



# 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., TUESDAY, OCTOBER 15, 2013.

## **PRESENT:**

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Dr. L. Ross, Mr. M. Snelling Mr. K. Sumner.

Acting Secretary-Treasurer, Mr. D. Labossiere, Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk.

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Ms. B. Switzer, Director of Human Resources.

## **REGRETS:**

Mr. G. Kruck, Mr. D. Karnes, Mr. G. Malazdrewicz, Associate Superintendent.

The Chairperson called the meeting to order at 7:05 p.m. He welcomed everyone in attendance. He noted Trustees Kruck and Karnes sent their regrets as they were unable to attend the meeting.

## **AGENDA**

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

#### **1.01 Reference to Statement of Board Operations**

#### **1.02 Approval of Agenda**

Trustee Murray noted he had a Point of Privilege he wished to raise during the meeting.

Superintendent, Dr. Michaels, confirmed she had a student matter for In-Camera discussions.

Trustees Snelling and Bowslaugh noted they each had one item for In-Camera discussions.

The Chairperson confirmed he had one late item under Communications for Action and two items for In-Camera discussions. He also requested a Trustee only session at the end of the meeting.

Mr. Sumner – Mrs. Bowslaugh

That the agenda be approved as amended.

Carried.

**1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Regular Board Meeting held September 23, 2013 were circulated.

Mr. Murray – Dr. Ross

That the Minutes be approved as circulated.

Carried.

**2.00 GOVERNANCE MATTERS:**

Point of Privilege: Trustee Murray read an article from the November iPad issue of the Reader's Digest written by former Brandon resident Melissa Rigen, regarding the impact Brandon School Division teacher, Don Cuggy had on her education.

**2.01 Presentations For Information****2.02 Reports of Committees**

- a) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on September 18, 2013 was circulated.

Trustee Bartlette requested clarification regarding the policy revision being brought forth.

Mr. Murray – Mr. Bartlette

That the Minutes be received and filed.

Carried.

- b) Finance Committee Meeting.

The written report of the Finance Committee meeting held on September 23, 2013 was circulated.

Trustee Bartlette requested clarification regarding the term "contingency" fund and the Enterprise Software System referenced in the minutes.

Mr. Sumner – Dr. Ross

That the Minutes be received and filed.

Carried.

- c) Personnel Committee Meeting.

The written report of the Personnel Committee meeting held on September 30, 2013 was circulated.

Dr. Ross – Mr. Bartlette

That the Minutes be received and filed.

Carried.

d) Divisional Futures and Community Relations Committee Meeting.

The written report of the Divisional Futures and Community Relations Committee meeting held on October 2, 2013 was circulated.

Mrs. Bowslaugh – Mr. Snelling

That the Minutes be received and filed.

Carried.

e) Facilities and Transportation Committee Meeting.

The written report of the Facilities and Transportation Committee meeting held on October 3, 2013 was circulated.

Mr. Murray – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

f) Education Committee Meeting.

The written report of the Education Committee meeting held on October 7, 2013 was circulated.

Mr. Bartlette – Mr. Snelling

That the Minutes be received and filed.

Carried.

g) Other

- Mr. Sefton reported on the Minister of Education's visit to Brandon on October 9<sup>th</sup>, 2013. He noted she had attended the opening of École Secondaire Neelin High School's science lab; toured the school's Life Skills suite; was presented with a banner from the Youth Revolution; had lunch at Crocus Plains Regional Secondary School, prepared by the students of the Culinary Arts program; and spoke to students who participate in the F1 in Schools program.
- Mr. Sefton also reported on the Joint Meeting with the councilors of the City of Brandon held during the evening of October 9<sup>th</sup>, 2013. He confirmed the two elected bodies met at least twice a year to share information regarding a wide range of topics. He noted no formal decisions are made at these meetings however, from these meetings partnerships are often developed which benefit all the citizens of Brandon.

## **2.03 Delegations and Petitions**

NIL

## **2.04 Communications for Action**

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, September 25, 2013, noting the MSBA has representation on many internal and external committees with various government and education related organizations. Trustees are welcome to serve as representatives of MSBA on these committees. Therefore, a listing of all the current committees, as well as a brief description of the committee has been attached to the correspondence. Appointments are usually for a two-year term, renewable for an additional two-year term, for a maximum of four consecutive years. In addition there are occasionally

ad hoc or new committees on which MSBA is invited to participate. They ask that Trustees complete the areas of interest/expertise portion of the questionnaire. These forms are available on their website under About, Committees, Committee Volunteer Form.

Referred Business Arising.

- b) Jerry Cook, Treasurer, Grand Rapids Trappers Association, September 13, 2013, noting he was asked to send an email to the Division to see what if any discussions there were to be had. He confirmed they would still like to discuss the following items:
1. formal apology to the community of Grand Rapids for the loss of income in its damaged territories;
  2. replacement costs of three trappers cabins;
  3. a program firewood cutting to be provided to lower income and elderly in the community.
- They look forward to any suggestions from the Board, or its legal representatives, as to agendas for future meetings.

Referred Business Arising.

- c) Doug McLaughlin, CUPE National Rep and Jamie Rose, Acting President CUPE Local 737, October 8, 2013, noting CUPE Local 737 Joint Job Evaluation Committee would like to have an informal meeting with the Board of Trustees to discuss the JJE Committee. They are available to meet on Monday, November 4, or Tuesday, November 5, 2013 at 7:00 p.m. at the Brandon CUPE Office, 1911 Park Avenue.

Referred Business Arising.

**2.05 Business Arising**

**- From Previous Delegation**

**- From Board Agenda**

- a) The correspondence from Jerry Cook, Treasurer, Grand Rapids Trappers Association, from Communications for Action 2.04b, noting the items they would still like to discuss and looking forward to any suggestions from the Board, or its legal representatives, as to agendas for future meetings was discussed. It was agreed the Board would send a letter noting they would need time to take their requests under advisement and that further information would be forthcoming. It was noted that a delegation from the Division had visited Grand Rapids about a year ago and at that time the delegation had expressed sincere regret for what had happened. It was confirmed this trip and discussions had been reported in the Brandon Sun at that time.
- b) The correspondence from Doug McLaughlin, CUPE National Rep and Jamie Rose, Acting President CUPE Local 737, from Communications for Action 2.04c, noting CUPE Local 737 Joint Job Evaluation Committee would like to have an informal meeting with the Board of Trustees to discuss the JJE Committee was reviewed. It was noted the dates provided did not work with Trustees' schedules. Therefore, Trustee Ross was given permission by the Board to co-ordinate a suitable date with CUPE Local 737 which would be agreeable to all parties involved.

**- MSBA issues (last meeting of the month)**

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a, noting the MSBA has representation on many internal and external committees with various government and education related organizations and asking Trustees to complete the questionnaire on the website with respect to their areas of interest was received as information. The Chairperson noted that individual trustees can submit and indicate their interest if they wish.

**- From Report of Senior Administration**

- a) School Reports – NIL
- b) Learning Support Services Presentation – At-Risk Youth Program – G. Malazdrewicz, Associate Superintendent.

Stephane Touzin, Psychologist, Carolyn Blaine, Social Worker, Yvonne Hodge, Teacher, provided the Board of Trustees with a report on the At-Risk Youth Program, located in downtown Brandon. They provided information regarding this history and purpose of the program. They spoke to the demographics and programming needs of the students attending the program. They also provided detailed information regarding the intake/referral of students to the program. Following the presentation Trustees asked questions for clarification regarding the number of students currently enrolled in the program and whether or not the majority of the students were long-term Brandon residents or had been referred from other agencies and/or Divisions to the program. The Chairperson thanked the presenters for attending the meeting and speaking about the program.

- c) Items from Senior Administration Report
  - Christian Heritage Shared Services Agreements – Referred Motions.
  - Vincent Massey High School Off-Site Activity Request – Referred Motions.
  - Crocus Plains Regional Secondary School Off-Site Activity Request – Referred Motions.

The Acting Secretary-Treasurer spoke to the Shared Services Agreements between the Division and Christian Heritage School for provision of bussing and use of resources for home economics and industrial arts programming.

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

NIL

**2.07 Motions**

115/2013 Mr. Bartlette – Mr. Snelling

That the Shared Services Agreements between the Division and Christian Heritage School for the 2013/2014 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.

Trustees requested clarification regarding payment of the provision of transportation and the use of facilities and resources for programming.

Carried.

## 116/2013 Mr. Bartlette – Mr. Snelling

That the trip involving thirty five (35) grades 9 - 12 male football players, from Vincent Massey High School to make a trip to Minneapolis, Minnesota from December 28 - December 30, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Sumner requested clarification regarding the need for one chaperone of each gender on school trips. Superintendent, Dr. Michaels, noted it was not in policy. Trustee Ross confirmed that it was to have been in policy many years ago, prior to Dr. Michaels' employment with the Division. Dr. Ross provided information regarding the history and rationale for the Board's decision at that time to have one chaperone of each gender on school trips, even if all the students on the trip were of the same gender. It was noted the matter needed to be referred to the Policy Review Committee as soon as possible. The Board agreed that a Giving of Notice requesting an amendment to Policy 4001 – "Off-Site Activities" to state one chaperone of each gender required on all off-site activities whether or not the students participating on the trip are only of one gender, would be brought forward. It was further agreed that it would be a condition of approval by the Board that all trips, including the two presented in motions at this meeting, would require a chaperone from each gender. Dr. Michaels was directed by the Board of Trustees to speak to school administrators regarding this matter.

Carried.

## 117/2013 Dr. Ross – Mr. Snelling

That the trip involving twelve to twenty four (12 to 24) grade 11 and 12 hairstyling students, from Crocus Plains Regional Secondary School to make a trip to New York City, New York from March 7 – March 12, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Sumner expressed concern regarding the timelines for student fundraising for this trip. Superintendent, Dr. Michaels noted it was an opportunity which had recently presented itself. Trustee Murray noted he would be willing to attend as the male chaperone on this trip, at his own expense. Dr. Michaels was asked to pass on Mr. Murray's offer to the school administrator

Carried (6-1 – Trustee Sumner opposed).

## 118/2013 Mr. Snelling – Mr. Bartlette

That Policy 1003 – "Records Retention and Disposition" is hereby amended to remove the words "Revised June 2000" in the second paragraph and replace with the words "as revised by the Province of Manitoba."

Carried.

## 119/2013 Mr. Snelling – Mr. Bartlette

In preparing for the 2014/2015 Budget, the Board of Trustees will be examining efficiencies in several areas, as follows:

- Enrollment efficiencies: including minimum enrollment and maximum number of credits;
- Program efficiencies: in consideration, no expansion of existing programs and no implementation of new programs;
- Staffing efficiencies: maintaining September 2013 staffing numbers with a consideration to possible staff reduction and examination of substitute teacher costs.

Trustee Bowslaugh requested clarification regarding the “examination of substitute teacher costs”. It was noted the review would revolve around how substitute teacher costs are billed and allocated.

Trustee Murray noted the importance of the word “examining” and confirmed that no decisions had been made. The Board was preparing for budget discussions and providing Senior Administration with direction in order to begin working on the budget.

Carried.

120/2013 Mr. Murray – Mr. Sumner

That the following guidelines be initiated for the 2014/2015 Preliminary Budget preparation:

- a) The Capital and Maintenance per capita school allocation remain at \$20.00 per pupil with \$3.00 being identified as second priority items;
- b) No increase on the capita school amount be allocated to the Maintenance Department contingency;
- c) Maintain \$50,000 allocation for equity/aging buildings;
- d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;
- e) No increase provided for controllable services and supplies;
- f) No per pupil increase on the school instructional supply budget;
- g) Continue to budget for a 2% contingency fund.

The 2014/2015 budget provide for expected enrollment growth.

Discussions were held regarding the word “contingency” versus “accumulated surplus”.

Trustee Sumner reiterated Trustee Murray’s comments under the previous motion and noted that the motion does not reflect any final decisions on behalf of the Board but provides a framework for Senior Administration to begin preparing a preliminary budget.

Carried.

121/2013 Mrs. Bowslaugh – Mr. Sumner

That the Board of Trustees include the information presented to the Facilities and Transportation Committee meeting on October 3, 2013, in the proposal to be presented to the Government with respect to the possible use of the Assiniboine Community College Heavy Shops Facility.

Trustee Bartlette inquired about the information presented to the Facilities and Transportation Committee regarding this matter. It was noted that the information was attached as Appendix “A” to the Facilities and Transportation Committee minutes. Discussions were held regarding facility rental; cost savings; the number of classrooms available in the schools should programs move to Assiniboine Community College; and the possibility of implementing the renovations, and move, over a period of several years.

Carried.

122/2013 Mrs. Bowslaugh – Mr. Sumner

That the appointment of MCM Architects Inc., as Architect and Kowalchuk Engineering as the Structural Engineer, for the New Era School 1906 Wing – Roof Replacement and Structural Upgrade project be approved, subject to approval by the Public Schools Finance Board.

Carried.

123/2013 Mr. Sumner – Mrs. Bowslaugh

That the appointment of Samson Engineering to design and tender the Betty Gibson School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.

Carried.

## **2.08 Bylaws**

### **3<sup>rd</sup> Reading**

Mr. Murray – Mr. Sumner

That By-law 6/2013 being a by-law for the purpose of amending part II of By-Law 1/2011, to make changes under “Meetings of the Board” of Trustees to include a statement regarding inclement weather and notice of cancellation of the meeting having first been read September 9, 2013, be now read for a third and final time, and taken as read, finally passed.

Carried.

## **2.09 Giving of Notice**

Mr. Bartlette

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 rescind Policy and Procedures 3027 – “The Friends of Education Fund” and replace same with Policy and Procedures 3027 – “The Friends of Education Fund Committee” together with Regulation 3027 – “The Friends of Education Fund”.

Mr. Snelling

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 Policy and Procedures 4001 – “Off-Site Activities” regarding both male and female chaperones for all off-site activities.

## **2.10 Trustee Inquiries**

a) Trustee Bowslaugh

Speaking on behalf of an interested party, Trustee Bowslaugh requested the following:

“Could we please be provided with the ‘Graduation’ numbers of all four sites with a reflection of the number of aboriginal students that graduated at each site? If possible could the latter tabulation reflect the percentage of Aboriginal graduates a) as part of the total number of graduates at that site; and b) as a percentage of the potential number of Aboriginal grads.”

Superintendent Dr. Michaels, noting the current workload of staff and the amount of time required to collect the data, confirmed the information could likely be provided by December. She stated the information would need to come from SIRS and would be assigned to someone in the MIST Department to look up each student to determine if they



were self-declared or not. Dr. Michaels also noted the individual who had requested this information from Trustee Bowslaugh, could also request the information under the "Freedom of Information Act".

Discussions were held regarding the request and the amount of work required. It was noted that this information could be collected from this year forward should the Board wish this to happen. The Chairperson asked for direction from the Board. The Board of Trustees agreed that going forward the Division would collect this information but did not at this time want Senior Administration to go back and collect the information from the previous years.

### **3.00 ADMINISTRATIVE INFORMATION:**

#### **3.01 Report of Senior Administration**

Superintendent, Dr. Michaels, referenced the following items in the Report of Senior Administration:

- The work at Valleyview Centennial School regarding the "Seven Teachings";
- The work at Meadows School regarding student activism and the recent student council elections;
- Information regarding Literacy Blocks at Betty Gibson School;
- An update on school suspensions;
- An update on EAL enrollment;
- An update on class size;
- A report on the Principal Prep program;
- Correspondence received by Senior Administration.

Dr. Michaels also noted the recognition received by the Division with respect to support of service in a military magazine.

Trustees requested clarification regarding the number of EAL students in the Division. It was noted EAL students currently make up approximately 16.6% of the student population in the Division.

Mr. Murray – Mr. Bartlette

That the October 15, 2013 Report of Senior Administration be received and filed.

Carried.

#### **3.02 Communications for Information**

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, September 25, 2013, noting as suggested by the Minister of Education the MSBA resolution regarding the proximity of liquor sales to schools should be forwarded to Minister Jim Rondeau who is responsible for the administration of the Liquor Control Act. MSBA did forward a letter to his attention on August 22, 2013. Attached to the communication from Ms. Duhamel is the response MSBA received from Minister Rondeau.

Ordered Filed.

- b) Nancy Allan, Minister of Education, October, 2013, noting the 2013-2014 Minister's Award recognizing and celebrating outstanding Manitoba teachers and school administrators. She invites school trustees, superintendents, principals, teacher colleagues, students and parents to nominate exceptional educators in their community who are deserving of any award. Complete information on the nomination process and all necessary forms are available online at [www.edu.gov.mb.ca/k12/excellence/](http://www.edu.gov.mb.ca/k12/excellence/).

Referred to Superintendent's Office.

- c) Barb Gribben, Recording Secretary, CUPE Local 737, September 30, 2013, noting effective immediately Debra Arpin has stepped down as President of CUPE Local 737 to take the Administrative Assistant position at Crocus Plains. Jamie Rose, Vice President, will assume the duties of President until an election is held at a local meeting. The earliest an election will take place is November 13, 2013.

Ordered Filed.

### **3.03 Announcements**

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, October 16, 2013, Conference Room.
- b) School Division Parent Guardian Advisory Committee Meeting – 7:00 p.m., Wednesday, October 16, 2013, Board Room.
- c) Joint City/School Division Meeting – 4:30 p.m., Thursday, October 17, 2013, Brandon Neighbourhood Renewal Corporation Offices, City Hall.
- d) Personnel Committee Meeting – 9:00 a.m., Monday, October 21, 2013, Board Room.
- e) Policy Review Committee Meeting – 11:00 a.m., Monday, October 21, 2013, Board Room.
- f) Special Board Meeting – 7:00 p.m., Monday, October 21, 2013, Board Room.
- g) Finance Committee Meeting – Stakeholder Meeting with School Administrators – 4:00 p.m., Tuesday, October 22, 2013, Board Room.
- h) Finance Committee Meeting – Stakeholder Meeting with Chamber of Commerce – 12:00 noon, Wednesday, October 23, 2013, Board Room.
- i) Finance Committee Meeting – 2:00 p.m., Monday, October 28, 2013, Board Room.
- j) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, October 28 2013, Board Room.

Mr. Sumner – Mr. Murray

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

**4.00 IN CAMERA DISCUSSION:****4.01 Student Issues****- Reports**

- a) Superintendent, Dr. Michaels, spoke to a student issue.
- b) Dr. Michaels provided further information regarding Trustee inquiries with respect to the At-Risk Youth Program.

**- Trustee Inquiries****4.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) Confidential #2 regarding a CUPE Grievance was discussed. Direction was provided to Senior Administration regarding this matter.

**- Trustee Inquiries****4.03 Property Matters/Tenders****- Reports****- Trustee Inquiries****4.04 Board Operations****- Reports**

- a) Confidential #3 regarding a Legal Matter was discussed and direction provided.
- b) Trustees held a lengthy discussion regarding a Committee/Personnel matter. The Superintendent was provided with direction by the Board of Trustees.

**- Trustee Inquiries**

Mr. Sumner – Mr. Bartlette

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

Carried.

**5.00 ADJOURNMENT**

Mr. Sumner – Mr. Snelling

That the meeting does now adjourn (10:30 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer