



# BRANDON SCHOOL DIVISION

March 7, 2018

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

TO BE HELD MONDAY, MARCH 12, 2018  
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

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Approval of Agenda

#### 1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, February 26, 2018.  
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**

- a) Ms. Tami-Rae Rourke, President, The Brandon Chamber of Commerce, February 26, 2018, sent to Trustees, regarding this year's budget forum. She notes that this forum will be very different with the recent announcement from the Minister of Education and Training, asking all school divisions to keep their education property tax increases to no more than two percent.

Ms. Rourke indicates that the Chamber performed its business member Business Climate Survey and one question asked was: Would you say the Brandon School Division has been doing an excellent job, a good job, only a fair job, or a poor job in terms of managing tax payers' money? The results of poor job increased from 21.6% in 2015 to 38.4% in 2017.

Ms. Rourke notes that the Chamber did reach out to the Minister of Education and Training, requesting information regarding how the funding for school divisions is calculated. She adds there are a lot of variables and different calculations that make up today's funding, and adds that the Chamber questions if the current model of the funding in Manitoba is broken?

Ms. Rourke cites an article from Lorne Weis, Free Press author, regarding Manitoba's need for a new educational funding model, and a CBC article from February 8, 2018 called *Manitoba Moves to Province-Wide Bargaining for Teachers' Salaries, Raises School Funding by About 0.5%*.

Ms. Rourke thanks the Board for allowing the Chamber to share their voice. She notes the Chamber appreciates all the Trustees' hard work with deliberations and will continue to work with Chamber members to allow them to be transparent and open with their concerns so everyone is on the same page and working collectively, together.  
(Appendix 'A')

**3.03 Communications for Action**

- a) Mr. Trevor Maguire, Western Manitoba Science Fair, undated, noting this year's Western Manitoba Science Fair is to be held on Tuesday, April 10, 2018 at the Healthy Living Centre. Donations from school divisions and corporate and private sponsors, allows for the provision of awards and assists in sending students to the Canada Wide Science Fair.

They are asking for the Division's continued support of this event. The letter, Profit and Loss Standard and Sponsor Package are attached for information. (Appendix 'B')

Refer Motions.

- b) Mr. Malcolm Oldcorn, Organizer, Division-wide Middle Years Oratorical Event, dated March 2, 2018, requesting support for the Division-wide Middle Year's Oratorical Event. This year's event takes place on May 9, 2018 in the Lorne Watson Recital Hall at Brandon University. A copy of last year's program and a breakdown of expenses are included. (Appendix 'C')

Refer Motions.

**4.00 REPORT OF SENIOR ADMINISTRATION**

**- From Report of Senior Administration**

- a) Review Report of Senior Administration – March 12, 2018.

**5.00 GOVERNANCE MATTERS**

**5.01 Reports of Committees**

**5.02 Delegations and Petitions (Max. 15 minutes)**

- a) His Worship Mayor Rick Chrest, City of Brandon, updating the Board on the City's vision to host a Mayor's Forum(s) on Youth Addictions Prevention.

**5.03 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA Issues

**5.04 Public Inquiries (Max. 15 Mins)**

**5.05 Motions**

Postponed from February 26, 2018 Board Meeting:

- 11/2018 That the new Administrative Procedures Manual be approved, as presented.
- 14/2018 That the Final Budget for 2018-2019 and the 2018 Special Levy be approved as follows:
 

Total Operating Expenditures	\$ 104,292,300
Total Capital Expenditures	<u>\$ 3,492,400</u>
Total Expenditures	<u>\$ 107,784,700</u>
2018-2019 Special Requirement	<u>\$ 48,763,200</u>
2018 Special Levy to be raised from Municipalities	<u>\$ 47,719,227</u>
- 15/2018 That the Collateral Agreement and the Letter of Agreement between the Brandon Teachers' Association and the Brandon School Division with respect to the Extended

Health and Dental Plan premiums for the 2017-2018 school year be approved; and the Chairperson and Secretary-Treasurer be authorized to sign same.

- 16/2018 That the request of the Western Manitoba Science Fair for financial support be approved in the amount of \$2,000.
- 17/2018 That support for the Division Wide Oratorical Event for Middle Years in the amount of \$500 be approved.
- 18/2018 That the request involving twelve (12) male and fifteen (15) female Vincent Massey High School music students in grades 9 to 12 to make a trip to Japan, May 15, 2019 to May 26, 2019 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.
- 19/2018 That Trustees \_\_\_\_\_ and \_\_\_\_\_ be approved to serve as members of the Scholarship Committee for 2017-2018.
- 20/2018 That the Trustees be paid the appropriate indemnity for attending Budget Deliberations on February 20, 2018.
- 21/2018 That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2018 Convention to be held March 15 and 16, 2018 at the Delta Inn, Winnipeg, Manitoba.

**5.06 Bylaws**

**5.07 Giving of Notice**

**5.08 Trustee Inquiries**

**6.00 ANNOUNCEMENTS**

- a) Finance and Facilities Committee Meeting – 1:00 p.m., Monday, March 19, 2018, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, March 26, 2018, Boardroom.

**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, FEBRUARY 26, 2018.

## **PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton, Mr. K. Sumner (entered at 6:52 p.m.).

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:**

The Chairperson called the meeting to order at 6:02 p.m.

## **AGENDA**

### **1.00 AGENDA/MINUTES:**

#### **1.01 Approval of Agenda**

Senior Administration added five (5) items for In-Camera.

Trustee Ross added two (2) items for In-Camera.

Trustee Sefton added one (1) item for In-Camera.

Trustee Murray added one (1) item for In-Camera.

Mr. Kruck – Mr. Buri

That the agenda be approved as amended.

Carried.

#### **1.02 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Board Meeting held February 12, 2018 were circulated.

Mr. Kruck – Mr. Buri

That the Minutes be approved.

Carried.

- b) The Minutes of the Special Board Meeting held February 20, 2018 were circulated.

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

- c) The Minutes of the Budget Deliberations held February 20, 2018 were circulated.

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

Mr. Sefton – Mr. Murray

That the Board do now resolve into Committee of the Whole In-Camera. (6:04 p.m.)

Carried.

## IN COMMITTEE OF THE WHOLE IN CAMERA

### 2.00 IN CAMERA DISCUSSION:

#### 2.01 Student Issues

##### - Reports

##### - Trustee Inquiries

- a) Trustee Bowslaugh requested information on a student matter.

#### 2.02 Personnel Matters

##### - Reports

- a) Confidential #1 – Personnel Report was presented.  
b) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Personnel Matter.

##### - Trustee Inquiries

#### 2.03 Property Matters/Tenders

##### - Reports

##### - Trustee Inquiries

#### 2.04 Board Operations

##### - Reports

- a) Dr. Marc Casavant, Superintendent/CEO provided an update on a Board Operations Matter.  
b) The Superintendent requested clarification on a Board Operations Matter. The Board referred the matter to the Personnel and Policy Committee.  
c) Mr. Labossiere discussed three (3) Board Operations matters with the Board.  
d) Trustee Sefton provided information to the Board.  
e) Trustee Murray asked questions for clarification regarding a Board Operations Matter.  
f) Trustee Ross provided an update on a Board Operations Matter.  
g) Trustee Ross provided information on a Board Operations Matter.

##### - Trustee Inquiries

Mr. Bartlette – Mrs. Bowslaugh

That the Committee of the Whole In-Camera do now resolve into Board. (6:58 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:05 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

### **3.00 PRESENTATIONS AND COMMUNICATIONS:**

#### **3.01 Presentations For Information**

#### **3.02 Communications For Information**

#### **3.03 Communications For Action**

### **4.00 REPORT OF SENIOR ADMINISTRATION**

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the February 26, 2018 Report of Senior Administration:

- Administrative Information
  - Celebrations
    - Prairieaction Foundation (PAF) – 2018 Youth Leadership Award – BSD Youth Revolution “Beyond the Hurt Bullying Prevention Teams” are the first group of young people from Manitoba to receive this award
    - Indigenous Campus Life Event – February 15, 2018
    - Jump Rope for Heart Program – Heart and Stroke Foundation – since the program began in 1982, schools in Brandon School Division have raised \$428,357.91 for the Heart and Stroke Foundation.
- Information Items
  - Manitoba Education and Training Correspondence
    - Proclamations:
      - Teacher/Staff Appreciation Week – February 11-17, 2018
- Suspension Report - Semester One – 2017/2018, 2016/2017, 2015/2016
  - Presentations
    - Continuous Improvement Plan Update – Mr. Mathew Gustafson, Assistant Superintendent and Mr. Greg Malazdrewicz, Assistant Superintendent

Ms. Bambridge – Mr. Sefton

That the February 26, 2018 Report of Senior Administration be received and filed.

Carried.

### **5.00 GOVERNANCE MATTERS**

#### **5.01 Reports of Committees**

- a) Personnel and Policy Committee Meeting  
The written report of the Personnel and Policy Committee meeting held on February 13, 2018 was circulated.

Trustees asked questions for clarification regarding the new Administrative Procedures.

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

## **5.02 Delegations and Petitions**

### **Public Budget Feedback Presentations**

The following individuals made presentations regarding the proposed 2017-2018 Budget:

1) **Brandon Teachers' Association**

Mr. Peter Buehler, President, Brandon Teachers' Association, provided a submission on behalf of the Division's teaching staff. Mr. Buehler noted that the Association noted a number of things to be thankful for in attending this year's budget process meetings. These things include recognition of the hard work it takes to prepare and set a budget. The Association knows that Trustees do not take these decisions lightly because they are aware of the impact they can have. The Association believes firmly that it is here to work collaboratively with Trustees during this challenging process.

Mr. Buehler noted that the BTA is happy to learn that the Board is advocating for seven modular classrooms in the Division, as the Division is predicting the need for 20 – 25 new classrooms in the year 2021.

The Association has concerns that arise from the preparation of the 2018-2019 Budget, including concerns about the budget process. Mr. Buehler acknowledged that the Provincial Funding announcement occurred later this year than in previous years, and added the 26 page budget document that was distributed on February 12, 3 days ahead of the public budget consultation, did not include the level of detail made available in earlier years. He added that at the Public Consultation, additional information was presented, which the Association would have wished to have sooner, in order to reflect and prepare. Mr. Buehler indicated what matters most in this is that late delivery of information upsets the consultation process itself.

Mr. Buehler noted that in the Budget Consultation process this year, some questions were not fully answered, included where the \$230,000 reduced expenditure had been "found" in function 500. Mr. Buehler questioned why the 58 page long document provided at the all-day budget meeting had not been made available to the public ahead of any consultation. Mr. Buehler also suggested the public would have been much more engaged if the consultation night had been conducted in small table groups with a Trustee representative, as at other recent BSD public consultations.

Mr. Buehler noted the BTA understands that this year's funding announcement was late, however felt the Board's responsibility is to provide an effective consultation process and this obligation must be met regardless of how late the funding announcement happens.

Mr. Buehler indicated that the Association membership is concerned about the ability of this budget to meet Division students' needs. The Association reminded Trustees that in the last 5 budget cycles, including this coming budget year, the Division has had an increase of 576 students, and has met that enrolment increase with 24.6 additional teaching positions. This means that over this time, the hiring ratio has been 23.4 new students per new teacher, which is 10.5 students higher than the Division's FRAME ratio.

Mr. Buehler stated that on February 15, when Budget scenarios were available for the first time, two were presented, adding that neither of this year's scenarios met Motion 93's guideline of enrollment growth plus inflation. He added that the province set a guideline to school board's to keep the special requirement at a 2% maximum increase. As both of the Division's scenarios fell well under 2%, the Board was asked whether budgeting up to the full 2% special requirement would be up for discussion on budget day, to which the chair of the meeting noted that the Trustees had "no appetite" to exceed or to meet the 2%.

Mr. Buehler noted that at the February 20 Budget Deliberations, the decision was made to keep the Special Requirement at .88%. Working up to the 2% would have allowed the Division an additional \$546,000 for use in providing equitable, accessible and personalized quality education opportunities. Mr. Buehler emphasized that the Association does not come before the Board each year to ask for more teachers in the Division because it benefits the members individually. They do this because they know how important it is to advocate for students, who cannot readily advocate for themselves.

Mr. Buehler urged Trustees to reflect further on the decision to be made, questioning why Motion 93 was appropriate in the past, but not now? What is the Division doing to support enrollment growth? Why is there no appetite to discuss using the full 2%? BTA members feel firmly that the time to make critical investments in education is now.

2) CUPE Local 737

Mr. Jamie Rose, President, CUPE Local 737, spoke on behalf of the Brandon School Division Support Staff. Mr. Rose opened his remarks by taking the opportunity to thank the Board for holding important consultations on the 2018-2019 Budget. Mr. Rose added that CUPE is pleased to see two (2) term bus routes added to the proposed budget to accommodate the growth of students in the Island Lake Area until a new school is built, and that the addition of five (5) full time Educational Assistants will help to meet the needs of Division students.

Mr. Rose indicated that CUPE recognizes that leaders of any organization have hard decisions to make, with results not always liked. CUPE has watched the Brandon School Division Board of Trustees work hard for the Brandon taxpayers, and it is felt that the Trustees all have the students' best interests in mind.

Mr. Rose noted that CUPE has previously brought forward concerns with the busing of Division students to Home Ec/Industrial Arts. Having been given the answer that this matter will maybe have to wait until a new Board is elected to have an answer is alarming to CUPE members as the safety of the students should be the number one issue with the busing of Division students. The April 2017 review of the Grades 7 and 8 Program Options clearly stated that the Brandon School Division should provide Division transportation to all off-site programming for Grades 7 and 8 students. Mr. Rose asks why the students are not being bused to Home Ec/Industrial Arts? He adds the concern for the safety of the students should be forefront now – not after a tragedy, and is questioning why Brandon School Division would not want to address this in the 2018-2019 Budget.

Mr. Rose thanked Trustees for their time to listen to CUPE Local 737 concerns and for considering the busing of students to Home Ec/Industrial Arts for the 2018-2019 budget.

3) Mr. Robert Smith, Brandon Homeowner

Mr. Robert Smith's opening remarks were on his previous work as a school board Trustee. He noted he struggles with technology as he never learned it in school, nor while at the University of Manitoba, and was recently made by his children to get a cell phone. He

noted the attention spans of people are now so short due to technology, and that this society has immature parents who have children who are addicted to technology.

Mr. Smith noted he was listening to the CBC Radio show IDEAS on Friday February 23, 2018 and quoted from the speaker, Timothy Schneider, Historian at Yale University. *"20 Examples of Tyranny in the 20<sup>th</sup> Century – If you accept all technology as good, then how do you reconcile the misery caused by so many people by the fake news, harassment, bullying and outright lies on social media? As we all become addicted to smart phones, are we slaves to the few who control our technology?"*

Mr. Smith provided a handout for Trustees to review, which consisted of Brandon Sun *Sound Off* articles that referenced the Brandon School Division. He noted one of the pages was just one day of *Sound Off* articles regarding the Division. He reviewed a few of these articles for the Board and indicated he was supportive of the Province-wide collective bargaining agreement.

Mr. Smith noted that sooner or later, the public, if they get mad enough, will get out and vote, and they usually vote the old people out and some new people in. He added that the public understands what the Province is trying to do and probably will back the Province in saying that it is time for a change. He spoke on personal experiences and the consolidation of rural schools.

Mr. Smith suggested that a proposal be brought to the Minister of Education that the Division will look after maintenance of the schools, transportation of the students, and administration. The Minister would then look after teacher salaries for both regular instruction and special instruction and the aides required for that.

Dr. Ross thanked everyone for their presentations.

### **5.03 Business Arising**

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- a) Ebulletin – February 14, 2018
- b) CSBA Memo re: Congress 2018 Halifax

### **5.04 Public Inquiries (max. 15 minutes)**

### **5.05 Motions**

10/2018 Mr. Buri – Mr. Murray

That the Board Governance Decision Making Matrix under Policy #9 be amended to indicate that the Board is responsible for renaming and naming of schools and facilities and also for any school closure.

Carried.

11/2018 Mr. Murray- Mr. Buri

That the new Administrative Procedures Manual be approved, as presented.

Trustee Sumner indicated he would not be in favour of this motion and suggested a change of wording.

Trustee Bowslaugh moved to postpone this motion until the March 12, 2018 Board meeting.

Mrs. Bowslaugh – Mr. Sumner

That Motion 11/2018 be postponed until the March 12, 2018 Board meeting.

Carried. (6-3)

12/2018 Ms. Bambridge – Mr. Buri

That the amount of \$54,000 from the Operating Fund Accumulated Surplus be allocated to the Electronic Job Evaluation System Capital Reserve Fund for the installation of enCompassing Visions software, subject to PSFB approval.

Carried.

13/2018 Mr. Sefton – Mr. Bartlette

That the Auditor's Engagement Letter regarding the Audit of the December 31, 2017 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

#### **5.06 Bylaws**

#### **5.07 Giving of Notice**

#### **5.08 Trustee Inquiries**

#### **6.00 ANNOUNCEMENTS**

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Tuesday, March 6, 2018, Conference Room.
- b) Parent/Guardian/Division Advisory Committee Meeting – 7:00 p.m., Wednesday, March 7, 2018, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, March 12, 2018, Boardroom.
- d) Upcoming Budget Dates:
  - Regular Board Meeting - Final Budget Approval – 7:00 p.m., Monday, March 12, 2018, Boardroom.

**7.00 ADJOURNMENT**

Mr. Murray – Mr. Buri

That the Board do now adjourn. (8:13 p.m.)

Carried.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

# Appendix 'A'



## BRANDON CHAMBER OF COMMERCE

1043 Rosser Avenue  
Brandon, Manitoba  
R7A 0L5

Phone  
(204) 571-5340

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(204) 571-5347

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[info@brandonchamber.ca](mailto:info@brandonchamber.ca)

Web Site:  
[www.brandonchamber.ca](http://www.brandonchamber.ca)

February 26, 2018

Dear Trustees,

First of all, I would like to send my apologies for missing tonight's public forum. My eldest son Brett will be attending high school this fall and his school of choice open-house is tonight, and as a parent, it was very important for me to attend. This would allow me to review his choice and speak to the teachers. So again, thank you for your understanding.

This year's budget forum I am sure will be very different with the recent announcement from the Honourable Ian Wishart, asking all school divisions in the province to keep their education property tax increases to, no more than, two per cent.

As you are aware, the Chamber performed its Business Climate Survey where we surveyed our business members. One of the questions asked was;

Would you say the Brandon School Division has been doing an excellent job, a good job, only a fair job, or a poor job in terms of managing tax payer's money?

What was immediately evident was the results of poor job increased from 21.6% in 2015 to 38.4% in 2017, we took this result/increase very serious and had planned on bringing our results to you this year.

The Chamber did reach out to the Honourable Ian Wishart, Minister of Education and Training, requesting information regarding how the calculation for School Division funding is calculated after we received the Business Climate results. We wanted to ensure that we understood, or attempted to understand, how the calculations work. We did receive information back and we did review it. There are a lot of variables, and different calculations that currently make up the funding today. We also agree that this is not an easy task or position that you have unselfishly put yourself in. So what does this mean?

What we the Chamber question is could the current model of the funding in Manitoba be broken?

Lorne Weis, an author from The Winnipeg Free Press wrote an article last year that sparked my interest. He stated that Manitoba needs a new educational funding model. A way to approach this, Weis states, is to establish a single, uniform mill rate across the province, instead of the current 35 separate mill rates across Manitoba. Under this approach, Weis states the province is in a better position to allocate specific resources to the divisions and students that need them the most. Weis also suggests that the current administrative model, that has been largely unchanged

*"Setting the Pace  
for a Greater  
Brandon  
Since 1883"*

for almost 70 years, isn't valid today and that the monies saved could be used somewhere needed.

What I agreed with the most? Weis's statement of "We all share the same responsibility: to find effective and sustainable ways to build stronger futures for children and our Manitoba communities, together".

CBC published an article on February 8<sup>th</sup> 2018 called Manitoba moves to province-wide bargaining for teachers' salaries, raises school funding by about 0.5%. However, what was noted in this article was Minister Wishart also reiterated his government's commitment to doing a full review of K-12 education in 2019, including funding. We, at the Chamber, hope that this review ends in a beneficial situation for all parties involved and that we end up with an effective and sustainable way.

We want to thank you again for allowing us to share our voice. We appreciate all of your hard work with these deliberations, and we will continue to work with our members to allow them to be transparent and open with their concerns so we are all on the same page and working collectively, together.

Thank you again,

A handwritten signature in black ink that reads "Tami Rourke". The signature is written in a cursive, flowing style.

Tami Rourke

President, The Brandon Chamber of Commerce

#### Works Cited

CBC News. (2018, February 8). *Manitoba moves to provincewide bargaining for teachers' salaries, raises school funding by about 0.5%*. Retrieved from [www.cbc.ca](http://www.cbc.ca):  
<http://www.cbc.ca/news/canada/manitoba/manitoba-public-education-funding-teachers-salaries-1.4527004>

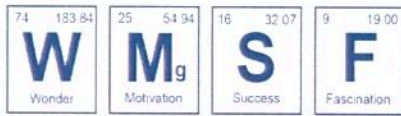
Lorne, W. (2017, March 11). *Education funding model broken*. Retrieved from  
<https://www.winnipegfreepress.com>:  
<https://www.winnipegfreepress.com/opinion/analysis/education-funding-model-broken-415938444.html>

# Appendix 'B'

RECEIVED

FEB 23 2018

Office of the Superintendent/CEO  
Brandon School Division



Western Manitoba Science Fair

Brandon School Division  
1031 6th Street  
Brandon, Mb.  
R7A 4K5

Dear Friend of Science:

This year The Western Manitoba Science Fair will be held on Tuesday, April 10, 2018 at the Healthy Living Centre. This year marks 49 years for Western Manitoba Science Fair, which is one of the largest regional fairs in Canada. As in years past, your support of this event is critical to ensure that students continue to have the opportunity to develop their science and technology skills. We've enjoyed hosting students from your school division at our regional science fair, and hope to see them again this year!

The WMSF cost of operation is for the most part covered by the student entry fees. It is the donations from the school divisions, corporate and private sponsors, which allows us to provide awards and send students to the Canada Wide Science Fair. Currently the WMSF sends only 3 to 4 students to the Canada Wide Fair, although we are eligible to send up to 6 students. We need your support to give more Southwestern Manitoba youth the chance to be a part of this life changing experience.

If you have contributed in the past, we thank you for your much needed support! If your school division would be interested in contributing to the WMSF again, or for the first time, we are always looking to partner with school divisions, no matter the contribution level. Please feel free to contact me at 204-727-4700 or [info@wmsf.com](mailto:info@wmsf.com) to discuss or for further details.

Sincerely,



Trevor Maguire

637 10th Street, Brandon, Manitoba, R7A 4G6

[www.wmsf.com](http://www.wmsf.com)

## Profit &amp; Loss

September 2016 through August 2017

	<u>Sep '16 - Aug 17</u>
<b>Income</b>	
<b>Contributions Income</b>	
Designated Awards - Corp/Org	3,100.00
Designated Awards - Individuals	250.00
Grants	5,000.00
Organization/Corp Sponsorships	1,800.00
Participant T-shirt Promo	2,275.00
Program Ad	2,295.57
School Divisions	2,000.00
<b>Total Contributions Income</b>	<u>16,720.57</u>
<b>Entry Fees</b>	
Student Entry Fees	11,360.00
<b>Total Entry Fees</b>	<u>11,360.00</u>
<b>Fundraising</b>	
Chuck the Puck	681.00
<b>Total Fundraising</b>	<u>681.00</u>
<b>Total Income</b>	<u>28,761.57</u>
<b>Expense</b>	
<b>Administrative Costs</b>	
Advertising/Promotion	827.85
Copying/Stationary	533.31
Participant T-shirts	3,308.05
<b>Total Administrative Costs</b>	<u>4,669.21</u>
<b>Awards</b>	
Canada-Wide Sci. Fair	11,805.00
Designated	3,200.00
Trophies	352.90
<b>Total Awards</b>	<u>15,357.90</u>
<b>Event Expenses</b>	
Science Olympics	104.34
<b>Total Event Expenses</b>	<u>104.34</u>
<b>Operations</b>	
Entertainment	315.00
Facilities	6,988.43
Security	200.00
<b>Total Operations</b>	<u>7,503.43</u>
<b>Total Expense</b>	<u>27,634.88</u>
<b>Net Income</b>	<u><u>1,126.69</u></u>

March 2, 2018

## Appendix 'C'

Dr. Linda Ross  
Chairperson Brandon School Division  
Board of Trustees  
1031 – 6<sup>th</sup> Street  
Brandon, MB R7A 4K5

Dear Dr. Ross,

Please consider the following request to continue your support of the Division Wide Middle Year's Oratorical Event. This year's event takes place on May 9<sup>th</sup>, 2018 in the Lorne Watson Recital Hall at Brandon University.

This venue allows our participants the opportunity to focus on a communication skill that is highly sought after in today's job market where communication is a vital twenty-first century skill.

A copy of last year's program and a breakdown of expenses is also included.

Finding sponsorship continues to be a challenge and it is our hope that the BSD will offer to cover all costs that we incur to a maximum of \$500 per annum.

Costs to host such an event include:

Venue	\$100.00
Awards (plaque, shields, books, gift certificates)	\$325.00
Honorariums (3 judges x \$25 lunch gift certificates)	<u>\$ 75.00</u>
	\$500.00

Current sponsoring bodies include the BSD, Diamond Jubilee 1960 IODE, Staples, and Brandon University.

In past years we have approximately 50 students directly involved in this event, representing most K-8 schools and Middle Year's classrooms from around the division.

Thank you in advance for your consideration. Any support can be forwarded to Green Acres School.

Sincerely,



Malcolm Oldcorn  
Counsellor/Continuous Improvement Coach/Teacher Librarian  
Green Acres School

*Our Sincere Thank You to:*

Contestants  
Introducers  
Parents  
Classmates  
Friends  
Teachers

*A Huge Thank You to Our Sponsors:*

**Diamond Jubilee 1960 IODE**  
**Brandon School Division**  
**Staples - Brandon**  
**Brandon University Ancillary Services**  
**BSD Board of Trustees**

*Our Adjudicators:*

Randi Curry  
Lindsay McLachlan  
Kaitlyn Payette

*Thank You to the individuals below for helping make  
this Oratorical Contest such a successful event:*

Terri Curtis - BSD Communications Coordinator  
Andrew Kean - Live Video Streaming  
Shelly Bortis - Oratorical Organizing Committee  
Malcolm Oldcorn - Oratorical Organizing Committee

*Brandon School Division*

Welcomes you  
to the  
Division-Wide  
Middle Years  
  
Grade 5 & 6  
  
Grade 7 & 8

*Oratorical Event*

Wednesday, May 10, 2017

Lorne Watson Recital Hall  
Brandon University (Music Building)



www.bsd.ca

# 2017 Presenters

Congratulations to all the school winners and runners-up

## GRADE 5 & 6

School	Speaker	Title	Introducer
Linden Lanes	Mackenzie Boyes	<i>My Dad</i>	Inara Innes
Earl Oxford	Shayna Wakefield	<i>Australia vs Iceland</i>	Lexi Zazalak
Waverly	James Li	<i>T.T.D.O.A.P - (Things to do on a plane)</i>	Camilla Hood
Kirkcaldy Heights	Brianna Dean	<i>My Trip To Jamaica</i>	Mariska Lenardon
Riverheights	Emerson Brick	<i>Dyslexia</i>	Kieran Madill
St. Augustine	Danika Robb	<i>All Things Polish</i>	Kelsey Huibers
J.R. Reid	Clair Finlay	<i>Just Keep Swimming</i>	Ella Werbiski
Meadows	Jensen Robinsons Evans	<i>EDM Producer</i>	Jasmin Gawletz
Green Acres	Ben Miller	<i>Speeches</i>	Roberra Mengistu
O'Kelly	Ashley Giesbrecht	<i>Scoliosis</i>	Jordyn Brown
Alexander	Graysen Humphries	<i>Fainting Goats</i>	Lucas Burgoyne
George Fitton	Leah Hausermann	<i>Murphy's Law</i>	Kiril Varakin
New Era	Gabriela Milla Ramos	<i>What Type of Student Are You?</i>	Hai Cheng Yu

## GRADE 7 & 8

School	Speaker	Title	Introducer
George Fitton	Erica Brake	<i>Martin Luther King Jr.</i>	Amy Ziprick
George Fitton	Amy Ziprick	<i>My Furry Friend</i>	Erica Brake
New Era	Angela Gerry	<i>Stand Up and Make a Change</i>	Sumaya Omar
New Era	Sumaya Omar	<i>Being Grateful</i>	Angela Gerry
King George	John Jo	<i>Online Gaming Addiction</i>	Hao Liu
Earl Oxford	Issa Grindey	<i>The Rules of the Slurpee</i>	Dorothea Kramm
Early Oxford	Dorothea Kramm	<i>Who Needs Video Games?</i>	Issa Grindey
Riverheights	Brooklyn Speight	<i>Adults vs. Kids</i>	Tetiana Slobodian
Riverheights	Tetiana Slobodian	<i>My YouTube Channel</i>	Brooklyn Speight
Waverly Park	Molly MacPherson-Blair	<i>An Ode the Self</i>	Kevin Russel
Waverly Park	Kevin Russel	<i>My Elementary History</i>	Molly MacPherson-Blair
Linden Lanes	Ella McLean	<i>Let the Music Move You</i>	Maya Linov
Alexander	Seth Giesbrecht	<i>YouTube</i>	Sienna Luckins
Alexander	Sienna Luckins	<i>The Gaming Effects</i>	Seth Giesbrecht
Green Acres	Aidan Brennan	<i>Dress Codes</i>	Qi Kun Xia
Green Acres	Qi Kun Xia	<i>Lying</i>	Aidan Brennan
Meadows	Mia Giordani	<i>Autism</i>	Latisha Fiarchuk
Meadows	Latisha Fiarchuk	<i>Mandela Effect</i>	Mia Giordani
Kirkcaldy Heights	Hannah Leckie	<i>Strange Foods</i>	Emma Wiebe
Kirkcaldy Heights	Emma Wiebe	<i>Weird Laws</i>	Hannah Leckie
Betty Gibson	Sophia Okorodudu	<i>What Teachers do Outside School</i>	Fernando Mercado Miguel
Betty Gibson	Fernando Mercado Miguel	<i>Ways to Stop Bullying</i>	Sophia Okorodudu
O'Kelly	Gloria Schuetz	<i>Moving to Canada</i>	Kendal Giesbrecht
O'Kelly	Kendal Giesbrecht	<i>Enjoy the Ride of Life</i>	Gloria Schuetz
St. Augustine	Kyle Haverchuk	<i>Kepler-22B</i>	Emily Robb
St. Augustine	Emily Robb	<i>Accidents Happen</i>	Kyle Haverchuk
J.R. Reid	Debbie Abetudimu	<i>How to Achieve Your Dreams</i>	Dorcas Adetudimu



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

March 12, 2018

### A. Administrative Information

#### I. CELEBRATIONS

##### 1. KINDNESS METER - VINCENT MASSEY HIGH SCHOOL

The Vincent Massey Kindness Meter was inspired by parking meters located in downtown Fredericton, NB that are used to collect money for the homeless. The Vincent Massey Youth Revolution group was inspired and contacted the City of Brandon to see if they would be willing to donate an old parking meter to the school. The City donated two parking meters, one of which was refurbished and placed it in the lobby of the school with the mission to *collect **small change for BIG Change!*** The Youth Revolution students choose local charities to encourage staff, students and guests to donate a nickel, dime or quarter to help others in need. From November to January all spare change collected was donated to *Brandon's Safe and Warm Shelter*. For the months of February to April, all spare change collected will be donated to *Strays that Can't Pay*, to help our animal friends.

##### 2. "WE CHOOSE KIND" – RIVERHEIGHTS SCHOOL

Riverheights School has chosen *We Choose Kind* as their slogan. Part of the inspiration came from the book, Wonder, by R. J. Palacio.

- When given the choice between being right or being kind, choose kind
- ALL students should be treated with kindness at all times in the school by students, staff, and the community
- Students and staff at Riverheights School show kindness by being caring, considerate, generous, helpful, gentle, and friendly
- When community members enter Riverheights School, they are greeted with KINDNESS and made to feel part of a welcoming community

*"Accepting the Challenge"*

## II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from February 22, 2018 to March 6, 2018.

- February 22, 2018 – Education and Community Relations Committee meeting with high school students and counselors
- February 22, 2018 – Brandon Urban Aboriginal Peoples’ Council meeting
- February 23, 2018 – School visit and meeting with School Leaders – Kirkcaldy Heights School
- February 23, 2018 – School visit and meeting with School Leaders – Crocus Plains Regional Secondary School
- February 23, 2018 – School visit and meeting with School Leader – St. Augustine School
- February 23, 2018 – School visit and meeting with School Leader – Riverview School
- February 25, 2018 – presentation of Westman High School Hockey League All Star Awards
- February 26, 2018 – meeting with Mr. Rod Sage, Chief Administrative Officer, City of Brandon
- February 27, 2018 – meeting with His Worship Mayor Rick Chrest, Board Chair Dr. Linda Ross, Mr. Mark Sefton, Trustee, and Mr. Denis Labossiere, Secretary-Treasurer
- February 27, 2018 – Royal Canadian Artillery Board of Directors meeting
- March 1, 2018 – School visit and meeting with School Leader – Green Acres School
- March 1, 2018 – School visit and meeting with School Leaders – Riverheights School
- March 2, 2018 – introductory interview for *We Are Brandon*
- March 5, 2018 – meeting with Mr. Kevin Tacan, Indigenous Elder, Brandon School Division
- March 6, 2018 – meeting with Ms. Leah Phillips, Building Student Success with Aboriginal Parents (BSSAP), Betty Gibson School

### III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary School	4 total	1 – 3 day 2 – 3 day 1 – 10 day	Assaultive Behaviour Drug and Alcohol Policy Assaultive Behaviour
High Schools	15 total	6 – 3 day 2 – 3 day 2 – 5 day 2 – 5 day 2 – 5 day 1 – 30 day	Assaultive Behaviour Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour Drug and Alcohol Policy

### IV. INFORMATION ITEMS

#### 1. **CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY**

For Information..... G. Malazdrewicz

Crocus Plains Regional Secondary School submitted an off-site activity request for band students (including students from École secondaire Neelin High School), consisting of thirty-two (32) male and fifty-four (54) female students in grades 9 to 12, to make a trip to Banff, AB, from April 11 to April 15, 2018.

Mr. Chad Cobbe, School Leader, Crocus Plains Regional Secondary School and Mr. Greg Malazdrewicz, Assistant Superintendent recommended this trip for approval. Dr. Marc D. Casavant, Superintendent/CEO has given approval for this trip.

#### 2. **VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY**

For Information..... G. Malazdrewicz

Vincent Massey High School submitted an off-site activity request for band students, consisting of twenty-seven (27) male and twenty-five (25) female students in grades 9 to 12, to make a trip to Banff, AB, from April 11 to April 15, 2018.

Mr. Bryce Ridgen, School Leader, Vincent Massey High School and Mr. Greg Malazdrewicz, Assistant Superintendent recommended this trip for approval. Dr. Marc D. Casavant, Superintendent/CEO has given approval for this trip.

### 3. SCHOLARSHIP AGREEMENT CHANGES / ADDITIONS FOR THE 2017/2018 SCHOOL YEAR

For Information.....D. Labossiere

The following scholarship agreement changes / additions have been requested by the contributors for the 2017/2018 school year:

Changes:

- The Sharon Monaghan Memorial Scholarship Provided by the Kiwanis Club of Brandon – Assiniboine and the Kiwanis Foundation of Canada – Assiniboine and the Kiwanis Foundation of Canada: amount of scholarship has increased from \$500 to \$1000 per school;
- Westman Award of Excellence sponsored by Westman Communications Group: revised wording from *“The recipients of this scholarship shall have demonstrated proven academic capabilities (with a high school average of 80% for Senior IV) and, as well, shall have participated in school and community activities and shown an interest in a career in the technology field”* to read *“The recipients of this scholarship shall have demonstrated proven academic capabilities (with a high school average of 80% for Grade 12) and, as well, shall have participated in school and community activities and shown an interest in a career that is technology focused or a career that utilizes technology.”* Added the following wording: *“The Brandon School Division shall contact Westman Communications Group annually before March 1 to confirm all the terms of the contract remain the same”*;
- Maple Leaf Food Scholarship: Updated the date of the agreement for the 2017-2018 school year; and
- Westoba Credit Union: will now give \$500 to each high school (previously the agreement indicated this award was available to students from École secondaire Neelin High School). Added the wording, *“That this scholarship shall be made available to one graduate from each of the respective high schools on an annual basis commencing June 2018.”* Defined academic achievement as 80% or higher in their terms.

Additions:

- Nursing Scholarship: an anonymous nursing scholarship will be funded in the amount of \$100. The recipient of this award shall be interested in furthering their education in nursing. The student need not be at the head of their class but someone who shows a determination and possibly a financial need in achieving their goal in this field. Payment of this award shall be made by Brandon School Division; and

- Brandon School Division Acts of Kindness Scholarship: the Administration Office Staff Fund will be used to establish a scholarship to honour one student in each of our schools by providing a monetary award. Recipients of this award will have demonstrated and participated in “Acts of Kindness” in their daily routine within their school towards staff and students, and in our community of Brandon. Such acts or traits of kindness may include: compassion, courage, generosity, gratitude, inclusion, integrity, optimism, respect or self-awareness. Payment of this award shall be made by Brandon School Division.

This is provided as information.

**4. BUS/VEHICLE ACCIDENT**

For Information..... D. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Tuesday, February 27, 2018. At approximately 3:57 p.m., while on regular route assignment Bus 40-33 was involved in a collision. The bus was southbound on 13<sup>th</sup> Street and stopped at the railroad crossing just south of Park Avenue. While stopped, the bus was struck from behind by another vehicle. There were no students on the bus at the time. There was slight damage to the rear bumper of the bus. The accident was reported to Manitoba Public Insurance. This is provided as information.

**V. PRESENTATIONS**

**1. ENGLISH AS AN ADDITIONAL LANGUAGE SPECIALIST**

For Information ..... J. Ford

Ms. Joanna Ford, English as an Additional Language Specialist, will provide an update on her portfolio.

**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. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action..... G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix A for Board of Trustees consideration) for twelve (12) male and fifteen (15) female music students in grades 9 to 12 to make a trip to Japan, May 15, 2019 to May 26, 2019.

Mr. Bryce Ridgen, School Leader, Vincent Massey High School; Mr. Greg Malazdrewicz, Assistant Superintendent; and Dr. Marc D. Casavant, Superintendent/CEO have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

**RECOMMENDATION:**

*That the request involving twelve (12) male and fifteen (15) female Vincent Massey High School music students in grades 9 to 12 to make a trip to Japan, May 15, 2019 to May 26, 2019 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.*

**3. SCHOLARSHIP COMMITTEE APPOINTMENTS**

For Action..... D. Labossiere

Each year a Scholarship Committee is established to consider and recommend recipients for the various scholarship awards administered by the Division for successful graduating students. Two Trustees are required to serve on the Scholarship Committee, which will meet on Monday, May 28, 2018 from 1:00 p.m. to 4:00 p.m. Please note this date cannot be moved. A motion is included in the agenda for consideration to approve the Trustee representatives. Please contact me should you require further information in this regard.

**RECOMMENDATION:**

*That Trustees \_\_\_\_\_ and \_\_\_\_\_ be approved to serve as members of the Scholarship Committee for 2017-2018.*

**4. THE MANITOBA PUBLIC SCHOOL EMPLOYEES DENTAL & EXTENDED HEALTH BENEFITS PLAN**

For Action..... D. Labossiere

The Brandon School Division has received notice of the revised premiums for the Manitoba Public School Employees Dental & Extended Health Benefits Plan for the current school year effective September 1, 2017 and January 1, 2018. The Collateral Agreement and the Letter of Agreement between the Brandon Teachers’ Association and the Brandon School Division have been revised to reflect the Extended Health

and Dental Plan premiums for the 2017-2018 school year and are attached as Appendices B and C. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

**RECOMMENDATION:**

*That the Collateral Agreement and the Letter of Agreement between the Brandon Teachers’ Association and the Brandon School Division with respect to the Extended Health and Dental Plan premiums for the 2017-2018 school year be approved; and the Chairperson and Secretary-Treasurer be authorized to sign same.*

**5. 2018-2019 FINAL BUDGET**

For Action..... D. Labossiere

Further to the Budget Deliberations held on February 20, 2018, included in the Agenda for the Board’s final consideration upon completion of your budget discussions is a motion to finalize the Budget for the 2018-2019 fiscal year and the Special Levy for the 2018 municipal and calendar year.

Attached are revised schedules (Appendix D) with changes directed by the Board at the February 20, 2018 Budget Deliberations reflecting an increase of \$423,800 (0.88%) in the Special Requirement.

If you have any questions with respect to the foregoing or the attached schedules, please call or have them discussed at the Board of Trustees meeting.

**RECOMMENDATION:**

*That the Final Budget for 2018-2019 and the 2018 Special Levy be approved as follows:*

Total Operating Expenditures	\$ 104,292,300
Total Capital Expenditures	\$ <u>3,492,400</u>
Total Expenditures	\$ <u>107,784,700</u>
2018-2019 Special Requirement	\$ <u>48,763,200</u>
2018 Special Levy to be raised from Municipalities	\$ <u>47,719,227</u>

## **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**

**THIS COLLATERAL AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2018

**BETWEEN:**

**THE BRANDON SCHOOL DIVISION**  
(hereinafter referred to as the "*Division*")

OF THE FIRST PART,

- and -

**THE BRANDON TEACHERS' ASSOCIATION OF  
THE MANITOBA TEACHERS' SOCIETY**  
(hereinafter referred to as the "*Association*")

OF THE SECOND PART.

**WHEREAS** pursuant to a certain collective agreement dated July 1, 2014 to June 30, 2018, made between the Division and the Association, the Division has agreed to participate in the administration of the Manitoba Public School Employees Extended Health Benefits Plan (the "*Plan*") for all of the eligible employees (the "*Employees*") as described by the Manitoba Public School Employees Dental & Extended Health Benefits Plan Trust (the "*Trust*") in the employ of the Division; and

**WHEREAS** the Division and the Association desire to set forth the terms and conditions under which the Division shall so participate in the administration of the Plan; and

**WHEREAS** pursuant to a certain agreement made between the Manitoba School Boards Association, the Manitoba Teachers' Society and the Trust, the Trust is responsible for the formulation, implementation and operation of the Plan.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and the mutual covenants herein contained, the parties hereto hereby agree as follows:

1. The preamble hereto shall form an integral part hereof.
2. The terms and conditions of the Plan shall be as formulated by the Trust.
3. Subject to the terms of the Agreement, the Division and the Association shall comply with any administrative or underwriting requirements in respect to the Plan stipulated by the Trust and/or by the insurer appointed by the Trust to administer the Plan.
4. The Division shall make the following payments:
  - a) Subject to paragraph (b) which follows, commencing the September 2017 year, the Division shall pay monthly \$118.00 on behalf of each Employee in respect of the Extended Health plan, and the Division shall pay monthly \$122.50 on behalf of each Employee in respect of the Dental plan said \$118.00 and \$122.50 being the monthly rates for family coverage under each plan. Such payments shall be made to the Trust or to such party as the Trustees shall designate in writing.

Subject to paragraph (b) which follows, commencing the January 2018 year, the Division shall pay monthly \$120.00 on behalf of each Employee in respect of the Extended Health plan, and the Division shall pay monthly \$126.00 on behalf of each Employee in respect of the Dental plan said \$120.00 and \$126.00 being the monthly rates for family coverage under each plan.

Such payments shall be made to the Trust or to such party as the Trustees shall designate in writing.

- b) Where an Employee is entitled to and has so elected for reduced coverage, as permitted under the terms of the Plan, that is, coverage for Employee and one dependent (spouse or child) only, or for Employee only, or for no coverage in the event of the Employee having alternate employer-sponsored group dental or health coverage, as the case may be, the Division shall pay to the employee the difference in the monthly rate under each plan between family coverage and the coverage elected by the Employee.
  - c) For each year thereafter, the Division shall pay monthly on behalf of each Employee an amount not to exceed the amount payable by the Division for each Employee in the preceding year (taking into account payments referred to in both sub-paragraphs (a) and (b) of this paragraph 4) increased or decreased by a percentage equivalent to the percentage negotiated or awarded on average for the salary schedule of the Employees in the current year.
- 5. It is understood and agreed by the Association that any eligible Employees employed on or after the effective date of the implementation of the Plan shall be required to participate in the Plan unless entitled to elect out of the Plan as may be permitted under the terms thereof.
  - 6. This Agreement may be terminated by either of the parties hereto effective the first day of September of a particular calendar year provided that not less than twelve (12) months written notice of such termination is given by the party terminating this Agreement to the other party hereto.
  - 7. Any notice required or permitted to be given hereunder shall be deemed to be effectively given if mailed by registered mail, postage prepaid or delivered by bonded carrier to the parties at the following addresses:

To the Division:

**BRANDON SCHOOL DIVISION  
1031 - 6th St  
BRANDON MB R7A 4K5**

To the Association:

**BRANDON TEACHERS' ASSOCIATION  
Unit D4 – 800 Rosser Avenue  
BRANDON MB R7A 6N5**

and if mailed as aforesaid, shall be deemed to have been given on the fifth (5<sup>th</sup>) business day next following that upon which the letter containing such notice was posted.

8. Time shall be of the essence of the Agreement which Agreement shall be governed by the laws of the Province of Manitoba.
9. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

**IN WITNESS WHEREOF** the Division has caused its Corporate Seal to be hereunto affixed duly attested by the signatures of its proper officers in that behalf, the day and year first above written.

**THE BRANDON SCHOOL DIVISION**

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**Dr. Linda Ross, Chairperson**

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**Denis Labossiere, Secretary - Treasurer**

**IN WITNESS WHEREOF** the Association has caused this Agreement to be executed as duly attested by the signatures of the proper officers of the Association.

**THE BRANDON TEACHERS' ASSOCIATION**

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**Peter Buehler, President**

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**Alison Johnston, Secretary**

**LETTER OF AGREEMENT**  
**Manitoba Public School Employees Extended Health Plan**

Between the

**Brandon School Division**

and the

**Brandon Teachers' Association  
of the Manitoba Teachers' Society**

**RE: Sept 2017 and Jan 2018 Salary grids net of Extended Health Plan and Dental Plan**

The Division administers the Manitoba Public School Employees Extended Health Plan as per the Collateral Agreement dated \_\_\_\_\_ for the members of the Brandon Teachers' Association. Teachers who are participants in the Extended Health Plan shall be paid according to Article 4 in The Collateral agreement. The following salary schedule reflects the provisions of Article 4 of The Collateral Agreement for September 2017 and January 2018.

**Year 4: September 2017 (2017-2018)**

\$2,886 Annual Benefit Premium

Yrs. Exp.	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6	CLASS 7
0	35,222	39,078	43,343	52,410	56,147	59,521	63,328
1	36,788	41,256	45,699	55,447	59,289	62,828	66,690
2	38,361	43,434	48,058	58,478	62,429	66,133	70,051
3	39,929	45,613	50,419	61,516	65,571	69,439	73,413
4	41,499	47,789	52,776	64,553	68,710	72,746	76,774
5	43,069	49,966	55,136	67,587	71,855	76,053	80,137
6	44,637	52,145	57,498	70,622	74,995	79,360	83,499
7	46,263	54,323	59,854	73,660	78,133	82,666	86,859
8			62,249	76,696	81,277	85,974	90,222
9				79,730	84,418	89,280	93,583
10				82,766	87,559	92,584	96,945

**Year 4: January 2018 (2017-2018)**

\$2,952 Annual Benefit Premium

<b>Yrs. Exp.</b>	<b>CLASS 1</b>	<b>CLASS 2</b>	<b>CLASS 3</b>	<b>CLASS 4</b>	<b>CLASS 5</b>	<b>CLASS 6</b>	<b>CLASS 7</b>
<b>0</b>	35,728	39,641	43,970	53,173	56,966	60,391	64,255
<b>1</b>	37,317	41,852	46,362	56,256	60,156	63,748	67,668
<b>2</b>	38,914	44,063	48,756	59,332	63,343	67,102	71,079
<b>3</b>	40,505	46,274	51,153	62,416	66,532	70,458	74,491
<b>4</b>	42,099	48,483	53,545	65,499	69,718	73,814	77,903
<b>5</b>	43,692	50,693	55,940	68,578	72,910	77,171	81,316
<b>6</b>	45,284	52,904	58,338	71,659	76,097	80,528	84,729
<b>7</b>	46,934	55,115	60,729	74,742	79,282	83,883	88,139
<b>8</b>			63,160	77,824	82,473	87,241	91,553
<b>9</b>				80,903	85,662	90,596	94,964
<b>10</b>				83,985	88,850	93,950	98,376

Dated at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Signed and agreed on behalf of  
THE BRANDON SCHOOL DIVISION

Signed and agreed on behalf of  
THE BRANDON TEACHERS' ASSOCIATION  
OF THE MANITOBA TEACHERS SOCIETY

\_\_\_\_\_  
Dr. Linda Ross, Chairperson

\_\_\_\_\_  
Peter Buehler, President

\_\_\_\_\_  
Denis Labossiere, Secretary-Treasurer

\_\_\_\_\_  
Alison Johnston, Secretary



*"Accepting the Challenge"*

# Financial Budget

**2018-2019**

As Deliberated on February 20, 2018

# 2018-2019 Operating Budget

The following schedules summarize the **2018-2019 Operating Budget** as deliberated on February 20, 2018.

## BRANDON SCHOOL DIVISION SCHEDULE OF REVENUE AND EXPENDITURES 2018-2019 OPERATING BUDGET

	2017-2018		2018-2019	
	Budget	%	Budget	%
<b><u>REVENUES</u></b>				
Provincial Government	\$ 61,574,800	60.4%	\$ 63,091,700	60.4%
Federal Government	18,500	0.0%	18,500	0.0%
Municipal Government	38,900,900	38.1%	39,632,200	38.0%
Other School Divisions	447,500	0.4%	386,300	0.4%
First Nations	178,200	0.2%	181,500	0.2%
Private Organizations and Individuals	796,900	0.8%	846,400	0.8%
Other Sources	87,900	0.1%	173,700	0.2%
	<b>\$ 102,004,700</b>	<b>100.0%</b>	<b>\$ 104,330,300</b>	<b>100.0%</b>
<b><u>EXPENDITURES</u></b>				
Regular Instruction	\$ 60,577,700	59.4%	\$ 62,393,200	59.8%
Student Support Services	21,630,100	21.2%	21,899,000	21.0%
Community Education and Services	360,600	0.4%	364,300	0.3%
Divisional Administration	3,372,200	3.3%	3,245,900	3.1%
Instructional & Other Support Services	3,281,400	3.2%	3,303,500	3.2%
Transportation	2,509,500	2.5%	2,579,100	2.5%
Operations and Maintenance	8,465,500	8.3%	8,711,400	8.3%
Fiscal	1,770,200	1.7%	1,795,900	1.7%
	<b>\$ 101,967,200</b>		<b>\$ 104,292,300</b>	
<b>Transfers To Capital</b>	37,500	0.0%	38,000	0.0%
	<b>\$ 102,004,700</b>	<b>100.0%</b>	<b>\$ 104,330,300</b>	<b>100.0%</b>
<b>Net Current Year Surplus (Deficit)</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>How money is spent</b>				
Salaries & Benefits	\$ 87,450,400	85.7%	\$ 89,326,200	85.6%
Services	6,397,000	6.3%	6,660,800	6.4%
Supplies & Materials	6,224,400	6.1%	6,382,300	6.1%
Fiscal & Capital	1,932,900	1.9%	1,961,000	1.9%
	<b>\$ 102,004,700</b>	<b>100.0%</b>	<b>\$ 104,330,300</b>	<b>100.0%</b>

**BRANDON SCHOOL DIVISION  
EXPENSES BY FUNCTION & BY OBJECT  
2018-2019**

<u>OBJECT</u>	<u>FTE</u>	<u>Salaries</u>	<u>Employee Benefits &amp; Allowances</u>	<u>Services</u>	<u>Supplies &amp; Materials</u>	<u>Debt Services</u>	<u>Transfers</u>	<u>Total</u>	<u>% of Total</u>
Regular Instruction	637.83	53,840,600	2,869,300	992,500	4,563,700	-	127,100	62,393,200	59.8%
Student Support Services	390.23	19,636,000	1,669,200	388,300	205,500	-	-	21,899,000	21.0%
Community Education and Services	3.75	202,400	25,000	63,000	73,900	-	-	364,300	0.3%
Divisional Administration	35.15	2,143,700	307,600	724,700	69,900	-	-	3,245,900	3.1%
Instructional & Other Support Services	23.89	2,008,300	121,600	1,063,100	110,500	-	-	3,303,500	3.2%
ω Transportation	43.46	1,611,500	276,600	246,600	444,400	-	-	2,579,100	2.5%
Operations and Maintenance	84.33	3,947,400	667,000	3,182,600	914,400	-	-	8,711,400	8.3%
Fiscal	-	-	-	-	-	8,600	1,787,300	1,795,900	1.7%
	<u>1,218.63</u>	<u>83,389,900</u>	<u>5,936,300</u>	<u>6,660,800</u>	<u>6,382,300</u>	<u>8,600</u>	<u>1,914,400</u>	<u>104,292,300</u>	<u>100.0%</u>
Transfers to Capital							38,000	38,000	0.0%
Total	<u>1,218.63</u>	<u>83,389,900</u>	<u>5,936,300</u>	<u>6,660,800</u>	<u>6,382,300</u>	<u>8,600</u>	<u>1,952,400</u>	<u>104,330,300</u>	<u>100.0%</u>
% of Total		79.9%	5.7%	6.4%	6.1%	0.0%	1.9%	100.0%	

**BRANDON SCHOOL DIVISION  
BUDGET VARIANCE SUMMARY  
2018-2019**

<u>OBJECT</u>	<u>FTE</u>	<u>Salaries &amp; Employee Benefits</u>	<u>Services</u>	<u>Supplies &amp; Materials</u>	<u>Debt Services</u>	<u>Transfers</u>	<u>Total</u>	<u>% Change</u>
Regular Instruction	10.88	1,524,900	230,400	58,300	-	1,900	1,815,500	3.0%
Student Support Services	3.32	277,100	(4,600)	(5,100)	-	-	267,400	1.2%
Community Education and Services	-	10,300	(5,000)	(1,600)	-	-	3,700	1.0%
Divisional Administration	(0.89)	(17,400)	(94,900)	(14,000)	-	-	(126,300)	-3.7%
Instructional & Other Support Services	(1.25)	(98,100)	111,000	10,700	-	-	23,600	0.7%
Transportation	2.01	76,400	(28,500)	21,700	-	-	69,600	2.8%
Operations and Maintenance	0.12	102,600	55,400	87,900	-	-	245,900	2.9%
Fiscal	-	-	-	-	(1,900)	27,600	25,700	1.5%
	14.19	1,875,800	263,800	157,900	(1,900)	29,500	2,325,100	2.3%
Transfers to Capital						500	500	1.3%
Total	14.19	1,875,800	263,800	157,900	(1,900)	30,000	2,325,600	2.3%

# Capital Fund Budget

The 2018-2019 Capital Fund Budget is separate from the Operating Fund Budget but will require Board approval nonetheless. The Capital Fund Budget accounts for the debt servicing on Brandon School Division's Provincial Debentures for capital projects including the principal and interest on the debentures, and transfers from the operating fund to reserve accounts for school buses, buildings and computers.

## BRANDON SCHOOL DIVISION CAPITAL BUDGET 2018-2019

	<u>2017-2018 Budget</u>	<u>2017-2018 Forecast</u>	<u>2018-2019 Budget</u>
<b><u>REVENUE:</u></b>			
Provincial Government			
Debt Servicing	\$3,020,900	\$3,159,500	3,454,400
Transfers			
From Operating	37,500	37,500	38,000
From Reserves	601,800	601,800	-
Grants & Reserves	-	-	-
Long Term Debt	-	-	-
<b>TOTAL REVENUE</b>	<u>\$3,660,200</u>	<u>\$3,798,800</u>	<u>\$3,492,400</u>
<b><u>EXPENSES:</u></b>			
Debt Servicing			
Debenture Debt Interest	\$1,294,800	\$1,366,700	\$1,459,400
Debenture Debt Principal	<u>1,726,100</u>	<u>1,792,800</u>	<u>1,995,000</u>
	\$3,020,900	\$3,159,500	\$3,454,400
Capital Assets & Allocations			
Maintenance Fleet Replacement	\$ 37,500	\$ 37,500	\$ 38,000
	<u>-</u>	<u>-</u>	<u>-</u>
	37,500	37,500	38,000
Reserves			
School Buses	\$ 601,800	\$ 601,800	\$ -
New School	<u>-</u>	<u>-</u>	<u>-</u>
	601,800	601,800	-
<b>TOTAL EXPENSES</b>	<u>\$3,660,200</u>	<u>\$3,798,800</u>	<u>\$3,492,400</u>

The following chart shows the budget totals for 2018-2019 including the operating and capital funds along with cost per pupil comparisons.

**BRANDON SCHOOL DIVISION  
BUDGET TOTALS  
2018-2019**

	<u>Operating Expenses</u>	<u>Capital Expenses</u>	<u>Total Expenses</u>	<u>Special Requirement</u>	<u>Special Levy</u>
2018-2019 Budget	\$104,292,300	\$ 3,492,400	\$ 107,784,700	\$ 48,763,200	\$ 47,719,227
2017-2018 Budget	\$101,967,200	\$ 3,660,200	\$ 105,627,400	\$ 48,339,400	\$ 46,094,010
Increase (Decrease)	<u>\$ 2,325,100</u>	<u>\$ (167,800)</u>	<u>\$ 2,157,300</u>	<u>\$ 423,800</u>	<u>\$ 1,625,217</u>
	2.28%	-4.58%	2.04%	0.88%	3.53%

**COST PER PUPIL**

	<u>Total Expenses (1)</u>	<u>Funding of Schools Program</u>	<u>K-12 F.T.E. Enrollment</u>	<u>Expenses Per Pupil</u>	<u>Funding Per Pupil</u>
2018-2019 Budget	\$103,800,900	\$51,285,000	8,594.0	\$ 12,078	\$ 5,968
2017-2018 Budget	\$101,481,400	\$49,298,700	8,530.0	\$ 11,897	\$ 5,779
2016-2017 Actual	\$ 95,621,064	\$47,820,699	8,373.5	\$ 11,419	\$ 5,711
2015-2016 Actual	\$ 90,509,013	\$46,187,884	8,250.0	\$ 10,971	\$ 5,599
2014-2015 Actual	\$ 86,251,333	\$43,819,156	8,056.0	\$ 10,706	\$ 5,439
2013-2014 Actual	\$ 83,622,829	\$42,312,332	8,000.5	\$ 10,452	\$ 5,289
2012-2013 Actual	\$ 80,151,366	\$39,219,907	7,848.5	\$ 10,212	\$ 4,997
2011-2012 Actual	\$ 73,052,265	\$35,360,890	7,609.0	\$ 9,601	\$ 4,647

(1) Operating fund transfers (i.e. payments to other school divisions, organizations and individuals) are excluded to provide more accurate per pupil costs. Also excluded are expenditures on educational services not provided to K-12 pupils: Function 300 (Adult Learning Centres) and Function 400 (Community Education and Services).

**2018-2019 BUDGET  
SUMMARY OF BUDGET DECISIONS - FEBRUARY 20, 2018**

**Brandon School Division Special Levy**

Special Levy/Requirement 2018  
Special Levy/Requirement 2017  
Net Dollar Inc.  
Net Percent Change

Special Requirement	Special Levy	Mill Rate
48,763,200	47,719,227	15.055
48,339,400	46,094,010	14.910
423,800	1,625,217	0.145
0.88%	3.53%	0.97%
<b>FTE</b>		<b>Approved</b>
<b>8.00</b>		<b>382,500</b>

ITEM(S)	COSTS					Budget Deliberation Approvals		
	FTE	Staff	Supplies	Others	Total	FTE	Approved	Comments
<b>Trustee/Board Committee Budget Requests/Reductions</b>								
Joint Use Agreement - School Grounds Improvement				10,000	10,000		10,000	
Playground Replacement				20,000	20,000		20,000	
				-	-		-	
<b>Total Trustee/Board Committee Budget Requests</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>	
<b>Senior Administration Sustainability Requests</b>								
Software to track and analyze effective Tier II and III reports (Special Education)				45,000	45,000		45,000	
				-	-		-	
	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>	<b>45,000</b>	<b>-</b>	<b>45,000</b>	
Two Term bus routes to service the Island Park, Woodlands South Brandon Area until new school is built	2.00	38,400		13,000	51,400	2.00	51,400	
				-	-		-	
	<b>2.00</b>	<b>38,400</b>	<b>-</b>	<b>13,000</b>	<b>51,400</b>	<b>2.00</b>	<b>51,400</b>	
Half Time Vice-Principals at Betty Gibson and King George Schools	1.00	118,500		9,600	128,100	1.00	128,100	
Additional Educational Assistants - Appropriate Educational Programming (AEP)	5.00	128,000			128,000	5.00	128,000	
				-	-		-	
	<b>6.00</b>	<b>246,500</b>	<b>-</b>	<b>9,600</b>	<b>256,100</b>	<b>6.00</b>	<b>256,100</b>	
<b>Total Senior Administration Sustainability Requests</b>	<b>8.00</b>	<b>284,900</b>	<b>-</b>	<b>67,600</b>	<b>352,500</b>	<b>8.00</b>	<b>352,500</b>	
<b>Total Budget and Sustainability Requests for 2018-2019</b>								
	<b>8.00</b>	<b>284,900</b>	<b>-</b>	<b>97,600</b>	<b>382,500</b>	<b>8.00</b>	<b>382,500</b>	

**BRANDON SCHOOL DIVISION  
CALCULATION OF 2018 SPECIAL LEVY**

Budget Shortfall and Requests	423,800
A. Special Requirement: 2017/18 Budget (1)	48,339,400
B. Amount related to 2017/18 included in 2017 Special Levy	21,027,639
C. Balance of 2017/18 to be raised in 2016 (A - B)	27,311,761
D. Special Requirement: 2018/19 Budget (1)	48,763,200
E. Amount included in 2018 Special Levy (43.5% of D) (2)	21,211,992
F. Surplus (Applied)/Raised (not included in the Special Requirement)	
G. 2018 SPECIAL LEVY FOR DIVISION (C + E + F)	48,523,753
H. 2018 SPECIAL LEVY FOR D.S.F.M. (from line Q below)	738,071
I. 2017 SPECIAL LEVY ADJUSTMENT FOR D.S.F.M. (from line G of Adjustment form)	(2,586)
<b>J. SPECIAL LEVY BEFORE TAX INCENTIVE GRANT (G + H + I)</b>	<b>49,259,238</b>
K. Less: Tax Incentive Grant	1,540,011
<b>L. 2018 TOTAL SPECIAL LEVY (J - K) (3)</b>	<b>47,719,227</b>
<hr/>	
Total School Assessment	3,169,714,480
2018 Mill Rate	15.055
2017 Mill Rate	14.910
Percentage increase in Mill Rate over prior year	0.97%

**2018 SPECIAL LEVY FOR D.S.F.M.**

M. 2018 Special Levy for Division (from line G above)	48,523,753
N. Resident Non-D.S.F.M. pupils at September 30, 2017 (4)	8,349.5
O. Special Levy per resident pupil (M ÷ N)	5,811.58
P. Resident D.S.F.M. pupils at September 30, 2017 (4)	127.0
Q. 2018 Special Levy for D.S.F.M. (O x P)	738,071

**Brandon School Division  
Budget 2018-2019  
As of February 20, 2018**

**Education Property Tax on a Home valued at \$254,571 in 2018**



	2017	2018-2019 Budget		
		2018	\$ Change	% Change
<b>Budget - Special Requirement</b>	<u>\$ 48,339,400</u>	<u>\$ 48,763,200</u>	<u>\$ 423,800</u>	<u>0.88%</u>
<b>Brandon School Division Tax</b>				
Assessed Value*	\$ 251,325	\$ 254,571	\$ 3,246	1.29%
Portioned Value @ 45%	113,096	114,557		
Mill Rate	14.910	15.055	0.145	0.97%
<b>Total School Taxes</b>	<u><u>\$ 1,686.22</u></u>	<u><u>\$ 1,724.63</u></u>	<u><u>\$ 38.41</u></u>	<u><u>2.28%</u></u>
Annual				\$ 38.41
Monthly				\$ 3.20

"Typical" 1,200 Square Foot, 3-Bedroom, 2-Bath, 40 Year-Old Residential Property