

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, JUNE 25, 2012.

PRESENT:

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

Secretary-Treasurer, Mr. K. Zabowski and Recording Secretary, Ms. S. Bailey.

Senior Administration: Dr. D. M. Michaels, Superintendent, 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 7:00 p.m. and 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

Trustee Bowslaugh had a question for In-Camera discussions.

Superintendent, Dr. Michaels, requested the addition of one personnel matter and one student matter for In-Camera discussions.

Trustee Bartlette noted he had a student matter for discussions In-Camera.

Trustee Ross had one personnel item for In-Camera discussion.

Trustee Sefton requested the following additions to the agenda:

- Correspondence from a teacher at École New Era School regarding the Book Project, to be added under Communications for Action as item 2.04c;
- An In-Camera item regarding a Board Legal Matter;
- Student Achievement recognition under Section 2.01 – Presentations for Information.

Mr. Sumner – Mr. Kruck

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 June 6, 2012 were circulated.

Mr. Bartlette – Mr. Snelling
That the Minutes be approved as circulated.
Carried.

- b) The Minutes of the Regular Board Meeting held June 11, 2012 were circulated.

Mr. Murray – Mr. Bartlette
That the Minutes be approved as circulated.
Carried.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information**

The Chairperson, Trustee Sefton, noted the accomplishments of three students from Vincent Massey High School in the recent Chemistry Contest hosted by the University of Waterloo.

2.02 Reports of Committees

- a) Divisional Futures and Community Relations Committee Minutes

The written report of the Divisional Futures and Community Relations Committee meeting held on June 12, 2012 was circulated.

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

- b) Facilities and Transportation Committee Meeting Minutes

The written report of the Facilities and Transportation Committee meeting held on June 13, 2012 was circulated.

Secretary-Treasurer, Mr. Zabowski, confirmed a meeting had been arranged with representatives of the International Peace Gardens for the B.J. Hales Ad-Hoc Committee to tour the Peace Garden facilities on July 3, 2012 at 11:00 a.m.

Trustee Bartlette requested clarification regarding the 30% over budget on a Division project. He asked if that would have any impact on future funding from the Public Schools Finance Board. Mr. Zabowski noted it did not impact the Division's future funding.

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

c) Finance Committee Meeting Minutes

The written report of the Finance Committee meeting held on June 18, 2012 was circulated.

Trustee Bowslaugh requested clarification regarding the residual fees charged by the Division, compared to other Divisions. Mr. Zabowski noted the fees are based on the Division's financial statement for the previous year and the budget set for the next year.

Trustee Ross asked the Committee why they chose 2% for the sum to be left in the accumulated surplus. Trustee Bartlette confirmed that was an arbitrary figure and no final decision had been made as the Committee is waiting for a report from Senior Administration before proceeding further.

Secretary-Treasurer, Mr. Zabowski, also reviewed the item in the Report of Senior Administration regarding the Public Sector Compensation Disclosure document.

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

d) Other

- Trustee Sefton reported on the Division's Employee Long Service Retirement Evening held at the Victoria Inn on Thursday, June 14, 2012. He thanked all Division employees for their dedication and sent special good wishes to those who are retiring from the Division.
- Trustee Bowslaugh reported on the Grand Dedication of the new Meadows School playground she attended on behalf of the Board of Trustees.

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Kerri Malazdrewicz and Lindsay Eckersely, Student Council Teacher Advisors, École Secondaire Neelin High School, June 8, 2012, noting the École Secondaire Neelin High School Student Representative Council (SRC) recently registered for the Canadian Student Leadership Conference (CSLC) to be held from September 25 – 29, 2012, in Weyburn, Saskatchewan. The delegate fee for this conference is \$375 per attendee plus the cost of travel. They are sending two student delegates along with two teacher supervisors which will incur a cost of approximately \$2,750. Mr. Adamski has committed some financial support from the school, as well; some Neelin Student Representative Council funds will be

used to cover a portion of the delegate fees. They are requesting any financial support which can be made available by the Board in order to offset this cost.

Referred Motions.

- b) David Yeo, Director, Manitoba Education Administration Services, June 14, 2012, providing a working definition of class size, along with the 2012/2013 funding model in support of the Kindergarten to Grade 3 Class Size Initiative. This is provided to help Divisions in their planning process as they begin to reduce class size in K-3 classrooms over the course of the next five years. The Brandon School Division is eligible for \$131,223 during the 2012-2013 school year. To access the funds a template is attached on which the Division is to provide a brief plan that outlines how it will use the funds. The Province will then review the plans and respond to the Division in writing. In September 2012, the funding will be dispersed to the Division.

Referred Business Arising.

- c) Ms. Amy Buehler, Teacher, École New Era School, May 30, 2012, addressed to Trustee Sefton, noted she appreciated the opportunity to have her students present to the Board. The students were pleased with the Board's response to the presentation and are proud of what they have accomplished this year. If the Board would consider covering the costs of the initial run of 250 books, then she would certainly look to other funders for further printings. The company in Winnipeg they are working with will print additional runs at any time in the future. She intends to seek outside financial support for this project and for further multilingual projects next school year. However, for this year, funding dates for many organizations has already past.

Referred Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) The correspondence from David Yeo, Director, Manitoba Education Administration Services, from Communications for Action 2.04b), providing a working definition of class size, along with the 2012/2013 funding model in support of the Kindergarten to Grade 3 Class Size Initiative was discussed. Trustee Murray requested Senior Administration complete the enclosed template and forward it to the government. It was noted the Brandon School Division is eligible for \$131,223 during the 2012-2013 school year. Trustees inquired as to how the government determined the amount to be distributed to school divisions. Superintendent, Dr. Michaels, noted the Division had not been provided with information regarding the process used to designate funds. She confirmed conversations with Tia Cummings from the government had revolved around the Division receiving one million dollars. Trustees requested clarification regarding the projected cost to implement the K-3 class size initiative. Dr. Michaels confirmed 66 new classrooms would be required by 2016 which was the

equivalent of 3 new elementary schools. The 2012/2013 school year would require 7 classrooms and therefore 1.6 million dollars would be needed. Senior Administration would bring back a full report on this matter in July. The Board directed Senior Administration to provide the same information to the government, which had been provided previously. They also directed Senior Administration to set-up a meeting with David Yeo and/or the Minister of Education to discuss the matter and emphasize the need for more funding. It was also agreed that this would be part of the Board's discussions during their meeting August 24 and 25, 2012.

- b) Correspondence from Ms. Amy Buehler, Teacher, École New Era School, from Communications for Action. 2.04c), addressed to Trustee Sefton noting and inquiring about the Board's decision with respect to possible financial assistance in funding the initial run of 250 books was discussed. The Board directed Senior Administration to provide a report in July regarding the cost and what the Division might be able to offer. Trustee Snelling noted he had forwarded information to Ms. Buehler regarding Rotary Club grants in the amount of \$500.00 over two years. He did not know if she had applied for the grant.

- MSBA issues (last meeting of the month)

Trustee Murray suggested a copy of the letter to the government regarding funding concerns for the K-3 Class Size initiative, also be forwarded to MSBA. He asked that MSBA be requested to gather information provincially regarding the funding received so that all Divisions would be able to see the bigger provincial picture. Senior Administration was directed to write a letter to MSBA regarding this matter.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - Student Accident Insurance, 2012 – Referred Motions.
 - Big Brothers and Sisters of Brandon mentoring Program – Referred Motions.
 - École Secondaire Neelin High School – Off-Site Activity Request – Referred Motions.
 - Vincent Massey High School Off-Site Activity Request – Referred Motions.
 - Scholarship Agreement – Juggernaut – Referred Motions.

Superintendent, Dr. Michaels, circulated a copy of the Division's Year End Progress Report – September 2011 – June 2012. She tabled the report with the Board to review with any questions or discussions to take place at the Board Meeting to be held July 9, 2012. Dr. Michaels provided a brief overview of the contents noting the nine sections referenced in the document.

Trustees thanked the Superintendent for the report. They asked if the report would be shared with the Minister of Education. Dr. Michaels confirmed it is filed with the Education Department. Trustee Kruck noted some schools were below average with respect to student achievement. He asked that the report include why the scores were low and what was being done to address the situation.

Secretary-Treasurer, Mr. Zabowski provided background information regarding the four motions being presented to the Board for approval.

2.06 Public Inquiries (max. 15 minutes)

1. Ms. Deb Arpin, President, CUPE Local 737, referencing procedures 1013.3 – “Workplace Safety and Health – Duties/Responsibilities for Safety and Health” which was to be voted on under motion 87/2012, had a number of items she wished clarified. Secretary-Treasurer, Mr. Zabowski, noted the items referred to had not been part of the changes and discussions which took place at the Workplace Safety and Health Committee meeting. He suggested that the matter be referred to the next Committee meeting for further discussions and clarification.

Ms. Arpin, on behalf of CUPE Local 737, thanked the members of Senior Administration who helped CUPE in a number of ways over the past school year.

2.07 Motions

- 81/2012 Mr. Murray – Mr. Bartlette
That the Student Accident Insurance Plan provided by Reliable Life Insurance Company, as carrier, as endorsed by the Manitoba School Boards Association, be approved for distribution to the students of the Division for the 2012/2013 school year.

Carried.

- 82/2012 Mr. Bartlette – Mr. Murray
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.

83/2012 Mr. Bartlette – Dr. Ross

That the trip involving sixteen (16) grade 9-12 high school students from École Secondaire Neelin High School to Vermillion, South Dakota from July 11, 2012 to July 14, 2012 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Snelling noted Vermillion was in South Dakota and not North Dakota. The Board agreed to a friendly amendment to state South Dakota in the motion.

Trustee Kruck asked why the Board needed to approve a trip outside the school year. Associate Superintendent, Mr. Malazdrewicz, confirmed the trip was part of the football program and therefore a school related activity.

Carried.

84/2012 Mr. Murray – Mr. Bartlette

That the trip involving grade 9-12 high school students from Vincent Massey High School to Paris, France from May 16, 2014 to May 26, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Sefton congratulated the administration and staff involved at Vincent Massey High School for presenting the request a full two years ahead of schedule. He noted this provides students and families with lots of time to plan ahead.

Trustee Kruck noted parents appreciated the advance notice and future fundraising plans and therefore he too wished to commend the school.

Carried.

85/2012 Mr. Karnes – Dr. Ross

That the Agreement for establishment of the scholarship to be known as “The Juggernaut Achievement Award” for a male or female student graduating from each of the three high schools be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Trustee Snelling asked about the length of term of the scholarship. Mr. Zabowski confirmed the scholarship was for one year after which Juggernaut Computers would like to review and determine whether to continue or make any changes to the scholarship.

Carried.

86/2012 Dr. Ross – Mr. Bartlette

That the request for financial assistance for two École Secondaire Neelin High School students to attend the Canadian Student Leadership Conference to be held in Weyburn, Saskatchewan, September 25-29, 2012 be approved in the amount of \$800.00.

Carried.

87/2012 Mrs. Bowslaugh – Mr. Sumner

That the following Procedures be approved as amended:

- 1013.2 – “Workplace Safety and Health – Contractors”:

- at the end of the first bullet under “Selection Criteria” the following be added: “if required by current Workplace Safety and Health legislation”.
- Change the words “on-duty custodian” to “Safety Officer” in paragraph 2.

- 1013.3 – “Workplace Safety and Health – Duties/Responsibilities for Safety and Health”:

- in the last line on page 2 add the word “current” before the word “MSDS”.
- at the end of the last bullet under “Custodians” add the following words: school inspection(s) “according to current legislation”.
- at the end of the title “Workplace Safety and Health Representatives” add the words “and Safety Officer”.
- amend the second bullet to read as follows: “school inspections, completing the inspection reports, and forwarding to the Workplace Safety and Health Committee”.

- 1013.4 – “Investigating Workplace Incidents and Refusals to Work”:

- in bullet no. 1, add the words “in conjunction with the Safety Officer” after the words “Workplace Safety and Health Committee”;
- add to the end of the first bullet in no. 5 the following website www.westernfgis.ca
- under “Procedures to Investigate Refusal to Work” in the first bullet add the positions of “Director of Facilities & Transportation, and Safety Officer”, as well as the words “and the Facility Workplace Safety and Health Representative”.

Carried.

88/2012 Mr. Karnes – Dr. Ross

That the Agreement between the Brandon School Division and the City of Brandon authorizing the joint use of buildings and lands which are or may be devoted to recreational/leisure purposes for the benefit of the citizens of the Division and City be approved; and the Secretary-Treasurer and Chairperson are hereby authorized to sign same.

Trustee Karnes briefly reviewed the document and answered Trustee questions for clarification. It was noted, by Trustee Sefton, implementation of the agreement would not take place until January 1, 2013 in order to consult with employee groups regarding the impact of the agreement. It was further confirmed a public signing with the City had yet to be arranged.

Carried.

89/2012 Dr. Ross – Mr. Karnes

That the residual cost fees for the students from other divisions attending Special Education Programs, High School Academic, Academic Elementary Programs in the Division and Vocational Programs at Crocus Plains Regional Secondary School, during the July 2010 - June 2011 fiscal period, the July 2011 - June 2012 fiscal period, and for the July 2012 to June 2013 fiscal period (subject to adjustment to reflect the audited financial statements) be set as follows:

	2010/2011 <u>Final</u>	2011/2012 <u>Estimated</u>	2012/2013 <u>Estimated</u>
Special Education Students	\$16,539	\$18,500	\$18,200
Vocational Students	\$ 4,826	\$ 4,800	\$ 5,000
Academic High School Students	\$ 3,125	\$ 3,300	\$ 3,300
Academic Elementary Students	\$ 3,698	\$ 3,800	\$ 3,900

Trustee Sumner requested clarification as to why the difference between the residual costs fees for students from other divisions and first nations students. Secretary-Treasurer, Mr. Zabowski, confirmed the fees established for first nations were based on an agreement with Sioux Valley while the residual costs for students from other divisions took grants into consideration. Mr. Sumner asked if it cost more to education Aboriginal students. He was advised that it did cost more.

Carried.

90/2012 Mrs. Bowslaugh – Mr. Sumner

That the non-resident tuition fees for students from Sioux Valley Educational Authority Inc. and other First Nations students attending Brandon Division schools during the July 2010 - June 2011 fiscal period, the July 2011 - June 2012 fiscal period, and for the July 2012 to June 2013 (subject to adjustment to reflect the audited financial statements) be set as follows:

	2010/2011 <u>Final</u>	2011/2012 <u>Estimated</u>	2012/2013 <u>Estimated</u>
Academic Elementary Students	\$ 7,458	\$ 7,500	\$ 7,800
Academic High School Students	\$ 6,125	\$ 6,300	\$ 6,400
Vocational Students	\$ 8,284	\$ 8,200	\$ 8,700
Special Education Students	\$20,297	\$21,500	\$21,500
Modified Program Students	\$13,854	\$14,200	\$14,500

Trustee Kruck asked the Secretary-Treasurer what was the average cost of educating a student in the Brandon School Division. It was confirmed it was \$9,500.

Carried.

91/2012 Mr. Snelling – Mr. Kruck

That the non-resident tuition fees charged to foreign students for the 2012/2013 school year be set at \$9,500 per student and for the 2013/2014 school year be set at \$10,000 per student.

Trustee Sumner asked why the Division would charge for foreign students as they were likely on an exchange program and the Division would be getting a student in their place. Mr. Zabowski, Secretary-Treasurer, noted not all students are participating in an exchange program, many foreign students require a visa. Superintendent, Dr. Michaels also confirmed that the exchange students are charged because the Division is charged.

Carried.

92/2012 Mr. Kruck – Mr. Snelling

That the tender from Television City in the total amount of \$100,240 (including taxes) for the supply and installation of 50 projectors, with the option of purchasing 10 additional projectors with installation, be accepted.

Carried.

93/2012 Mr. Kruck – Mrs. Snelling

That the Proposal from MTS Allstream in the total amount of \$67,394.41 (including taxes) for the supply of Cisco Network Switches be accepted.

Carried.

94/2012 Mr. Murray – Mr. Bartlette

That a letter be sent to David Yeo, Manitoba Education Administrative Services, requesting a meeting with him and/or the Minister of Education concerning the funding the Brandon School Division is eligible to receive for the 2012-2013 K-3 Class Size Initiative.

Carried.

2.08 Bylaws

Mr. Sumner – Mrs. Bowslaugh

That By-Law 2/2012 being a borrowing by-law of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2012 to June 30, 2013 be now read for a third and final time, and taken as read, passed.

Carried.

2.09 Giving of Notice

NIL

2.10 Inquiries

1. Trustee Kruck requested an update on the Policy 4044 Communications Pamphlet.

Superintendent, Dr. Michaels, confirmed the pamphlet had been completed with the changes requested by Trustees. It would be part of the responsibility of the new Communications Technology position. The pamphlet would be distributed in the fall to all students, would be available in the Division Administration Office and posted to the web site.

2. Trustee Murray asked if the budget item regarding the Riverheights Parking lot would be completed this summer.

Secretary-Treasurer, Mr. Zabowski, confirmed it would be part of the work to be completed over the summer.

3. Trustee Sumner requested the following information:

"That Senior Administration provide the Board with a breakdown of additional costs incurred by the Division, including staff hours, as a result of the use of our facilities by other organizations and the public outside of regular school hours, during the last fiscal year."

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

Secretary-Treasurer, Mr. Zabowski, spoke to his report regarding Bill 48. He provided additional information regarding a copy of letter he had received from the City of Brandon Planning Department which had been forwarded to the Government regarding this proposed bill. Trustee Sumner noted the City of Brandon was currently undergoing a Development Plan and he felt the City needed to be taking the Division's needs into consideration when reviewing their plan. It was agreed the Secretary-Treasurer and Trustee Sumner would meet to follow up with both the Province and the City on this matter. Trustee Bowslaugh confirmed that the matter had been discussed at the Joint City Task Force Ad-Hoc Committee as well.

Superintendent, Dr. Michaels highlighted the following:

- a) Division staff who had received degrees at the recently held Brandon University Convocation. She also noted one staff member had received the 2012 Teacher of Distinction Award.
- b) Three Division teachers who would be part of the Province's Grade 12 Applied Mathematics Achievement Test Development Committee.

Trustee Kruck asked when the implementation to provide the Board with greater detail regarding suspension would be provided. Superintendent, Dr. Michaels, confirmed this would begin in the fall with the new school year.

Trustee Bartlette inquired about the time line for response to his inquiry. Associate Superintendent, Mr. Malazdrewicz noted the information would be provided next month.

Mr. Murray – Mr. Snelling

That the report be received and filed.

Carried.

3.02 Communications for Information

- a) Mr. Craig Manson, June 4, 2012, thanking the Board of Trustees for recognizing his length of service with the Brandon School Division. He truly enjoys getting up and going to school every morning and he hopes to serve the Division for a few more years.

Ordered Filed.

- b) Monica Cantin, Executive Assistant, Brandon Teachers Association, June 6, 2012, noting the officers of the Brandon Teachers Association for the term beginning on July 1, 2012 to June 30, 2013, together with the names of the chairs of the Standing Committees.

Ordered Filed.

- c) Jeff Harwood, Chair, Brandon General Museum and Archives Inc., June 12, 2012, noting the Board of Directors met on June 5, 2012 and have appointed the following Board Members to sit on the Ad-Hoc Committee tasked with beginning discussions regarding the future of the B.J. Hales Collection:

Kenneth Jackson, Vice-Chair

Doug Grossart, Secretary

Murray Graham.

Referred to Secretary-Treasurer's Department.

- d) Lana Kidd, undated, thanking the Board of Trustees for the "beautiful retirement evening, the gift, and the delicious meal". She notes working with the Division has been "an honour and a privilege and I have truly appreciated this opportunity". She also expresses her personal gratitude for all the work the Board does for the students and staff of the Division.

Ordered Filed.

- e) Rob Johnson, undated, thanking the Board of Trustees "for the wonderful retirement dinner." He notes he had a great time.

Ordered Filed.

3.03 Announcements

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, July 9, 2012, Board Room.

Mr. Murray – Mr. Sumner

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) Trustee Bowslaugh requested information regarding student pass rates. Superintendent, Dr. Michaels noted not all marks have been compiled yet.
- b) Superintendent, Dr. Michaels, provided an update on a student matter.

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

- a) Confidential #1 – Personnel Report was noted.
- b) Trustee Ross submitted Confidential #3 on a personnel matter. The issue was discussed in detail and the Secretary-Treasurer was directed to provide further information.
- c) Updates on the hiring process for 3 specialist positions from the 2012-2013 budget were provided by Senior Administration.

- Trustee Inquiries**4.03 Property Matters/Tenders****- Reports****- Trustee Inquiries**

4.04 Board Operations**- Reports**

- a) The Board discussed the legal matter noted in Confidential #2. The Secretary-Treasurer was provided with further direction.
- b) Trustee Sefton also spoke to an email he had received regarding a legal matter. The Secretary-Treasurer was directed to arrange a follow-up meeting on the matter.

- Trustee Inquiries

Mr. Kruck – Mr. Murray

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

Carried.

IN BOARD

5.00 ADJOURNMENT

Mr. Bartlette – Dr. Ross

That the meeting does now adjourn (10:38 p.m.)

Carried.

Chairperson

Secretary-Treasurer