



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING/COMMITTEE OF THE WHOLE OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 6:00 P.M., MONDAY, OCTOBER 25, 2021.

TRUSTEES PRESENT: L. Ross, Chairperson
S. Bambridge C. Ekenna
K. Fallis B. Foley
D. Kejick L. Letain
J. Murray

ALSO PRESENT: D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
J. Zilkey, Assistant Superintendent
B. Sangster, Recording Secretary
T. Curtis, Live Streaming Video Operator

REGRETS: J. Gobeil, Vice-Chairperson
S. Gilleshammer, Assistant Superintendent

The Chairperson called the In-Camera portion of the meeting to order at 6:04 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added six (6) items for In-Camera.

Ms. Letain – Ms. Bambridge
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 12, 2021 were circulated.

Ms. Fallis – Mr. Ekenna
That the Minutes be approved as circulated.
Carried.

Mr. Murray – Ms. Fallis
That the Board do now resolve into Committee of the Whole In-Camera. (6:05 p.m.)
Carried.

2.00 IN CAMERA DISCUSSION (COMMITTEE OF THE WHOLE):**2.01 Student Issues****- Reports**

- a) Mr. Mathew Gustafson, Superintendent/CEO, provided information on one (1) Student Matter.

- Trustee Inquiries**2.02 Personnel Matters****- Reports**

- a) Staffing Activity Report was presented.
- b) Mr. Jon Zilkey, Assistant Superintendent, provided information on a Personnel Matter and answered Trustee questions.
- c) The Superintendent/CEO provided information on a Personnel Matter and answered Trustee questions.
- d) The Superintendent/CEO and Mr. Denis Labossiere, Secretary-Treasurer, provided background information and received Board direction on a Personnel Matter.
- e) The Superintendent/CEO provided information on a Personnel Matter.

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

- a) The Superintendent/CEO provided information on a Property Matter and received direction from the Board.

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

Ms. Bambridge – Mr. Foley

That the Committee of the Whole In-Camera do now resolve into Board. (7:25 p.m.)

Carried.

The Chairperson called the Public portion of the meeting to order at 7:31 p.m. with a traditional heritage acknowledgement.

3.00 PRESENTATIONS AND COMMUNICATIONS:**3.01 Presentations For Information****3.02 Communications For Information****3.03 Communications For Action**

- a) The 2020-2021 Financial Audit is now complete. Mr. Todd Birkhan and Ms. Clarissa Parr from BDO Canada, LLP, attended and presented the Auditor's Report on the Financial Statements.

Mr. Todd Birkhan, Auditing Partner of BDO Canada LLP, Chartered Accountants, and Ms. Clarissa Parr, Audit and Assurance Manager, joined the Board at the table and spoke to the 2020-2021 Audited

Financial Statements. Mr. Birkhan was pleased to report that the June 30, 2021 audit had been completed.

Mr. Birkhan 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 within 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, 2021, 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 2020-2021 year, the Division did report a fairly significant operating deficit of approximately \$3.1 million. With the impacts of COVID, and the impacts of salary settlements flowing into the current year's operations, the School Division did end up with a reasonable sized deficit. The current year's deficit has eroded the majority of surplus and has left an overall accumulated surplus remaining of \$609,331 in operating surplus. This has left a fairly razor thin margin at the end of the year to deal with any future contingencies, or future spending requirements. For instance, the current year's deficit was \$3 million; there is basically 20% of that left in accumulated surplus. If put it in days, the Division has one (1) day's expenses in accumulated surplus, or 0.5% of overall budget for the entire year. Given the uncertainty of future expenses, given the uncertainty of a contract environment where many times you have to estimate, ultimately, not only what the future requirements are for salary contracts, but also past requirements for retro pay, this does leave the Division with a pretty thin margin.

In closing, Mr. Birkhan thanked the Brandon School Division for appointment of BDO, and also noted that the Brandon School Division financial department, Mr. Labossiere and his team, are a very high quality financial team. They have a very high volume of transactions, they have a lot of complicated issues, and are extremely busy. This is one of the highest caliber finance teams that BDO has the pleasure of working with. It is very much that the Board, and ultimately the members of the City of Brandon, can be proud that their financial affairs are in very good hands with their team.

Trustee Ross thanked Mr. Birkhan for recognizing the work of the Division's Administrative team, noting that the Board recognizes it as well and appreciates it.

Referred motions.

4.00 REPORT OF SENIOR ADMINISTRATION

Mr. Mathew Gustafson, Superintendent/CEO, provided highlights on the following items from the October 25, 2021 Report of Senior Administration:

- Celebrations
 - Westman Remote Learning Consortia - Video
 - CWB Welding Foundation "Forged by Youth Award" – Crocus Plains Regional Secondary School
- Statistical Information
 - September Enrolment Reporting
- Administrative Information
 - Information Items
 - Manitoba Education Correspondence:
 - Manitoba's Excellence in Education Awards
 - Manitoba School Library Day – October 25, 2021

- Kindergarten to Grade 12 Framework for Continuous Improvement Reports, Fall 2021

Mr. Jon Zilkey, Assistant Superintendent, provided information on the following Manitoba Education Correspondence:

- Take our Kids to Work – Grade 9 students, November 3, 2021
- High School Indigenous Language Course Review 2020-2021

Mr. Murray – Ms. Bambridge

That the October 25, 2021 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 October 12, 2021 was circulated.

Mr. Ekenna – Mr. Murray

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 October 12, 2021 was circulated.

Ms. Fallis – Ms. Letain

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 13, 2021

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

58/2021 Ms. Bambridge – Mr. Murray

That the Board approve the research request from Marc Valade, Stanley Knowles Visiting Professor in Public Policy, CARES Research Centre, Faculty of Education, Brandon University, for the research project entitled “*The Influence of Adaptation Brokers on the Integration and Resilience of Immigrant Families*”.

Carried.

59/2021 Mr. Murray – Ms. Bambridge
Whereas the current deadline for Trustee budget requests does not align with the Stakeholder consultation process, be it resolved that Motion 48/2017 be reversed.

Carried.

60/2021 Ms. Fallis – Mr. Foley
Be it resolved that the budget process requires all Trustee requests for budget adjustments to be made to the Office of the Secretary-Treasurer by November 15th; during an election year the deadline would be December 15th. Once budget requests are reviewed and endorsed by an appropriate Committee of the Board, they will be submitted for Board budget deliberations.

Carried.

61/2021 Ms. Letain – Ms. Bambridge
That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2021 be and are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.

Carried.

Late Motions:

62/2021 Ms. Bambridge – Mr. Murray
Whereas the COVID-19 pandemic situation has changed, be it resolved that Motion 23/2020 be reversed.

Carried.

63/2021 Mr. Foley – Ms. Fallis
Whereas the current COVID-19 pandemic situation and the implications for travel insurance for out-of-province school related travel for students is not allowed;
Whereas staff travel insurance and public health orders apply and staff adhere to the orders;
Whereas public health orders do not interfere with staff's ability to attend the professional development and/or their return to work following travel; now therefore

Be it resolved that with approval from the Superintendent, fully vaccinated staff may travel for the purpose of professional development when travel insurance and public health orders (local and destination) allow. Staff must adhere to all applicable Public Health Orders and when, planning travel of this nature, staff must ensure the Public Health Orders, such as quarantine requirements, do not interfere with their ability to attend the professional development and/or their return to work following the travel. Should a staff member contract COVID-19 while traveling for professional development, they will be entitled to access their accumulated sick leave credits.

Carried.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

a) Community Drug & Alcohol Education Coalition Meeting – 1:00 p.m., Tuesday, October 26, 2021, Boardroom.

- b) Stakeholder Meeting with Brandon Chamber – 3:00 p.m., Tuesday, October 26, 2021, via Microsoft Teams
- c) Stakeholder Meeting with Parent Council Representatives – 7:00 p.m., Tuesday, November 2, 2021, via Microsoft Teams.
- d) Support Personnel Labour Management Committee Meeting – 4:30 p.m., Thursday, November 4, 2021, Boardroom.
- e) NEXT REGULAR BOARD MEETING/COMMITTEE OF THE WHOLE – 7:30 p.m. (public), Monday, November 8, 2021, Boardroom.

Due to COVID-19:

- Brandon School Division Board Meetings are currently taking place in person and allowing public attendance, however, to accommodate space limitations and physical distancing, we ask that those wishing to attend pre-register with Bernadene Sangster, Executive Assistant, at sangster.bernadene@bsd.ca, or (204) 729-3114 by 4:00 p.m. the Friday before the Board meeting.
- Members of the public wishing to make a presentation, a delegation or a petition are asked to contact Ms. Sangster no later than 4:00 p.m. on the Tuesday before the Board meeting.
- Face mask use is mandatory.
- We invite everyone to watch live streaming of the Board meetings on our website: <https://www.bsd.ca/page/8192/board-meeting-dates-live-streaming>

Ms. Fallis – Ms. Letain

That the Board do now resolve into Committee of the Whole In-Camera. (8:28 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA (8:16 p.m.)

Ms. Fallis – Mr. Murray

That the Committee of the Whole In-Camera do now resolve into Board. (9:27 p.m.)

Carried.

7.00 ADJOURNMENT

Ms. Letain – Ms. Bambridge

That the Board do now adjourn (9:28 p.m.)

Carried.

Chairperson

Secretary-Treasurer