



BRANDON SCHOOL DIVISION

November 5, 2021

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

TO BE HELD MONDAY, NOVEMBER 8, 2021
6:00 P.M. (In-Camera) 7:30 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, October 25, 2021.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports

- a) Staffing Activity 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 – November 8, 2021.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Committee of the Whole:

Finance and Facilities	K. Fallis
Personnel and Policy	S. Bambridge

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda

- MSBA Issues

- a) e-bulletin – October 27, 2021 (Appendix 'A')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

64/2021 That the following guidelines be initiated for the 2022-2023 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures, e.g.: employee benefits, insurance, fuel/propane for school buses, taxes and utilities;
- b) No increase for controllable expenditures;
- c) No increase for the school instructional budget;
- d) No increase for the capital and maintenance budget;
- e) The 2022-2023 Budget provide for enrollment change.

- 65/2021 That Board Policy 5 – “Annual Planning Cycle” be rescinded and replaced with updated Policy 5 – “Annual Planning Cycle”.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Stakeholder Meeting with Employee Groups – 4:30 p.m., Tuesday, November 9, 2021, via Microsoft Teams
- b) NEXT REGULAR BOARD MEETING/COMMITTEE OF THE WHOLE – 7:30 p.m. (public), Monday, November 22, 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>

7.00 ADJOURNMENT



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 22/2020 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



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

November 8, 2021

A. Administrative Information

I. CELEBRATIONS

1. DONATION TO SAMARITAN HOUSE MINISTRIES INC.

As part of their Halloween activities, Waverly Park School collected 1204 pounds of non-perishable food items to help “scare away” hunger. All items were donated to Samaritan House.

2. INDIGENOUS VETERANS DAY

Indigenous Veterans Day is a Canadian memorial day observed annually on November 8th. This day is dedicated as a day of remembrance and commemoration of the contributions of Indigenous Canadians to military service. Indigenous Veterans Day was first recognized in Winnipeg in 1994.

3. ROCK YOUR MOCS

The annual Rock Your Mocs celebration will take place the week of November 15, 2021. Rock Your Mocs is a worldwide campaign to promote cultural pride, providing a positive opportunity for unity while celebrating tribal individuality by wearing moccasins.

II. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>INAPPROPRIATE BEHAVIOUR</u>	<u>ASSAULTIVE BEHAVIOUR</u>	<u>DRUGS AND ALCOHOL</u>
Elementary	2 total	-	2	-
High School	24 total	10	15	-
		*6 vaping	*0 weapons	

* Infractions may fall under more than one category.

“Accepting the Challenge”

III. COMMUNITY CONNECTIONS

The following community connections were made by Senior Administration from October 20, 2021 to November 2, 2021.

- October 20, 2021 – Enhanced School Based Mental Health Initiatives Meeting with Chris Bromley, Director of Health Services and Mental Health, Prairie Mountain Health; and Jamie Tompkins, Director, Addictions Foundation of Manitoba - Susan Gilleshammer
- October 25, 2021 – Brandon Local Immigration Partnership Council meeting – Mathew Gustafson
- October 27, 2021 – meeting with Cale Dunbar, President, Brandon Teachers' Association – Mathew Gustafson
- October 28, 2021 – Brandon Urban Aboriginal Peoples' Council – Mathew Gustafson
- November 1, 2021 – Barbara McNish, Executive Director, Samaritan House Ministries – Mathew Gustafson

IV. INFORMATION ITEMS

1. MANITOBA EDUCATION CORRESPONDENCE

For InformationM. Gustafson

Correspondence has been received from Honourable Cliff Cullen, Minister of Education, proclaiming November as Financial Literacy Month in Manitoba. This proclamation is intended to increase awareness of the importance of supporting students in the development of these valuable future-ready life skills.

Teachers have many opportunities for sharing financial literacy information with students across curricula. In addition, Manitoba's "Personal Finance" course can be taken as a stand-alone course at any time in high school.

Free financial literacy resources for students, teachers, and parents are available from the Canadian Foundation for Economic Education (CFEE) at <https://cfee.org/>. CFEE will also offer free financial literacy sessions to Manitoba schools in English and French during the month of November.

Financial literacy materials for Grades 4-8 called *Make it Count!* are available from the Manitoba Securities Commission at www.mbsecurities.ca/get-informed/programs/make-it-count.html. Money Smart Manitoba also has resources for teachers and parents (www.moneysmartmanitoba.ca/).

2. INDIGENOUS DISABILITY AWARENESS MONTH

For InformationM. Gustafson

Correspondence has been received from Honourable Rochelle Squires, Minister of Families, proclaiming November as Indigenous Disability Awareness Month. The Manitoba government is committed to ensuring that people of all abilities have the opportunity to participate fully in everyday life. This includes Indigenous peoples with disabilities across the Province who disproportionately face a multitude of barriers that limit their opportunities and abilities to participate in society.

This proclamation is in recognition of the Manitoba government's commitment to advancing reconciliation, guided by the Truth and Reconciliation Commission's Calls to Action and the principles set out in the United Nations Declaration on the Rights of Indigenous Peoples.

The government of Manitoba is committed to work that establishes and maintains respectful relationships between Indigenous and non-Indigenous peoples, to create a more equitable and inclusive society that recognizes Indigenous peoples with disabilities and the contributions they make to our province and country.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. STAFFING ACTIVITY REPORT

For InformationJ. Zilkey

Included in the agenda package for the Board of Trustees is the Staffing Activity Report, a listing of resignations and employment approved by the Superintendent/Chief Executive Officer and Secretary-Treasurer since the last meeting.

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

Mathew Gustafson
Superintendent/Chief Executive Officer



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Monday, October 25, 2021 – 6:00 p.m.
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna
K. Fallis B. Foley
D. Kejick L. Letain
J. Murray L. Ross

Also Present: D. Labossiere
M. Gustafson
J. Zilkey

Regrets: J. Gobeil
S. Gilleshammer

1. COMMITTEE ITEMS

A. **Presentation of 2020-2021 Financial Audit – BDO Canada LLP (Timed Event with Auditor – Mr. Todd Birkhan)**

Trustee Ross welcomed Mr. Todd Birkhan, the Division Auditor, and Ms. Clarissa Parr, Audit and Assurance Manager from BDO Canada LLP, to the meeting. Mr. Birkhan began his presentation by saying that there were no issues or misstatements with the audit, which indicates that the information provided to Trustees to make decisions throughout the year were correct.

Mr. Birkhan then reviewed the Final Audit Report addressed to the Board of Trustees, explaining the process involved in undertaking the audit. Mr. Birkhan spoke about the responsibilities of the auditor under the PSAB rules; reviewed the audit approach, the status of the audit, materiality used, audit findings, oversight process regarding fraud detection, internal control matters and other required communications. Mr. Birkhan answered Trustee questions.

The Committee agreed to move forward with the recommendation regarding acceptance of the Auditor's Report and the audited financial statements. Trustee Ross thanked Mr. Birkhan for attending and presenting the Financial Audit information to the Committee.

B. **2022-2023 Budget Preparations**

Budget Process

Mr. Labossiere reviewed the Budget Process Summary document.

Trustee Ekenna asked questions regarding student budget feedback. Mr. Labossiere responded that the Board currently does not meet with students, however, he indicated that Senior Administration meets with Principals who bring forward requests from the school level. Additional discussion took place regarding the Board meeting directly with students in future years to hear any budget requests they may have.

Budget Breakdown

Mr. Labossiere reviewed the Budget Breakdown of the current budget and the impact of salary settlements on the upcoming budget. He also noted that over 86% of the Division budget is in salaries and benefits.

2022-2023 Budget Preparation Memo

Mr. Labossiere reviewed the memo he provided to the Committee, which noted the following factors that will be taken into consideration while building the budget:

Expenses:

- **Inflation impact** on expenses – Manitoba Consumer Price Index (CPI) average increase for the months of January to September 2021 was 2.8% exceeding the 5-year average of 1.6% and the 10- and 20-year average of 1.8%. This CPI increase will have implications on:
 - controllable expenditures – less buying power (assuming no change in budget)
 - non-controllable expenditures – higher costs
 - salaries/benefits – higher costs as COLA is tied to the CPI
- **Enrollment** has steadily increased over the years except for 2020/2021 and 2021/2022 school years which are impacted by the COVID-19 pandemic. Costs for supplies, staffing, and services are impacted by enrollment changes.
- **Non-controllable expenditures** such as:
 - Utilities – water, natural gas, hydro, garbage – utility rates continue to increase and are subject to usage of our building and number of students and staff
 - Fuel / Propane for buses and vehicles – The price of propane in October has increase by 56.8% (from \$0.56 to \$0.88) over last year.
 - Property & vehicle insurance – Property and Liability Insurance increased by 20% (\$59,000) for 2021-2022 and is anticipated to increase further for 2022-2023.
 - Property Taxes
- **Controllable expenditures** consist of expenditures such as professional development, office supplies, cleaning supplies, information technology and equipment. Over the past 5 years (2016-2020 calendar year) the Board has provided direction to increase the associated budgets by an average of 1.1% (no increase in last 2 years) whereas the CPI increased by 1.6% during that time.
- **School instructional budgets** provide funds to schools for items such as learning resources, curriculum materials, supplies, photocopiers, school PD and field trips. These budgets are mainly based on enrollment and grants.
- **Capital Maintenance budget** is approximately 1.3% of the total budget and is used to maintain and keep the Divisions building functional. This includes general maintenance, emergency repairs, school requests, vehicle replacement and funds to address infrastructure items identified in the Ameresco report. This budget has not changed over the past 2 years except for enrollment changes.
- **Salaries:**
 - Collective agreements between employees and the Division employees were settled in 2021. The four (4) year agreements result in a budget increase for salaries of 2.3% (approximately \$2 million) based on the current CPI of 2.8%. The Collective agreements with BTA and CUPE expire June 30, 2022.
 - Staff increments for years of experience must also be factored into budget.
- **Staff Benefits** consist of the following:
 - Canada Pension Plan, Employment Insurance, Workers Compensation, Pension Plan (Non-Teaching Employees). At this time, benefits are expected to increase by a minimum of 6.8% (approximately \$460,000) due to collective agreement settlements, pension

changes and CPP increases in employer contribution and yearly maximum pensionable earnings.

- Leaves – parental, maternity, personal days, other leaves, sick time, substitute costs.

Revenue:

- **Enrollment:** changes in enrollment impacts funding to the Division.
- **Provincial Funding:** Grants, Equalization (based on non-supportable expenditures and property tax base), Tax Incentive Grant (TIG) phased out over 6 years (reduction of \$308,002 annually) was suspended for 2021-2022.
- **Revenue from other sources:** Revenue from other School Divisions, First Nations and Private Organizations have been impacted by COVID-19.
- **Special Requirement:** Last several years the Special Requirement has been capped at 2%, if it remains at 2% this would amount to \$1,003,374.
- **Special Levy:** Local property taxes collected through the Municipal Government and implications of budget increases from prior years (43.5% in current year, 56.5% in following year). For 2021-2022, the Minister directed school divisions to freeze their education property taxes and provided a Property Tax Offset Grant (\$468,740) equivalent to a 2% increase on the Special Requirement.
- **Property Assessment and Growth** in Brandon affects the mill rate/school taxes paid by property owner.

Other Factors:

- **Accumulated Surplus:** The unallocated surplus balance as of June 30, 2021 is \$145,031 or 0.13% of the 2020-2021 Operating Budget. This amount is lower than the 2% requirement of operating budget as set out in Board Motion 129/2012.
- **Capital Reserves**
- **Comparisons** to Provincial Average and Similar Divisions

The Committee agreed to bring forward the following recommendation for the 2022-2023 preliminary Budget Preparation:

Recommendation:

That the following guidelines be initiated for the 2022-2023 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures, e.g.: employee benefits, insurance, fuel/propane for school buses, taxes and utilities;
- b) No increase for controllable services and supplies;
- c) No increase for the school instructional supply budget;
- d) No increase for the Capital and Maintenance Budget;
- e) The 2022-2023 Budget provide for enrollment change.

Respectfully submitted,

K. Fallis



BRANDON SCHOOL DIVISION

Personnel and Policy Committee Minutes

Monday, October 25, 2021 – 6:00 p.m.
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna
K. Fallis B. Foley
D. Kejick L. Letain
J. Murray L. Ross

Also Present: D. Labossiere
M. Gustafson
J. Zilkey

Regrets: J. Gobeil
S. Gilleshammer

1. COMMITTEE ITEMS

A) Policy #5 – Annual Planning Cycle

Further to discussions at the October 12, 2021 Committee of the Whole meeting, Senior Administration brought back revisions to Board Policy 5 – Annual Planning Cycle. The Committee agreed to the updates as presented.

Recommendation:

That Board Policy 5 – “Annual Planning Cycle” be rescinded and replaced with updated Policy 5 – “Annual Planning Cycle”.

B) Staff Travel for Professional Development/Work

Mr. Mathew Gustafson, Superintendent/CEO, and Mr. Denis Labossiere, Secretary-Treasurer, provided information regarding staff out-of-province travel.

The Committee agreed to the recommendations as presented.

Recommendations:

1. Whereas the COVID-19 pandemic situation has changed, be it resolved that Motion 23/2020 be reversed.
2. 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.

C) Personnel Matter - In-Camera

The Secretary-Treasurer provided information on a Personnel Matter.

2. OPERATIONS INFORMATION

- A)** The Committee received as information and discussed the following:
- MSBA – CPI, Unemployment Rate, Regional Trends update:
 - September 2021

Respectfully submitted,

S. Bambridge

Appendix 'A'

e-bulletin

October 27, 2021

191 Provencher Blvd. Winnipeg, MB R2H 0G4
Phone: 204-233-1595 Toll Free: 1-800-262-8836

www.mbschoolboards.ca

Follow us on Twitter [@MBSchoolBoards](https://twitter.com/MBSchoolBoards)

ENGAGEMENT IN SCHOOL BOARD BUDGET DISCUSSIONS

Has your board thought about ways to increase engagement and participation from the public in your upcoming budget discussions? The association's *Talking About* [guide](#) provides some significant reasons for getting engaged, and points on how best to get the most out of your communication efforts. Check out the section on education funding in the guide, along with its Q&As, to be well versed on this topic. In the days and weeks leading up to your board's budget meetings, get the conversation going by posing those questions to your community.



Keep your eye out for the next e-bulletin and more ideas on engaging with and increasing the input from your public in these critical discussions.

EMPLOYMENT OPPORTUNITIES

School divisions throughout Manitoba are currently hiring for permanent, temporary, and supply positions within the public school systems. This includes teaching and non-teaching (custodial, transportation, clerical and instructional support) positions.



To learn more about employment opportunities available and for an overview of general qualifications for school system employees visit our [website](#).

ARE YOU ZOOM READY?

While we've all become accustomed to meeting virtually over the past many months, we haven't all been using the same virtual meeting platform. Meetings and events organized by the Manitoba School Boards Association have been hosted on Zoom, and that will apply to the upcoming November general and regional [meetings](#).

If you haven't used Zoom before, or if you just want to become more comfortable with the software, check out our [Zoom How-to guide](#). It covers connectivity considerations, the basics of joining a meeting, etiquette and communicating during the meeting, and voting. And if you are looking for more in-depth information, the [Zoom Help Center](#) is a great resource.

NATIONAL CHILD DAY

This year, National Child Day is commemorating the 30th anniversary of Canada's [ratification of the UNCRC](#). It is an opportunity to recognize the rights of all children, while also acknowledging the unique rights of First Nations, Métis and Inuit children.



The theme for [National Child Day 2021](#) is #8MillionStrong in honour of the power and resilience of all 8 million kids in Canada and their right to survive and thrive.

[Children First Canada](#) invites you to a special digital event to mark the occasion on November 16. Visit the National Child Day [website](#) for more details or to [register](#) for this event.

IMAGINE A CANADA

The National Centre for Truth and Reconciliation is inviting young Canadians to imagine a Canada through the lens of reconciliation. Twelve pieces of artwork and fifteen project ideas will be featured and honoured.



Youth in the grades K-5 can submit an art piece, essay, or other representation to express their vision of a reconciled Canada and what they hope others will learn from their submission.

Grades 6-12 students can go one step further and submit a plan on how their project will address reconciliation in their community or school.

Submissions must be made by December 17. To learn more visit the National Centre for Truth and Reconciliation [website](#).

DEMOCRACY IN MANITOBA

The [Legislative Assembly of Manitoba](#) is offering a virtual learning opportunity for educators on November 6, from 10:00 a.m. until 12:00 p.m., with a guest speaker from Elections Canada.

For more information and to register, [email](#) Education and Outreach Services.

SUBSCRIBE

[get the e-bulletin](#)
[delivered to your inbox](#)

follow us [@MBSchoolboards](https://twitter.com/MBSchoolboards)



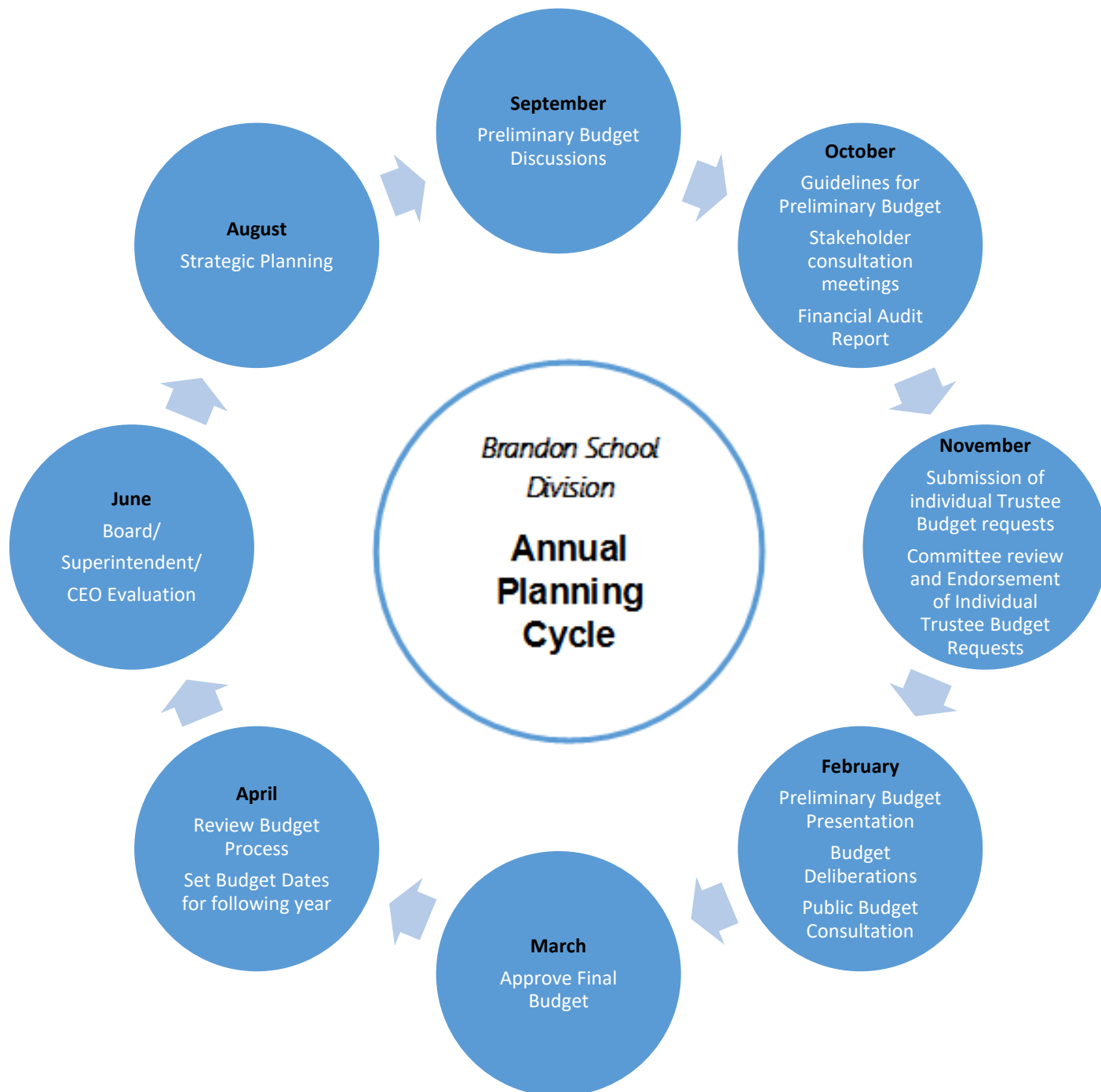


"Accepting the Challenge"

POLICY #5

ANNUAL PLANNING CYCLE

The following diagram summarizes the planning cycle:



This cycle provides direction for strategic planning, budget development, consultation and reporting.