



BRANDON SCHOOL DIVISION

August 23, 2017

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

TO BE HELD MONDAY, AUGUST 28, 2017
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) Special Board Meeting, June 26, 2017.
Adopt.
- b) Board Meeting, June 26, 2017.
Adopt.
- c) Special Board Meeting, June 28, 2017.
Adopt.
- d) Special Board Meeting, June 29, 2017.
Adopt.
- e) Special Board Meeting, June 30, 2017.
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) Ms. Jennifer David, Director of Communications, Lake Friendly, received July 17, 2017, addressed to Mr. Kevan Sumner, Board Chairperson, indicating that for Manitobans it's very hard to imagine not having enough exceptional quality water, adding that water is essential to our health and wellbeing as it provides quality of life benefits and utility. According to Rick Gamble, Chair of the South Basin Mayors and Reeves, "it is this understanding that has led municipal leaders to develop the Certification Programs and push for better practice by all to improve water management while exploring new ways to account for the value of our most precious resource...water". Ms. David adds that the South Basin Mayors and Reeves are hoping you may be willing to pitch in and help local government leaders as they take on the challenge of protecting our water. She invites our school division to participate in the Lake Friendly for Schools Certification Program this fall, and notes that this easy to use program can be initiated and undertaken by students, teachers, principals and Trustees. Ms. David thanks the Board for their consideration in supporting this important and timely program, and provides contact information in the event of questions or how to start the program. (Appendix 'A')

Refer Business Arising

- b) Mr. Kevin Grindey, Teacher, Vincent Massey High School, received July 13, 2017, addressed to the Board of Trustees, requesting to have the Vincent Massey High School football field renamed in honour of the late Doug Steeves. Mr. Grindey notes that this exciting proposal comes at an important time as Brandon University is holding a football reunion during their Homecoming event from October 13-15. Mr. Grindey adds that Mr. Steeves played an instrumental role in the growth of football in Brandon and it started at Brandon University, where he served as head coach of the Bobcats and later became Athletic Director in the late 1960's. Following his tenure at BU, Mr. Steeves formed all three Brandon High School teams, and through the coaching of the teams, won numerous league titles. Mr. Steeves was inducted into the Manitoba Sports Hall of Fame and the Manitoba Football Hall of Fame. If approved, the Vincent Massey football club would unveil a signage to announce the renaming of the field during their game against the

Plainsmen, which would coincide with BU's Homecoming and Football Reunion festivities.
(Appendix 'B')

Refer Business Arising

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – August 28, 2017

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Report from the Chairperson K. Sumner

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation

- a) CUPE Local 737, regarding the Private Public Partnership (P3) school.

- From Board Agenda

- a) Correspondence from Jennifer David, Director of Communications, Lake Friendly, from Communications for Action 3.03 a), inviting our school division to participate in the Lake Friendly for Schools Certification Program this fall.
- b) Correspondence from Kevin Grindey, Teacher, Vincent Massey High School, from Communications for Action 3.03 b), requesting to rename the Vincent Massey Football Field in honour of the late Doug Steeves.

- MSBA Issues

- Brandon School Board April 26 Correspondence Follow-up - June 2017 (Appendix 'C')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 76/2017 That the Auditor letter regarding the audit engagement for the June 30, 2017 year end between the Division and BDO Canada LLP, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.
- 77/2017 That the Trustees be paid the appropriate indemnity for attending the Board of Trustees Strategic Planning meeting to be held on August 31, 2017 at the Brandon School Division Administration Office.

- 78/2017 That the Tender from myITsource in the amount of \$104,901.00 (plus applicable taxes) for the supply of a minimum of 150 Laptop Computers funded from the 2017-2018 Computer Replacement Budget be accepted.
- 79/2017 That the low tender from Excel-7 Ltd in the amount of \$212,450 (plus GST) for the Earl Oxford School – Grooming Room be approved, subject to Public Schools Finance Board (PSFB) approval.

5.06 Bylaws

By-Law 7/2017

2nd Reading

That By-law 7/2017 being a borrowing by-law in the amount of \$355,100 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>
Green Acres School	Gymnasium Addition
New Era School	Grooming Room and Exterior Ramp

be now read for the second time, having been first read on June 26, 2017.

3rd Reading

That the rules be suspended and By-Law 7/2017 be now read for a third and final time, and taken as read, finally passed.

By-Law 9/2017

1st Reading:

That By-law 9/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend Section II, “Meetings of the Board”, Section V, Committees, Section VI, “Public Participation at Board Meetings”, and Section VII, “General”, be now read for the first time.

5.07 Giving of Notice

- a) I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce an amendment to By-law 4/2014.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Welcome Back Breakfast – 7:00 a.m., Tuesday, September 5, 2017, Grand Salon, Victoria Inn.
- b) Inaugural Board Meeting – 1:00 p.m., Tuesday, September 5, 2017, Boardroom.
- c) Finance Committee Meeting – 2:30 p.m., Tuesday, September 5, 2017, Boardroom.

- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, September 11, 2017, Boardroom.

7.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL 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 5:55 P.M., MONDAY, JUNE 26, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. M. Sefton.

Mr. D. Labossiere, Secretary-Treasurer.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent.

REGRETS:

Ms. S. Bambridge, Mr. P. Bartlette, Mr. J. Murray.

CALL:

The Chairperson called the meeting to order at 5:58 p.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

- a) Giving of Notice – Borrowing By-Law 7/2017.

Dr. Ross

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 7/2017 for the purpose of borrowing the sum of \$355,100 to meet partial costs for construction of the following:

School

Green Acres School

New Era School

Project

Gymnasium Addition

Grooming Room and Exterior Ramp

Mr. Kruck – Mr. Buri

That the meeting do now adjourn (5:59 p.m.).

Carried.

Chairperson

Secretary-Treasurer



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, JUNE 26, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray (arrived at 7:48 p.m.), Mr. M. Sefton.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. T. Curtis, Live Streaming Video Operator.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent.

REGRETS:

Mr. P. Bartlette.

The Chairperson called the meeting to order at 6:00 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Trustee Sumner noted he had five (5) items for In-Camera.

The Superintendent noted he had three (3) items for In-Camera.

Trustee Kruck noted he had one (1) item for In-Camera.

Trustee Buri noted he had one (1) item for In-Camera.

Trustee Sefton noted he had one (1) item for In-Camera.

Mr. Buri – Dr. Ross

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held June 12, 2017 were circulated.

Mrs. Bowslaugh – Mr. Sefton
That the Minutes be approved.

Carried.

- b) The Minutes of the Board Meeting held June 12, 2017 were circulated.

Mr. Buri – Mr. Kruck
That the Minutes be approved.

Carried.

Mrs. Bowslaugh – Mr. Sefton

That the Board do now resolve into Committee of the Whole In-Camera. (6:03 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues

- Reports

- a) The Superintendent provided information on three (3) Student Matters and received Board feedback.
- b) Trustee Sefton provided information on a Student Matter.
- c) Trustee Buri provided information on a Student Matter.

- Trustee Inquiries

2.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was presented.

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

2.04 Board Operations

- Reports

- a) Trustee Kruck discussed a Board Operations matter.
- b) Trustee Sumner provided information on six (6) Board Operations matters and requested Trustee feedback.

- Trustee Inquiries

Dr. Ross – Mr. Kruck

That the Committee of the Whole In-Camera do now resolve into Board. (6:54 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

- a) Winner Recognition – 2017 Westman Journal High School Athletic Awards:
- Female Athlete of the Year – Arjana Eilers
 - Male Athlete of the Year – Dayton Black
 - Team Award – Vincent Massey Varsity Girls Volleyball Team

Arjana Eilers and Dayton Black, grade 11 students at École secondaire Neelin High School, were recognized for being chosen the 2017 Westman Journal High School Female and Male Athlete of the Year. Trustee Sumner spoke to both athletes about other activities they are involved in, and how it felt to be chosen as the High School Athletes of the year. Arjana noted that she and Dayton, as grade 11 students, were shocked and honoured to receive the award. Trustee Sumner thanked the students for attending the meeting and for being excellent representatives of the Brandon School Division.

Mike DeGroot, coach of the Vincent Massey Varsity Girls Volleyball team, attended on behalf of the team. Mr. DeGroot noted some of the team's accomplishments over the 2016-2017 season and said they are honoured to have won the Team of the Year award. Trustee Sumner thanked Mr. DeGroot for attending and asked that he pass along congratulations to the team, noting that the Board is proud of the team's accomplishments.

3.02 Communications For Information

3.03 Communications For Action

- a) Ms. Sylvie Konkin, Recording Secretary, CUPE Local 737, June 15, 2017, addressed to Mr. Denis Labossiere, Secretary-Treasurer, requesting permission for Jamie Rose, School Bus Driver/Utility Worker – Maintenance/Transportation to be absent three days per week from his workplace starting September 5, 2017 to June 29, 2018. As President of CUPE Local 737, Mr. Rose will be conducting union business on the days he is booked off. CUPE Local 737 will reimburse the Division for loss of wages, benefits, etc.

Referred Motions.

4.00 REPORT OF SENIOR ADMINISTRATION

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the June 26, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Vincent Massey High School Fine Arts Show
 - Vincent Massey High School – University of Waterloo Chemistry Competition
 - Mathletics Lead Educator Program – Melissa Lander, Teacher, Meadows School
 - Frank McKinnon Excellence in Coaching Award
 - Brandon Sun 2017 Community Leader Awards
 - Suspensions
 - Information Items
 - High School Athletics – Highlights from Semester Two

Trustee Kruck asked questions for clarification regarding Off-Campus Graduation photos.

Ms. Bambridge – Dr. Ross

That the June 26, 2017 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) Finance Committee Meeting

The written report of the Finance Committee meeting held on June 15, 2017 was circulated.

Mr. Sefton – Mr. Buri

That the Minutes be received and filed.

Carried.

b) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on June 16, 2017 was circulated.

Dr. Ross – Mr. Kruck

That the Minutes be received and filed.

Carried.

c) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on June 19, 2017 was circulated.

Mrs. Bowslaugh – Mr. Kruck

That the Minutes be received and filed.

Carried.

d) Education Committee Meeting

The written report of the Education Committee meeting held on June 20, 2017 was circulated.

Mr. Buri – Mr. Sefton

That the Minutes be received and filed.

Carried.

e) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on June 21, 2017 was circulated.

Ms. Bambridge – Mr. Kruck

That the Minutes be received and filed.

Carried.

f) Brandon School Division Retirement/Resignation Dinner

Trustee Sumner provided a verbal report on the BSD Retirement/Resignation Dinner, which took place on June 15, 2017.

Mr. Sumner – Mr. Buri
That the Report be received and filed.
Carried.

- g) Report from the Chairperson
Trustee Sumner provided a verbal report on the recent activities of the Chair.

Mr. Sumner – Mr. Kruck
That the Report be received and filed.
Carried.

5.02 Delegations and Petitions

- a) Mr. Jamie Rose, President of CUPE Local 737, spoke to the Board as the representative for Brandon School Division support staff. Mr. Rose noted that on May 2nd, 2017, the Provincial Government announced that they will be building a new school in southeast Brandon, through a Public Private Partnership (P3). Mr. Rose provided the top 5 reasons why CUPE believes that P3 Schools are not good for Brandon:
- P3 schools cost more than traditionally-financed schools
 - Legal and consultant fees are higher with P3s, take longer to build
 - P3 schools put profits ahead of the needs of students and communities
 - Maintenance is delayed and costlier with P3 schools
 - P3s are not transparent

Mr. Rose provided handouts to the Trustees titled *Raising Red Flags on P3 Schools*.

Trustee Bowslaugh asked questions for clarification regarding whether there is any positive information to be found regarding P3 schools. Mr. Rose responded that on the website for the organization that builds the P3 schools, there is positive information available.

Trustee Kruck thanked Mr. Rose for the presentation and the interesting facts provided.

Trustee Sumner thanked Mr. Rose for his presentation.

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- a) ebulletin – June 7, 2017
- b) MSBA Referral to Executive of 2012 Archived Policies
- c) Memo – Recent MSBA Communications and Timeframes
- d) Call for Nominations and Resolutions 2018 Package

Trustee Ross indicated that the deadline for Resolutions is Friday September 29, 2017. She asked that Trustees bring any Resolution information to the early September Board meeting for the MSBA Resolutions Committee to review.

2.06 Public Inquiries (max. 15 minutes)**2.07 Motions**

68/2017

That Senior Administration research and report back to the Board the implications for utilizing Full Day, Every Day Kindergarten solely for children most in need throughout the City.

Trustees asked questions for clarification and spoke for and against the motion.

Defeated. (7-1)

69/2017 Mr. Sefton – Mrs. Bowslaugh

That the Proposal from Prairie West Products for the Supply of Universal Dispensers, Paper Towels and Toilet Tissue, in the following amounts (plus applicable taxes) be accepted.

<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>TOTAL</u>
\$65,544.00	\$68,040.00	\$70,761.60	\$204,345.60

Carried.

70/2017 Mr. Kruck – Mr. Buri

That the request of CUPE Local 737, that the President of the Association for the 2017-2018 school year, Mr. Jamie Rose, be seconded from the Division for three days per week starting September 5, 2017 to June 29, 2018, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.

Carried.

71/2017 Mr. Buri – Mr. Kruck

That the Brandon School Division supports an easement agreement with the City of Brandon for the western portion of the Kirkcaldy Heights School property whereby the City of Brandon can install a fibre optic conduit.

Carried.

72/2017 Mrs. Bowslaugh – Mr. Kruck

That the Agreement between the Division and Big Brothers and Sisters of Brandon Association Inc., providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

73/2017 Mr. Kruck – Mrs. Bowslaugh

That the Grant Application for United Way Brandon & District funds in support of Youth Revolution student activities, be approved and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.

Carried.

2.08 Bylaws

Mr. Buri

By-Law 6/2017

2nd Reading

That By-law 6/2017 being a borrowing by-law in the amount of \$799,100 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>
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
Green Acres School	Gymnasium Addition
Green Acres School	Heating System and Unit Ventilator Replacement
New Era School	Grooming Room and Exterior Ramp
Vincent Massey High School	Steam Heating System Replacement

be now read for the second time, having been first read on June 12, 2017.

Carried.

3rd Reading

That the rules be suspended and By-Law 6/2017 be now read for a third and final time, and taken as read, finally passed.

Carried.

Dr. Ross

By-Law 7/2017

1st Reading

That By-law 7/2017 being a borrowing by-law in the amount of \$355,100 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>
Green Acres School	Gymnasium Addition
New Era School	Grooming Room and Exterior Ramp

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 a motion to amend By-law 3/2014 to reflect the proposed new Policy Manual.

5.08 Trustee Inquiries**6.00 ANNOUNCEMENTS**

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, August 28, 2017, Boardroom (6:00 P.M. – In-Camera Portion).

Mr. Buri - Ms. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (8:12 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA (8:22 p.m.)

Dr. Ross – Mr. Buri

That the Committee of the Whole In-Camera do now resolve into Board. (8:32 p.m.)

Carried.

7.00 ADJOURNMENT

Mr. Kruck – Mr. Buri

That the Board do now adjourn. (8:33 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL 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 8:30 A.M., WEDNESDAY, JUNE 28, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. M. Sefton.

Recording Secretary: Secretary-Treasurer, Mr. D. Labossiere.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Ms. Becky Switzer, Director of Human Resources.

OTHER ATTENDEES:

Legal Counsel for Brandon School Division.

REGRETS:

Mr. G. Kruck, Mr. J. Murray.

CALL:

The Chairperson called the meeting to order at 8:30 a.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

- a) Personnel Matter.

Ms. Bambridge – Mr. Sefton

That the Board do now resolve into Committee of the Whole In Camera.

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

Trustees were provided information regarding a Personnel Matter.

Mr. Buri – Dr. Ross

That the Committee of the Whole In Camera do now resolve into Board.

Carried.

IN BOARD

Mr. Sefton – Mrs. Bowslaugh

That the meeting do now adjourn (11:35 a.m.)

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL 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 1:00 P.M., THURSDAY, JUNE 29, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. M. Sefton.

Recording Secretary: Secretary-Treasurer, Mr. D. Labossiere.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Ms. Becky Switzer, Director of Human Resources.

OTHER ATTENDEES:

Legal Counsel for Brandon School Division, Staff member and Manitoba Teacher's Society (MTS) Staff Officer.

REGRETS:

Mr. G. Kruck, Mr. J. Murray.

CALL:

The Chairperson called the meeting to order at 8:10 a.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

a) Personnel Matter.

Mr. Sefton – Ms. Bambridge

That the Board do now resolve into Committee of the Whole In Camera.

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

The Committee discussed a Personnel Matter.

Ms. Bambridge – Mrs. Bowslaugh

That the Board take a brief recess.

Carried.

(Recess: 1:45 p.m. to 2:00 p.m.)

Mr. Bartlette – Mrs. Bowslaugh

That the Board resume In-Camera discussions.

Carried.

Guests and Senior Administration exited the meeting at 3:20 p.m.

Mr. Buri – Mrs. Bowslaugh

That the Committee of the Whole In Camera do now resolve into Board.

Carried.

Mr. Sefton – Mr. Bartlette

That the meeting do now adjourn (3:45 p.m.).

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL 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 9:00 A.M., FRIDAY, JUNE 30, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. M. Sefton.

Recording Secretary: Secretary-Treasurer, Mr. D. Labossiere.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Ms. Becky Switzer, Director of Human Resources.

OTHER ATTENDEES:

Legal Counsel for Brandon School Division, Staff member and Manitoba Teacher's Society (MTS) Staff Officer.

REGRETS:

Mr. G. Kruck, Mr. J. Murray.

CALL:

The Chairperson called the meeting to order at 9:02 a.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

a) Personnel Matter.

Mr. Sefton – Mr. Bartlette

That the Board do now resolve into Committee of the Whole In Camera.

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

The Committee discussed a Personnel Matter.

Dr. Ross – Mrs. Bowslaugh

That the Board take a brief recess.

Carried.

(Recess: 9:52 a.m. to 10:52 a.m.)

Mr. Bartlette – Mr. Sefton

That the Board resume In-Camera discussions.

Carried.

The Committee received further information on the Personnel Matter.

Mr. Bartlette – Mr. Sefton
That the Board take a brief recess.
Carried.

(Recess: 11:00 a.m. to 11:26 a.m.)

Mrs. Bowslaugh – Mr. Bartlette
That the Board resume In-Camera discussions.
Carried.

Ms. Bambridge – Mr. Bartlette
That the Board take a brief recess.
Carried.

(Recess: 11:33 a.m. to 11:48 a.m.)

Mr. Sefton – Mrs. Bowslaugh
That the Board resume In-Camera discussions.
Carried.

Dr. Ross – Mr. Sefton
That the Board take a brief recess.
Carried.

(Recess: 12:16 p.m. to 12:19 p.m.)

Dr. Ross – Mr. Buri
That the Board resume In-Camera discussions.
Carried.

Mr. Buri – Dr. Ross
That the Board take a brief recess.
Carried.

(Recess: 12:58 p.m. to 1:10 p.m.)

Dr. Ross – Mrs. Bowslaugh
That the Board resume In-Camera discussions.
Carried.

Guests and Senior Administration exited the meeting at 1:25 p.m.

Mr. Buri – Mrs. Bowslaugh
That the Committee of the Whole In Camera do now resolve into Board at 2:50 p.m.
Carried.

Guests and Senior Administration returned to the meeting.

74/2017 Mr. Sefton – Mr. Bartlette
That Confidential #1 and the recommendations therein be approved.
Carried.

75/2017 Mr. Sefton – Mr. Bartlette
That Confidential #2 and the recommendations therein be approved.
Carried.

Mr. Sefton – Mr. Bartlette
That the meeting do now adjourn (2:52 p.m.).

Chairperson

Secretary-Treasurer



Rick Gamble
Mayor, Dunnottar

Debbie Fiebelkorn
Mayor, St. Clements

Harold Foster
Reeve, Bifrost

Raymond Garand
Reeve, Alexander

Brian Hodgson
Reeve, Victoria Beach

Larry Johansson
Mayor, Selkirk

George Pike
Mayor, St. Andrews

Tony Pimentel
Mayor, Winnipeg Beach

Randy Woroniuk
Mayor, Gimli

Lake Friendly
1749 Portage Ave.
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Happy Summer!

We at Lake Friendly would like to wish you a wonderful summer season!

For Manitobans it's very hard to imagine not having enough exceptional quality water. We all know water is essential to our health and wellbeing, as it provides quality of life benefits and utility. Whether we are using water for generating electricity, raising crops, producing products, or manufacturing consumer goods, the economy of Manitoba is deeply connected to clean water. According to Rick Gamble, Chair of the South Basin Mayors and Reeves, "It is this understanding that has led municipal leaders to develop the Certification Programs and push for better practice by all to improve water management while exploring new ways to account for the value of our most precious resource... water".

The South Basin Mayors and Reeves are hoping you may be willing to pitch in and help local government leaders as they take on the challenge of protecting our water. We would like to invite your school division to participate in the Lake Friendly for Schools Certification Program this fall. This easy to use program can be initiated and undertaken by students, teachers, principles and school trustees.

Thanks very much for your consideration in supporting this important and timely program.

Should you have any additional questions about the program or how you can get started, please feel free to contact myself, Jennifer David or Colleen Sklar at 204.505.0303.

Sincerely,

Jennifer David

Jennifer David
Director of Communications
Lake Friendly

JUL 13 2017

Dear Board of Trustees,

The Vincent Massey Vikings football team is asking the Board of Trustees to look into a request to have our football field renamed in honour of the late Doug Steeves.

Office of the Secretary Treasurer
Brandon School Division

This exciting proposal comes at an important time as Brandon University is holding a football reunion during their Homecoming event from October 13-15.

BU has extended an invitation to over 200 football alumni. The university is getting the entire football community involved with all three Brandon high school teams playing on Friday, October 13. This event will be a celebration of football for the entire province and we are proud to be associated with it.

Steeves played an instrumental role in the growth of football in Brandon and it started at Brandon University. He served as head coach of the Bobcats and later became Athletic Director in the late 1960's. Following his tenure at BU, he formed all three Brandon high school teams. He also coached the Crocus Plainsmen, Neelin Spartans and Vincent Massey Vikings and won numerous league titles.

For his efforts, Steeves was inducted into the Manitoba Sports Hall of Fame and the Manitoba Football Hall of Fame.

If approved, the Vincent Massey football club would unveil a signage to announce the renaming of the field during their game against the Plainsmen. This Winnipeg High School Football League game would coincide with BU's Homecoming and Football Reunion festivities.

Kevin Grindey




BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

August 28, 2017

A. Administrative Information

I. CELEBRATIONS

1. GOVERNOR GENERAL'S MEDAL

In recognition of high academic achievement, the following students were awarded the Governor General's Medal. These awards were given out at the June 2017 graduation ceremonies:

- Ms. Mitvaben P., Crocus Plains Regional Secondary School
- Ms. Emily H., École secondaire Neelin High School
- Ms. Jessica L., Vincent Massey High School

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from June 24, 2017 to August 22, 2017.

- June 26, 2017 – meeting with Ms. Anne Saftich and Mr. Mike East, IBM Canada
- June 26, 2017 – Crocus Plains Regional Secondary School graduation ceremony
- June 27, 2017 – meeting with Ms. Anne Saftich and Mr. Mike East, IBM Canada
- June 27, 2017 – École secondaire Neelin High School graduation ceremony
- June 28, 2017 – Vincent Massey High School graduation ceremony
- June 30, 2017 – Brandon University/Brandon School Division Research Committee meeting
- July 11, 2017 – meeting with Mr. Rick Felstead, Royal Canadian Artillery Museum, Canadian Forces Base Shilo
- July 11, 2017 – telephone meeting with Mr. Will Fong and Ms. Candace Turchinski, MNP

“Accepting the Challenge”

- July 13, 2017 – meeting with Dr. Gervan Fearon, President and Vice-Chancellor, Brandon University, and Mr. Mark Frison, President & CEO, Assiniboine Community College
- August 8, 2017 – Brandon University/Brandon School Division Research Committee meeting
- August 15 – 18, 2017 – Manitoba Association of School Superintendents (MASS) Summer Institute

III. SUSPENSIONS

IV. INFORMATION ITEMS

1. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

LETTERS OF RECOGNITION

For Information Dr. Casavant

Correspondence has been received from Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch, regarding teachers selected to participate on Test Development Committees during the 2017/2018 school year. The Instruction, Curriculum and Assessment Branch recognizes and appreciates the effort, expertise, and professionalism that each teacher brings to the respective test development committees.

Mr. Sukhminder Bath, Vincent Massey High School, has been selected as a member of the Grade 12 Pre-Calculus Mathematics Test Development Committee for the 2017/2018 school year.

Mr. Christopher Cliplef, Vincent Massey High School, has been selected as a member of the Grade 12 English Language Arts Test Development Committee for the 2017/2018 school year.

THE 2017 GRADE ONE BOOK GIVEAWAY PROGRAM

For Information Dr. Casavant

In cooperation with Departments/Ministries of Education across the country, the Canadian Children’s Book Centre (CCBC) has provided a free Canadian children’s book for every Grade One child in Canada, thanks to the sponsorship of TD Bank Group. This fall, Grade One students in Manitoba will take home a special edition of *Good Morning, Canada (Bonjour, Canada!)* written and illustrated by Andrea Lynn Beck and published by Scholastic Canada.

Manitoba Education and Training will be distributing the books again this year.

2. MANITOBA SCHOOLS INSURANCE PROGRAM – JULY 2017 RENEWALS

For Information.....D. Labossiere

The annual renewals for our insurance coverage under the Manitoba Schools Insurance Program for the year 2017-2018 have been received. Appendix A contains a letter from Western Financial Group confirming our insurance renewal, and a chart comparing coverage and premiums between last year and this year. These policies provide property insurance, general liability insurance for protection from claim for bodily injury or damage to property of others, errors and omissions liability insurance for claims against the Division for financial damages, crime, accidental death and dismemberment for volunteer workers, and boiler and machinery insurance.

For the renewal term, values of insured schools and other property have been increased this year by 2.0% and the maximum Property Self Insured Retention Loss Pool has been increased from \$3,250,000 to \$3,500,000. The other areas of the insurance coverage remain the same.

The net increase in insurance costs for our Division is \$15,304 or 5.5% over last year’s costs for a total cost of \$293,117. Please contact me should you have any questions or have them discussed at the Board meeting.

V. PRESENTATIONS

1. STUDENT SAFETY CAMPAIGN

For InformationT. Curtis and Dr. Casavant

Brandon School Division is committed to providing a safe and inclusive space for all of our students. To assist with this process, we have partnered with the Brandon Police Service and the Canadian Red Cross to launch a social media campaign to help promote student safety.

The Canadian Red Cross also has a number of excellent resources that we will be making available to our schools.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information B. Switzer

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.

2. TENDER FOR THE SUPPLY OF COMPUTER LAPTOPS

For ActionD. Labossiere

The tender for the supply of Computer Laptops was advertised in the Brandon Sun on Saturday, July 29, 2017 and posted to the Brandon School Division website.

Eight firms submitted proposals as outlined in the attached cost and specification analysis (Appendix B). The lowest bid of \$699.34 per laptop (plus applicable taxes) was submitted by myITsource. Mr. Brent Ewasiuk, Director of MIST and Ms. Eunice Jamora, Assistant Secretary-Treasurer examined the proposals, verified conditions, and are satisfied with the submission from myITsource.

RECOMMENDATION:

That the low tender from myITsource in the amount of \$104,901.00 (plus applicable taxes) for the supply of a minimum of 150 Computer Laptops funded from the 2017-2018 Computer Replacement Budget be accepted.

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**

July 10, 2017

Brandon School Division
1031-6th Street
Brandon MB R7A 4K5

Attention: MR Denis Labossiere
Secretary-Treasurer

Dear Sirs:

Re: Manitoba Schools Insurance (MSI)
July 1, 2017 Renewals

The annual renewal date of your insurance coverage under the Manitoba Schools Insurance program is July 1. We are pleased to enclose a Coverage Confirmation Binder confirming your insurance renewal for the term July 1, 2017 to July 1, 2018.

Your total premium/self-insurance loss pool contribution is **\$293,117.25**.
Invoices are attached - breakdown is as follows:

Payable to The Manitoba School Boards Association – loss prevention and administration, G.S.T.: **\$6,005.92**

Payable to Western Financial Group Insurance Solutions – insurer premiums for property, liability, “garagekeepers”, equipment breakdown/boiler & machinery, crime, accident coverage for volunteers; brokerage and program administration fee, property self-insurance loss pool, liability self-insurance loss pool, crime self-insurance loss pool, RST: **\$287,111.33**

Total amount due: \$293,117.25

2017-18 renewal premiums are increased from the expiring premiums by an average of 6%. The amount of increase varies slightly between Divisions.

Please note the following respecting this year’s MSI renewal:

Property: The maximum loss pool responsibility has been increased from \$3,250,000 to \$3,500,000 - underwritten by Travelers, AIG, Arch, and Wawanesa.

Liability: No coverage change - underwritten by Arch, Travelers, Elliott Special Risks and SUM.

Crime: No coverage change - underwritten by Travelers Guarantee.

Accidental Death & Dismemberment for Volunteer Workers: No coverage change - underwritten by Western Life.

Equipment Breakdown/Boiler and Machinery: No coverage change - underwritten by Aviva Insurance Company.

Insuring Independent Business

Western Financial Group (Network) Inc.

201-600 Empress Street
Winnipeg, MB R3G 0R5

Phone 204-943-0331
Toll Free 800-665-8990

Fax 204-975-1624
Toll Free 888-990-4301

Email gis@westernfgis.ca
Web westernfgis.ca

A comparison chart of expiring versus renewal coverages and premiums is also attached.

Your Property Certificate of insurance is also enclosed.

Policy documentation will be posted on our website as they are received, which can be accessed at <https://www.westernfgis.ca/maste/Members/commercial/MasterPolicies.aspx>

For those Divisions that participate in the Manitoba School Boards Association Pension Plan for Non-teaching Employees of Public School Boards, this coverage has also been renewed for a further one year term to July 1, 2018. The policy documentation for this is posted on our website as well.

We trust you will find the enclosed in order and wish to thank you for your continued support of the Manitoba Schools Insurance program. Should you have any questions, please contact:

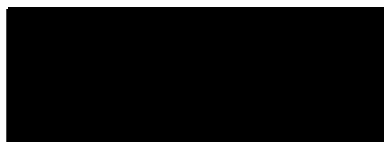
Divisions A-M:

Carol MacDonald at carol.macdonald@westernfgis.ca or by phone at 204-942-2555 extension 7232

Divisions N-W:

Rebecca Holm at rebecca.holm@westernfgis.ca or by phone at 204-942-2555 extension 6154

Yours truly,
Western Financial Group (Network) Inc.
per:



Grant Ostir

Telephone 204-942-2555, extension 7228;

Fax 204-957-0678

grant.ostir@westernfgis.ca

GO/cm
Enclosures

copy: Mr. Darren Thomas, Risk Manager
The Manitoba School Boards Association

MANITOBA SCHOOLS INSURANCE
2016/17 TO 2017/18 COMPARISON

Brandon School Division

	2016-17	2017-18
A. <u>PROPERTY</u>		
- limit of coverage any one building location (including contents)	\$ 70,648,000	\$ 72,061,000
- estimated total replacement value, buildings and contents	392,904,000	400,757,600
- percentage increase		2.0%
- average estimated replacement cost per square foot, insured buildings, including contents	354.72	361.81
- coverage for increased cost in claim settlement arising from by-law re-construction requirements	Yes	10,000,000
- coverage for increased cost to up-grade to "LEED" Silver Environmental Standard	No	No
- limit for Extra Expense coverage	1,000,000	1,500,000
- limit for Valuable Papers coverage	200,000	200,000
- limit for Accounts Receivable coverage	200,000	200,000
- each loss deductible on all claims (applies per building location for flood, sewer backup)	2,500	2,500
- each loss deductible for break-in (with resulting theft and/or vandalism) claims (excluding outbuildings or storage buildings with building/contents value under \$25,000) occurring at locations <i>without an operating alarm system</i>	10,000	10,000
- annual aggregate retention (once-a-year deductible)	15,000	15,000
- retention deductible applicable to flood (separate from above retention)	50,000	50,000
- total insurer and loss pool rate per \$100. of estimated value	4.47 ¢	4.70 ¢
Premiums:		
- self-insurance loss pool assessment	\$ 83,777	\$ 90,029
- excess insurers' premium	94,297	100,904
Total Property Loss Pool/Insurer Premium:	\$ 178,074	\$ 190,933

	2016-17		2017-18
- maximum amount chargeable to self-insurance loss pool in respect of any one claim	\$ 1,200,000	\$	1,500,000
- aggregate maximum loss pool responsibility for the year	\$ 3,250,000	\$	3,500,000
- maximum potential property year-end rebate, as percentage of total property premium/loss pool contribution	45.2%		45.4%

B. LIABILITY

- <u>general liability</u> limit of coverage	\$ 40,000,000	\$	40,000,000
- general deductible per claim	2,500		2,500
- deductible applicable to legal defense/investigation costs	No		No
- deductible on claims alleging wrongful dismissal			
- tenured teachers	25,000		25,000
- non-tenured teachers	25,000		25,000
- other employees	2,500		2,500
- coverage limit for claims arising from accidental pollution or contamination, however requiring discovery/reporting within 120 hours	2,000,000		2,000,000
- coverage limit for employee benefits liability - for claims arising from improper administration of employee benefit plans	40,000,000		40,000,000
- coverage limit for Cyber Liability including Network and Information Security (\$10,000 deductible) and Privacy Breach Expenses (\$10,000 deductible)	Insured		Insured
- " <u>special non-owned auto</u> ", protection for persons while transporting students (extra-curricular activities)	40,000,000		40,000,000
- <u>errors & omissions liability</u> , protection for financial damages claims arising from alleged "wrongful acts"	2,000,000		2,000,000
- deductible amount	2,500		2,500
- deductible applicable to defense and investigative costs	No		No
- coverage limit for employed "Professionals" (eg. Social Workers, Psychologists/Therapists)	5,000,000		5,000,000
- <u>excess auto liability</u> , for owned vehicles, provided Autopac and fleet extension liability of at least \$2,000,000. is carried	38,000,000		38,000,000
- <u>standard garage automobile</u> , provides coverage on vehicles in custody of schools (eg. industrial arts classes)			
- third party liability, total limit	40,000,000		40,000,000
- all perils coverage on 'customers' automobiles	100,000		100,000
- all perils deductible	1,000		1,000

	2016-17	2017-18
Premiums:		
- self-insurance loss pool assessment	\$ 19,255	\$ 19,255
- insurers premium/brokerage	40,663	41,655
TOTAL LIABILITY LOSS POOL/INSURER PREMIUM:	\$ 59,918	\$ 60,910
- maximum amount chargeable to self-insurance loss pool in respect of any one claim	\$ 250,000	\$ 250,000
- aggregate maximum loss pool responsibility for the year	\$ 500,000	\$ 500,000
- maximum potential liability year-end rebate, as percentage of total liability premium/loss pool contribution	32.1%	31.6%
C. <u>EQUIPMENT BREAKDOWN (BOILER & MACHINERY)</u>		
- limit of coverage	\$ 5,000,000	\$ 5,000,000
- deductible - other than air conditioning units machinery breakdown, or pressure vessels	5,000	5,000
- by-laws coverage on chillers	No	No
- deductible - air conditioning units	various, depending on age	various, depending on age
Premium	\$ 10,255	\$ 10,255
D. <u>CRIME</u>		
- employee dishonesty (includes trustees, volunteers)	\$ 3,000,000	\$ 3,000,000
- computer theft, funds transfer fraud	3,000,000	3,000,000
- depositors forgery/counterfeit currency	3,000,000	3,000,000
- deductible	5,000	5,000
- money & securities coverage	5,000	5,000
- restriction on coverage overnight if money not kept in safe or vault	2,500	2,500
- deductible	500	500
- social engineering extension	not covered	250,000
Premiums:		
- self-insurance loss pool assessment	\$ 770	\$ 770
- insurers premium	2,566	2,576
TOTAL CRIME LOSS POOL/INSURER PREMIUM:	\$ 3,336	\$ 3,346
- maximum potential crime year-end rebate, as percentage of total crime premium/loss pool contribution	23.0%	23.0%

	2016-17	2017-18
E. <u>ACCIDENT INSURANCE FOR VOLUNTEERS</u>		
- accidental death, dismemberment, loss of use	\$ 50,000	\$ 50,000
- accidental major paralysis	100,000	100,000
- weekly indemnity maximum amount	250	250
- accidental medical expense reimbursement	5,000	5,000
- accidental dental expense reimbursement	2,000	2,000
- repatriation/rehabilitation	10,000	10,000
- hospitalization benefit if unemployed, \$90 per day	1,500	1,500
Premium	\$ 400	\$ 400
F. <u>NET MSBA LOSS PREVENTION/ADMIN. FEE</u>	\$ 5,592	\$ 5,720
G. <u>TOTAL PREMIUM, LOSS POOL CONTRIBUTION, BROKERAGE FEE, ADMINISTRATION/LOSS PREVENTION FEE</u>	\$ 257,575.00	\$ 271,563.75
PLUS RST PAYABLE:	\$ 19,958.56	\$ 21,267.51
PLUS GST PAYABLE:	\$ 279.65	\$ 286.00
TOTAL PAYABLE:	\$ 277,813.21	\$ 293,117.25
Percentage overall increase/decrease		5.51%

**BRANDON SCHOOL DIVISION
SUPPLY OF COMPUTER LAPTOPS
July 2017**

Vendor	Printer Plus Ltd	Ru-Link Computer	Powerland	Genx Solutions	myITsource	Experiant Consulting	Direct Line	PCM Canada
Manufacturer/Model	Lenovo 20HSS01N00	Lenovo 20HSS01N00	Lenovo 20HSS01N00	Lenovo 20HSS01N00	Lenovo 20HSS01N00	Lenovo 20HSS01N00	Lenovo 20HSS01N00	Lenovo 20HSS01N00
Met Specifications	YES	YES	YES	YES	YES	YES	YES	YES
Cost per Unit	\$ 746.20	\$ 748.00	\$ 716.00	\$ 708.86	\$ 699.34	\$ 828.31	\$ 756.00	\$ 751.34
Recycling Fee								
Sub Cost per Unit	\$746.20	\$ 748.51	\$ 716.00	\$ 708.86	\$699.34	\$828.31	\$756.00	\$751.34
GST	37.31	37.43	35.80	35.44	34.97	41.42	37.80	37.57
PST	59.70	59.88	57.28	56.71	55.95	66.26	60.48	60.11
TOTAL	\$843.21	\$ 845.82	\$ 809.08	\$ 801.01	\$790.26	\$935.99	\$854.28	\$849.02
Total for 150 Laptops	\$ 111,930.00	\$ 112,276.50	\$ 107,400.00	\$ 106,329.00	\$ 104,901.00	\$ 124,246.50	\$ 113,400.00	\$ 112,701.00
GST	5,596.50	5,613.83	5,370.00	5,316.45	5,245.05	6,212.33	5,670.00	5,635.05
PST	8,954.40	8,982.12	8,592.00	8,506.32	8,392.08	9,939.72	9,072.00	9,016.08
TOTAL COST	\$ 126,480.90	\$ 126,872.45	\$ 121,362.00	\$ 120,151.77	\$ 118,538.13	\$ 140,398.55	\$ 128,142.00	\$ 127,352.13

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

Mr. Kevan Sumner
Chairperson
Brandon School Board
1031-6th Street
Brandon, MB R7A 4K5

Dear Mr. Sumner:

At its meeting of June 5th, 2017, the Provincial Executive of the Manitoba School Boards Association reviewed the correspondence that was received from Brandon School Board dated April 26th, 2017. The June meeting was Provincial Executive's first meeting since the end of our association's annual convention and general meeting March 16th to 18th.

Provincial Executive takes very seriously the frustrations expressed in Brandon School Board's correspondence. On May 10, via divisional mail, I sent a memorandum to all boards, titled "2017/18 appointment of auditor process and outcomes". In this memo, on behalf of Provincial Executive, I expressed our association's profound regret, with apologies, for the entire process that surrounded the reappointment of our auditor at this year's AGM and convention. As noted in that memo, Provincial Executive wishes to assure our members that we will work in future to ensure that proper procedure is followed during our AGMs, so that a repeat of this year's experience does not occur in future. We have indeed taken important lessons away from this experience so that we can build on lessons learned. Provincial Executive wants to acknowledge that Brandon School Board's concerns were foremost among our considerations as we took stock of what occurred, so that the same situation does not arise on future occasions.

On June 14th, I then followed up with a second memorandum on behalf of Provincial Executive, titled "recent MSBA timeframes for urgent communications and response deadlines". In this memo, Provincial Executive wanted to address some specific concerns that had been raised by some of our members concerning abbreviated timeframes for communication and deadlines for response. One of the specific items addressed by way of this memo spoke to why the nine day window for holding a second vote for appointment of our auditor was necessary, to meet deadlines for preparation of our annual audit. Provincial Executive wishes to assure all boards that when time permits, boards will be provided with sufficient time in which to conclude deliberations at the board level, when this is required. I do trust that our explanation and clarification of this vote, having been a trustee ballot, helps to address some of the concern expressed in your correspondence. The memo also explains why Provincial Executive opted to count non-votes as abstentions, in keeping with the timeframes that were available to us. Once again, on behalf of Provincial Executive, we wish to express our regret for the entire context and situation that arose at this past year's AGM and convention. It certainly is one that we shall strive to avoid in future.

In conclusion, I want to thank the Brandon School Board for taking the time to address its concerns to Provincial Executive. By sharing concerns with one another, and allowing us to respond to these concerns, we can help to enhance the way that business is conducted for the advantage of all of our members. If there is anything further that we can do to help explain or clarify this situation, please do not hesitate to follow up.

Sincerely,



Ken Cameron
President

THE BRANDON SCHOOL DIVISION

BYLAW NO. 9/2017

A By-Law of the Board of Trustees of The Brandon School Division for the purpose of amending By-Law 3/2014, passed to regulate the procedures of the Board of Trustees.

WHEREAS it is deemed necessary to amend Section II, "Meetings of the Board", Section V, Committees, Section VI, "Public Participation at Board Meetings", and Section VII, "General", to replace Policy 2007 – "Public Participation at Board Meetings", Policy 2008 – "Public Release of Board Agenda Material", Policy 2019 – "Electronic Meetings", Policy 2021 – "Broadcasting of Board Meetings", Procedures 2003 – "The Functioning of Committees of the Board", and Procedures 2017 – "Special Procedures for Conducting Board Hearings";

NOW THEREFORE the Board of Trustees in session duly assembled enacts as follows:

SECTION II

MEETINGS OF THE BOARD

- 2.6 Information contained in and attached to the Agenda for regular and special Board of Trustee meetings may be provided in advance of the Board meeting for information purposes only. Any public release of same is not permitted until after the Board meeting. Breach of this understanding by any person receiving same will result in withdrawal of the privilege of receiving advance copies. The Secretary-Treasurer is authorized to make mutually satisfactory arrangements with news media representatives and others as to the amount of information available in advance of a Board Meeting within the terms and conditions of the foregoing.

The addition of 2.6 (above) will result in the renumbering of the following procedures:

**2.6 to 2.7;
2.7 to 2.8;
2.8 to 2.9;
2.9 to 2.10;
2.10 to 2.11;
2.11 to 2.12; and,
2.12 to 2.13.**

2.14 Electronic Meetings

In accordance with Section 39.7.1 of The Public Schools Act and Regulation 201/2004, a member of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of The Public Schools Act and will be recorded in attendance for the meeting.

- 2.15 A trustee who wishes to participate in a meeting using electronic means shall make a request to the Chair of the Board or the Secretary-Treasurer. Wherever possible, the request must be made in writing at least forty-eight (48) hours prior to the commencement of the meeting.

- 2.16 Trustees participating in a meeting by electronic means shall notify the Chair of the departure (either temporary or permanent) from the meeting before absenting themselves, in order to ensure a quorum is maintained.

- 2.17 The following person must be physically present in the meeting room of the Board:

- a) the Chair of the Board or his/her designate;
- b) at least one additional member of the Board;
- c) the Superintendent of Schools/CEO of the Division or his/her designate;
- d) the Secretary-Treasurer or his/her designate.

- 2.18 Every trustee must be physically present at a Regular Board meeting at least once every three months.
- 2.19 Electronic participation is not permitted at the Inaugural meeting or the Budget Day meeting.
- 2.20 Trustees are allowed to participate electronically a maximum of three (3) times per calendar year for Regular Board meetings and a maximum of three (3) times per calendar year for Regular Committee meetings; this limit does not apply to Regular Committee meetings that have been rescheduled. If a trustee wishes to participate in additional electronic meetings, it must be approved by two-thirds of the trustees.
- 2.21 Trustees participating in a meeting electronically must do so in a way that respects sections 36 to 39.8 of The Public Schools Act, the Board's governance by-laws, and code of ethics. A trustee participating in an in camera portion of a meeting must ensure that he/she is in a private space with no other persons present.
- 2.22 A trustee participating in a meeting electronically must verbally indicate his/her vote followed by his/her name and if a vote is by secret ballot the trustee participating electronically may vote by emailing the Secretary-Treasurer with his/her vote.
- 2.23 If technical difficulties arise during a trustee's electronic participation in a meeting, the Board will allow a maximum of five (5) minutes to resolve the issue. If the problem is not resolved within five (5) minutes, the meeting will continue and the absence will be noted.
- 2.24 Recording and Broadcasting of Regular and Special School Board Meetings
- It is the responsibility of the Secretary-Treasurer to take minutes of all Regular and Special meetings held by the Brandon School Division Board of Trustees. All Regular and Special meetings must be recorded via manual recording of minutes, audio recording, or video recording.
- 2.25 Written minutes of all Regular and Special board meetings, as well as the written minutes of all Committee meetings, shall be posted to the Division website after the minutes have been officially approved by the Board of Trustees. These approved written minutes are the only official public record of the meeting.
- 2.26 Discussions of any and all proceedings of Regular and Special School Board meetings may be digitally recorded by the Secretary-Treasurer or designate, and those audio or video recordings may be used for the purpose of assisting in the preparation of official written meeting minutes.
- 2.27 The absence of video recording and/or broadcasting due to equipment malfunction, other technical problems, or otherwise, shall not have any impact on the conduct of a meeting or affect the validity of any action lawfully taken at such meeting.
- 2.28 Electronic copies of the audio or video recordings of any Regular or Special School Board meeting produced by the Brandon School Division are the exclusive property of the School Division, to be used at the discretion of the Board of Trustees, and shall be archived for a period of two years, after which they shall be deleted unless they must be saved as a result of a litigation hold.

SECTION V

COMMITTEES

- 5.10 Advance notice of all Committee meetings shall be included in "Announcements" on the agenda for Regular Board meetings whenever possible.

- 5.11 All Trustees shall be entitled to attend any Committee meeting except when attendance would be in conflict of interest under Board policy or Provincial Statute. Any Trustee attending as a non-appointed member shall attend as a non-voting observer and, in this capacity, may contribute to the debate but shall not do so in a fashion that, in the opinion of the Committee chair, detracts from the Committee or its individual appointed members.
- 5.12 Trustees who intend to attend a Committee meeting as a non-appointed member shall so advise the appropriate Senior Administrator at least one day in advance.
- 5.13 The Senior Administrator responsible for arranging the meeting of a committee shall ensure that all Trustees in attendance receive written material appropriate to the agenda, and when agreed by the Committee members shall provide such information to all other Trustees of the Board.

SECTION VI

PUBLIC PARTICIPATION AT BOARD MEETINGS

Delete procedures 6.3, 6.4, 6.5, 6.6, 6.7, 6.8 and replace with the following procedures:

- 6.3 At meetings of the Board or its committees, except as may be specifically permitted by resolution of the Board, the use of all video, audio, and/or recording devices by members of the public, including non-accredited and other representatives for any news media, shall be prohibited. Accredited members of the news media shall be permitted to use recording devices and photographic equipment at Board meetings.
- 6.4 The public is encouraged to attend Board meetings and at some point on the agenda during the last meeting of the month, will have an opportunity to address questions for clarification to the Board.
- 6.5 Where, at a meeting of the Board, any person other than a member of the Board is, in the opinion of the Chairperson of the meeting, guilty of disorderly or improper conduct, the Chairperson of the meeting may require him to leave the meeting forthwith and, if he fails to do so, may cause him/her to be removed in accordance with The Public Schools Act, Section 30(6).
- 6.6 The number of persons in the Board Room may never exceed the Manitoba Fire Code occupant load posting of 50 persons. The Chairperson has the discretion to adjourn the meeting to another larger location if it is deemed necessary.

Delegations & Petitions

- 6.7 Any resident elector of the Division shall have the right to be placed on the agenda of a regular board meeting to be heard under "Delegations and Petitions". Appearance at a Board Meeting shall be arranged through the Secretary-Treasurer and the Delegation shall provide, wherever possible, a written brief or petition in sufficient time for inclusion in the agenda package their letter/brief/petition/presentation in writing, preferably with sufficient copies for all Trustees, by 12:00 noon on the Tuesday prior to the Board meeting at which they wish to appear, and shall identify a spokesperson whom the Chairperson can address and to whom correspondence can be forwarded. If a delegation wishes to make their submission available to the news media or any other parties, it will be at their discretion. During a presentation by a delegation, the Board will only ask questions for clarification.
- 6.8 Any individual desiring to speak as a delegation shall give his/her name and the name of the group, if any, that is represented at the Board meeting. Also, the individual's address should be submitted to the Secretary-Treasurer, in writing, for any further correspondence.
- 6.9 The Board may hear any other delegations at its discretion.

- 6.10 The delegation will be heard for information purposes only. In the event a decision of the Board is required, the matter shall be postponed to the next regular meeting for action or referred to a Committee or the Administration for consideration or further information and report. If a decision is required prior to the next regularly scheduled meeting, the Board may by a two-thirds (2/3rds) majority vote suspend the rules and consider the delegation's request at the same meeting, for decision making.
- 6.11 The Secretary-Treasurer shall communicate in writing to the identified spokesperson for the delegation the action taken by the Board and the final decision of the Board.
- 6.12 Public Inquiries will be limited to 15 minutes unless extended by a majority vote of the Board members present.
- 6.13 Speakers may offer such objective criticisms of school operations and programs as concern them, but in public session, the Board will not hear personal complaints against school personnel or against any person connected with the school system. Board consideration and disposition of legitimate complaints involving individuals shall be addressed in camera.
- 6.14 Correspondence that is received by the Division may be placed on the Board agenda and, at the Board meeting, the Secretary-Treasurer shall state, with respect to the correspondence placed on the agenda:
- a) who the letter is from (individual or group)
 - b) the subject of the letter for Board consideration or action.
- Correspondence will not be distributed to the public by the Board.

Move General procedures to Section VIII and re-number procedures 7.1 to 8.1, and 7.2 to 8.2.

SECTION VII

CONDUCT OF BOARD HEARINGS

The procedures for conducting Board Hearings shall be as follows:

- 7.1 The requirement for a Board Hearing will be determined by the Superintendent of Schools/CEO in consultation with the Board Chairperson;
- 7.2 The Secretary-Treasurer's Office will make the necessary arrangements for the hearing;
- 7.3 The hearing will be held at a duly convened Special Board Meeting;
- 7.4 The Board will resolve into Committee of the Whole In-Camera (closed session) to conduct the hearing;
- 7.5 The In-Camera hearing is not open to the public. Those in attendance will be members of the Board of Trustees, the Division/School Administration and effected staff as appropriate; and the student, parent(s)/guardian(s) and/or legal counsel for each party; or the aggrieved employee and his/her Union and /or legal representative.
- 7.6 The Superintendent of Schools/CEO shall provide the affected party in writing, two weeks prior to the scheduled Board Hearing, a notice of the Board Hearing regarding the matter, giving the reason for the Board Hearing and providing the recommendations being made by the Superintendent of Schools/CEO to the Board of Trustees in this regard.
- 7.7 Such written notification shall inform the affected party of the options of the student where he/she is an adult, and otherwise of his/her parent/guardian, or an employee to make a presentation in writing and/or verbally at the hearing conducted by the Board.

- 7.8 Legal counsel and/or a representative for the student where he/she is an adult, and otherwise of his/her parent/guardian or for the employee and for the Board may attend and/or make a presentation at the hearing.
- 7.9 The Secretary-Treasurer shall provide to the student, where he/she is an adult, and otherwise to his/her parent/guardian or the employee, one week prior to the scheduled hearing date, a copy of the Superintendent's Report that will be presented at the hearing before the Board of Trustees.
- 7.10 The Chairperson of the Board shall preside over the hearing, explain the procedures to be followed during the hearing, respond to any questions concerning the hearing and may specify time limits.
- 7.11 During the In-Camera hearing, the Superintendent of Schools/CEO will present his/her report and recommendation(s), which will have been provided to the student or parents/guardians or employee in advance.
- 7.12 The Superintendent of Schools report is followed by a written and/or verbal presentation of the student, the parent/guardian, and/or their legal counsel; or by the employee and/or his/her representative(s).
- 7.13 Upon receiving the information, Trustees may ask questions for clarification to any party present.
- 7.14 There is no provision for cross-examination by each of the parties.
- 7.15 Following the presentations, those present, with the exception of the Board of Trustees and the Secretary-Treasurer, will adjourn from the meeting but will remain in the Administration Office should it be necessary for them to rejoin the meeting.
- 7.16 The Board of Trustees will discuss and consider the matter;
- 7.17 The Committee of the Whole In-Camera will resolve from the hearing into open Board and the Board of Trustee's decision will be presented for approval by motion;
- 7.18 The meeting will then be adjourned;
- 7.19 No minutes of The Committee of the Whole In-Camera session will be recorded. The topic discussed while in Committee of the Whole In-Camera and the decision approved will be recorded in the minutes of the Special Board Meeting.
- 7.20 The Secretary-Treasurer will communicate the decision of the Board in writing to the affected parties, as soon as possible.
- 7.21 If the affected party fails to attend the hearing of which he/she has been formally notified, the Board of Trustees will hear the case in their absence using the information presented at the hearing.
- 7.22 Any reinstatement of expulsion must be made to the Board of Trustees through the Superintendent's Office.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this 28th day of August 2017.

SECOND READING: ____ day of _____ 2017

THIRD READING: ____ day of _____ 2017

Chairperson

Secretary-Treasurer

I, _____, Secretary-Treasurer of The Brandon School Division, DO HEREBY CERTIFY THE ABOVE to be a true and correct copy of Bylaw No. 9/2017

Secretary-Treasurer