

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 9:00 A.M., TUESDAY, FEBRUARY 22, 2011.

PRESENT:

Mr. J. Murray, Chairperson, Dr. L. Ross, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Mr. M. Sefton, Mr. K. Sumner

Secretary-Treasurer, Mr. G. F. Barnes and Recording Secretary: Ms. S. Bailey.

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Associate Superintendent, Mr. K. Zabowski, Assistant Secretary-Treasurer.

REGRETS: Mr. M. Snelling

CALL:

The Chairperson called the meeting to order at 9:05 a.m. and referred to the Call. He noted Trustee Snelling sent his regrets as he was unable to attend today's meeting due to a previous commitment.

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

- a) Budget Estimates for 2011-2012

Chairperson, Jim Murray, provided opening remarks noting this was the new Board's first budget after only four months working together. He reviewed the history of the budget work done to date, highlighting the various stakeholder meetings which had taken place. He noted the budget needed to focus on the Division's Strategic Goals and the needs of the system. He confirmed the Board in their deliberations will need to balance the rights of the child, the rights of the staff, and expectations of parents with the taxpayer's ability to pay. Mr. Murray reviewed the process which would take place during budget deliberations, noting it would likely be a long day and asked Board members to focus on the task at hand.

Finance Committee Chairperson, Dr. Linda Ross, reminded Board members that they are here to serve students and asked Trustees to keep this in mind as they move through the budget process.

The Superintendent, Dr. D. Michaels, addressed the proposed budget for 2011-2012 as it relates to the Board's Governance Goals, the operating context and future context. She highlighted the Board's policy regarding equity and spoke about the confirmed trends of the Division. She wished the Board all the best in their deliberations.

The Secretary-Treasurer circulated the Government's proposed Tax Incentive Grant. It was noted that the Board would need to reduce their current budget by \$544,424. The Chairperson asked the Board to speak either for or against accepting the Tax Incentive Grant. The Board unanimously agreed to reject the Tax Incentive Grant.

Mr. Gerald Barnes, Secretary-Treasurer, outlined the 2011/2012 Financial Budget document to be considered and highlighted the following:

- Enrollment/Staffing/Services and Supplies
- Budget Estimates/Variances
- Current Budget Considerations
- Capital and Maintenance Budget
- Special Levy Tax Implications
- Accumulated Surplus/Reserves
- 4 Year Budget Projections.

Trustee Murray exited the meeting at 9:45 a.m. to accept a phone call from the Minister of Education. Trustee Ross assumed the position of Acting Chairperson during his absence. Trustee Murray returned and requested a break asking the Secretary-Treasurer and the Finance Committee Chairperson to join him in his phone call with the Minister of Education.

BREAK: 9:50 a.m. – 10:00 a.m. Upon returning to the meeting, Mr. Murray once again assumed the position of Chairperson and Mr. Barnes, Secretary-Treasurer, continued to outline the 2011/2012 Financial Budget document. Trustees were encouraged to ask questions for clarification purposes throughout the presentation by Mr. Barnes.

Mr. Sefton – Mr Kruck

That the Board do now resolve into Committee of the Whole In Camera. (10:35 a.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

The Board received a report on the telephone conversation between the Chairperson and the Minister of Education.

Mr. Bartlette – Mrs. Bowslaugh

That the Committee of the Whole In Camera do now resolve into Board. (11:05 a.m.)

Carried.

IN BOARD

The Chairperson spoke about the Board's recent meetings with both the Minister of Finance and the Schools' Finance Branch regarding the needs of the Division. He then reviewed his telephone conversation with the Minister of Education. He noted that the Government was offering an additional \$600,000 to the Tax Incentive Grant. He asked the Board what they would like to do with the new offer from the Government. The Board agreed to continue with their budget deliberations and at the end of the day determine if the revised grant would meet their budget needs.

Superintendent, Dr. Michaels, referenced the Public Budget Forum Feedback document, highlighting the Executive Summary contained within the report.

The Sustainability Requests recommended for consideration were presented by various Trustees and Senior Administration as follows:

<u>I. Board Committees/Trustee Requests</u>	<u>Amount</u>
Early Childhood Education	\$ 34,000
Welcome to Kindergarten	43,000
High Ability Learner Enrichment (HALEP)	144,500
Grade 3 – 4 transition – Middle Years Literacy	307,300
Full Day/Every Day Kindergarten Pilot	261,700
Reading Recovery Teachers	162,400
Translator Services – EAL	2,000
Capital & Maintenance – per pupil allocation	14,700
Capital & Maintenance – aging building support	31,000
- staff washrooms	50,000
Capital & Maintenance – mechanical services	10,000
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<u>II. Senior Administration Requests</u>	
K-8 Literacy	\$ 36,100
Resource	45,100
Assistive Technology in the Classroom	15,400
Diversified Mobile Computing	130,400
Aboriginal Learning Specialist	85,200
Production Chef – Culinary Arts	60,000
Early Years Literacy Support	144,400
Principal Positions	128,500
Vice-Principal Positions	43,300
Numeracy Support Teacher	54,200
Counsellors	90,200
Educational Assistance Support – AEP	165,200
Empower Reading	168,400
Grade 7/9 Transitional Support	252,700
NVCI/Threat Assessment/First Aid/CPR	45,000
Professional Development – Educational Assistants	8,500
EAL Teachers	252,700
Library Technician - Neelin	13,600
Computer Infrastructure Upgrade – Crocus Plains	150,000
Custodial Services	40,000
Lunchroom Supervision – High Schools	216,000
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	\$2,145,500
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	\$3,206,100
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The Sustainability Requests recommended by individual Board members/Committees and Senior Administration for consideration were discussed with Trustees speaking for or against each recommended enhancement item with the following results:

1. Early Childhood Education - \$34,000 – **agreed.**

Trustees spoke in favour of this enhancement noting the Division's low EDI scores and their governance goal to increase graduation rates.

2. Welcome to Kindergarten - \$43,000 – **agreed.**

Trustees asked questions to clarify the staffing portion of this enhancement.

3. High Ability Learner Enrichment (HALEP) - \$144,500 – **agreed.**

Trustees discussed the history of the HALEP program, its implementation and the school-wide enrichment program. Equity to all students and the need to engage students at all levels was discussed.

4. Grade 3 – 4 Transition – Middle Years Literacy - \$289,000 – **agreed to combine with Early Years Literacy Support.**

Trustees requested clarification between Appendix 4 and Appendix 23. Discussions were held regarding the possibility of reducing the enhancement request to two positions; combining the enhancement request with Early Years Literacy Support request; the need to receive a full report and data on the success of a pilot project before adding as an enhancement; the difference between the governance role vs. the management role. Senior Administration was asked for their preference regarding these enhancements and noted they would prefer one lump sum allocation which would then be distributed after consultation with school principals to determine where it would be needed most.

A lunch break was taken from 12:00 noon to 12:45 p.m.

Mrs. Bowslaugh – Mr. Bartlette

That the Board do now resolve into Committee of the Whole In Camera. (12:45 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

The Secretary-Treasurer reviewed the Confidential section of the Budget regarding staff salaries and reductions. Senior Administration responded to Trustee inquiries. During In-Camera discussions, the Secretary-Treasurer exited the meeting to take a phone call from Dr. Farthing, Deputy Minister, Manitoba Education.

Mr. Karnes – Mr. Sefton

That the Committee of the Whole In Camera do now resolve into Board. (2:40 p.m.)

Carried.

IN BOARD

5. Full Day/Every Day Kindergarten Pilot - \$261,700 – **agreed.**

Trustees referenced the Division's low EDI scores. They noted although this was a pilot project for the Brandon School Division, it has proven successful elsewhere in the

country. It was noted the Manitoba Government currently funds for half day kindergarten only. Concerns were expressed about whether or not young children could handle a full day kindergarten, every day without out a nap or many snack breaks and whether some parents might use the program as a free babysitting service under School of Choice. Suggestions were made to use accumulated surplus to fund the pilot project, however the suggestion was rejected. It was agreed this funding be increased and considered as a project initiative not a pilot project.

6. Reading Recovery - \$162,400 – **agreed.**

7. Translator Services - \$4,000 – **increase agreed.**

Due to the increased enrolment of immigrant children and parents need to comprehend the information being provided to them, Trustees agreed to increase this enhancement request from \$2,000 to \$4,000.

8. Capital & Maintenance – per pupil allocation - \$14,700 – **agreed.**

Trustees noted the per pupil allocation under this enhancement would increase the per pupil allocation from \$18.00 to \$20.00. This increase would allow for the purchase of items needed in the school that do not fall under other budget lines.

9. Capital & Maintenance – aging building support and mechanical services - \$41,000 – **agreed.** Capital & Maintenance – staff washrooms - \$50,000 – **rejected – to come from accumulated surplus (\$7,000) and the Betty Gibson Boiler project (\$43,000).**

Discussions were held regarding the possibility of extending the phase in of staff washrooms and the difference between the building code and the Workplace Safety and Health regulations. It was agreed to apply the funds that had been set aside for the Betty Gibson Boiler project in the amount of \$43,000 for staff washrooms as the Public Schools Finance Board had now agreed to fund the boiler project. It was further agreed to take the remaining \$7,000 required for the staff washrooms from accumulated surplus as an over-expenditure.

10. K – 8 Literacy Support – King George - \$36,100 – **agreed.**

Superintendent, Dr. Michaels was asked to speak to this request. Some Trustees noted that this enhancement request was considered a level 3 priority by Senior Administration.

11. Resource - \$36,100 – **reduced and agreed.**

Trustees agreed to reduce the enhancement request to a .50 FTE position from .63 FTE.

12. Assistive Technology In The Classroom – **Removed – Fund from unallocated Student Support Services budget.**

As this project is almost complete and has one year remaining, it was agreed to fund the project from unallocated funds in Student Support Services.

13. Diversified Mobile Computing - \$130,400 – **agreed.**

Associate Superintendent, G. Malazdrewicz, spoke to this enhancement. Trustees suggested the possibility of exploring partnerships before implementing this enhancement. Suggestions were made regarding the possibility of implementing this enhancement over 3 to 4 years rather than 2 years. Trustees requested clarification regarding the life span of the technology and the proposed implementation of the technology. The suggestion was made to fund this enhancement from the computer reserve. It was agreed this enhancement was required to address student engagement on an on-going basis and it would not be funded from the computer reserve.

14. Aboriginal Learning Specialist – **rejected.**

It was noted that the Division was currently having difficulty filling various “Learning Specialist” positions and did not wish to set aside money for another specialist position when there were Aboriginal Elders on staff who could possibly address the needs. Concerns were expressed regarding targeting a specific culture as having special learning requirements. Suggestions were made regarding the possibility of finding someone who would be able to fill such a position and then look at the possibility of incorporating the “specialist” into the Division. It was agreed to remove this enhancement request for this year.

15. Production Chef – Culinary Arts - \$60,000 – **agreed.**

It was noted this enhancement request was for a para-professional which would oversee the production of food in the Crocus Plains Cafeteria on a daily basis thereby freeing up the teaching staff to teach the Culinary Arts program.

16. Principal Positions - \$128,500 – **agreed.**

17. Vice-Principal Positions - \$43,300 – **agreed.**

This enhancement was for the .50 FTE Vice-Principal position which was currently being funded from discretionary staffing.

18. Numeracy Support Teacher - \$54,200 – **agreed.**

Superintendent, Dr. Michaels, provided information on this enhancement request. Trustees requested clarification regarding the allocation of this position throughout the Division.

19. Counsellors - \$90,200 – **agreed.**

It was noted that this enhancement was also a Level 3 priority on the enhancement request list and that counsellor positions had been added the previous year to the budget. Trustees agreed to bring the enhancement request forward.

20. Educational Assistance Support – AEP – \$165,200 - **agreed.**

Associate Superintendent, G. Malazdrewicz was asked to speak to this enhancement. Trustees noted they had heard from many stakeholders regarding the value of Educational Assistants in this role.

21. Empower Reading - \$84,200 - **reduced and agreed.**

The presentation made by Mrs. Howell, Principal, St. Augustine School, on this topic was referenced. It was agreed to fund 1 FTE position rather than the 2 FTE positions requested.

Trustee Ross exited the meeting at 4:35 p.m. and returned at 4:45 p.m.

22. Grade 8/9 Transitional Support - \$252,700 – **agreed.**

Discussions were held regarding the possibility of reducing this request from 3.50 FTEs to 1.75 FTEs. It was noted the Division has a number of supports in place for early years students and needs to do the same thing for older students. The Board referenced their governance goal regarding increasing the grad rate noting this enhancement would help achieve that goal. It was further noted that this enhancement would help address the Government's proposed Bill 13 which increases the student leaving age from 16 to 18 years of age. It was agreed to support this enhancement request at 3.50 FTEs.

Trustee Sefton exited the meeting at 4:50 p.m. and returned at 4:55 p.m.

Trustee Karnes exited the meeting at 4:52 p.m. and returned at 4:54 p.m.

23. NVCI/Threat Assessment/First Aid/CPR - \$45,000 – **agreed.**

It was noted the Division has been providing this budget line from teacher professional development for a number of years and this enhancement request was to provide additional professional development funds. It was also noted that this was a Level 3 priority and the training is taking place. Trustees agreed to support this enhancement.

24. Professional Development – Educational Assistants - \$8,500 – **agreed.**

25. EAL Teachers - \$252,700 – **agreed.**

It was noted this was an item the Board had heard most vocally from all stakeholders. Trustees asked questions for clarification regarding delivery model, resources, what happens to the staff when EAL enrollment declines and the service is no longer required. Suggestions were also made to increase the 3.5 FTE request to 4.5 FTE. Trustees agreed to support 3.5 FTE positions.

Point of Privilege: Trustee Bartlette noted his disappointment that the Culinary Arts Support Staff enhancement request had been removed from the sustainability requests prior to the All-Day Budget deliberations.

26. Library Technician – Neelin - \$13,600 – **agreed.**

SUPPER BREAK – 5:20 p.m. to 7:00 p.m.

The meeting reconvened at 7:40 p.m.

27. Computer Infrastructure Upgrade – Crocus Plains – **removed and to be funded from Computer Reserve.**

It was agreed to fund this enhancement from the Computer Reserve.

28. Custodial Services - \$40,000 – **agreed.**

29. Lunchroom Supervision – High Schools - \$261,600 – **agreed.**

Trustees requested clarification regarding the current lunchroom supervision at the high schools. It was agreed for the safety of students this enhancement would be approved.

It was noted total enhancements of \$2,651,600 had been approved.

The Trustees brought forward \$1,124,800 in reductions as follows:

- \$30,000 for the Y in School program as the YMCA has cancelled this program;
- \$268,800 from payroll;
- \$722,000 from High School Prep Time (equivalent of 10 FTE positions);
- \$4,000 from Trustee indemnities as agreed, to retain indemnities at the current level;
- \$100,000 for School Bus allocation.

Trustee Sefton and Trustee Bartlette expressed their concerns and voice their objections to reducing high school prep time noting the effect such a change would have on the students of the Division.

Secretary-Treasurer, Mr. Barnes, reviewed the new budget figures for the Board of Trustees noting a net increase of \$1,526,800. He confirmed the Board would therefore need to reduce their proposed budget by \$800,000 in order to take advantage of the revised Tax Incentive Grant.

The Board agreed not to make any further reductions to the proposed budget in order to take advantage of the Tax Incentive Grant. It was noted this would result in a 5.3% increase in taxes which would mean an increase of approximately \$73.00 on a home valued at \$200,000 and approximately \$270.00 increase on a commercial business valued at \$500,000.

Trustees provided their comments with respect to the proposed budget.

Trustee Ross noted she is okay with the proposed budget confirming the Division was unable to make \$800,000 in reductions in order to accept the Tax Incentive Grant. She also noted the reduction in high school prep time now brought the high schools in line with the early years and middle years prep time.

Trustee Bowslaugh also expressed concern regarding any further reductions in order to accept the Tax Incentive Grant and reiterated her support for Full Day/Every Day Kindergarten.

Trustee Sefton noted he supports the proposed budget completely with the reservations he had mentioned previously.

Trustee Karnes noted the budget did not contain everything he would have wanted included, but he supported it.

Trustee Murray agreed with Trustee Karnes noting it was not what he wanted to see the budget reduced to but it is what the Board wants.

Trustee Bartlette noted there were a number of additions to the budget which he believes will provide the teachers with what they need. There were one or two things in the budget which he did not like but will live with it if that is what the Board wants.

The Chairperson thanked everyone for attending and confirmed that the draft budget will be finalized at the Regular Meeting of the Board on March 14, 2011. A Special Board Meeting will be held on Monday, March 7, 2011 to hear public presentations regarding the proposed budget.

Mr. Kruck – Mr. Sumner

That the meeting do now adjourn (8:10 p.m.).

Chairperson

Secretary-Treasurer