



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 24, 2022.

TRUSTEES PRESENT: L. Ross, Chairperson
J. Gobeil, Vice-Chairperson

S. Bambridge
C. Ekenna (arrived at 6:09 p.m.)
K. Fallis
B. Foley
D. Kejick
L. Letain (by phone)
J. Murray

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

The Chairperson called the In-Camera portion of the meeting to order at 6:10 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added three (3) items for In-Camera.

Mr. Gobeil – 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 11, 2022 were circulated.

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

Mr. Gobeil – Mr. Foley

That the Board do now resolve into Committee of the Whole In-Camera. (6:10 p.m.)

Carried.

2.00 IN CAMERA DISCUSSION (COMMITTEE OF THE WHOLE):

2.01 Student Issues

- Reports

- Trustee Inquiries

2.02 Personnel Matters

- Reports

a) Staffing Activity Report was presented.

b) Mr. Mathew Gustafson, Superintendent/CEO, provided an update on a Personnel Matter.

c) The Superintendent/CEO provided information on a Personnel Matter.

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

2.04 Board Operations

- Reports

a) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Board Operations Matter, and received direction from the Board.

- Trustee Inquiries

Ms. Bambridge – Mr. Ekenna

That the Committee of the Whole In-Camera do now resolve into Board. (7:28 p.m.)

Carried.

The Chairperson called the Public portion of the meeting to order at 7:30 p.m. with a traditional heritage acknowledgement.

POINT OF PRIVILEGE:

Trustee Bambridge advised that she would be exiting the meeting early, and noted that this would be her last Board Meeting. She thanked the Division for a wonderful career spanning over 30 years, adding that it had been an honour to serve the students, the teachers, the staff and the parents and families of Brandon School Division. Thank you.

3.00 PRESENTATIONS AND COMMUNICATIONS:

3.01 Presentations For Information

a) Students and teachers from Ecole secondaire Neelin High School, presented on their reflections on the Truth and Reconciliation Commission's 94 Calls to Action and shared their mixed media artworks personally responding to the theme "*Decolonize the Heart.*"

Trustees thanked the students and teachers for attending and sharing their reflections and artwork.

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, joined the Board at the table and spoke to the 2021-2022 Audited Financial Statements. Mr. Birkhan was pleased to report that the June 30, 2022 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, 2022, 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 an important document to focus on is the Statement of Operations, as it ties into the information that is routinely questioned. The Statement of Operations talks about the funds coming in, the current year's expenditures and if more money came in than was expended during the current year. When looking at the financial statements for the current year, it is a fairly big change from that of the prior year. Mr. Birkhan indicated that last year there was a deficit for June 30, 2021 of \$3.1 million, which took the accumulated surplus down to less than \$1 million for Brandon School Division. During the current year there was, due to some additional revenue that was received later in the fiscal year, an overall operating surplus of the current year of about \$2.2 million. That was significantly different than what was budgeted, but it was related to revenue coming later in the year, and ultimately when you think of it in the context of running a \$3 million deficit in the prior year and a \$2 million surplus in the current year, the Division is still in a \$1 million collective deficit over the prior two (2) years. The current year's surplus does increase the overall Operating Surplus for the Division at \$2.8 million. That is the cumulative total of all deficits and surpluses incurred since the beginning of time. \$2.8 million is a lot of money, but when we start talking about the context of an approximate \$120 million budget, this represents a week of expenses. Effectively, what we are talking about is approximately 2.5% of the annual expenditures of the Brandon School Division. The percentage gets smaller when you look at the \$1.1 million in Accumulated Surplus that has actually already been designated for future purposes. That leaves about \$1.7 million in undesignated surplus.

There are uncertainties within the nature of a school division. A significant component of a school division is wages; there may be contracts that may not be negotiated, and actual terms may not be known at the time of the financial statement audit or at the year end. There are future employee benefits that may come in differently than ultimately projected or estimated. When you look at the context of those potential uncertainties, having a \$2 million accumulated surplus can be ground away pretty quickly when we start talking about an overall surplus of approximately 2.5% of expenditures in the end.

In closing, Mr. Birkhan thanked the Brandon School Division for appointment of BDO, and he thanked the Secretary-Treasurer and his team for all their coordination and their help during the course of the audit. Mr. Birkhan reassured the Board that the Brandon School Division has a second to none finance department and the Board can rest assured that the Division's financial affairs are in good hands.

Trustee Ross thanked Mr. Birkhan for his presentation and recognizing the work of the Division's finance 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 24, 2022 Report of Senior Administration:

A) Administrative Information

- Celebrations:
 - 1st Annual Alair Homes Trade Skills Event
 - Thanksgiving Food Drive Competition
- Information Items:
 - Correspondence from Manitoba Education and Early Childhood Learning
 - Manitoba's Excellence in Education Awards 2022-2023
 - Manitoba Teachers' Society Committee Participation 2022-2023
 - High School Indigenous Language Course Review 2021-2022
 - 2023 Prime Minister's Awards
 - Brandon Police Service Monster Mash
 - Manitoba Indigenous Youth Achievement Awards 2022
- Presentations:
 - Respect in School, Respect in Sport Implementation Report – J. Zilkey
 - Ventilation Report – S. Gilleshammer

Trustees asked questions for clarification.

Mr. Gobeil – Ms. Bambridge

That the October 11, 2022 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 24, 2022 was circulated.

Ms. Fallis – Mr. Ekenna

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 19, 2022

5.04 Public Inquiries (max. 15 minutes)

Mr. Jamie Rose, President, CUPE Local 737, thanked the Board of Trustees for all their hard work for the past four (4) years. It has not been an easy time with having to make difficult decisions affecting students, staff and the public during the pandemic. He would like to know what direction is being left for the new Board to ensure they will have the necessary information to carry on the good work of the outgoing Board. Thank you.

5.05 Motions

62/2022 Ms. Fallis – Mr. Foley

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2022 be and are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.

Carried.

63/2022 Mr. Gobeil – Ms. Kejick

Whereas the Board of Trustees has completed an evaluation of the Superintendent/CEO in accordance with Policy 9.10; therefore be it resolved that the Board approve the Superintendent/CEO evaluation for the period July 1, 2021 - June 30, 2022.

Carried.

5.06 Bylaws**Bylaw 2/2022****3rd Reading:**

Mr. Foley

That Bylaw 2/2022 being a bylaw of the Brandon School Division to authorize payment of indemnities and mileage to Trustees and repealing Bylaw 6/2018 passed on October 9, 2018, be now read for a third and final time, having been read for a second time on October 11, 2022.

Carried.

5.07 Giving of Notice**5.08 Trustee Inquiries****POINT OF PRIVILEGE:**

Trustee Murray spoke on this being the last meeting together as a Board. He noted it has been an honour and a privilege for him to be able to associate himself with people of the Trustees' caliber. Everybody on the Board came with the exactly the same right reasons for sitting on this Board. In the 27 years he has been a Trustee, it's been one of the best Boards he's ever had the privilege of working with.

Trustee Murray responded to Mr. Rose's question to ensure the experiences we've had are living on, one of the things the Board has done is leave with one of the finest Senior Administrations that you're ever going to find. He thanked everyone for the work they have put in.

Trustee Ekenna expressed that it's been a privilege to serve the city, this Board for the past two (2) years. It's been a lifetime honour and privilege to serve the city and to be on the Board. He noted appreciation for the Board members and Senior Administration.

Trustee Fallis added that she has learned so much over the past four (4) years, due to great Senior Administration and support. She has enjoyed working with the Board and Senior Administration and looks forward to continuing with this great team.

Trustee Foley thanked the Board, noting it has been great working with everyone over the past couple of years. He has learned a lot and wanted to especially thank the Board for their support with the newest addition to his family.

Trustee Gobeil said miigwetch to his fellow colleagues on the Board and thank you to the Senior Administration team for doing an excellent job as we navigated over the past couple of years. He looks forward to seeing where the Division is going. Moving forward, we always say we plant that seed for the next seven (7) generations, well let's say we go for the next four (4) years here first, then we'll go for the next four (4) after that. Miigwetch.

Trustee Kejick said thank you, miigwetch, for everything and all of the Board and Senior Administration and all of their areas of giftedness. As a team we've come together really well with unique perspectives and unique abilities. She recognized the knowledge that she gained and now the responsibility and the accountability that we all mutually have for each other, with each other, for the next generation. This is not a thing to take for granted, all we can do is trust those out there that they see us for our abilities. Thank you for taking the time to get to know me.

Trustee Letain thanked her colleagues, saying she appreciated all of their comments and wished good luck to everyone.

Trustee Ross thanked her fellow Trustees, noting she felt they had been a really effective Board who worked well together. She thanked Senior Administration, adding that they are an exemplary team.

6.00 ANNOUNCEMENTS

- a) Inaugural Board Meeting – 7:00 p.m., Monday, November 7, 2022, Boardroom.
- b) NEXT REGULAR BOARD MEETING/COMMITTEE OF THE WHOLE – 7:30 p.m. (public), Monday, November 14, 2022, Boardroom.

Additional Information:

- Members of the public wishing to make a presentation, a delegation or a petition are asked to contact Ms. Bernadene Sangster, Executive Assistant, at sangster.bernadene@bsd.ca, or (204) 729-3114, no later than 4:00 p.m. on the Tuesday prior to the Board meeting.
- 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>

7.00 ADJOURNMENT

Mr. Ekenna – Ms. Fallis

That the Board do now adjourn (8:59 p.m.)

Carried.

Chairperson

Secretary-Treasurer