the funding announcement:

- Increase of 0.5% or \$6.6 million in Provincial Funding to public schools for 2018-2019.
- Increase in total funding for BSD of 3.3% or \$1.7 million over the previous year.
- Phase out of the Tax Incentive Grant funding (TIG) over the next six years.
- Early Years Enhancement Grant not included in Funding announcement.
- 15% reduction to the existing administration cost caps.
- Limit any increases to the Special Requirement to 2%
- Cap on the General Support Grant (GSG) based on December 31, 2017 payroll taxes.

Mr. Labossiere provided highlights of the Ministerial Direction and guidelines used in developing the preliminary Budget:

- Provincial Guidelines for Bill 28 – The Public Services Sustainability Act.
- Reduction in the Tax Incentive Grant (TIG)
- Reduction in the General Support Grant (GSG) to offset Division payroll taxes.
- 15% reduction in Division Administration cost limits.
- Limit any increases to the Special Requirement to two per cent (2.0%).

Mr. Labossiere indicated that Senior Administration has reviewed all Division Administration budget lines and made the necessary reductions while minimizing the impact to the Division Operations to meet the 3.0% administration cap. He indicated that should the Board of Trustees approve the Preliminary Budget along with all Budget and Sustainability Requests for 2018-2019, the Special Requirement would be below the 2.0% limit set by the Minister of Education and Training.

The Secretary-Treasurer concluded with review of the next steps and dates in the Budget Process.  
Ms. Bambridge – Mr. Sefton

That the February 12, 2018 Report of Senior Administration be received and filed.

Carried.

## **5.00 GOVERNANCE MATTERS**

### **5.01 Reports of Committees**

#### **a) Education and Community Relations Committee Meeting**

The written report of the Education and Community Relations Committee meeting held on January 30, 2018 was circulated.

Trustee Ross asked questions for clarification regarding the .5 PD and .5 Administration days in the proposed 2018-2019 School calendar.

Mr. Buri – Mr. Bartlette  
That the Report be received and filed.  
Carried.

## **5.02 Delegations and Petitions**

### **5.03 Business Arising**

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

- a) Mr. Jamie Rose, President, and Barb Gribben, Treasurer, CUPE Local 737, regarding new facts on the P3 school.

Trustee Ross thanked CUPE Local 737 for their presentation and questions to the Board of Trustees regarding the a P3 school being built in Brandon.

Trustee Ross responded to the delegation's questions by saying that at this time, the Division has not been communicated with or provided any information on a P3 school. She referred CUPE Local 737 to the office of the Minister of Education for further information, as this is a choice to be made by the Provincial government.

Trustee Sefton noted that the Board believes that historically they have lobbied very diligently for a new school with at least three Ministers of Education. This is something that has been pursued over a period of years which includes presenting a large amount of data to try to support the Division's case.

(Trustee Kruck exited at 8:27 p.m. and returned at 8:30 p.m.)

Trustee Murray noted that once there are details on the table regarding the new school the Board needs to examine that information and look at it as a 40 year commitment.

Trustee Sumner indicated that the Board needs to advocate for the best model for the new school. He hopes that the KPMG report is made public, and that the Board sees some of the concerns that have been raised addressed directly in terms of how the model might be best tailored to suit the needs of Manitoba.

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

#### **- MSBA Matters**

- a) Ebulletin – January 24, 2018
- b) Memo – Revised Process for 2018 "Bear-pit Session" with Minister of Education and Training
- c) MERLIN Update – January 2018

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

- a) Mr. Jamie Rose, President, CUPE Local 737

Mr. Rose thanked the Board for the response to CUPE's delegation on January 22, 2018. He noted that the Board has a responsibility to taxpayers regarding the P3 School and that CUPE is trying to educate Trustees on what P3's are and taxpayers need to know what P3's are and what to expect.

Mr. Rose provided Trustees with hard copies of a report compiled by CUPE Manitoba and CUPE National.

### **5.05 Motions**

06/2018 Mr. Bartlette – Mr. Sefton

That the School Calendar for the 2018-2019 School Year be established, as proposed.  
Carried.

07/2018 Mr. Kruck – Mr. Bartlette

That the Agreement between the United Way of Brandon & District and Brandon School Division's "Youth Revolution" – Brandon Community Drug & Alcohol Education Coalition to provide funding for the Brandon School Division's "Youth Revolution" for a two year term in the amount of \$10,000.00 per year be approved and the Chairperson is hereby authorized to sign same on behalf of the Division.

Carried.

08/2018 Mr. Sefton – Mr. Bartlette

That Senior Administration transfer the 2018-2019 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.

Carried.

### **5.06 Bylaws**

### **5.07 Giving of Notice**

### **5.08 Trustee Inquiries**

## **6.00 ANNOUNCEMENTS**

- a) Personnel and Policy Committee Meeting – 3:30 p.m., Tuesday, February 13, 2018, Boardroom.
- b) Brandon Community Drug and Alcohol Education Coalition Meeting – 9:00 a.m., Thursday, February 22, 2018, Boardroom.
- c) Education and Community Relations Committee Lunch with High School Students – 11:45 a.m., Thursday, February 22, 2018, École secondaire Neelin High School.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, February 26, 2018, Boardroom.
- e) Upcoming Budget Dates:
  - Public Budget Consultation Forum – 7:00 p.m., Thursday, February 15, 2018, Green Acres School Gymnasium.
  - Budget Deliberations – 10:00 a.m. (Public), Tuesday, February 20, 2018, Boardroom.
  - Regular Board Meeting – Public Presentations re: Proposed 2018-2019 Budget – 7:00 p.m., Monday, February 26, 2018, Boardroom.

- Regular Board Meeting - Final Budget Approval – 7:00 p.m., Monday, March 12, 2018, Boardroom.

## **7.00 ADJOURNMENT**

Mr. Buri – Mrs. Bowslaugh  
That the Board do now adjourn. (8:44 p.m.)  
Carried.

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Chairperson

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Secretary-Treasurer