



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 6:00 P.M., MONDAY, FEBRUARY 13, 2017.

PRESENT:

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

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

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. Eunice Jamora, Assistant Secretary-Treasurer, Becky Switzer, Director of Human Resources (6:00 p.m. to 6:50 p.m.).

REGRETS:

Ms. S. Bambridge.

The Chairperson called the meeting to order at 6:03 p.m.

Mr. Kruck – Mr. Murray

That the Board do now resolve into Committee of the Whole In-Camera. (6:03 p.m.)

Carried.

The Board discussed In-Camera items identified in Section 4.00

Mr. Murray – Mr. Buri

That the Committee of the Whole In-Camera do now resolve into Board. (6:50 p.m.)

Carried.

The Chairperson called the meeting to order with a traditional heritage acknowledgement 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

Mr. Labossiere, Secretary-Treasurer, noted he had three (3) late motions from the earlier In-Camera session.

Mr. Kruck – Mr. Bartlette

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 January 23, 2017 were circulated.

Mrs. Bowslaugh – Mr. Murray
That the Minutes be approved.

Carried.

- b) The Minutes of the Board Meeting held January 23, 2017 were circulated.

Mr. Buri - Mr. Bartlette
That the Minutes be approved.

Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

Gail McDonald, Principal, George Fitton School, was recognized for being named one of Canada's Outstanding Principals by The Learning Partnership Canada. Trustee Sumner noted that on behalf of the Board of Trustees, he was very proud to have one of Canada's Outstanding Principals in the Division's school community. Principal McDonald received a standing ovation from those in the Boardroom. Principal McDonald noted that this award was a surprise and added that it couldn't have happened without great family, staff and parent support. Trustee Sumner asked Principal McDonald's nominators, who were in attendance, to say a few on words why they felt it was important that Principal McDonald receive this recognition.

Trustee Sumner once again congratulated Principal McDonald and thanked her for attending.

2.02 Reports of Committees

- a) Personnel Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on January 19, 2017 was circulated.

Trustee Kruck asked Trustee Ross to elaborate on some of the barriers staff mentioned regarding substitute teachers. Trustee Ross noted that issues included:

- Substitutes not being contacted in advance
- Some substitutes are retired teachers who are only wanting to work so many days.

Trustee Bowslaugh added that it is important that the Division have substitute teachers and that the Division appreciates all substitutes.

Dr. Ross – Mr. Buri
That the Minutes be received and filed.

Carried.

- b) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on February 7, 2017 was circulated.

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

2.03 Delegations and Petitions (max. 10 minutes)

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- From Report of Senior Administration

a) Items from Senior Administration Report:

- Indigenous Language Program Presentation
- Aboriginal Education Initiatives and Innovations Presentation
- 2017-2018 Preliminary Budget Presentation
- Transfer of 2017-2018 Operating Budget to Board of Trustees – Referred Motions.

2017-2018 Preliminary Budget Discussions

Mr. Labossiere, Secretary-Treasurer, noted the purpose of his presentation was to provide preliminary information regarding the 2017-2018 Operating Budget. Through his presentation, he hoped to assist the Board of Trustees in understanding the budget issues in advance of the February 21, 2017 Budget Meeting.

The following documents were circulated to Trustees:

- 1) Preliminary Budget Discussion 2017-2018
- 2) Capital & Maintenance Budget 2017-2018

The Secretary-Treasurer highlighted the factors impacting the budget considerations, including:

- 2016-2017 Budget impact on the 2017 Special Levy;
- Enrollment changes;
- Programs and infrastructure for increasing diversity of student learning needs;
- Provincial legislation;
- Infrastructure and support for program delivery;
- Collective Agreement costs;
- Uncertainty of funding;
- Effects of population growth on facility sustainability; and
- Contingency funds and reserves.

Mr. Labossiere also provided details regarding the budget development process referencing motions 88/2016, 99/2016 and 121/2016 approved by the Board and the directions provided to Senior Administration. Mr. Labossiere reviewed how the Division compared to the Manitoba Provincial Average using the 2016-2017 Provincial FRAME Budget Report. He

provided an analysis review of past budget increases and spoke to enrollment and the development of the staffing budget. Mr. Labossiere provided detailed information regarding the current status of the accumulated surplus; the capital reserve accounts; and a summary of the 2017-2018 Capital and Maintenance Budget.

He also reviewed a summary of the Preliminary 2017-2018 Operating Budget, the budget and sustainability requests and provided property tax scenarios on an average home assessed at \$251,325.

The Secretary-Treasurer provided the Board with the next steps in the Budget Process. He confirmed the Public Budget Forum would take place on Wednesday, February 15, 2017 at Kirkcaldy Heights School Gymnasium, followed by the All-Day Budget Meeting on February 21, 2017. The Regular Board Meeting scheduled for February 27, 2017 would allow for the public to make presentations to the Board regarding the proposed decisions made at their All-Day Budget meeting. The Board would approve their budget on March 6, 2017 after which the special levy would be forwarded to Municipalities by March 15, 2017.

Following the presentation, Trustees asked questions for clarification regarding the smaller class size initiative and whether there has been any reassurance that the government wants to proceed with this initiative. Mr. Labossiere responded that in the media the Minister of Education has indicated that they will proceed with this initiative. Mr. Labossiere noted that it is assumed that the Division will receive the same funding amount as the 2016-2017 school year, but it is yet to be determined until an announcement is received. Past experience has the announcement coming after the budget day.

Mr. Labossiere indicated that the average teacher costs for 2017-2018 are \$88,200 with benefits. The Division receives \$60,000 from the Province for the smaller class size initiative so there is a difference of \$28,200 for each additional teacher should the province provide additional teachers for this initiative.

Trustee Murray asked questions for clarification regarding teacher/pupil ratios and support staffing.

Trustee Sumner asked Mr. Labossiere to explain why the home assessed value of \$251,325 is used in the scenarios. Mr. Labossiere responded that this price was also used last year and is used in conjunction with the City of Brandon and what they use an average home price. There is no re-assessment this year, therefore the average home price remains the same. Next year there will be an adjustment for re-assessment.

Trustee Sumner asked questions for clarification regarding instructional ratios and refugees.

Trustee Kruck asked what the carryover would be for the following year, with regards to the increase in each of the scenarios provided. Response was received from the Secretary-Treasurer:

- Scenario 1: 3.71%
- Scenario 2: 4.16%
- Scenario 3: 2.72%
- Scenario 4: 0.84%

Mr. Labossiere spoke to the transfer of the Operating Budget to Trustees. He indicated that the preliminary operating budget is prepared and there will be further variance analysis provided but the budget will not change. It is now the responsibility of the Trustees to set the budget and the mill rate for the following year.

2.06 Public Inquiries (max. 15 minutes)**2.07 Motions**

12/2017 Mr. Sefton – Mr. Bartlette
That Senior Administration transfer the 2017-2018 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.
Carried.

13/2017 Mr. Sefton – Mr. Bartlette
That Policy 7013 – "Student Exchange" is hereby rescinded and replaced with updated Policy 7013 – "Student Exchange".
Carried.

14/2017 Mr. Bartlette – Mrs. Bowslaugh
That Policy 7017 – "Admission of Foreign Students" is hereby rescinded and replaced with Policy 7017 – "Admission of International Students".
Carried.

15/2017 Mr. Bartlette – Mrs. Bowslaugh
That Procedures 7017 – "Admission of Foreign Students" is hereby rescinded and replaced with Procedures 7017 – "Admission of International Students".
Carried.

16/2017 Mr. Kruck – Mrs. Bowslaugh
The Board will issue a Request for Proposal for a consultant to review and update the Policy Manual.

Trustee Murray asked questions for clarification regarding the cost of the consultant and the budget line that will be used. Trustee Sumner noted that it is expected to be under \$20,000. Mr. Labossiere noted that the Request for Proposal will come back to the Board through a motion once it closes, at which time costs will be identified and the motion will be debated.
Carried.

17/2017 Mrs. Bowslaugh – Mr. Kruck
That the Board of Trustees formally adopt the Decision Making Matrix as presented in Appendix 'A' and developed by the Board at the Board Governance sessions held on January 12th and 23rd, 2017, and that the Decision Making Matrix will function as a guideline for the future review and update of the policies of the Brandon School Division.

Trustee Sumner spoke on the roles and responsibilities clarification that the Decision Making Matrix will provide.
Carried.

18/2017 Mr. Buri – Mr. Murray
That the Board of Trustees Governance Goals 2014 be updated and accepted as follows:

Finance:

- 1) Implement a multi-year budget strategy to plan for future sustainability; to achieve long-term goals.
- 2) Subject to Provincial funding support, attempt to limit special levy increases to the sum of inflationary pressures plus enrolment growth.

Facilities:

- 1) Continue to lobby vigorously for a new school in South Brandon.
- 2) Develop new and existing spaces to support current and future programming.

Education:

- 1) Long-term tracking of individual student/group progress to inform Board's decision making on programming.
- 2) Implement a continuous process of program evaluation, with priorities to be determined on an annual cycle.
- 3) Review current staffing deployment to achieve a better comprehensive continuity approach.
- 4) Enhance the development of cultural competency amongst students and staff.
- 5) High overall student achievement without significant gaps across major subgroups in the student population.

Divisional Futures and Community Relations:

- 1) Build relationships actively with existing and new stakeholder groups.

Carried.

19/2017 Mr. Murray – Mr. Buri

The Board will perform an annual self-evaluation of progress towards goals, policy, and function at the end of each school year. The Board will conduct a major mid-term evaluation, the nature of which to be determined by the Board, but to be comprehensive and involve community partners, senior administration, and a random sampling of BSD staff.

Carried.

20/2017 Dr. Ross – Mr. Buri

That the Trustees be paid the appropriate indemnity for attending the All-Day Budget Meeting on February 21, 2017.

Carried.

21/2017 Mr. Buri – Dr. Ross

That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2017 Convention to be held March 16 to 18, 2017 at the Delta Inn, Winnipeg, Manitoba.

22/2017 Mr. Kruck – Mrs. Bowslaugh

That Confidential #2 and the recommendations therein be approved.

Carried.

23/2017 Mrs. Bowslaugh – Mr. Kruck

That Confidential #3 and the recommendations therein be approved.

Carried.

24/2017 Mr. Bartlette – Mr. Sefton

That Confidential #4 and the recommendations therein be approved.

Carried.

2.08 Bylaws

2.09 Giving of Notice

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the February 13, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Gail McDonald, Principal, George Fitton School – Winner, Canada's Outstanding Principals Award 2017
 - Divisional Kindergarten Information Evenings – January 31 and February 1, 2017
- Information Items
 - Manitoba Education and Training Correspondence:
 - Minister Proclamation on Manitoba Inclusive Education Month
 - Minister Proclamation on I Love to Read Month
 - 200th Anniversary of the Signing of the Selkirk Treaty

Dr. Ross – Mr. Murray

That the February 13, 2017 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

3.03 Announcements

- a) Education Committee Meeting – 12:00 p.m., Tuesday, February 14, 2017, Boardroom.
- b) Aboriginal Education Advisory Committee Meeting – 7:00 p.m., Wednesday, February 22, 2017, Boardroom.
- c) Community Drug and Alcohol Education Coalition Meeting – 9:00 a.m., Thursday, February 23, 2017, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 27, 2017, Boardroom.
- e) Upcoming Budget Dates:
 - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 15, 2017, Kirkcaldy Heights School Gymnasium.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 21, 2017, Boardroom.
 - Regular Board Meeting – Public Presentations re: Proposed 2017-2018 Budget – 7:00 p.m., Monday, February 27, 2017, Boardroom.

- Regular Board Meeting – Final Budget Approval – 7:00 p.m., Monday, March 6, 2017, Boardroom.

Trustee Sumner added that the Minister of Education and Training has proclaimed the week of February 12 to 18, 2017 to be Teacher Appreciation Week. On behalf of the Board, Trustee Sumner expressed appreciation for all of the Division teaching staff who do such an excellent job every day.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- a) Dr. Casavant provided information on a Student Matter.
- b) Trustee Sefton provided information and the Board discussed a Student Matter.

- Trustee Inquiries

- a) Trustee Sefton asked questions for clarification on a Student Matter and the Board gave direction on the matter.

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was presented. Ms. Becky Switzer, Director of Human Resources, answered Trustee questions.
- b) Confidential #2 – Personnel Matter was discussed. Trustees asked questions for clarification.
- c) Confidential #3 – Personnel Matter was discussed. Trustees asked questions for clarification.
- d) Confidential #4 – Personnel Matter was discussed. Trustees asked questions for clarification.
- e) Dr. Casavant provided information on a Personnel Matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) Dr. Casavant provided information on a Board Operations Matter.

- Trustee Inquiries

5.00 ADJOURNMENT

Mr. Sefton– Mrs. Bowslaugh
That the Board do now adjourn. (9:06 p.m.)
Carried.