



BRANDON SCHOOL DIVISION

February 5, 2020

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

TO BE HELD MONDAY, FEBRUARY 10, 2020
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, January 27, 2020.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report.

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

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

- From Report of Senior Administration

- a) Review Report of Senior Administration – February 10, 2020.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Board Engagement – Brandon Catholic School Board L. Ross

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

- a) Local Voices, Local Choices Radio and Social Media Campaign Memo – February 5, 2020 (Appendix 'A')
- b) Executive Highlights – February 3, 2020 (Appendix 'B')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 12/2020 That the Trustees be paid the appropriate indemnity for attending Budget Deliberations on February 24, 2020.
- 13/2020 That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2020 Convention to be held March 12 and 13, 2020 at the Delta Hotel, Winnipeg, Manitoba.

5.06 Bylaws

By-Law 1/2020

1st Reading:

That By-law 1/2020, being a borrowing by-law in the amount of \$10,055,400 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Green Acres School
Maryland Park School
Riverheights School

Project

Gymnasium Addition
New K-8 School
Roof Replacement

be now read for the first time.

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, February 18, 2020, Boardroom.
- b) Personnel and Policy Committee Meeting – 10:00 a.m., Thursday, February 20, 2020, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, February 24, 2020, Boardroom.
- d) Upcoming Budget Dates:
 - Budget Presentations – 7:00 p.m., Thursday, February 13, 2020, Boardroom.
 - Public Budget Consultation – 7:00 p.m., Thursday, February 20, 2020, Boardroom.
 - Budget Deliberations – 10:00 a.m. – Public Portion, (9:00 a.m. – In-Camera Portion), Monday, February 24, 2020, Boardroom.
 - Public Budget Presentations – 7:00 p.m., Monday, March 2, 2020, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 9, 2020, Boardroom.

7.00 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. (Public), MONDAY, JANUARY 27, 2020.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette (by phone), Ms. K. Fallis, Ms. D. Kejick, Mr. S. Montague, Mr. J. Murray.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. T. Curtis and Ms. K. Rance, Live Streaming Video Operators.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Ms. E. McFadzen, Assistant Superintendent.

REGRETS:

Ms. L. Letain.

The Chairperson called the meeting to order at 6:06 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added seven (7) In-Camera items to the agenda.

Trustee Ross added two (2) items for In-Camera.

Ms. Bambridge– 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 January 13, 2020 were circulated.

Ms. Fallis – Mr. Murray

That the Minutes be approved.

Carried.

Ms. Fallis – Ms. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (6:08 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) Legal Counsel attended the meeting and along with the Superintendent/CEO, reviewed information on a Personnel matter. Discussion took place and they responded to Trustee questions. (Legal Counsel exited the meeting at 6:45 p.m.)
- c) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Personnel Matter.
- d) The Superintendent/CEO provided an update on a Personnel Matter.
- e) The Superintendent/CEO provided information on three (3) Personnel Matters.

- Trustee Inquiries**2.03 Property Matters/Tenders****- Reports**

- a) The Secretary-Treasurer provided an update on a Property Matter.

- Trustee Inquiries**2.04 Board Operations****- Reports**

- a) Trustee Ross discussed two (2) Board Operations Matters with Trustees and received Board feedback.

- Trustee Inquiries

Mr. Montague – Mr. Murray

That the Committee of the Whole In-Camera do now resolve into Board. (6:58 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****3.02 Communications For Information****3.03 Communications For Action**

- a) Trustee Montague read a letter addressed to the Board of Trustees, which indicated he is resigning from his position as a Trustee as of January 31, 2020.

Trustee Ross thanked Trustee Montague for his contributions to the Board and wished him all the best in the future.

Dr. Casavant also thanked Trustee Montague for his service to the Board and wished him all the best.

4.00 REPORT OF SENIOR ADMINISTRATION

The Superintendent/CEO provided highlights on the following items from the January 27, 2020 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - École secondaire Neelin High School Presented with Metis Flag
 - Information Items
 - Manitoba Education Correspondence
 - Letter from Honourable Kelvin Goertzen, Minister of Education.
 - Presentations
 - Continuous Improvement at École O’Kelly School – M. Thomson, L. Featherstone, S. Hainstock

The École O’Kelly School students demonstrated to Trustees how to code and gave them the opportunity to do it themselves. Trustee Ross thanked the teachers and students for attending.

Ms. Bambridge – Ms. Fallis

That the January 27, 2020 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) Education and Community Relations

The written report of the Education and Community Relations Committee meeting held on January 15, 2020 was circulated.

Ms. Fallis – 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 January 21, 2020 was circulated.

Mr. Murray – Mr. Bartlette

That the Report be received and filed.

Carried.

c) Finance and Facilities Committee Meeting

The written report of the Finance and Facilities Committee meeting held on January 23, 2020 was circulated.

Mr. Murray – Ms. Bambridge
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) Executive Highlights – January 6, 2020
- b) e-bulletin – January 15, 2020

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

03/2020 Mr. Montague – Mr. Murray
That the request involving nine (9) male and twenty-two (22) female Vincent Massey High School history, geography and art students in grades 9 to 12 to make a trip to Germany, Switzerland, Italy and the Vatican City from March 25 to April 5, 2020 be approved and carried out in accordance with Board Policy #9.

Trustees Montague and Murray both commented on this motion, noting that this trip will be an incredible opportunity and experience for these students.
Carried.

04/2020 Mr. Murray – Ms. Fallis
That the request involving approximately seven (7) male and thirteen (13) female Crocus Plains Regional Secondary School dramatic arts students in grades 10 to 12 to make a trip to New York City, NY from May 20 to May 24, 2021 be approved and carried out in accordance with Board Policy #9.
Carried.

05/2020 Ms. Fallis – Mr. Murray
That the School Calendar for the 2020-2021 School Year be established, as proposed.
Carried.

06/2020 Ms. Kejick – Ms. Bambridge
That the Auditor's Engagement Letter regarding the Audit of the December 31, 2019 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Secretary-Treasurer be authorized to affix his signature thereto.
Carried.

07/2020 Mr. Murray – Ms. Fallis
That the lowest Tender from Bell MTS Security and Automation in the amount of \$224,538.82 (including taxes) to Supply and Install Surveillance Cameras (308) and NVR Servers (3) be funded through the Designated Surplus be accepted.

Trustees asked questions for clarification regarding Capital Reserves and Designated Surplus.
Carried.

08/2020 Ms. Bambridge – Ms. Fallis

That the Tender from Benmarks in the amount of \$663,411.37 (including taxes) for the Supply and Installation of an Internet Protocol Paging Solution at O'Kelly, Linden Lanes, Meadows and Neelin to be funded from the Designated Surplus be accepted.

Trustees discussed this motion and the costs involved to install Internet Protocol Paging Solutions in the remaining Division schools. Trustee Murray suggested that this request be discussed at Budget Deliberations on February 24, 2020. Trustees spoke for and against this motion. Mr. Brent Ewasiuk, Director of Management of Information Systems Technology (MIST), attended and provided additional information to Trustees regarding IP Paging Solutions.

Carried. (5-2 – Trustees Murray and Bartlette opposed)

LATE MOTIONS:

09/2020 Mr. Murray – Mr. Montague

That Trustee Bartlette be appointed as Alternate to the Workplace Safety and Health Committee.

Carried.

10/2020 Ms. Bambridge – Mr. Montague

That Trustee Fallis be appointed as Alternate to represent the Brandon School Division on the Brandon Urban Aboriginal Peoples' Council.

Carried.

11/2020 Mr. Montague – Ms. Fallis

That Trustee Bambridge be appointed as Alternate to the Finance and Facilities Committee.

Carried.

5.06 Bylaws

5.07 Giving of Notice

Ms. Kejick

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 1/2020, for the purpose of borrowing to meet partial costs for various construction projects in the Division.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Board of Trustees – Meeting with the Brandon Catholic School Board – 4:00 p.m., Wednesday, January 29, 2020, St. Augustine School.
- b) Support Personnel Labour Management Committee Meeting – 3:30 p.m., Thursday, February 6, 2020, Conference Room.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, February 10, 2020, Boardroom.

d) Upcoming Budget Dates:

- Budget Presentations – 7:00 p.m., Thursday, February 13, 2020, Boardroom.
- Public Budget Consultation – 7:00 p.m., Thursday, February 20, 2020, Boardroom.
- Budget Deliberations – 10:00 a.m. – Public Portion, (9:00 a.m. – In-Camera Portion), Monday, February 24, 2020, Boardroom.
- Public Budget Presentations – 7:00 p.m., Monday, March 2, 2020, Boardroom.
- Final Budget Approval – 7:00 p.m., Monday, March 9, 2020, Boardroom.

7.00 ADJOURNMENT

Mr. Montague - Ms. Fallis
That the Board do now adjourn. (8:33 p.m.)
Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

February 10, 2020

A. Administrative Information

I. CELEBRATIONS

1. I LOVE TO READ MONTH

February is I Love to Read Month, aimed at encouraging literacy in the early years in order to build a strong foundation and open doors to opportunities. Many of our schools will host activities to promote books and a love of reading.

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from January 22, 2020 to February 4, 2020.

- January 22, 2020 – meeting for Division Staffing Roll-out to BSD Teachers
- January 23, 2020 – meeting with Don Cuggy
- January 23, 2020 – meeting with Cale Dunbar, President, Brandon Teachers' Association
- January 23, 2020 – Brandon Urban Aboriginal Peoples Council meeting
- January 24, 2020 – school visit and meeting with School Leader – King George School
- January 25, 2020 – meeting with École New Era School Administration
- January 27, 2020 – meeting with David Swayze, Meighen Haddad Law Firm
- January 29, 2020 – Board Engagement - meeting with the Brandon Catholic School Board
- February 3, 2020 – Tour of PAES (Providing Individuals Knowledge and Experience for Career Success) program

“Accepting the Challenge”

- February 3, 2020 – meeting with Mathew Gustafson, Assistant Superintendent; Cale Dunbar, President, Brandon Teachers' Association and Diane Beresford, Staff Officer, The Manitoba Teachers' Society
- February 4, 2020 – Operational Divisional Leadership Team meeting

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDEN</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary	4 total	2 – 3 day 2 – 5 day	Assaultive Behaviour Assaultive Behaviour
High School	13 total	4 – 3 day 1 – 3 day 1 – 5 day 1 – 10 day 1 – 15 day 2 – 15 day 1 – 15 day 1 – 20 day 1 – 30 day	Unacceptable Behaviour (1 vaping) Drug and Alcohol AP Unacceptable Behaviour Assaultive Behaviour Unacceptable Behaviour Assaultive Behaviour Drug and Alcohol AP Assaultive Behaviour and Vaping Weapons

IV. INFORMATION ITEMS

1. 2020-2021 FRENCH IMMERSION KINDERGARTEN REGISTRATION SUMMARY

For InformationM. Gustafson

Random Selection Process

- 60 applications received via the electronic web based submission process
 - 2 applications received with multiple students listed (twins/siblings)
- 4 applications received in person by the Superintendent's Office (paper)
- 64 applications for a total of 66 students

École Harrison

- 23 students placed with siblings currently attending École Harrison
- 17 students were randomly selected for placement from applications for students without siblings currently attending École Harrison
- 3 students were placed on the waitlist

École New Era School

- 6 students placed with siblings currently attending École New Era School
- 10 students placed without siblings currently attending École New Era School

École O’Kelly School

- 3 students placed with a sibling currently attending École O’Kelly School
- 4 students placed without a sibling currently attending École O’Kelly School

2. 2020-2021 ST. AUGUSTINE KINDERGARTEN REGISTRATION SUMMARY

For InformationM. Gustafson

Random Selection Process

- 21 applications received via the electronic web based submission process
- 2 applications received in person by the Superintendent’s Office (paper)
- 23 applications for a total of 23 students
 - 13 applications for students with siblings currently attending St. Augustine School
 - 10 applications for students without siblings currently attending St. Augustine School
- 3 student were placed on a waitlist
 - Without a sibling currently enrolled – Baptized Catholic

3. FUNDING ANNOUNCEMENT FOR 2020-2021

For InformationD. Labossiere

The following is a summary of the announcement by the Minister of Education and Training on January 30, 2020:

- The Province announced an increase of 0.5% or \$6.6 million in provincial funding to public schools for the 2020-2021 school year, including a \$4.4 million increase for operating support, a \$10.4 million increase for capital support and an \$8.2 million reduction in the Tax Incentive Grant (TIG).
- The Tax Incentive Grant (TIG) is in the third year of the six-year phase-out at 1/6 per year. The TIG was a voluntary program that ended in 2011, intended to assist school divisions that held the line on taxes. The Brandon School Division (BSD) TIG funding for 2020-2021 is reduced by \$308,002 to \$924,007.
- The Province is providing the Division with \$54.5 million (\$53.3 million 2019-2020) through the funding announcement for 2020-2021; an increase in funding of \$1.2 million (2.3%) over last year’s funding announcement.

Base Support

- Base Support has increased 0.9% or \$237,084 resulting primarily from enrollment growth.
- All rates for base support have remained unchanged.

Categorical

- Transportation funding increased by \$46,435 due to an increase in bused students.
- Funding for Level 2 and Level 3 Special Needs did not change; it is maintained at the 2019/2020 level. The Division received a net increase of \$147,910 for Level 3 EBD (Emotionally/Behaviourally Disordered) students.
- The Senior Years Technology Education funding decreased by \$59,730 due to lower student enrollment in senior years technology courses.
- There was no change in Indigenous Academic Achievement (IAA) grant amount.
- The Enrollment Change Grant decreased by \$14,644.
- The Early Childhood Development Initiative decreased by \$5,090 due to a decrease in the number of Kindergarten students.
- The Literacy and Numeracy grant increased by \$7,712 due to enrollment growth.
- The remaining categorical grant rates remained unchanged from last year and any increases in the funding are solely due to enrollment increases.

Equalization Support

- The Equalization Support Grant increased by 6.1% or \$1,152,038. Equalization Support is calculated using the 2020 assessment for all divisions and the maximum assessment per pupil used to determine the 2020-2021 equalization factor is set at \$689,040 (2019 - \$654,150). The percentage of unfunded expenditures is maintained at 66%.

School Building (D-Grant) Support

- The School Building (D-Grant) Support decreased by \$240.

Other Support

- The Learning to Age 18 grant decreased by \$225.
- There are no changes to the Early Years Enhancement Grant, the Career Development Grant and the Technology Equipment Replacement Grant.

Other items to note

- The Formula Guarantee is maintained at 98% of 2019/20 Base, Categorical, Equalization, School Buildings (Earned) Support and Formula Guarantee.
- The General Support Grant (GSG) has been set at \$36.7 million for 2020-2021. Of this amount, \$34.2 million will be allocated to each division based on the amount of payroll tax paid at December 31, 2019 as a percentage of the total payroll tax paid by all school divisions. The remaining \$2.5 million will be allocated to school divisions through a new initiative, with further details to follow in March 2020.
- For 2020-2021, the Minister directed School Divisions to limit any increases to the Special Requirement to two per cent (2.0%).

V. PRESENTATIONS

1. CONTINUOUS IMPROVEMENT AT EARL OXFORD SCHOOL

For InformationR. Tomlinson, M. Jordan, K. Kerkowich

Robert Tomlinson, Principal; Marty Jordan, Vice-Principal; Katie Kerkowich, Grade 7 Teacher will provide an update on Continuous Improvement initiatives in progress at Earl Oxford School.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information K. Buchanan

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

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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/Chief Executive Officer**

LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

February 5, 2020

MEMO

TO: All Board Chairs

FROM: Alan M. Campbell
President

RE: Local Voices, Local Choices Radio and Social Media Campaign

In the lead up to the release of the K-12 Education Review throughout February and the first half of March, MSBA has launched a province-wide radio campaign, on a variety of chains and local community stations as follows:

- QX104 (Winnipeg/southern MB)
- 94.3 The Drive (Winnipeg/southern MB)
- 103 Virgin Radio (Winnipeg/southern MB)
- 96.1 BOB (Brandon/western MB)
- Golden West-Steinbach (Mix 96.7), Winkler (The Eagle) and Portage la Prairie (Mix 96.7)
- NCI (province-wide)
- Stillwater Broadcasting (northern MB)
- CJAR--Arctic Radio (northern MB)

This campaign was produced entirely in-house by our ECS team and is based on the feedback that we received from you, our members, during the November regional meetings. Rest assured that MSBA executive sought out the best available pricing for distribution in all regions and from all vendors.

You can listen to the radio spots that have been developed as part of this campaign, as well as our most recent media interviews in response to the 2020 funding announcement, by visiting www.localvoices.ca.

As always, the Local Voices campaign is also supported by our social media platforms. There will be a variety of videos and other ad spots in the next few weeks, featured on Facebook and Twitter.

Facebook: www.facebook.com/mbschoolboards

Twitter: @mbschoolboards

And be certain follow our pages and to like, love, share, tweet and retweet our posts!

AMC/ak

Executive Highlights

Monday, February 3, 2020

Alan Campbell
President
204-886-7121

Sandy Nemeth
Vice-President
(6,000 students or more)
204-230-6475

Floyd Martens
Vice-President
(fewer than 6,000 students)
204-572-5374

Vacant
Past President

Kelli Riehl
Director Region 1
204-539-2803

Leah Klassen
Director Region 2
204-325-8093

Lena Kublick
Director Region 3
204-757-2889

Vaughn Wadelius
Director Region 4
204-623-3073

Jerry Sodomlak
Director Region 5
204-999-1409

Julie Fisher
Director Region 5
204-261-7963

Chris Broughton
Director Region 6
204-509-8642

1. As passed at its January 6, 2020 meeting, the Executive received the final draft of the association's violence policy. The policy will be added to both the Executive and Staff manuals.
2. The Executive discussed the critical incident reporting forms and divisional practices with respect to submission of those forms to Manitoba Education. It was suggested that in partnership with MTS, MASS and Manitoba Education, a review of the current practices take place and a clear, effective process be put in place for member boards going forward.
3. The executive received the proposed amendments to the executive and staff manuals, including the approval to formally recognize and acknowledge treaty and territorial contexts in relation to Canada's Aboriginal and Indigenous Peoples as part of the opening exercise for all Association meetings.
4. Josh Watt shared that at the Aboriginal and Indigenous Education Planning committee meeting of Friday, January 31, the committee proposed enhancing diversity on local school boards. Executive will further examine this proposal upon receipt of a formal recommendation from the committee.
5. The Community Education Development Association has offered to bring in representatives from the Nova Scotia, to share their experience with losing their local voices and choices with the dissolution of school boards and elimination of trustees in that province. Administration will engage with CEDA to finalize logistics.
6. The preliminary 2020/21 expenditures budget was shared. Robyn Winters, Chief Financial Officer responded to questions.
7. Following the release of the Review Commission's report on K-12 Education, Executive is considering future PD in support of our member boards, in response to the recommendations within the review.

JW/ak

*Questions about the items above? Contact any member of the MSBA Executive or Josh Watt, Executive Director.
The official minutes will be posted to the MSBA website once approved at the Executive's next meeting on March 11, 2020.*