



# 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., MONDAY, SEPTEMBER 28, 2015.

## **PRESENT:**

Mr. M. Sefton, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck (by phone), Mr. J. Murray, Mr. K. Sumner.

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

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

## **REGRETS:**

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance.

## **AGENDA**

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

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

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

Trustee Sefton noted he had one In-Camera item to discuss, Trustees-only, together with the Director of Human Resources.

Dr. Ross – Ms. Bambridge  
That the agenda be approved as amended.  
Carried.

#### **1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Board Meeting held September 14, 2015 were circulated.

Mr. Bartlette – Mr. Buri  
That the Minutes be approved.  
Carried.

### **2.00 GOVERNANCE MATTERS:**

**2.01 Presentations For Information**

Kevin Tacan, Native Elder with the Brandon School Division, was recognized for being awarded Aboriginal Educator of the Month by Manitoba's Education and Advanced Learning – Aboriginal Directorate. Mr. Tacan noted he has worked with the Division since 1996, and works with staff and students to bring an Aboriginal perspective into schools. Mr. Tacan indicated he works in all the Division schools, adds cultural components to talks with students, and he encourages students to further their education. Trustee Sefton thanked Mr. Tacan for all he does for the Division.

**2.02 Reports of Committees****a) Education Committee Meeting**

The written report of the Education Committee meeting held September 21, 2015 was circulated.

Committee Chair Trustee Bambridge noted the date of the Public Consultation for the French Immersion Kindergarten Registration has been changed to October 22, 2015, 7:00 p.m. at Riverheights School gymnasium.

Ms. Bambridge – Mrs. Bowslaugh  
That the Minutes be received and filed.  
Carried.

**b) Facilities & Transportation Committee Meeting**

The written report of the Facilities & Transportation Committee meeting held September 22, 2015 was circulated.

Trustees asked questions for clarification regarding the Capital Maintenance Budget.

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

**c) Finance Committee Meeting**

The written report of the Finance Committee meeting held September 23, 2015 was circulated.

Trustees asked questions for clarification regarding controllable services and supplies.

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

**2.03 Delegations and Petitions****2.04 Communications for Action****2.05 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA issues (last meeting of the month)
- From Report of Senior Administration

a) School Reports:

- NIL

b) Learning Support Services Presentation:

Student Achievement Results 2014-2015

Marnie Wilson, Research, Assessment, and Evaluation Specialist, gave a presentation to the Board of Trustees and provided a Summary of Student Achievement Results 2014-2015:

Purpose of the Report

- Comprehensive overview of BSD student achievement results for the 2014-2015 school year
- Literacy and numeracy
- K-12

Assessment Terminology

1. Formative and Summative Assessment
2. Criterion-references versus norm-referenced
3. Proficiency Levels (MANE – Meeting, Approaching, Not Meeting, Exceeding Expectations)
4. Classroom-based versus event-based assessment

Summary of:

- Phonological Awareness Screening
- Kindergarten Continuum
- Full Day Every Day Kindergarten
- Divisional Summative Assessments
- Provincial Formative Assessments
- Grade 12 Standards Tests

**P.A.S.T. Summary:**

- Significant gains in the percentage of students meeting developmentally appropriate phonological awareness skills (from 27% to 73%).
- However, at least 89 students entering Grade 1 will require additional supports in order to be successful.

**Kindergarten Continuum Summary:**

- In the vast majority of skills assessed, at least ¾ of the exiting Kindergarten students are meeting or exceeding most expectations
- Much growth over the year, especially considering increased expectations
- Most progress in rhyming, identification of letter sounds, listening skills, colouring, and accurate drawing
- Areas of difficulty: word recognition and forward counting
- Overall, literacy is domain of greatest concern, but also greatest growth

**Full Day Every Day Kindergarten Summary:**

- The FDED Kindergarten experience is one factor that is contributing to **closing the gap** in phonological awareness.
- **Greater gains** in % meeting many literacy and expectations in particular.

**Summative Assessment Results**

- First division-wide collection of end-of-year results
- Conducted at grades 3,5 & 7
- Assess core competencies in
  - Reading
  - Writing
  - Numeracy

(Trustee Ross exited the meeting at 7:56 p.m. and returned at 7:58 p.m.)

**Provincial Formative Assessment Results**

- English Literacy
  - Slight increase
  - On par with provincial results
- Numeracy
  - Steady performance
  - On par with provincial results
- French Literacy
  - Grade 3 = much higher; Grade 8 = much lower

**Grade 12 Provincial Tests Summary:**

- Overall trend: on par or above Manitoba average
- ELA: showing steady, consistent improvements
- Math: trend analysis will be possible in the years to come

**Looking Forward:**

- Areas of greatest challenge monitored continuously
- Year-end summative evaluations
- Student growth

Trustee Murray asked questions for clarification regarding more literacy and numeracy teachers; if the Division had more people, would we get better results, or would teachers work less. Trustee Murray also asked if an increase in Professional Development in the area of literacy and numeracy would assist, and is this fair of Trustees to request this opinion.

Dr. Michaels responded that the Division could use more staff in the areas of literacy and numeracy. In response to the PD question, Dr. Michaels agreed that targeting funds for literacy and numeracy would be very important for the Board. Work in the Brandon School Division in literacy and numeracy is seen as highly commendable work in the Province of Manitoba.

Trustees asked Ms. Wilson questions for clarification.

Trustee Sefton thanked Ms. Wilson for attending the meeting and for bringing this information to the Board in an easy to comprehend manner.

## c) Items from Senior Administration Report:

- Christian Heritage Shared Services Agreements – Refer Motions.
- Big Brothers and Sisters of Brandon Mentoring Program – Refer Motions.
- Head Teachers – Refer Motions.

The Secretary-Treasurer, Mr. Denis Labossiere spoke on the Big Brothers and Sisters of Brandon Mentoring Program contract for the 2015-2016 school year. The Big Brothers and Sisters coordinate the program through the School Liaison chosen by the Principal and make arrangements for mentors assigned to each school and student.

The Secretary-Treasurer spoke to the Shared Services Agreements between the Division and Christian Heritage School for the provision of busing and use of resources for home economics and industrial arts programming for the 2015-2016 school year.

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

Ms. Barb Gribben, CUPE Local 737 regarding Scent Free Policy Procedures. Ms. Gribben noted that she is still awaiting an update on the procedures for this policy as another school year has started with no procedures in place. Ms. Gribben reminded the Board that last year during the Trustee forum, she specifically asked Trustee Murray when he was re-elected, when he would have procedures in place for the Scent Free Policy and his response was “six months”. Almost a year later we do not have procedures. Ms. Gribben asked for an update on when the procedures will be in place so the policy can be enforced.

Trustee Sefton responded to Ms. Gribben, and noted that it is in process, and the Policy Review Committee meets on Tuesday, September 29 and will be setting dates for Scent Consultations.

**2.07 Motions**

119/2015 Mr. Buri – Ms. Bambridge

That the Shared Services Agreements between the Division and Christian Heritage School for the 2015/2016 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.

Carried.

120/2015 Mr. Bartlette – Mrs. Bowslaugh

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

Carried.

121/2015 Mrs. Bowslaugh – Mr. Bartlette

That the people recommended by the Principals of the schools for the position of Head Teachers for the 2015/2016 school year be approved as identified in the Report of the Senior Administration.

Carried.

122/2015 Mr. Sumner – Mr. Bartlette

That the following guidelines be initiated for the 2016-2017 Preliminary Budget Preparation:

- a) A 2.0% inflationary increase for the Capital and Maintenance Budget;
- b) Inflationary increases be provided as advised by suppliers for non-controllable expenditures, e.g.: employee benefits, insurance, school bus maintenance, taxes and utilities;
- c) A 3.0% inflationary increase provided for controllable services and supplies;
- d) A 2.0% inflationary increase on the school instructional supply budget;
- e) The 2016-2017 Budget provide for expected enrollment growth

Trustee Bartlette asked the Secretary-Treasurer for additional detail with respect to item e). Mr. Labossiere responded that the Division will be calculating the enrollment estimate for next year and will set aside amounts for the additional students based on current allocations.

Carried.

123/2015 Mrs. Bowslaugh – Mr. Murray

That effective immediately we address the all day every day need at King George School a need as presented from the parents to implement an all day every day Kindergarten.

Trustees spoke for and against this motion. Trustee Bowslaugh thanked the Trustees for their debate and noted she will bring this item forward at budget time.

Defeated.

## **2.08 By-Laws**

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

Trustee Sumner asked if the Board could hear about the plans regarding the use of schools for the upcoming Federal Election; he noted in recent years parent councils have expressed concern with regards to members of the public having access to the school, especially schools where the public has to pass through the school to access the polling station. What plans are in place for this upcoming election to control the access of the public and ensure the security of our students in those schools.

Mr. Labossiere responded that Elections Canada will have a security guard present during polling on October 19. They have contracted with Paladin Security to provide a security guard at each location starting at 8:30 a.m. and will work through until the Elections Officer in charge at each location releases them from their duties which could be between 9:00 p.m. and 10:00 p.m.

Trustee Sumner suggested that the guards be reminded to keep an eye on the hallways the public has to travel down to access the polling station.

Trustee Sumner asked when the information on our upcoming Public Consultations will be provided on the Brandon School Division website. Dr. Michaels, Superintendent, noted that the information will be updated as soon as the dates have been confirmed.

Trustee Murray provided information to Senior Administration, making them aware of a potentially unsafe path students are using when they travel to and from Waverly Park School.

### **3.00 ADMINISTRATIVE INFORMATION:**

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

Dr. Michaels, Superintendent, reviewed the Report of Senior Administration from September 28, 2015 and highlighted the following items:

- Academic Preparedness - Earl Oxford School
  - o Writing traits
  - o Establishment of professional learning communities
  - o Introduction to the pathways to personalized learning
  - o Student Achievements
- Individual Education Plans
  - o 20% of the students in Grades 1 to 8 are on full IEP's
  - o A further 15-20% are likely to be placed on an IEP as they progress – these students are internally funded
  - o Over 40% of students receiving adaptations to the curricula
  - o 25 students are waiting for observation assessment intervention from the school psychologist.

Mr. Gustafson, Assistant Superintendent, provided highlights on the following:

- Global Citizenship – Meadows School
  - o Student Achievements
    - Selected to be on the national Recording of O'Canada.
    - Mock election will take place prior to the Federal Election, with the 4 candidates participating in a Leaders debate.

Mr. Malazdrewicz, Assistant Superintendent, provided highlights on the following:

- Health and Wellbeing – Spring Valley Colony School
  - o Student Achievements
- Health and Wellbeing – Roots of Empathy.

Trustees asked questions for clarification regarding the class sizes at Earl Oxford School and the date and time of the electoral debate at Meadows School.

Dr. Ross – Mr. Buri

That the September 28, 2015 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

#### **3.03 Announcements**

- a) Policy Review Committee Meeting – 12:00 p.m., Tuesday, September 29, 2015, Boardroom.
- b) Divisional Futures and Community Relations Committee Meeting – 1:00 p.m., Tuesday, September 29, 2015, Boardroom.

- c) Personnel Committee Meeting – 11:30 p.m., Tuesday, October 13, 2015, Boardroom
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Tuesday, October 13, 2015, Boardroom

Mr. Murray – Mrs. Bowslaugh

That the Board do now resolve into Committee of the Whole In-Camera. (9:04 p.m.)

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 presented.
- Trustee Inquiries

##### **4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

##### **4.04 Board Operations**

- Reports
- Trustee Inquiries

Mr. Buri - Mr. Sumner

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

Carried.

#### **5.00 ADJOURNMENT**

Mr. Buri – Mr. Sumner

That the meeting does now adjourn (9:20 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer