



BRANDON SCHOOL DIVISION

August 17, 2016

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

TO BE HELD MONDAY, AUGUST 22, 2016
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) Regular Board Meeting, July 11, 2016.
Adopt.

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

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports:
 - NIL
- b) Learning Support Services Report:
 - NIL
- c) Items from Senior Administration Report:
 - Trustee Indemnities – 2016 Board of Trustees Evaluation – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

100/2016 That the Trustees be paid the appropriate indemnity for attending the Board of Trustees Evaluation meeting held on July 25, 2016 at the Brandon School Division Office.

2.08 Bylaws

By-Law 6/2016

3rd 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 third time, having been read for a second time on July 11, 2016.

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) Ms. Fairlie Parker, R.M. of Cornwallis, July 22, 2016, addressed to the Chairperson of the Board, indicating that she had received her municipal tax bill on July 15th. Ms. Parker provides a summary of her tax bill, and questions where the \$700 school tax rebate comes from. She adds that only 1/3 of her tax dollars are being used to run a whole municipality, but that it takes 2/3 of her tax dollars to run the Brandon School Division. She notes issues with a number of items including the no fail policy in the schools. Ms. Parker also enclosed an article from the Tuesday, September 15, 2015 Brandon Sun (attached). Ms. Parker makes suggestions for improvements to various items, including student scores, teaching basic skills and spending cuts. (Appendix 'A')

Receive and file.

3.03 Announcements

- a) Inaugural Board Meeting – 11:30 a.m., Tuesday, September 6, 2016, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 12, 2016, 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 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. Bowslough, 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 Bowslough 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:

<u>School</u>	<u>Project</u>
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 Ekladius
 - 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



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

August 22, 2016

A. Administrative Information

I. CELEBRATIONS

II. COMMUNITY CONNECTIONS

1. URBAN ABORIGINAL STRATEGY ENGAGEMENT SESSION / JULY 20, 2016

On July 20, 2016 Dr. Casavant, Superintendent of Schools/CEO attended the Indigenous and Northern Affairs Canada: Urban Aboriginal Strategy Engagement Session in Winnipeg. The new Minister of Northern Affairs Canada is wanting to identify best practices and barriers in the Urban Aboriginal Strategy. Discussion was focused on six questions. Winnipeg is one of twenty-one (21) cities selected to participate in the engagement process. There were thirty (30) individuals at this meeting representing a wide range of service providers and organizations. When the engagement process is complete there will be a full report released on the Northern Affairs Canada website.

Nathan Peto, Manager of Corporate Initiatives and Dr. Casavant were in attendance representing the City of Brandon and Brandon School Division.

2. COMMUNITY CONNECTIONS – JUNE 29, 2016 TO AUGUST 11, 2016

The following community connections were made by Dr. Casavant/Superintendent of Schools/CEO from June 29, 2016 to August 11, 2016:

- June 29, 2016 – meeting with Trustee Sefton, Brandon School Division Board Chair and Brandon Chamber of Commerce
- July 8, 2016 – meeting with Chief Ian Grant, Brandon Police Service
- July 12, 2016 – meeting with Trustee Sefton, Brandon School Division Board Chair and Brandon Sun

“Accepting the Challenge”

- July 13, 2016 – meeting with Ryan Shields, Vice-Chair, Curling Canada
- July 18, 2016 – meeting with Erin Dowd, Career Trek
- July 20, 2016 – meeting / Urban Aboriginal Strategy Engagement Session in Winnipeg, MB
- July 27, 2016 – meeting with Carolyn Cancade, General Manager, Brandon Chamber of Commerce
- August 2, 2016 – meeting with Jason Gobeil, Coordinator, Brandon Urban Aboriginal Peoples’ Council (BUAPC)
- August 3, 2016 – meeting with Ryan Shields, Vice-Chair, Curling Canada
- August 4, 2016 – meeting with Dr. Heather Duncan, Dean of Education, Brandon University
- August 11, 2016 – meeting with Tom Bateman, Brandon Sun

III. SUSPENSIONS

IV. PRESENTATIONS

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

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.

2. MANITOBA SCHOOL BOARDS ASSOCIATION

MANITOBA SCHOOLS INSURANCE PROGRAM – JULY 2016 RENEWALS

For InformationD. Labossiere

The annual renewals for our insurance coverage under the Manitoba Schools Insurance Program for the year 2016-2017 have been received. Appendix A contains the Coverage Confirmation Binder, confirming our insurance renewal, and a chart comparing coverage and premiums between last year and this year. These policies provide property insurance, general liability insurance for protection from claim for bodily injury or damage to property of others, errors and omissions liability insurance for claims against the Division for financial damages, crime, accidental death and dismemberment for volunteer workers, and boiler and machinery insurance.

For the renewal term, values of insured schools and other property have been increased this year by 1.9% and the maximum Property Self Insured Retention Loss Pool has been increased from \$3,000,000 to \$3,250,000. The other areas of the insurance coverage remain the same.

The net increase in insurance costs for our Division is \$15,244.82 or 5.9% over last year's costs for a total cost of \$275,313.21. Please contact me should you have any questions or have them discussed at the Board meeting.

3. MANITOBA EDUCATION AND TRAINING

KINDERGARTEN TO GRADE 12 FRAMEWORK FOR CONTINUOUS IMPROVEMENT

For InformationDr. Casavant

The Kindergarten to Grade 12 Framework for Continuous Improvement (CIF) comes out of recent performances on National and International assessments and a desire to increase student achievement in the areas of literacy and numeracy, and in particular for Aboriginal students.

Other reports by the Truth and Reconciliation Commission of Canada, the Manitoba Centre for Health Policy and the Manitoba Office of the Auditor General have all called for a strong focus on student achievement data and educational outcomes for the province regarding Aboriginal students and children in care.

Two components of CIF:

- planning; and
- reporting.

Planning Component

- *Plan details* – clear outcomes, sequence and timelines, roles and responsibilities, monitoring systems
- *Utilize provincial baseline data*
- *Plans to enhance instructional leadership*
- Describe how stakeholders were involved in the school division plan. Plans must be posted on school division websites by October 31, 2017

Reporting Component

- School division profile
- Website link to most current school division plan
- Reports on literacy and numeracy
- Reporting on specific grants

Reporting to the Department must be complete by June 15 in the 2017/2018 school year.

4. SCHOOL DIVISION NEWSLETTER

For InformationDr. Casavant

As of October 1, 2016 a Divisional newsletter will be circulated to all Brandon School Division employees, key community groups and stakeholders. An electronic copy will be posted on our website. This will require a Board submission of its previous months' engagement with Manitoba Education and Training, MLA's, Manitoba School Boards Association, public and community in key areas.

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

III. MONITORING REPORTS

IV. RECOMMENDATIONS

1. TRUSTEE INDEMNITIES – 2016 BOARD OF TRUSTEES EVALUATION

For ActionD. Labossiere

As per By-Law 4/2014 – Board Indemnities, any indemnities require approval of the Board of Trustees through a motion before payment will be allowed. Therefore, the following motion is being brought forth to the Board of Trustees for approval at the Regular Meeting to be held on August 22, 2016.

RECOMMENDATION:

That the Trustees be paid the appropriate indemnity for attending the Board of Trustees Evaluation meeting held on July 25, 2016 at the Brandon School Division Office.

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

**Dr. Marc D. Casavant
Superintendent of Schools/
Chief Executive Officer**



Group Insurance Solutions

July 18, 2016

Brandon School Division
1031-6th Street
Brandon, Manitoba
R7A 4K5

Attention: Mr. Denis Labossiere
Secretary-Treasurer

Dear Sirs:

Re: Manitoba Schools Insurance (MSI)
July 1, 2016 Renewals

RECEIVED

JUL 20 2016

Office of the School Board Treasurer
Brandon School Division

The annual renewal date of your insurance coverage under the Manitoba Schools Insurance program is July 1. We are pleased to enclose a Coverage Confirmation Binder confirming your insurance renewal for the term July 1, 2016 to July 1, 2017.

Your total premium/self-insurance loss pool contribution is \$275,313.21. Invoices are attached - breakdown is as follows:

Payable to The Manitoba School Boards Association - loss prevention and administration, G.S.T.:	\$5,872.65
Payable to Western Financial Group Insurance Solutions - insurer premiums for property, liability, "garagekeepers", equipment breakdown/boiler & machinery, crime, accident coverage for volunteers; brokerage and program administration fee, property self-insurance loss pool, liability self-insurance loss pool, crime self-insurance loss pool, RST:	\$269,440.56
Total amount due:	<u>\$275,313.21</u>

2016-17 renewal premiums are increased from the expiring premiums by an average of 7%. The amount of increase varies slightly between Divisions.

Please note the following respecting this year's MSI renewal:

Property: The maximum loss pool responsibility has been increased from \$3,000,000. to \$3,250,000.

Liability: No coverage change - underwritten by Travelers Guarantee.

Crime: No coverage change - underwritten by Travelers Guarantee.

Insuring Independent Business

Western Financial Group (Network) Inc.

201-600 Empress Street
Winnipeg, MB R3G 0R5

Phone 204-943-0331
Toll Free 800-665-8990

Fax 204-975-1624
Toll Free 888-990-4301

Email gis@westernfgis.ca
Web westernfgis.ca

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Accidental Death & Dismemberment for Volunteer Workers: No coverage change - underwritten by Western Life.

Equipment Breakdown/Boiler and Machinery: No coverage change - underwritten by Aviva Insurance Company.

Your Property Certificate of insurance is also enclosed.

Policy documentation will be posted on our website as they are received, which can be accessed at <https://www.westernfgis.ca/maste/Members/commercial/MasterPolicies.aspx> ([REDACTED]).

For those Divisions that participate in the Manitoba School Boards Association Pension Plan for Non-teaching Employees of Public School Boards, this coverage has also been renewed for a further one year term to July 1, 2017. The policy documentation for this is posted on our website as well.

We trust you will find the enclosed in order and wish to thank you for your continued support of the Manitoba Schools Insurance program. Should you have any questions, please contact Linda Baker at linda.baker@westernfgis.ca, 204-942-2555 extension 7220.

Yours truly,
Western Financial Group (Network) Inc.
per:

Grant Ostir
(Telephone 204-942-2555, extension 7228; Fax 204-957-0678
email: grant.ostir@westernfgis.ca)

GO/lb Enclosures

copy: Mr. Darren Thomas, Risk Manager
The Manitoba School Boards Association

COVERAGE CONFIRMATION BINDER

INSURED: THE MANITOBA SCHOOL BOARDS ASSOCIATION, TRUSTEES, AND MEMBER SCHOOL DIVISIONS AND DISTRICTS OF THE MANITOBA SCHOOL BOARDS ASSOCIATION, AS STATED ON CERTIFICATES OF INSURANCE TO BE ISSUED

DATE: July 1, 2016

THIS BINDER IS TO CERTIFY THAT WE HAVE ARRANGED INSURANCE ON YOUR BEHALF IN ACCORDANCE WITH THE FOLLOWING

LOCATION(S) INSURED: All locations of the Insured

DESCRIPTION OF COVERAGES:

- (a) Property - Blanket All Risks
- (b) Comprehensive General Liability - \$2,000,000.
- (c) Special Non-Owned Automobile Liability - \$2,000,000.
- (d) Standard Garage Automobile Liability - \$2,000,000.
- (e) Board of Education/Errors and Omissions Liability - \$2,000,000.
- (f) Umbrella/Excess Liability - \$38,000,000.
[over items (b), (c), (d) and (e), plus over auto liability]
- (g) Equipment Breakdown/Boiler and Machinery - \$40,500,000.
- (h) Crime - Fidelity - \$3,000,000.
- (i) Volunteer Accident Insurance

INSURER(S):

As arranged by and on file with Western Financial Group (Network) Inc.

TERM: **FROM** July 1, 2016 **TO** Until replaced by Policies or as otherwise informed

THIS BINDER IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICIES THAT WILL BE ISSUED IN REPLACEMENT HEREOF

Western Financial Group (Network) Inc.
per: _____

BINDER # CO16-4560

**MANITOBA SCHOOLS INSURANCE
2015/16 TO 2016/17 COMPARISON
BRANDON SCHOOL DIVISION**

	2015-16	2016-17
A. PROPERTY		
- limit of coverage any one building location (including contents)	\$ 68,665,000	\$ 70,648,000
- estimated total replacement value, buildings and contents	385,470,100	392,904,000
- percentage increase	6.2%	1.9%
- average estimated replacement cost per square foot, insured buildings, including contents	344.82	354.72
- coverage for increased cost in claim settlement arising from by-law re-construction requirements	Yes	Yes
- coverage for increased cost to up-grade to "LEED" Silver Environmental Standard	No	No
- limit for Valuable Papers coverage	200,000	200,000
- limit for Accounts Receivable coverage	200,000	200,000
- each loss deductible on all claims (applies per building location for flood, sewer backup)	2,500	2,500
- each loss deductible for break-in (with resulting theft and/or vandalism) claims (excluding outbuildings or storage buildings with building/contents value under \$25,000) occurring at locations without an operating alarm system	10,000	10,000
- annual aggregate retention (once-a-year deductible)	15,000	15,000
- retention deductible applicable to flood (separate from above retention)	50,000	50,000
- total insurer and loss pool rate per \$100. of estimated value	4.23 ¢	4.47
Premiums:		
- self-insurance loss pool assessment	\$ 77,525	\$ 94,297
- excess insurers' premium	85,574	81,276
TOTAL PROPERTY LOSS POOL/INSURER PREMIUM:	\$ 163,099	\$ 175,573
- maximum amount chargeable to self-insurance loss pool in respect of any one claim	\$ 1,200,000	\$ 1,200,000
- aggregate maximum loss pool responsibility for the year	\$ 3,000,000	\$ 3,250,000
- maximum potential property year-end rebate, as percentage of total property premium/loss pool contribution	45.9%	45.9%



MANITOBA SCHOOLS INSURANCE



	2015-16	2016-17
B. LIABILITY		
- <u>general liability</u> limit of coverage	\$ 40,000,000	\$ 40,000,000
- general deductible per claim	2,500	2,500
- deductible applicable to legal defense/ investigation costs	No	No
- deductible on claims alleging wrongful dismissal		
- tenured teachers	25,000	25,000
- non-tenured teachers	25,000	25,000
- other employees	2,500	2,500
- coverage limit for claims arising from accidental pollution or contamination, however requiring discovery/reporting within 120 hours	2,000,000	2,000,000
- coverage limit for employee benefits liability - for claims arising from improper administration of employee benefit plans	40,000,000	40,000,000
- coverage limit for Cyber Liability including Network and Information Security (\$10,000 deductible) and Privacy Breach Expenses (\$10,000 deductible)	Insured	Insured
- " <u>special non-owned auto</u> ", protection for persons while transporting students (extra-curricular activities)	40,000,000	40,000,000
- <u>errors & omissions liability</u> , protection for financial damages claims arising from alleged "wrongful acts"	2,000,000	2,000,000
- deductible amount	2,500	2,500
- deductible applicable to defense and investigative costs	No	No
- coverage limit for employed "Professionals" (eg. Social Workers, Psychologists/Therapists)	5,000,000	5,000,000
- <u>excess auto liability</u> , for owned vehicles, provided Autopac and fleet extension liability of at least \$2,000,000, is carried	38,000,000	38,000,000
- <u>standard garage automobile</u> , provides coverage on vehicles in custody of schools (eg. Industrial arts classes)		
- third party liability, total limit	40,000,000	40,000,000
- all perils coverage on 'customers' automobiles	100,000	100,000
- all perils deductible	1,000	1,000
Premiums:		
- self-insurance loss pool assessment	\$ 19,255	\$ 19,255
- insurers premium/brokerage	40,662	40,663
TOTAL LIABILITY LOSS POOL/INSURER PREMIUM:	\$ 59,917	\$ 59,918
- maximum amount chargeable to self-insurance loss pool in respect of any one claim	\$ 250,000	\$ 250,000
- aggregate maximum loss pool responsibility for the year	\$ 500,000	\$ 500,000
- maximum potential liability year-end rebate, as percentage of total liability premium/loss pool contribution	32.5%	32.1%



MANITOBA SCHOOLS INSURANCE



	2015-16	2016-17
C. EQUIPMENT BREAKDOWN (BOILER & MACHINERY)		
- limit of coverage	\$ 5,000,000	\$ 5,000,000
- deductible - other than air conditioning units machinery breakdown, or pressure vessels	5,000	5,000
- by-laws coverage on chillers	No	No
- deductible - air conditioning units	various, depending on age	various, depending on age
- Premium	<u>\$ 8,752</u>	<u>\$ 10,255</u>
D. CRIME		
- employee dishonesty (includes trustees, volunteers)	\$ 3,000,000	\$ 3,000,000
- computer theft, funds transfer fraud	3,000,000	3,000,000
- depositors forgery/counterfeit currency	3,000,000	3,000,000
- deductible	5,000	5,000
- money & securities coverage	5,000	5,000
- restriction on coverage overnight if money not kept in safe or vault	2,500	2,500
- deductible	500	500
Premiums:		
- self-insurance loss pool assessment	\$ 770	\$ 770
- insurers premium	<u>2,445</u>	<u>2,566</u>
TOTAL CRIME LOSS POOL/INSURER PREMIUM:	<u>\$ 3,215</u>	<u>\$ 3,338</u>
- maximum potential crime year-end rebate, as percentage of total crime premium/loss pool contribution	24.0%	23.1%
E. ACCIDENT INSURANCE FOR VOLUNTEERS		
- accidental death, dismemberment, loss of use	\$ 50,000	\$ 50,000
- accidental major paralysis	100,000	100,000
- weekly indemnity maximum amount	250	250
- accidental medical expense reimbursement	5,000	5,000
- accidental dental expense reimbursement	2,000	2,000
- repatriation/rehabilitation	10,000	10,000
- hospitalization benefit if unemployed, \$90. per day	1,500	1,500
- Premium	<u>\$ 400</u>	<u>\$ 400</u>
F. NET MSBA LOSS PREVENTION/ADMIN. FEE	<u>\$ 5,195</u>	<u>\$ 5,593</u>
G. TOTAL PREMIUM, LOSS POOL CONTRIBUTION, BROKERAGE FEE, ADMINISTRATION/LOSS PREVENTION FEE	<u>\$ 240,878.00</u>	<u>\$ 255,075.00</u>
PLUS HST PAYABLE:	<u>\$ 18,830.84</u>	<u>\$ 19,958.56</u>
PLUS GST PAYABLE:	<u>\$ 259.75</u>	<u>\$ 279.65</u>
TOTAL PAYABLE:	<u>\$ 260,068.39</u>	<u>\$ 275,313.21</u>
Percentage overall increase/decrease	13.2%	5.9%



MANITOBA SCHOOLS INSURANCE



RECEIVED

JUL 27 2016

Office of the Secretary-Treasurer
Brandon School Division

Site 170 Box 23 RR1
Brandon, MB R7A 5Y1

July 22, 2016

Brandon School Division
Chairperson of the Board
1031 6th Street
Brandon, MB
R7A 4K5

Appendix 'A'

Dear Sir:

I received my municipal tax bill Friday July 15th and I am still livid. I live in the Municipality of Cornwallis.

The total tax bill before the \$700.00 school tax rebate reads as follows:

Net Municipal Taxes \$1249.64
School Division Taxes \$2846.79

I would like to discuss where this \$700.00 rebate comes from. In my mind I am sure that in some manner the taxes I have already paid are paying this rebate. So, if this assumption is true, then this rebate is just a way of making us feel that we are getting a break when in reality we are being paid off with our own funds.

With regard to the school division taxes, only one third of my tax dollars are being used to run a whole municipality, but it takes two thirds of my tax dollars to run the Brandon School Division. There is something terribly wrong here. This is ridiculous!

The municipality can look after roads, landfill, policing, run an office and perform all other duties that are required of the municipality for one third of what the Brandon School Division expects us to contribute.

We are senior citizens living on a fixed income. If we need something, we save our money to pay for it and only then purchase it. The Brandon School Division needs to do the same. The taxpayer isn't a bottomless pit. There is a breaking point for everyone.

I have issues with the following:

- Wages totally out of control for school board officials.
- Students that graduate high school that do not know how to do math or count change.
- Students that graduate high school that do not know how to read and understand what they have read.
- Students that graduate high school that do not know how to write legibly.
- The no fail policy in our schools.

With regard to the no fail policy in our schools, who is fooling who. A few years ago, I had a Grade Eight student say to me: "I passed, I wasn't promoted." So, the argument that no student should feel

inadequate because they are unable to pass a grade is just a feel good argument as far as I am concerned. The students, even the ones who are promoted, know what is going on, and probably most of those promoted students know how to play the system.

I am enclosing an article from the Brandon Sun, Tuesday September 15, 2015. This article says that the Brandon School Division Superintendant states that 35% of students in Grades 3 to 4 are below grade level in reading, and 48% of those students are below grade level in numeracy skills. It goes on to say that less than 1/3 of grade 7 students are meeting numeracy levels. She began the interview by saying that she was pleased with the school division's student achievement results for the year. Low expectations net low results.

Something needs to improve here.

Student scores need to improve greatly.

Teachers should be teaching basic skills (reading, writing and arithmetic)

School Boards need to cut their spending dramatically.

A good first option would be to get wages in line with those of the average Manitoban. A good second option would be to set much higher standards for the students.

If students are pushed forward to a higher grade before they are prepared for that higher grade they can not excel in the higher grade.

Instead of students feeling good because they have circumvented the system and achieved the necessary result, they should feel good because they have worked hard and earned the grade by spending the necessary time and energy to do so.

As a taxpayer in Manitoba I am disgusted with the system. We spend more, we receive less.

Yours truly,

Fairlie Parker

Mixed results for BSD students

BY ERIC BELL

Despite results that suggest some students in the Brandon School Division are struggling in the areas of literacy and math, Brandon School Division Supt. Donna Michaels says she is pleased with the division's student achievement results for the 2014-15 school year.

"I'm very happy. I've watched this grow and develop for 15 years now in the division. I'm really pleased with what the schools are doing to promote and monitor student achievement on an ongoing basis," Michaels said.

Numbers presented to the BSD board Monday night showed that 35 per cent of students in grades 3 and 4 are below grade level in reading, and 48 per cent of students in grades 3 and 4 are below grade level in numeracy outcomes. Less than one third of students in Grade 7 are meeting grade level expectations in numeracy outcomes.

Michaels says that while students in some areas are showing low test scores, overall student achievement in the division is improving.

"I think the low scores are decreasing ... but there's always going to be scores at the low end because not all of our students can achieve at the same level," Michaels said. "We work towards the same standards, but achieving at the same level would be impossible."

Michaels said the division constantly monitors student achievement, and works with individual schools to improve

TUESDAY, SEPTEMBER 29, 2015

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The Brandon Sun

» Some areas need 'extra work'

Continued from Page A1

"There may be an area where achievement is lower, so we ask schools to go into the results and look to why that is so. It could be students aren't getting it instructionally and we have to change our methodology," Michaels said, adding that the division also employs eight specialists who work with teachers to improve levels of student achievement.

Certain curriculum, for example, could be giving students difficulty and might need to be adjusted. Michaels said, pointing to the low Grade 7 math scores as an example.

"Some students at the Grade 7 and 8 level, they're just beginning to think abstractly. So not all students at that level are going to achieve at the same level or pace."

BSD board chair Mark Sefton was a little less glowing about the numbers, pointing to areas in the assessments that show a need for improvement.

"We're seeing areas where things are improving, but it also points out that there areas where

we need to do a bit of extra work," Sefton said.

Sefton said that throughout his four years as board chair he has seen improvement in the test scores, particularly in assessments of literacy and numeracy.

"That's something we need to continue to do," Sefton said. "Without those core skills students will be handicapped in social studies, science and everything else."

The effects of all-day kindergarten on students were also shown in the achievement

results. Students who attended kindergarten all day saw a greater increase in phonological expectations (an assessment of motor skills, literacy and numeracy) compared to those who only went to school for a half day. For example, while seven per cent of half-time students were using scissors by the end of the school year, the same was true for 25 per cent of the students who went to kindergarten all day.

Sefton said that those numbers were good to see, and that there would likely be

discussions on expanding the program during next year's budget consultations.

Although certain grade levels do not meet expectations in literacy or numeracy, the majority of students in the division met or exceeded the average scores provincewide.

"We're happy that that's the general trend, but that's no reason to rest on our laurels," Sefton said. "We still have areas of challenge, and we need to put more focus on those."

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