



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 8:30 P.M., MONDAY, MARCH 11, 2013.

PRESENT:

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

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

Senior Administration: Dr. D.M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Mr. Denis Labossiere, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

The Chairperson called the meeting to order at 8:30 p.m. following the Special Board Meeting which had been held earlier in the evening to hear public presentations on the proposed budget. He welcomed everyone in attendance to the meeting.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer requested the addition of a Board Operations matter for In-Camera discussions.

Trustee Karnes also requested the addition of a Board Operations matter for In-Camera discussions.

Superintendent, Dr. Michaels, confirmed she had a Personnel matter to review under In-Camera discussions.

Dr. Ross – Mr. Snelling

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held February 19, 2013 were circulated.

Mr. Kruck – Dr. Ross

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Regular Board Meeting held February 25, 2013 were circulated.

Mr. Sumner – Mr. Kruck

That the Minutes be approved as circulated.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information****2.02 Reports of Committees**

- a) Divisional Futures and Community Relations Committee Meeting

The written report of the Divisional Futures and Community Relations Committee meeting held on February 20, 2013 was circulated.

Mrs. Bowslaugh – Mr. Snelling

That the Minutes be received and filed.

Carried.

The written report of the Divisional Futures and Community Relations Committee meeting held on February 27, 2013 was circulated.

Trustee Snelling spoke about the meeting held with the International Baccalaureate (IB) students noting he had the opportunity to speak with students individually afterwards. He had been advised that one of the students he had been speaking with was on the verge of failing prior to moving to the IB program where he was challenged by the work and motivated to continue his education. Mr. Snelling noted he had a very different and positive view regarding the benefits of the IB program since the Board of Trustees had first discussed the topic of implementing the course at Neelin several years ago.

Mrs. Bowslaugh – Mr. Snelling

That the Minutes be received and filed.

Carried.

b) School Division Parent Guardian Advisory Committee Minutes

The written report of the School Division Parent Guardian Advisory Committee meeting held on February 20, 2013 was circulated.

Mr. Sumner – Mrs. Bowslaugh
That the Minutes be received and filed.
Carried.

c) Finance Committee Minutes

The written report of the Finance Committee meeting held on February 25, 2013 was circulated.

Mr. Snelling – Mr. Kruck
That the Minutes be received and filed.
Carried.

d) Education Committee Minutes.

The written report of the Education Committee meeting held on February 26, 2013 was circulated.

Trustee Bartlette requested the addition of the following under discussions regarding what the guidance counselors saw as their greatest needs:

“A financial recording system that provides adequate security of personal student information as well as the Myers Briggs training as an additional tool for effective student assessment, were also noted.”

Mr. Bartlette also noted the Committee meeting for March has been cancelled.

Mr. Bartlette – Mr. Snelling
That the Minutes be amended.
Carried.

e) Other

Board Chairperson, Mr. Mark Sefton spoke to the Joint Meeting between Brandon City Counsellors and the Board of Trustees which took place on March 6, 2013 at the Riverbank Discovery Centre. Mr. Sefton noted topics of conversation included affordable housing and school division land; update on the implementation of the Joint Use Agreement; 2013 City Budget and the School Resource Officer; Brandon School Division proposed budget; possible alternate location for the Neelin High School Off-Campus; Strategies for a Smart City.

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Janis Arnold, Board Development Consultant, Manitoba School Boards Association, February 20, 2013, noting the Manitoba School Boards Association's Spring Trustee Education Workshop is all about reaching out to communities and getting their input. They are putting a callout to school boards to share with colleagues their success stories in the area of community engagement by way of a "Living Poster" instead of a paper poster advertising Boards' efforts; Trustees will be there in person for a small group talk. The day long workshop is set for Friday, April 26, 2013 at the Victoria Inn, in Brandon. To lend your Division's expertise as a "Living Poster", please complete the attached form and submit prior to April 2, 2013.

Referred Business Arising.

2.05 Business Arising**- From Previous Delegation****- From Board Agenda**

- a) The correspondence from Janis Arnold, Board Development Consultant, Manitoba School Boards Association, from Communications for Action 2.04a) noting the Manitoba School Boards Association's Spring Trustee Education Workshop is all about reaching out to communities and getting their input was discussed. It was noted they are putting a callout to school boards to share with colleagues their success stories in the area of community engagement by way of a "Living Poster". The day long workshop is set for Friday, April 26, 2013 at the Victoria Inn, in Brandon and they requested anyone wishing to participate submit their proposal prior to April 2, 2013. Trustee Bowslaugh proposed the Divisional Futures and Community Relations Committee consider putting forth a proposal regarding their work and the various meetings they have held with various stakeholders in the Community. The Board agreed to this suggestion and the matter was referred to the Divisional Futures and Community Relations Committee for follow-up.

- MSBA issues (last meeting of the month)**- From Report of Senior Administration**

- a) School Reports – NIL
- b) Learning Support Services Presentation –NIL
- c) Items from Senior Administration Report
- Policy and Procedures 7026 – "Registration of Students" – Referred Motions.
 - Vincent Massey High School Off-Site Activity Request – Referred Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Referred Motions.
 - Vincent Massey High School/Crocus Plains Regional Secondary School Off-Site Activity Amendment Request – Referred Motions.
 - 2013-2014 Final Budget – Referred Motions.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

23/2013 Mr. Kruck – Mr. Sumner
That Policy and Procedures 7026 – “Registration of Students” is hereby approved.
Carried.

24/2013 Mr. Sumner – Mr. Kruck
That the trip involving forty (40) grade 9 to 12 band students, from Vincent Massey High School to Nova Scotia from May 18, 2013 to May 25, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Snelling requested clarification that all three motions brought before the Board at this meeting were funded totally through fundraising and no taxpayer dollars were involved. Senior Administration confirmed that the three trips were funded through student fundraising.

Carried.

25/2013 Mrs. Bowslaugh – Mr. Karnes
That the trip involving twenty four (24) grade 11 and 12 photography students, from Crocus Plains Regional Secondary School to Hawaii from March 27 – April 6, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
Carried.

26/2013 Mr. Karnes – Mr. Sumner
That the trip amendment involving approximately forty-five to sixty (45-60) music students/chaperones from Vincent Massey High School and **Crocus Plains Regional Secondary School** to Italy from May 15, 2014 to May 25, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
Carried.

27/2013 Mr. Murray – Mr. Bartlette
That the School Calendar for the 2013-2014 school year be established with the Christmas break occurring from December 23 to January 5, inclusive, and the ten (10) non-instructional days be five (5) professional development days and five (5) administrative days.
Carried.

28/2013 Mr. Snelling – Mr. Bartlette
That the Final Budget for 2013-2014 and the 2013 Special Levy be approved as follows:

Total Operating Expenditures	\$86,739,000
Total Capital Expenditures	<u>\$ 2,129,100</u>
Total Expenditures	<u>\$88,868,100</u>
2013-2014 Special Requirement	<u>\$41,767,100</u>
2013 Special Levy to be raised from Municipalities	<u>\$38,174,209</u>

Trustee Snelling requested the proposed budget be reviewed and suggested the budget be reduced by \$300,000 as follows:

- a) Reduce the proposed bus purchase from three new buses to two new buses which would result in a \$100,000 reduction;
- b) Reduce the money being added to the contingency fund by \$100,000 resulting in \$650,000 being placed back into the contingency fund rather than \$750,000;
- c) Request Senior Administration reduce the budget by \$100,000 and provide the Board with a report as to what those reductions would be.

Trustee Murray agreed with the proposal to review the proposed budget, however, he recommended the Board debate each of Trustee Snelling's suggestions separately rather than as a package. The Board agreed to Mr. Murray's suggestion.

- 1) Reduce the proposed bus purchase from three new buses to two new buses – **AGREED – (7-2) – (Less \$100,000)**

Trustee Karnes spoke against this proposal noting that the Division was required to add a new bus route next year due to the decision to move students from École New Era School to Earl Oxford. He also spoke to the growing enrollment noting the increased number of students that may be added to the fall registration is unknown at the moment. Mr. Karnes expressed concern that the Board may, in the future, need to use reserve funds in order to play catch-up with the number of buses required.

Trustees also spoke in favour of this item. Discussions were held regarding the number of buses currently available in the compound for emergency purposes; the bus purchase replacement cycle which had been established and the possibility of adjusting the replacement cycle in order to allow for the purchase of three buses in a future year; and the possibility of adjusting City routes in order to change the number of routes.

Senior Administration reminded the Board of Trustees that replacement buses currently in the compound are not only used for emergencies but also for field trips and should a bus be pulled from the compound and placed on a route, it is not available for field trips.

- 2) Reduce the money being added to the contingency fund by \$100,000 resulting in \$650,000 being placed back into the contingency fund rather than \$750,000. – **REJECTED (3-6).**

Trustee Murray suggested this proposal be amended and the \$750,000 be paid over a period of three calendar years. **REJECTED – (2-7).**

Trustees spoke against reducing in this area and referenced the Board's decision to stop funding items from accumulated surplus and rebuild the fund for emergency use as originally agreed by Board motion. It was noted this is an easy decision, but not the right decision as the Board needs to be fiscally responsible. Many noted they would like to reduce the proposed tax increase below 8.2% but not through reduction to the contingency.

The Secretary-Treasurer noted he could not recommend this proposal. From a financial and administrative perspective, he had to advise the Board against any reduction to the contingency fund. He reminded the Board that they would be entering collective bargaining with both unions in the next year. He also referenced the Division's enrollment growth and its effect on the budget.

- 3) Request Senior Administration reduce the budget by \$100,000 and provide the Board with a report as to what those reductions would be. **REJECTED – (3-6).**

Trustee Ross and Kruck both spoke against this noting it was the responsibility of the Board of Trustees to make budget decisions, not the role of Senior Administration.

- 4) Implement the \$150,000 budget line for Security Cameras over a period of two years. **REJECTED – (3-6).**

Trustee Kruck proposed the Board consider reducing this budget line by \$75,000 and implementing over a period of two years.

Clarification was requested as to whether or not one school would be more expensive to outfit with security than another school.

Trustees spoke against this item noting that safety and security of students was not a matter of debate. Trustees did not want to make a decision as to which high school would receive the required security and which high school would need to wait another year. It was felt this would be money well spent to keep students safe and secure.

POINT OF PRIVILEGE:

Trustee Ross express disappointment that the public who had made presentations earlier in the evening had not remained to hear the discussions currently taking place and the tough decisions that were being made. She noted in order to reach the 4% tax increase which had been referred to earlier in the evening by the public, the Board would need to reduce 41.6 FTE teaching positions which could not be done. She reminded the public that School Divisions are in a “people industry”. Senior Administration was asked what would happen in the Division should that many teaching positions ever be cut. Superintendent, Dr. Michaels, confirmed the pupil/teacher ratio would need to change and class size would need to change. She also confirmed this would need to take place at the high school level rather than early years.

- 5) Reduce the Vice-Principal proposed budget line by \$98,000. – **AGREED (5-4) (LESS \$98,000)**

Trustee Kruck proposed the Board consider cutting the 1.5 FTE Vice-Principal positions approved on budget day from \$196,000 to \$98,000.

Several Trustees spoke against this item noting the staff comments that these positions are needed in the schools. Clarification was requested regarding the current status of the 1.5 FTE positions and what would happen to those positions should the Board approve them. Superintendent, Dr. Michaels, confirmed the term positions would become permanent positions. Trustee Kruck reminded Trustees that under his proposition these positions would be implemented incrementally.

POINT OF PRIVILEGE:

Superintendent, Dr. Michaels noted Senior Administration had reviewed the proposed budget and identified approximately \$130,000 with respect to possible reductions. She stated she respects the Board's work noting the role of Senior Administration is to advise only, however, she could share the proposals with the Board should they wish to receive it.

The Board requested Senior Administration provide their proposal.

Senior Administration provided the following proposed reductions:

- a) Remove Wellness Day budget proposal of \$10,000 and find the funds from within;
- b) Remove SmartBoard budget proposal of \$10,000 and find the funds from within;
- c) Reduce the full implementation of the Coquitlam formula over two years instead of completing in one (reduced by \$52,100)
- d) Reduce Reading Recovery budget proposal by \$39,600;
- e) Combine the Neelin High School Off-Campus and École New Era School proposed secretarial positions and reduce by .5 (reduced by \$19,000)

It was noted these proposed reductions would total \$130,700.

Trustee Sumner requested the Board discuss each item separately.

- 6) Remove Wellness Day budget proposal of \$10,000 and find the funds from within. – **AGREED (8-1) (LESS \$10,000)**

Discussions were held regarding a possible name change to better reflect the purpose of “Wellness”. Legislative direction and employer obligations were also highlighted with respect to this item.

- 7) Remove SmartBoard budget proposal of \$10,000 and find the funds from within/Reduce the full implementation of the Coquitlam formula over two years instead of completing in one (reduced by \$52,100)/Reduce Reading Recovery budget proposal by \$39,600/Combine the Neelin High School Off-Campus and École New Era School proposed secretarial positions and reduce by .5 (reduced by \$19,000). **AGREED (8-1) (LESS \$120,700).**

Trustee Murray suggested the remaining proposed reductions be received as one package. The Board agreed to this proposal.

Trustee Karnes noted he was against the whole process as he felt these reductions should have been brought to the Board before budget day. Trustee Snelling noted the Finance Committee had discussed this matter at their last meeting and agreed discussions regarding reductions needed to take place earlier in the process with the Finance Committee. It was noted the reductions made at the table this evening were reductions to proposed increases and nothing new had been presented.

Trustees asked the Secretary-Treasurer to provide updated information on the proposed budget with the addition of the recently agreed to decisions. Mr. Zabowski, Secretary-Treasurer, confirmed the increased mill rate had been reduced from 8.2% to 7.8%. A house valued at \$200,000 would see an annual increase on their property taxes of \$107.91 or \$8.99 per month.

- 8) Implement the proposed Learning Resources budget over 3 years. – **REJECTED (8-1)**

Trustee Bartlette inquired about the possibility of implementing the proposed budget line regarding Learning Resources in the amount of \$200,000 over 3 years. Trustees spoke against this item noting that they had already cut this proposed budget line from \$400,000 to \$200,000 on budget day.

The Chairperson then called for an amended motion regarding budget which would include the decisions made at the Board table this evening.

AMENDED MOTION:

Mr. Snelling – Mr. Bartlette

That the Final Budget for 2013-2014 and the 2013 Special Levy be approved as follows:

Total Operating Expenditures	\$86,410,300
Total Capital Expenditures	<u>\$ 2,129,100</u>
Total Expenditures	<u>\$88,539,400</u>

2013-2014 Special Requirement	<u>\$41,438,400</u>
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2013 Special Levy to be raised from Municipalities	<u>\$38,029,913</u>
<u>Carried.</u>	

POINT OF PRIVILEGE:

Trustee Sefton thanked the Board for their hard work on the budget. He noted this had not been an easy process. The changes made to the budget were small and many will not be happy, however, he felt the Board had learned a number of lessons as they work towards the next budget.

Superintendent, Dr. Michaels, recognized how hard the Board's work has been. She confirmed that the budget process for the following year will need to begin in the middle of May and that the Finance Committee will need to review and determine the fiscal principles to be carried forward.

2.08 Bylaws

NIL

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

1. Trustee Kruck, referencing comments which had been made during the public presentations on the budget held earlier in the evening, asked if the rumours were true that staff had attended a movie for Wellness Day. Superintendent, Dr. Michaels spoke to Wellness Day, its purpose and the morning activity. She also noted the variety of afternoon sessions which were available for staff to participate in and that a movie was one of the activities.

3.00 ADMINISTRATIVE INFORMATION:**3.01 Report of Senior Administration**

Due to the lateness of the hour, Superintendent, Dr. Michaels requested the Report of Senior Administration be deferred to the next Regular Meeting of the Board of Trustees.

Mr. Murray – Mr. Bartlette

That the March 11, 2013 Report of Senior Administration be deferred to March 25, 2013.

Carried.

3.02 Communications for Information

- a) Darryl Gervais, Director, Instructions, Curriculum and Assessment Branch, Manitoba Education, February, 2013, noting that Manitoba Education is please to present *Grade 12 Chemistry: A Foundation for Implementation*. He notes this document supports the implementation of the general and specific learning outcomes of the updated Grade 12 Chemistry curriculum in the 2012/2013 school year. This document is available at: www.edu.gov.mb.ca/k12/cur/science/scicurr.html

Referred to Superintendent's Office.

- b) Darryl Gervais, Director, Instructions, Curriculum and Assessment Branch, Manitoba Education, February, 2013, noting that Manitoba Education is pleased to announce the release of the Life After War series of documents. The main support document entitled *Life After War: Education as a Healing Process for Refugee and War Affected Children (2012)* is available on line at www.edu.gov.mb.ca/k12/diversity/educators/publications.html. These resources are intended to strengthen the capacity of school communities at all levels (early, middle, and senior years) to provide an appropriate and supportive school environment for refugee and war-affected learners and their families. Implementation workshops will be offered in the Spring/Fall of 2013 and will be announced at a later date.

Referred to Superintendent's Office.

3.03 Announcements

- a) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Tuesday, March 12, 2013, Vincent Massey High School.
- b) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, March 13, 2013, Conference Room.
- c) Manitoba School Boards Association Annual General Meeting – 2013 – March 14 to March 16, 2013, Delta Inn Hotel, Winnipeg.
- d) Divisional Futures and Community Relations Committee Meeting – 11:30 a.m., Tuesday, March 19, 2013, Earl Oxford School.
- e) Finance Committee Meeting – 12:00 noon, Monday, March 25, 2013, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 25, 2013, Board Room.

POINT OF PRIVILEGE:

Several Trustees spoke to the budget process noting it had been a tough budget however they felt they had responded to the needs of the students while responding to feedback from the public. They noted it had been a long process and the members of the Board had worked well together during that process. Trustees thanked Senior Administration for their hard work and dedication. In particular they noted they appreciated the staff of the Secretary-Treasurer's Department and their willingness to be available and answer questions when needed.

POINT OF PRIVILEGE:

Trustee Bowslaugh noted the upcoming Westman Science Fair and Wellness Day, inviting members of the public to take part in both events.

Dr. Ross – Mr. Snelling

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

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.
- b) Dr. Michaels gave an update on a Personnel matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) The Secretary-Treasurer requested direction with respect to items to be placed on the agenda when the Board meets with the Minister of Education.

- Trustee Inquiries

- a) Trustee Karnes requested clarification regarding a Board Operations matter.

Mr. Snelling – Mr. Murray

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

Carried.

5.00 ADJOURNMENT

Mr. Bartlette – Mr. Snelling

That the meeting does now adjourn (10:58 p.m.)

Carried.

Chairperson

Secretary-Treasurer