



BRANDON SCHOOL DIVISION

May 8, 2020

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

TO BE HELD MONDAY, MAY 11, 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, April 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

- a) Sheri Bailey, Executive Assistant, Brandon Teachers' Association, April 23, 2020, addressed to Dr. Casavant, Superintendent/CEO, advising that Mr. Cale Dunbar has been acclaimed as the President of the Brandon Teachers' Association (BTA) for the term beginning July 1, 2020 to June 30, 2021. The BTA formally requests that Mr. Dunbar be seconded full-time, with salary and benefits to be paid by the Association. (Appendix 'A')
Refer Motions.

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – May 11, 2020.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 34/2020 That the request of the Brandon Teachers' Association, that the President of the Association, Mr. Cale Dunbar, be seconded from the Division from July 1, 2020 to June 30, 2021 on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment and that the terms and conditions of this leave of absence are in accordance with Article 17.02 of the Collective Bargaining Agreement.
- 35/2020 The Board finds the monitoring report on Finance and Facilities Goal #1 – *“Implement a multi-year budget strategy to plan for future sustainability and attempt to limit the school property tax impact on a typical home to the sum of inflationary pressures plus*

enrollment growth. Ability to achieve this goal is dependent upon provincial guidelines and funding support” to be acceptable.

36/2020 That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the 2020-2021 financial support to be provided by the Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

5.06 Bylaws

By-Law 2/2020

2nd Reading:

That By-law 2/2020, being a borrowing by-law in the amount of \$420,300 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>
Maryland Park School	New K-8 School
École New Era School	Steam Unit Ventilator Replacement
Riverheights School	Roof Replacement

be now read for the second time, having been first read on April 27, 2020.

3rd Reading:

That the rules be suspended and By-Law 2/2020 be now read for a third and final time, and taken as read, finally passed.

By-Law 3/2020

1st Reading

That By-law 3/2020 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, 2020 to June 30, 2021 be now read for a first time.

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 25, 2020, Boardroom.

Due to COVID-19:

- Brandon School Division Board Meetings will take place with no members of the public present, until further notice. We invite everyone to watch live streaming of the Board meetings on our website: <https://www.bsd.ca/board/meetings/Pages/board-meeting-live-streaming.aspx>

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, APRIL 27, 2020.

TRUSTEES PRESENT: L. Ross, Chairperson

TRUSTEES VIA

TELECONFERENCE: S. Bambridge, Vice-Chairperson D. Kejick
P. Bartlette L. Letain
K. Fallis J. Murray

ALSO PRESENT: M. Casavant, Superintendent/CEO
D. Labossiere, Secretary-Treasurer
K. Rance, Live Streaming Video Operator

VIA TELECONFERENCE: M. Gustafson, Assistant Superintendent (entered at 7:00 p.m.)
E. McFadzen, Assistant Superintendent (entered at 7:00 p.m.)

The Chairperson called the meeting to order at 6:01 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added six (6) In-Camera items to the agenda.

Ms. Letain – Mr. Murray
That the agenda be approved as amended.
Carried.

1.02 Adoption of Minutes of Previous Meetings

a) The Minutes of the Board Meeting held April 13, 2020 were circulated.

Mr. Bartlette – Ms. Bambridge
That the Minutes be approved as circulated.
Carried.

b) The Minutes of the Special Board Meeting held April 15, 2020 were circulated.

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

Mr. Murray – Ms. Letain

That the Board do now resolve into Committee of the Whole In-Camera. (6:02 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues

- Reports

- a) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Student Matter.

- Trustee Inquiries

2.02 Personnel Matters

- Reports

- b) Confidential #1 – Personnel Report was presented.
c) The Secretary-Treasurer provided information on a Personnel Matter and answered Trustee questions.
d) The Secretary-Treasurer provided information on two (2) Personnel Matters.
e) Dr. Marc D. Casavant, Superintendent/CEO, provided an update on a Personnel Matter and received direction from the Board.

- 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

- Trustee Inquiries

Ms. Kejick – Ms. Fallis

That the Committee of the Whole In-Camera do now resolve into Board. (6:50 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:02 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) Carol Gyselman, Recording Secretary, CUPE Local 737, April 9, 2020, addressed to Mr. Denis Labossiere, Secretary-Treasurer, requesting permission for Jamie Rose, School Bus Driver/Utility Worker, Maintenance and Transportation, to be absent three days per week from his workplace for the 2020-2021 school year. CUPE Local 737 will reimburse the Brandon School Division for loss of wages, benefits, etc.
Referred Motions.

4.00 REPORT OF SENIOR ADMINISTRATION

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

- Administrative Information
 - Celebrations
 - School Parades in communities
 - Information Items
 - Monitoring Report on Board Governance Goal 1 – Finance and Facilities – D. Labossiere

Ms. Bambridge – Mr. Murray

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

Mr. Bartlette – 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 – April 15, 2020

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

33/2020 That the request of CUPE Local 737, that the President of the Association, Mr. Jamie Rose, be seconded from the Division in the 2020-2021 school year for three (3) days per week from July 1, 2020 to June 30, 2021 for union purposes as per Article 18.04 (a) of the Collective Agreement be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.

CUPE Local 737 provided a new letter on April 27, 2020, requesting the secondment be revised to September 1, 2020 to June 30, 2021.

AMENDED MOTION:

33/2020 Mr. Murray – Ms. Letain

That the request of CUPE Local 737, that the President of the Association, Mr. Jamie Rose, be seconded from the Division in the 2020-2021 school year for three (3) days per week from September 1, 2020 to June 30, 2021 for union purposes as per Article 18.04 (a) of the Collective Agreement be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.

Carried.

5.06 Bylaws

Mr. Murray

By-Law 2/20201st Reading:

That By-law 2/2020, being a borrowing by-law in the amount of \$420,300 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Maryland Park School

École New Era School

Riverheights School

Project

New K-8 School

Steam Unit Ventilator Replacement

Roof Replacement

be now read for the first time.

Carried.

5.07 Giving of Notice

Ms. Bambridge

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 3/2020 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, 2020 to June 30, 2021.

5.08 Trustee Inquiries**6.00 ANNOUNCEMENTS**

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, May 11, 2020, Boardroom.

Due to COVID-19:

- Brandon School Division Board Meetings will take place with no members of the public present, until further notice. We invite everyone to watch live streaming of the Board meetings on our website: <https://www.bsd.ca/board/meetings/Pages/board-meeting-live-streaming.aspx>

- The School Trustee By-Election is postponed until further notice

7.00 ADJOURNMENT

Mr. Bartlette – Ms. Kejick
That the Board do now adjourn (7:20 p.m.)
Carried.

Chairperson

Secretary-Treasurer



BRANDON TEACHERS' ASSOCIATION

The Town Centre
Unit D4 – 800 Rosser Avenue
Brandon, MB R7A 6N5
Ph: (204)729-3141
Email: Office@btateach.com
Website: www.btateach.com

April 23, 2020

Appendix 'A'

Dr. Marc Casavant
Superintendent/CEO
Brandon School Division
1031 – 6th Street
Brandon, MB R7A 4K5

email: casavant.marc@bsd.ca
Original via mail.

Dear Dr. Casavant:

Please be advised that the Nominations Committee provided a report to the members of the Brandon Teachers' Association that Mr. Cale Dunbar had met the nominations requirement for the position of President of the Association. As no other nominations were received, Mr. Dunbar has been acclaimed President of the Brandon Teachers' Association for the term beginning July 1, 2020 to June 30, 2021.

Please consider this letter a formal request by Brandon Teachers' Association to second Mr. Dunbar full-time, with salary and benefits to be paid by the Association.

Respectfully,

Sheri Bailey
Executive Assistant
Brandon Teachers' Association

/sb

c.c. Mr. Denis Labossiere, Secretary-Treasurer
Mr. Cale Dunbar, BTA President
Mr. Chad Cobbe, Principal, Crocus Plains



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

May 11, 2020

A. Administrative Information

I. COMMUNITY CONNECTIONS

From April 21, 2020 to May 5, 2020 Dr. Casavant was in daily and weekly contact with the Manitoba School Boards Association, Assistant Deputy Minister, MLAs, City of Brandon Emergency Services and Brandon School Division staff regarding COVID-19.

II. PRESENTATIONS

1. **MONITORING REPORT ON BOARD GOVERNANCE GOAL 2 - FINANCE AND FACILITIES**

For InformationD. Labossiere

Denis Labossiere, Secretary-Treasurer will provide information for Board consideration related to Board Governance Goal #2: Finance and Facilities – *Continue to explore and develop the use of new and existing learning spaces in Brandon School Division to support current and future programming, with an emphasis on safety, security and access.* Please see Appendix A.

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.

“Accepting the Challenge”

2. BRANDON SCHOOLS INSTRUMENTAL MUSIC ASSOCIATION AGREEMENT

For ActionD. Labossiere

In the 2020-2021 budget, the amounts of \$29,800 for instrument purchases and \$53,760 to replace band registration fees were approved. This financial support is contingent on the Association maintaining their corporate status and signing an agreement with the Brandon School Division on a yearly basis. The Agreement has now been drawn up for the 2020-2021 school year and is attached as Appendix B. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

RECOMMENDATION:

That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the financial support to be provided by the Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

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**



MONITORING REPORT ON BOARD GOVERNANCE GOAL 2 – FINANCE AND FACILITIES

1. Reference to Board Goal or Continuous Improvement Plan

This report is to monitor the Board Governance Goal for Finance and Facilities that states:

“Continue to explore and develop the use of new and existing learning spaces in Brandon School Division to support current and future programming, with an emphasis on safety, security and access.”

2. Monitoring Period

This goal is monitored through the 2019-2020 school year.

3. Reasonable Interpretation of this Goal

I interpret this goal to mean that on an annual basis, the Division continue to explore and develop the use of new and existing learning spaces in Brandon School Division to support current and future programming, with an emphasis on safety, security and access. This includes lobbying the government for the spaces required by the Division to meet our needs.

4. Limitations, with respect to this goal

Although the Division can explore and develop the use of new and existing learning spaces, the ability to achieve this goal is dependent on:

- Provincial Government mandates/direction/legislation.
- School capacities are based on Provincial capacity calculations of 25 students per classroom.
- The limited funds available to the Public Schools Finance Board (PSFB) for capital projects. For 2020-2021, the Minister of Education announced a \$10.4 million increase for capital support for the Province.
- Annual BSD operating budgets
- Use of Capital reserves

5. Statement of compliance, partial compliance, or non-compliance with the following as evidence

I, Dr. Marc D. Casavant, Superintendent/CEO, am reporting compliance for this Board Goal.

The Board achieved its Board Governance goal through the following lobbying efforts, activities, events and motions regarding new and existing learning spaces:

- May 13, 2019: Approval of Motion 29/2019 – The Tender from Brandon Heating and Plumbing for \$1,178,650.84 (excluding GST) for the New Era School – Steam Unit Ventilator Replacement Project.
- May 27, 2019: Approval of Motion 40/2019 – That the Division proceed with establishing Neelin Off-Campus as a separate school effective September 1, 2019 and submit the required forms for a new school to Manitoba Education and Training.
- June 10, 2019:
 - Approval of Motion 45/2019 – That the catchment area for the new Maryland Park School in Southeast Brandon be established as presented to the public at the Maryland Park School – Catchment Information Session held on May 22, 2019.
 - Approval of Motion 46/2019 – The Tender from Atlas-Apex Roofing Inc. in the amount of \$392,453 (plus GST) for the Riverheights School Roof Replacement Project.
 - Approval of Motion 47/2019 – The Tender from Brandon Heating and Plumbing in the amount of \$44,224.26 (plus applicable taxes and consulting fees) for the supply and installation of DDC Controls for the three (3) air handling units at École New Era School.
 - Approval of Motion 48/2019 – That the amount of \$52,700 from the Operating Fund Accumulated Surplus be allocated to a Johnson (DDC) Controls Capital Reserve Fund for the replacement of DDC Controls for the three (3) air handling units at École New Era School.
- September 23, 2019:
 - Approval of Motion 65/2019 – That the amount of \$295,000 from the Operating Fund Accumulated Surplus be allocated to the Vincent Massey Fitness Studio Project to address the construction repairs needed to meet curriculum requirements, safety and accessibility.
 - Approval of Motion 67/2019 – That the amount of \$339,000 from the Operating Fund Accumulated Surplus be allocated to the Security Cameras System Upgrade Project for the replacement/upgrade of security cameras.
 - Approval of Motion 69/2019 – That the amount of \$489,000 from the Operating Fund Accumulated Surplus be allocated to a Lighting Retrofit Project for the facility lighting upgrades at Crocus Plains, Earl Oxford and George Fitton.
 - Approval of Motion 70/2019 – That the amount of \$173,000 from the Operating Fund Accumulated Surplus be allocated to an Outdoor Basketball Backstop Project for the replacement of outdoor basketball backstops.
 - Approval of Motion 71/2019 – That the amount of \$533,000 from the Operating Fund Accumulated Surplus be allocated to a School Paging

Systems Project for the replacement of school paging systems at Neelin, Linden Lanes, JR Reid, Meadows and O’Kelly.

- October 10, 2019: Joint City/BSD Meeting – Discussions included potential partnerships, Joint Use Agreement, Prairie Hope High School and Maryland Park School.
- October 16, 2019: The Board met with The Honourable Cliff Cullen, Minister of Justice and Attorney General, Mr. Len Isleifson, MLA for Brandon East and Mr. Reg Helwer, MLA for Brandon West.
- October 28, 2019: The Tender from Ben Wiebe Construction for \$265,624 (excluding GST) for the Vincent Massey School – Fitness Studio.
- November 18, 2019 – Denis Labossiere, Secretary-Treasurer, and Caroline Cramer, Director of Facilities & Transportation met with Public Schools Finance Board (PSFB) to review the Division’s 5-Year Capital Plan and to discuss major capital programs, infrastructure renewal, modular classrooms, synergies between projects and procurement processes.
- December 9, 2019:
 - Approval of Motion 84/2019 – The Tender from Benmarks for \$131,681.34 (including taxes) for The Supply and Installation of an Internet Protocol Paging Solution at J.R. Reid School.
 - Approval of Motion 85/2019 – The Proposal from Johnson Controls for \$508,887 (plus applicable taxes) for facility lighting upgrades at Crocus Plains, Earl Oxford and George Fitton.
- January 21, 2020: The Finance and Facilities Committee reviewed the upcoming student projections and school capacities based on Provincial capacity calculations of 25 students per classroom. Based on the calculations, the Committee agreed that no modular classrooms be requested for 2020-2021.
- January 27, 2020:
 - Approval of Motion 07/2020 – The Tender from Bell MTS Security and Automation for \$224,538.82 (including taxes) to Supply and Install Surveillance Cameras (308) and NVR Servers (3).
 - Approval of Motion 08/2020 – The Tender from Benmarks for \$663,411.37 (including taxes) for the Supply and Installation of an Internet Protocol Paging Solution at O’Kelly, Linden Lanes, Meadows and Neelin.
- February 24, 2020:
 - Approval of Motion 16/2020 – The Tender from CW2 Construction for \$254,216 (excluding GST) for the Earl Oxford Storage Renovation Project.
 - Approval of Motion 17/2020 – The Tender from Caliber Sport systems Inc. for \$68,654.25 (including taxes) for the Supply and Installation of the Gym Floor at Waverly Park School.
- March 19, 2020: The Finance and Facilities Committee reviewed the Five-Year Capital Plan. The top five capital requests for the Division are:
 1. Crocus Plains Regional Secondary School – Refit to Weight Room

2. École New Era School – Cafeteria Refit
 3. Green Acres School – Refit old Gymnasium
 4. George Fitton School – Classroom Refit to Science Lab
 5. Riverview School – K-8 Standard/Gymnasium
- March 23, 2020: Approval of Motion 24/2020 – Submission of the Five-Year Capital Plan (2021-2022 to 2025-2026) to the Public Schools Finance Board.
 - March – April 2020: The Division, Province of Manitoba, and the Bonding Company continue to work in partnership to move forward with the construction and completion of the Maryland Park School.

Dr. Marc D. Casavant, Superintendent/CEO

Date

6. Statement of Acceptance

The Board finds the monitoring report on Finance and Facilities Goal #2 – *“Continue to explore and develop the use of new and existing learning spaces in Brandon School Division to support current and future programming, with an emphasis on safety, security and access.”* to be acceptable, acceptable with recommendations, or not acceptable.

The Board will discuss this further and a motion will be forthcoming at a future meeting.

THIS AGREEMENT made in duplicate this _____ day of _____, 2020

BETWEEN:

BRANDON SCHOOL DIVISION

Hereinafter called the Division

- and -

BRANDON SCHOOLS INSTRUMENTAL MUSIC ASSOCIATION INC.

Hereinafter called BSIMA

WITNESSETH THAT:

AND WHEREAS an Agreement has been reached between the Division and BSIMA;

AND WHEREAS the Division will support BSIMA in the amount of \$29,800 for instrument purchases and \$53,760 to replace band registration fees for the 2020 - 2021 school year.

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and agreement herein contained, the Parties agree as follows:

1. BSIMA Inc. agrees to provide copies of its Incorporation status prior to August 1st of each year to the Division before any funding is transacted.
2. The Division agrees to disburse the funds outlined in this agreement to the BSIMA as follows:
 - a. The Division agrees to pay BSIMA the funding to replace band registration fees on or after August 1st within a thirty (30) day period; and
 - b. BSIMA agrees to submit invoices for instrument purchases to the Division to be paid by the Division up to \$29,800. Any purchases submitted to the

Division over and above \$29,800 will be invoiced back to BSIMA and will be subject to the payment conditions stated on the invoice.

- c. The annual band registration funding of \$60/band student shall be calculated using the actual number of Grade 7 to Grade 12 band students enrolled as of the Term 1/November report for the preceding school year.
3. BSIMA agrees to use the funding designated for instrument purchases (\$29,800) for that purpose.
4. BSIMA agrees to use the funding designated to replace band registration (\$53,760) for that purpose.
5. This Agreement shall commence on the 1st day of July, 2020 (the “Effective Date”) and shall continue until the 30th day of June, 2021.
6. (a) This Agreement may be terminated on thirty (30) days notice in writing by either party, such notice to be addressed to, in case of the Division, Secretary Treasurer, and in the case of the BSIMA, the President.

(b) This Agreement will also be terminated in the event of default of either party of any term or condition of this Agreement, but only provided that the party not in default has served notice of default on the defaulting party, and after fifteen (15) days from the date of sending of such notice, the defaulting party has failed to cure its default.

For the purpose of this Agreement, default shall include, but not be limited to the following:

- i. Failure by the Division to advance the monies pursuant to this Agreement;
- ii. The failure of the BSIMA to use the funding for instrument purposes pursuant to Paragraph 3, and/or to replace band registrations as set out in Paragraph 4;
- iii. The failure of the BSIMA to maintain its corporate registration and its Annual Returns throughout the course of the term of this Agreement; and
- iv. The bankruptcy or insolvency of either party.

7. This Agreement shall enure to the benefit of and be binding upon the Parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF the Division has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this _____ day of _____, 2020, and BSIMA has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this _____ day of _____, 2020

Brandon School Division

Brandon Schools
Instrumental Music
Association Inc.(BSIMA)

Chairperson

President

Secretary-Treasurer

Financial Officer