



# 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, OCTOBER 26, 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, 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:**

Mr. J. Murray

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**

The Secretary-Treasurer noted he had one Board Operations Matter for In-Camera.

Trustee Kruck noted he had one item for In-Camera.

Trustee Sefton noted he had five Board Operations Matters for In-Camera.

Trustee Sefton recommended to the Board that the Agenda be adjust slightly to move the Auditor's Report to 2.01 – Presentations for Information. The Board approved of this change.

Mr. Bartlette – 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 October 13, 2015 were circulated.

Mr. Bartlette – Ms. Bambridge

That the Minutes be approved.

Carried

- b) The Minutes of the Board Meeting held October 13, 2015 were circulated.

Mr. Sumner – Mrs. Bowslaugh

That the Minutes be approved.

Carried.

- c) The Minutes of the Special Board Meeting held October 19, 2015 were circulated.

Mr. Bartlette – Mr. Kruck

That the Minutes be approved.

Carried

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

- a) Auditor's Report

Mr. Todd Birkhan, Auditing Partner of BDO Canada LLP, Chartered Accounts, joined the Board at the table and spoke to the 2014-2015 Audited Financial Statements from Communications for action 2.04 b). Mr. Birkhan also attended the Finance Committee Meeting on October 20, 2015, and provided a description of the audit process and the methodology used in the course of their audit and discussed their findings in the audit process. The audit was conducted in accordance with Canadian Generally Accepted Auditing Standards and encompasses testing the balances and disclosures included in the financial statements provided by management. For the year ended June 30, 2015, it is their opinion that the financial statements are presented in accordance with the basis of accounting required by the Manitoba Education for School Divisions which includes the use of the Public Sector Accounting Board (PSAB) reporting requirements. Mr. Birkhan noted that the student enrolment report was also audited together with the financial statements and he was pleased to be able to provide his report to the Board of Trustees.

Mr. Birkhan noted that in the 2014-2015 year, the Division did report an operating deficit of \$768,515 after transfers of \$3.6M to capital and reserves. Secretary-Treasurer, Mr. Denis Labossiere, has in correspondence to the Board, outlined the reasons for the variations of the actual operating results to those originally budgeted. The current year's deficit decreases the accumulated surplus to just over \$3M. Of this amount, just under \$460,000 has been appropriated for very specific future specified purposes. That leaves \$2,979,000 or 3.4% of annual expenditures as unallocated surplus. Allocated surplus comes in around 4% which is in line with Provincial guidelines. In closing, Mr. Birkhan thanked the Board for appointing BDO as auditors of the School Division and also thanked Mr. Labossiere and his team for their cooperation during the course of the audit. Mr. Birkhan assured the Board that their financial affairs are in very strong hands and that the financial information used for decision making throughout the year is accurate and being done with the best information possible.

Trustees asked questions for clarification regarding the audit process and what measure of variance is acceptable in accounting practice.

Trustee Sefton noted he appreciates the work that Mr. Birkhan does and even more so, the Board appreciates and values the confidence that Mr. Birkhan holds for the Division's financial team. Trustee Sefton thanked Mr. Birkhan for attending the meeting.

## **2.02 Reports of Committees**

### **a) Personnel Committee Meeting**

The written report of the Personnel Committee meeting held October 13, 2015 was circulated.

Dr. Ross – Mr. Bartlette

That the Minutes be received and filed.

Carried.

### **b) Joint Meeting with the City of Brandon**

Trustee Sefton provided a verbal report of the meeting held on October 14, 2015. A great discussion was held on a wide range of topics from supplemental tax notices to the path to nowhere on Waverly Drive. Trustee Sefton noted that these meetings are a great opportunity for Trustees and Councillors to sit down and talk about items of mutual interest all geared towards moving our community forward. The next meeting is scheduled for December 9, 2015.

### **c) Policy Review Committee Meeting**

The written report of the Policy Review Committee meeting held October 15, 2015 was circulated.

Trustee Bowslaugh noted that her name is mentioned in error in the Minutes, as she is not on this Committee. The Minutes will be corrected to name Trustee Bartlette.

Mr. Bartlette – Mr. Buri

That the minutes be received and filed as amended.

Carried.

### **d) Facilities and Transportation Committee Meeting**

The written report of the Facilities and Transportation Committee meeting held October 15, 2015 was circulated.

Trustee Bowslaugh requested that when the updated playground schedule is available, it be provided to the Parent Councils and the City Councillors.

Trustee Sumner asked questions for clarification regarding the schools that will be discussed during the catchment area public consultation.

Mr. Buri – Mr. Kruck

That the Minutes be received and filed.

Carried.

e) Finance Committee Meeting

The written report of the Finance Committee meeting held on October 20, 2015 was circulated.

Mr. Sumner – Ms. Bambridge

That the Minutes be received and filed.

Carried.

## **2.03 Delegations and Petitions**

### **2.04 Communications for Action**

- a) Garry A. Andrew, Poppy Committee Chair, The Royal Canadian Legion Brandon Branch No. 3, September 25, 2015, advising that the Royal Canadian Legion Branch #003 will once again be holding a Remembrance Day service on November 11, 2015 at Westman Place, Keystone Centre. They ask that all wreath layers arrive around 10:00 a.m. and make themselves known to a member of the Legion who will usher them to their place. The suggested donation price for laying a wreath remains at \$25.00. A response is requested by November 4, 2015. (Appendix "A")

Refer Business Arising.

- b) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of the Brandon School Division, which comprise the consolidated statement of financial position as at June 30, 2015 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. They believe the audit evidence they obtained is sufficient and appropriate to provide a basis for their unqualified audit opinion. In their opinion these consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards. The financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by them as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole. (Appendix "B").

Refer Motions.

## **2.05 Business Arising**

### **- From Previous Delegation**

### **- From Board Agenda**

- a) Correspondence from Garry W. Andrew, Poppy Committee Chair, The Royal Canadian Legion, Brandon Branch No. 3, from Communications for Action 2.0 4a), noting the Royal Canadian Legion Branch #003 will once again be holding a Remembrance Day Service on November 11, 2015 at Westman Place, Keystone Centre and asking for wreath layers to arrive around 10:00 a.m.

Trustees Bowslaugh and Sumner agreed to attend the Remembrance Day Service on BSD's behalf.

### **- MSBA issues (last meeting of the month)**

- a) Trustee Bowslaugh spoke on a presentation given at the MSBA Regional Meeting on October 26, 2015. She felt it was of significant value and asked if it could be referred to the Policy Review Committee to be sure that information about social media was covered in Policy as it pertains to Trustees.

Trustee Bartlette, Chair of the Policy Review Committee, made note of this request.

**- From Report of Senior Administration**

- a) School Reports:

George Fitton:

Ms. Gail McDonald, Principal of George Fitton School, provided a report to the Board of Trustees regarding Student Achievement.

Highlights of the report included:

- Demographics – there are 470 students (September 30, 2015) at George Fitton School, 32% of the population are learners of First Nations, Metis and Inuit ancestry and 20% English as an Additional Language learners.
- Engagement of Students – Focus on engaging students with the school through programs such as:
  - Walking school bus
  - Breakfast Program – Food for Thought
  - HALEP
  - Genius House
  - Intramural Sports
  - After School Sports
  - Lighthouse Program
  - Finding My Way
  - Project of Heart
- Engagement of Parents – Initiatives based on the work of Dr. D. Pushor
  - Welcome Back BBQ and Open House
  - Walking School Bus
  - BSSAP Position
  - Stay and Play initiative in Kindergarten
  - Kindergarten Field Trip with parents to Brandon City Library
  - Meet the family activities
  - Parent Council
- Engagement of Teachers
  - Professional Learning Communities
  - Support Teachers – Resource, Reading Recovery, Literacy Support, Teacher Librarian, Music, HALEP, Counsellor, Phys. Ed.
  - “Teaching to Diversity- The Three Block Model of Universal Design for Learning” (Dr. Jennifer Katz)
  - Response to Intervention
- Residential School system

Trustee Kruck noted he is very impressed with the creativity and appreciates the community outreach that has been shown by the school. He wanted to commend the school on all they are doing.

Trustee Sefton thanked Ms. McDonald and her staff for attending the meeting.

J. R. Reid

Mr. Shawn Lehman, Principal of J. R. Reid School, provided a report to the Board of Trustees regarding Student Achievement. Mr. Lehman noted that the overall staff goal is to create positive citizens and to do no harm to those children and make them feel loved as they attend J. R. Reid School.

Highlights of the report included:

- Literacy Results
- Numeracy Results
- 2015-2016 Social Emotional Health and Wellbeing Results
- Goals from School Planning
  - Be at 70% in all competencies (sustainability goal)
  - Be above the Division average in all competencies and/or the Canada norm (Social Emotional)
- People – Teachers, Parents, Kids, Community Members – TEAM: Together Everyone Achieves More

Mr. Lehman extended an invitation to the Trustees to visit J. R. Reid School.

Trustee Sumner stated his appreciation to Mr. Lehman for his presentation and his passion for everything going on at the school.

Trustee Sefton thanked Mr. Lehman for attending the meeting.

b) Learning Support Services Presentation:

- NIL

c) Items from Senior Administration Report:

- Auditor's Report and Financial Statements – Refer motions.
- Vincent Massey High School Off-Site Activity Request (Anaheim) — Refer motions.

Mr. Denis Labossiere, Secretary-Treasurer, referred to Appendix A and spoke to the Variance Summary Report and the Accumulated Surplus Analysis presented to the finance Committee on October 20, 2015. Mr. Labossiere noted that the Accumulated Surplus Analysis as of June 30, 2015 shows an undesignated surplus of \$2.2M or 2.49% of the operating budget, this is after the non-vested sick-leave is accounted for. Based on PSFB calculations, the accumulated surplus is 3.97% of the 2014-2015 actual expenditure, and below the 4% cap as per ministerial policy.

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

### **2.07 Motions**

129/2015 Mr. Bartlette – Mr. Sumner

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2015 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and seal of the Division thereto.

Carried.

130/2015 Mrs. Bowslaugh – Mr. Bartlette

That the trip involving twenty (20) male Vincent Massey Hockey Team student members in grades 10, 11 and 12 to make a trip to Anaheim, California, USA from November 24 to

November 29, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Kruck asked Dr. Michaels to explain what skills these students will be learning in this tournament, travelling all this distance.

Dr. Michaels, Superintendent, responded that the skills that the students are learning essentially are those of their own development, where they fit and where they are, in relationship to other people: here, nationally and internationally. They learn critical thinking, teamwork, they gain a wider global perspective in terms of where the community is and she hopes that they are gaining an appreciation of what a great community this is and how safe and secure it is to live here as students. Dr. Michaels also noted that she believes that the students are learning about healthy living and about focusing their time on worthwhile endeavours. Dr. Michaels indicated it helps to develop better citizens locally, within their school, within the province and ultimately as citizens of Canada.

Trustee Kruck asked what happens to the students who cannot afford the \$1,500 cost of the trip.

Mr. Greg Malazdrewicz, Assistant Superintendent, responded that there are supports in the school to subsidize costs for trips that the school communicates to the parents of students in all sports.

Carried.

131/2015 Mr. Sumner – Mr. Bartlette

That a school bus be provided to the Society for Manitobans with Disabilities for their Winter Break Program for the days of December 21, 22, 28, 29 and 30<sup>th</sup>, 2015 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

## **2.08 By-Laws**

Mr. Buri

### **By-Law 9/2015**

Second Reading:

That By-law 9/2015 being a borrowing by-law in the amount of \$1,454,400.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

### **School**

### **Project**

Crocus Plains Regional Secondary	Science Lab Renovation
Betty Gibson School	Grooming Room
Betty Gibson School	One un-linked modular classroom
George Fitton School	K3 Two Classroom Renovation of Existing Gymnasium
George Fitton School	New Gym and Daycare Addition
Harrison School	Roof Replacement of Area A1
Meadows School	Elevator
Meadows School	Three Classroom & Elevator Access Addition

Neelin High School	Roof Replacement of Area G1
Valleyview Centennial School	Heating and Ventilation Systems Replacements
Vincent Massey High School	Roof Replacement Areas D and G
Vincent Massey High School	Renovation of Two Science Classrooms
Waverly Park School	Two Classroom Addition

be now read for the second time, having been first read on October 13, 2015.

Carried.

### 3rd Reading

That the rules be suspended and By-law 9/2015 be now read for a third and final time, and taken as read, finally passed.

Carried.

## **2.09 Giving of Notice**

Dr. Ross

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy 5012 – “Professional Staff Leaves and Absences” and replace same with Policy 5012 – “Professional Staff Leaves and Absences”.

Mr. Kruck

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy 5039 – “Permanent Support Staff Leaves and Absences” and replace same with Policy 5039 – “Permanent Support Staff Leaves and Absences”.

## **2.10 Trustee Inquiries**

## **3.00 ADMINISTRATIVE INFORMATION:**

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

Mr. Gustafson, Assistant Superintendent, provided highlights on the following items from the October 26, 2015 Report of Senior Administration:

- Academic Preparedness – Green Acres School
  - o Personalized Learning Opportunities:
    - Genius Hour
    - School Enrichment Clusters
    - Creation of 21<sup>st</sup> Century Classrooms
  - o Additional initiatives this year include Literacy Blocks in the Early Years, and teacher training in guided math

Dr. Michaels, Superintendent, provided highlights on the following:

- Global Citizenship – École New Era School
  - o École New Era School Goal: by 2017, 80% of students will report having a positive sense of belonging at École New Era School and 80% of grade 7/8 students will report aspirations to complete high school.
    - The École New Era School Student Leadership Team (SLT) aims to increase the sense of belonging at École New Era School by engaging in activities to strengthen school spirit such as assemblies, dances, spirit days and student appreciation days.



- SLT students offer their time during lunch hours, recesses, after school, and in the community to promote cooperation and unity.

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

- Health and Wellbeing – Vincent Massey High School
  - Tell Them From Me Survey
    - Has indicated that the school has students with anxiety
    - Homeroom meetings have been changed to build a sense of community and trust with relationship building activities
    - Teachers are expected to know at least two things about each of the students in their homeroom not specifically related to school
    - Teachers are also to keep a tally of the number of times they may say “hi” or talk to their homeroom students over the next month.
    - Once students feel more comfortable within their homerooms, the more serious discussions will take place about anxiety, stress and depression.
  - Student Achievement
    - June 2015 results from the Provincial assessments show that Vincent Massey continues to be above the provincial average in all of the provincial assessments.
      - Pre-calculus Math is 11.9% above
      - Applied Math is 12.6% above
      - Essentials Math is 11.3% above
      - ELA is 6% above

Dr. Michaels, Superintendent, reviewed the Administrative and Statistical Information - Suspensions.

Mr. Malazdrewicz, Assistant Superintendent, spoke to the September 30, 2015 Enrollment Summary. Mr. Malazdrewicz noted that there are currently 8,547 students, which is an overall growth of 72 students above the target. There were 140 students above last year's enrollment. There is significant growth in Kindergarten to grade 8. Senior years has held its own.

Mr. Malazdrewicz also reviewed the average class size information as of September 30, 2015. The average class size in grades K-3, which includes grades 3/4 multi-age classes, is 20.2 students. Grades 4-6 average class size is 22.3. Grades 7-8 average class size is 22.8.

Mr. Gustafson, Assistant Superintendent, reviewed the English as an Additional Language (EAL) Enrolment Update – September 30, 2015. Currently there are 1,398 EAL students in Brandon School Division. Mr. Gustafson indicated that for the time period of over the summer and the month of September there were 178 new EAL registrations received. The school totals are noted in the report provided in the Report of Senior Administration. Of note there are 50 students who left the Division.

Dr. Michaels reviewed the correspondence received:

- Dr. Fraser Linklater, Vice-President, MBA, Associate Professor and Director of Bands, University of Manitoba, acknowledging the outstanding work that Graydon Cramer has done and continues to do as the Westman Region Representative of the Manitoba Band Association.

Trustee Bambridge asked questions for clarification regarding class size.

Dr. Ross – Ms. Bambridge

That the October 26, 2015 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

### **3.03 Announcements**

- a) Finance Committee Meeting – Stakeholder meeting with Employee Groups, 4:30 p.m., Wednesday, October 28, 2015, Boardroom.
- b) Teacher Liaison Committee Meeting – 5:45 p.m., Wednesday, October 28, 2015, Boardroom.
- c) Brandon Community Drug and Alcohol Coalition Meeting – 9:00 a.m., Thursday, October 29, 2015, Boardroom.
- d) Education Committee Meeting – 11:30 a.m., Thursday, October 29, 2015, Boardroom.
- e) Friends of Education Committee Meeting – 11:30 a.m., Thursday, November 5, 2015, Conference Room.
- f) Policy Review Committee – Meetings with Students re: Scent Consultation - 12:00 p.m., Boardroom:
  - Monday, November 2 – Grade 7 & 8 Students
  - Tuesday, November 3 – High School Students
- g) Divisional Futures Committee Meeting 12:00 p.m., Thursday November 5, 2015, Boardroom.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 9, 2015, Boardroom.

Mr. Buri – Mrs. Bowslaugh

That the Board do now resolve into Committee of the Whole In-Camera. (8:41 p.m.)

Carried.

### **IN COMMITTEE OF THE WHOLE IN CAMERA**

### **4.00 IN CAMERA DISCUSSION:**

#### **4.01 Student Issues**

##### **- Reports**

- a) Trustee Kruck spoke on a student matter.

##### **- Trustee Inquiries**

#### **4.02 Personnel Matters**

##### **- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) Dr. Michaels provided information on a Personnel Matter.

##### **- Trustee Inquiries**

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

##### **- Reports**

##### **- Trustee Inquiries**

#### **4.04 Board Operations**

##### **- Reports**

- a) The Secretary-Treasurer provided information on a Board Operations matter.
- b) Trustee Sefton provided information on five Board Operations Matters.

##### **- Trustee Inquiries**

Mr. Buri - Mr. Sumner

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

Carried.

#### **5.00 ADJOURNMENT**

Ms. Bambridge – Mrs. Bowslaugh

That the meeting does now adjourn (9:32 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer