



# 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, OCTOBER 28, 2019.

## **PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Ms. D. Kejick, Ms. K. Fallis, Ms. L. Letain, Mr. S. Montague.

Ms. E. Jamora, Assistant 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, Assistant Superintendent.

## **REGRETS:**

Mr. J. Murray, Mr. D. Labossiere.

The Chairperson called the meeting to order at 6:08 p.m.

## **AGENDA**

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

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

Senior Administration added four (4) In-Camera items to the agenda.

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

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

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

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

a) The Minutes of the Board Meeting held October 15, 2019 were circulated.

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

Mr. Montague – Ms. Fallis

That the Board do now resolve into Committee of the Whole In-Camera. (6:09 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 and answered Trustee questions.
- b) Mr. Mathew Gustafson, Assistant Superintendent, provided an update on a Student Matter.

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

#### **2.02 Personnel Matters**

##### **- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) Ms. Eunice Jamora, Assistant Secretary-Treasurer, provided an update on a Personnel Matter.
- c) Trustee Ross spoke 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) The Superintendent/CEO provided information on a Board Operations Matter.
- b) Trustee Montague provided information on a Board Operations Matter and received direction from the Board.

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

Mr. Bartlette – Ms. Kejick

That the Committee of the Whole In-Camera do now resolve into Board. (6:55 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:02 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

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

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

Ms. Sarah March, grade 7/8 Teacher, and students, King George School, gave a presentation on artwork from their class which was displayed in the Boardroom, along with information on three

initiatives that are taking place in their school this year. Trustee Ross thanked Ms. March and her students for their presentation and for sharing their artwork.

### **3.02 Communications For Information**

### **3.03 Communications For Action**

- a) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of the Brandon School Division, which comprise the consolidated statement of financial position as at June 30, 2019 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. They believe the audit evidence they obtained is sufficient and appropriate to provide a basis for their unqualified audit opinion. In their opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards. The financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by them as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole.

Mr. Todd Birkhan, Auditing Partner of BDO Canada LLP, Chartered Accounts, joined the Board at the table and spoke to the 2018-2019 Audited Financial Statements. Mr. Birkhan had also attended the Finance and Facilities Committee Meeting on October 22, 2019, and provided a description of the audit process and the methodology used in the course of their audit and discussed their findings in the audit process. The audit was conducted in accordance with Canadian Generally Accepted Auditing Standards and encompassed testing the balances and disclosures included in the financial statements provided by management. The audit opinion does present a clean unqualified opinion, which means the financial statements are sufficient for decision making purposes. For the year ended June 30, 2019, it is their opinion that the financial statements are presented in accordance with the basis of accounting required by the Manitoba Education for School Divisions which includes the use of the Public Sector Accounting Board (PSAB) reporting requirements. He also presented the auditor's report on student enrolment and no errors or issues came up during the course of the audit.

Mr. Birkhan noted that in the 2018-2019 year, the Division did report an operating surplus of \$2.2M, before surplus being designated. A large piece of that was designated for specific purposes. The Finance and Facilities Committee has, in correspondence to the Board, outlined the reasons for the variations of these actual results versus the original amounts budgeted. The current year's surplus does increase the accumulated surplus to \$5.5M. Of this amount, \$2.7M has been designated for future specified purposes. That leaves \$3.4M collectively, to be that of the accumulated surplus, which would be 'rainy day' or otherwise normal surplus which amounts to 3.4% of the Division's annual budget. The surplus overall is less than 9 working days of expenses. Mr. Birkhan indicated that it is important to maintain a surplus to be able to deal with things as they come along. Having the ability to deal with potential future employee benefits, to deal with potential contracts that might span year-ends, means it's important to maintain a surplus so you're not forced to make short-term cash flow decisions that may be actual long term bad investment decisions.

Mr. Birkhan stated it is financially prudent to carry forward some level of surplus in order to deal with potential uncertainties associated with both a large scale operation as well as capital items that may arise.

Mr. Birkhan thanked the Board for BDO Canada LLPs appointment as the Division auditors, and that it is their pleasure to be involved. He also thanked the Finance Department for all of their help during the course of the audit. He assured the Board that the Brandon School Division's financial affairs are in the hands of a very strong financial team.

Trustee Ross thanked Mr. Birkhan for his work and also recognized the work of Mr. Labossiere and Ms. Eunice Jamora, Assistant Secretary-Treasurer, and the rest of their team for the great job they do for the Division.

Referred Motions.

#### **4.00 REPORT OF SENIOR ADMINISTRATION**

The Superintendent/CEO provided highlights on the following items from the October 28, 2019 Report of Senior Administration:

- Celebrations
  - Naming Committee for Brandon School Division Off Campus School
  - Maryland Park School – Information Session
- Information Items
  - Manitoba Education and Training Correspondence
    - Proclamation re: Dyslexia Awareness Month
    - Proclamation re: School Library Day
    - High School Indigenous Language Course Review 2018/2019
- Presentations
  - Continuous Improvement at Green Acres School – S. Cords, M. Walker, A. Murray
  - Response to Trustee Montague – Inquiry for information re: Calls to Action regarding Indigenous Education and History in our Schools (Truth and Reconciliation Commission of Canada Call to Action 62; Missing and Murdered Indigenous Women and Girls Calls to Action 11)

Trustee Montague thanked Senior Administration for the preparation of the extensive report in response to his Trustee Inquiry. Trustee Bartlette asked that the inquiry response be made available to staff and the public.

Trustee Ross thanked everyone for their presentations.

Ms. Bambridge – Mr. Bartlette

That the October 28, 2019 Report of Senior Administration be received and filed.

Carried.

#### **5.00 GOVERNANCE MATTERS**

##### **5.01 Reports of Committees**

- a) Finance and Facilities Committee Meeting  
The written report of the Finance and Facilities Committee meeting held on October 22, 2019 was circulated.

Mr. Montague – Mr. Bartlette  
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) e-bulletin – October 16, 2019
- b) Executive Highlights – October 21, 2019

Trustee Montague advised that a resolution regarding Operational Reserves would be put forward for consideration at the MSBA General and Regional Meetings, taking place 2019 in Winnipeg on November 23.

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

### **5.05 Motions**

73/2019 Mr. Bartlette – Mr. Montague  
That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2019 be and are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.  
Carried.

74/2019 Mr. Montague – Mr. Bartlette  
That the following guidelines be initiated for the 2020-2021 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures, e.g.: employee benefits, insurance, fuel/propane for school buses, taxes and utilities;
- b) No increase for controllable services and supplies;
- c) No increase for the school instructional supply budget;
- d) No increase for the Capital and Maintenance Budget;
- e) The 2020-2021 Budget provide for expected enrollment growth.
- f) The 2020-2021 Budget provide for non-controllable operating expenditures for Maryland Park School.

Carried.

75/2019 Ms. Letain – Mr. Bartlette  
That the lowest tender from BellMTS in the amount of \$405,147.24 (including taxes) to Supply IT Equipment funded through the designated surplus and current operating budget be accepted.  
Carried.

76/2019 Mr. Bartlette – Ms. Letain

That the low tender from Ben Wiebe Construction in the amount of \$265,624 (excluding GST) for the Vincent Massey School – Fitness Studio, as recommended by MCM Architects Inc. be accepted.

Carried.

## **5.06 Bylaws**

Ms. Fallis

### **By-Law 9/2019**

#### **3<sup>rd</sup> Reading:**

That By-Law 9/2019 being a by-law to regulate the proceedings of the Board of Trustees of the Brandon School Division and repealing By-Law 13/2017 passed on January 8, 2018, be now read for the third and final time, having been read for a second time on October 15, 2019.

Carried.

Mr. Bartlette

### **By-Law 10/2019**

#### **2<sup>nd</sup> Reading:**

That By-law 10/2019, being a borrowing by-law in the amount of \$2,454,400 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

#### **School**

École Harrison  
Linden Lanes School  
Maryland Park School  
École New Era School  
Riverheights School

#### **Project**

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

be now read for the second time, having been first read on October 15, 2019.

Carried.

#### **3<sup>rd</sup> Reading:**

That the rules be suspended and By-Law 10/2019 be now read for a third and final time, and taken as read, finally passed.

Carried.

Ms. Bambridge

### **By-Law 11/2019**

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

That By-law 11/2019, being a borrowing by-law in the amount of \$2,486,600 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

#### **School**

Maryland Park School  
École New Era School  
Riverheights School

#### **Project**

New K-8 School  
Steam Unit Ventilator Replacement  
Roof Replacement

be now read for the first time.

Carried.

**5.07 Giving of Notice**

**5.08 Trustee Inquiries**

**6.00 ANNOUNCEMENTS**

- a) Finance and Facilities Committee – Stakeholder Meeting with Brandon Chamber – 1:30 p.m., Tuesday, October 29, 2019, Boardroom.
- b) Friends of Education Fund Committee – 4:00 p.m., Tuesday, October 29, 2019, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Tuesday, November 12, 2019, Boardroom.

**7.00 ADJOURNMENT**

Ms. Bambridge – Ms. Fallis  
That the Board do now adjourn. (8:25 p.m.)  
Carried.

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Chairperson

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Secretary-Treasurer