

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, NOVEMBER 14, 2011.

**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. G. F. Barnes and Recording Secretary, Ms. S. Bailey.

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Associate Superintendent, Mr. K. Zabowski, Assistant Secretary-Treasurer, Mr. Denis Labossiere, Assistant-Secretary-Treasurer.

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance to the meeting. The Chairperson requested a moment of silence in honour of a kindergarten student at Meadows School who had passed away as a result of a motor vehicle mishap near her home.

**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 late motion from the Facilities and Transportation Committee regarding the appointment of MCM Architects Inc. as the architects for the Meadows School Elevator Project.

The Superintendent requested the addition of two In-Camera items; a personnel matter and a student matter.

Trustee Snelling requested the addition of one In-Camera item regarding a student matter.

The Chairperson noted he would be bringing forth one In-Camera item regarding a Board Operations Matter.

Mr. Kruck – Mr. Bartlette

That the agenda be approved as circulated.

Carried.

**1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Regular Board Meeting held October 24, 2011 were circulated.

Mr. Snelling – Mr. Karnes  
That the Minutes be adopted.  
Carried.

**2.00 GOVERNANCE MATTERS:**

Point of Privilege: The Chairperson noted that the Brandon School Division had received recognition from the Safe Communities Brandon and Area. The Division was presented with an “Ambassador for Safety Community Service Partner Award – 2011” recognizing the Division’s decision to transport children via an alternate route during the City’s spring 2011 high water event. Associate Superintendent, Mr. Malazdrewicz noted he would be providing a full report on the event and the award received by the Division.

The Chairperson also noted that the Mayor has initiated contact with the Minister of Education regarding a joint meeting with representatives of the Brandon School Division and the City of Brandon advocating increased provincial funding to meet the needs of the Brandon School Division.

**2.01 Presentations For Information**

Ms. Lili Jardine, Co-ordinator of the Division’s Community Drug and Alcohol Coalition’s Youth Revolution, together with 12 representatives of the Youth Revolution spoke to the Board of Trustees about their program. Ms. Jardine provided a “video of opinions” by students of the Youth Revolution who spoke about how “awesome, great, fantastic and fun” the group was. Following the video, 8 of the student representatives spoke to the Board individually about why they chose to belong to the Youth Revolution. Ms. Jardine concluded her presentation noting the Youth Revolution currently involved 18 schools and over 230 students.

The Chairperson thanked Ms. Jardine and the students for their presentation. Several trustees commended the students for their participation in the organization and poise in presenting their opinions to the Board.

**2.02 Reports of Committees**

- a) Workplace Safety and Health Committee Minutes

The written report of the Workplace Safety and Health Committee meeting held October 19, 2011 was circulated.

It was noted the Minutes referenced concerns expressed by Committee members that they had problems searching policies on the Division website. The Secretary-Treasurer confirmed this matter was currently being addressed. He noted when the Division followed-up on the concern, they did not have the same issues, however, attempts were being made to make the search more user-friendly.

Clarification was requested as to why it would be seen as a conflict for a staff member to be a representative at their school as well as on the WPS&H Committee. Mr. Barnes, Secretary-Treasurer, noted a representative on the Committee represented all elementary schools while a school representative only spoke on behalf of their school. Therefore it was felt it was better if the two were kept separate.

Mr. Snelling – Mr. Kruck  
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 October 19, 2011 was circulated.

Trustee Kruck requested more detail in the future minutes of this Committee. He noted the minutes of October 19, 2011 did not reflect the discussions, questions and decisions made.

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

Carried.

c) Divisional Futures and Community Relations Committee Minutes

The written report of the Divisional Futures and Community Relations Committee meeting held October 27, 2011 was circulated.

Trustee Kruck inquired about whether or not any follow-up action had taken place with respect to concerns raised by students. Mrs. Bowslaugh confirmed matters were referred to school administration for follow-up. Both the principal and vice-principal had been present at various times throughout the meeting to hear the students' concerns.

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

Carried.

The written report of the Divisional Futures and Community Relations Committee meeting held November 1, 2011 was circulated.

Trustee Murray stated he was very impressed with the work of this Committee with respect to the development of the proposed job descriptions and congratulated the members of the Committee for their work and dedication.

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

Carried.

The written report of the Divisional Futures and Community Relations Committee meeting held November 2, 2011 was circulated.

Trustee Snelling encouraged Trustees to visit the new facilities for the Westman Immigration Services. He highlighted the work they are doing with the new immigrant adult population and encouraged the Divisional Futures and Community Relations Committee to pursue a linkage with the Westman Immigration Services.

Discussions were held regarding the budget items coming from this committee and it was confirmed the budget requests would be included in the 2012-2013 budget deliberations.

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

Carried.

d) Policy Review Committee Minutes

The written report of the Policy Review Committee meeting held November 1, 2011 was circulated.

Mr. Sumner – Mr. Kruck  
That the Minutes be received and filed.

Carried.

e) Other

- Trustee Snelling noted he had attended the Brandon Urban Aboriginal Council meeting as the Board's representative on that committee. He confirmed the Committee was still collecting information regarding housing, poverty, health and safety concerns. Trustees noted the value of sharing information with other groups which are meeting on similar issues to which the Division is currently reviewing.

## **2.03 Delegations and Petitions**

NIL

## **2.04 Communications for Action**

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 19, 2011, attaching the 2010 – 2011 Committee Member survey results. They ask that Boards take a few minutes to review the information and advise the MSBA if there are any questions about the report. The MSBA maintains a list of all committees on which trustees currently serve, a brief description of each, and a list of trustees who have volunteered to serve on various committees. Should there be a committee on which a Trustee would like to serve they are asked to contact Barb Unrau, MSBA Executive Assistant.

Referred Business Arising.

- b) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 26, 2011, inviting Boards to nominate an outstanding school-based program for the 2012 Premier Award for School Board Innovation. Complete applications must be received at the Manitoba School Boards Association office by Friday, February 3, 2012.

Referred Education Committee.

- c) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 26, 2011, noting the Manitoba School Boards Association will be sponsoring six student citizenship awards for public school students in Manitoba. School boards are invited to nominate an outstanding student for these awards, in accordance with the outlines attached. The deadline for receipt of these forms at the Manitoba School Boards Association office is Friday, January 27, 2012.

Referred Superintendent's Office.

## **2.05 BUSINESS ARISING**

### **- From Previous Delegations**

### **- From Board Agenda**

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a), attaching the 2010–2011 Committee Member survey results was reviewed and discussed. It was agreed a letter would be sent to the Manitoba School Boards Association inquiring as to why there was no Trustee representation on either the Minister's Advisory Committee on Funding of Schools Program or the Provincial Healthy Child Advisory Committee.

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

### **- From Report of Senior Administration**

- a) School Reports – NIL
- b) Instructional Reports – NIL
- c) Items from Report
- Board Representatives 2011-2012 – Referred motions.
  - The Morris W. Long Masonic Scholarship – Referred motions.
  - Vincent Massey High School Off-Site Activity Request – Referred motions.
  - Request for Additional Administration Time at École New Era School – Referred motions.

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

NIL

**2.07 Motions**

- 162/2011 Mr. Karnes – Mr. Bartlette  
That Trustee Murray be appointed to replace Trustee Kruck on the Joint Task Force Ad-Hoc, Teacher Liaison and School Division/Parent Advisory Sub-Committees of the Board effective November 15, 2011.

Point of Privilege: Trustee Sumner thanked Trustee Kruck for his participation on the various sub-committees of the Divisional Futures and Community Relations Committee and welcomed Trustee Murray as the new Board representative to these Committees.

Carried.

- 163/2011 Mr. Snelling – Mr. Kruck  
That the Morris W. Long Masonic Scholarship Agreement between The Brandon Masonic Lodge No. 19, G.R.M., A.F. & A.M. and the Brandon School Division be amended to reflect the new scholarship amount of \$250.00; and the Secretary-Treasurer and Chairperson are hereby authorized to affix their signatures thereto.

Carried.

- 164/2011 Mr. Karnes – Mr. Bartlette  
That the trip involving 18 high school hockey students from Vincent Massey High School to Huron, South Dakota from November 24, 2011 to November 27, 2011 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustees requested clarification regarding the cost of meals and it was noted some meals were provided by the organizing Committee.

Clarification was requested as to the unique experience that would be gained from attending this event as opposed to an event closer to home. Senior Administration noted Huron, South Dakota had, at one time, been Brandon's sister city; it was an international tournament; the team already competed with several Winnipeg teams; and the tournament provided an opportunity to compete at a different level.

Concern was expressed regarding the fact there did not appear to be a female chaperone accompanying the team. The Associate Superintendent confirmed the school administrator could provide a female chaperone if that was the wish of the Board. The Board of Trustees agreed a female chaperone should accompany the team to Huron, South Dakota.

It was noted the tournament was invitational and the cost, even after fundraising had taken place, was \$265.00 per student. Trustees inquired as to how the availability of funds from the Division for students in financial need was communicated to parents, staff and students. Associate Superintendent, Mr. Malazdrewicz, confirmed the availability of funds was provided through parent meetings when the trip is organized.

It was noted that in the past K-8 students had sent letters to students in Huron, South Dakota as part of an exchange between sister cities. Senior Administration was asked if such an initiative could be pursued again and the hockey team deliver the letters on behalf of the students of the Brandon School Division. Superintendent, Dr. Michaels noted that the matter would be taken under advisement and discussed with school principals at the next K-8 school principals' meeting.

Carried.

165/2011 Mr. Snelling – Mr. Kruck

That the Board approve an over-expenditure of the instructional administration salaries budget, in the amount of \$31,800.00, to provide an additional .5 FTE for the Vice-Principal position at École New Era School for the term November 15, 2011 to June 30, 2012.

Trustees requested clarification regarding the amount requested and inquired about funds needed to cover additional positions. Senior Administration noted the Vice-Principal position at École New Era School was currently a half-time teaching position and half-time vice-principal position. Therefore the only funds required was the amount noted in the motion to cover the additional .5FTE Vice-Principal position as the balance of the position would be back-filled and the costs already covered. Senior Administration also noted the reason for the request was due to increased enrollment and the complexity of the school. It was confirmed this request had inadvertently been left out from the previous request for additional staffing at New Era.

Carried.

166/2011 Mr. Karnes – Mr. Snelling

That MCM Architects Inc. be appointed architects for the Meadows School Elevator Project as approved by the Public Schools Finance Board.

Secretary-Treasurer, Mr. Barnes, provided information regarding the PSFB's new selection process with respect to the appointment of architect firms.

Carried.

## **2.08 Bylaws**

NIL

## **2.09 Giving of Notice**

NIL

## **2.10 Inquiries**

### **- Trustee Inquiries**

- a) Trustee Murray requested current information on teacher/student ratio in Grades 4 to 8, including the number of classrooms and the configuration. He noted that he hoped the Board would set the current information as a benchmark for the future when the K-3 cap size came into effect as he did not want to see the older grades suffer as a result of the impact of the class size cap for the younger grades.
- b) Trustee Kruck inquired as to how much financial support the students participating in the F1 Competition received from the Federal Government to date. Mr. Barnes, Secretary-Treasurer, noted they had not received any money this year and referenced the letter the Board received from the Honourable Gary Goodyear, Minister of State recommending applying to the PromoScience program in the future.
- c) Trustee Kruck noted the \$10,000 that the Board had approved on an annual basis to help students with limited financial means and asked how this fund was publicized to staff, students and parents. He noted he had reviewed the Schools Handbook and did not find any reference to the funds available. Superintendent, Dr. Michaels agreed that the Division had not done a good job of explaining the funds to school administrators and that had resulted in confusion as to how school administrators were allocating the funds. She noted there appeared to be a mixture of practices and a protocol needed to be established regarding the communication of the availability of the funds. Trustee Kruck requested a timeline for when the Board would receive a copy of the protocol. It was confirmed a proposed protocol would be provided to the Board of Trustees by December 12, 2011.
- d) Trustee Sumner noted the Division was temporarily without an EAL Student Support Specialist and asked what was being done to compensate for the absence of this key staff position, given the increased EAL enrollment. Senior Administration confirmed the position was unfilled and they were currently in the process of seconding personnel to fill the position. However, before completing the secondment a number of positions needed to be backfilled. Trustee Sumner requested the Board be provided with updates on the situation in future Senior Administration reports.

## **3.00 ADMINISTRATIVE INFORMATION:**

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

Superintendent, Dr. Michaels, noted the report prepared in response to the Trustee Inquiry regarding the mandate on K-3 class sizes. She confirmed to date the Division has received no further information from the Government other than the media release. Trustees noted a Steering Committee was to be established and requested a letter be sent to the Minister asking that the Brandon School Division be a part of the Steering



Committee. It was also agreed the letter would highlight the Division's concern about the amount of funds the Division can expect versus the cost of implementing this mandate.

Superintendent, Dr. Michaels, highlighted the following items from the Report of Senior Administration:

- Student Opportunities with Staff initiative at Waverly Park School;
- Canadian Student Leadership Conference in St. John's, Newfoundland;
- Manitoba Student Leadership Conference at the International Peace Gardens;
- Suzuki Virtual Classroom participation by Neelin High School students;
- School development work at École Harrison;
- The 2011 Geographic Literacy Award won by Al Friesen, a retired teacher from the Division;
- School based EAL project at École New Era School;
- The Suspension Report;
- EAL Update;
- IT Update.

Trustee Murray requested further information regarding the suspension report. The Superintendents responded to the inquiry.

Trustee Sumner asked about the time line regarding the Proposed Student Learning and Assessment Centre. The Superintendent noted a report would be provided to the Board of Trustees by the end of May, 2012, however, any recommendations would not be brought forth until the 2013-2014 budget discussions.

Trustee Bowslaugh requested a letter be sent to Mr. Friesen congratulating him on his recent award which was agreed to by the Board. She also noted she appreciated the reports provided on the two student leadership conferences as well as the computer update at George Fitton School.

Dr. Michaels confirmed the All-Day Every-Day Kindergarten Report would be provided to the Board at their Regular meeting to be held December 12, 2011.

Mr. Murray – Mr. Snelling

That the report be received and filed.

Carried.

### **3.02 Communications for Information**

- a) Student Council Members of Neelin High School, undated; thanking the Board of Trustees for the support and funding provided to them to attend Manitoba Student Leadership Conference. The conference was very inspiring and allowed students to meet other student leaders from across the Province.

Ordered Filed.

- b) Student Council Members of Neelin High School, undated thanking the Board of Trustees for allowing them the opportunity to attend the Canadian Student Leadership Conference 2011 in Corner Brook, Newfoundland. They had an amazing time and are very excited to share the knowledge they gained with their

fellow students at Neelin. Without the Board's generous donation they would not have been able to partake in this amazing experience.

Ordered Filed.

- c) The Honourable Gary Goodyear, P.C., M.P., Minister of State (Science and Technology) October 20, 2011, thanking the Board for informing him of the success of the Golden Geckos team from Crocus Plains Regional Secondary School in the regional and national F1 in Schools competitions and requesting financial support for the team's participation in the World F1 Competition Championship. The federal government supports such youth participation across Canada through the Natural Sciences and Engineering Research Council of Canada's PromoScience program which offers financial support for organizations working with young Canadians to promote an understanding of science and engineering. T.E.A.M. WORK Canada, the not-for-profit organization supporting the F1 initiative in Canadian schools, may be eligible to apply for funding under the PromoScience program, including support for travel and subsistence costs for participants. Also, regional development agencies, such as Western Economic Diversification Canada (WD), may be able to offer support for this type of activity. He encourages the Division to contact officials at WD to determine if events of this nature are eligible for support under the Western Diversification Program.

Referred Secretary-Treasurer's Department.

- d) Carol Bellringer, Auditor General, Manitoba, October 27, 2011, addressed to Dr. Michaels, Superintendent, noting they have scheduled a value-for-money audit of senior management expenses across government entities. The value-for-money audits are selected based on considerations of risks, significance, and public and legislative interest. They would like to receive a copy of the Brandon School Division's policies relating to dollar limits and approval requirements specifically for credit card purchases and travel expenses by senior management. In the absence of formal policies they request a brief explanation of the practices in place. This information is to be provided directly to Mr. Dallas Muir by November 21, 2011.

Trustee Murray asked if the information had been provided to Mr. Muir. The Chairperson confirmed it had.

Ordered Filed.

- e) Hedy Friesen, Administrative Assistant, City Clerk's Office, November 2, 2011, advising that Councillors Blight, Chaboyer and Montague had been appointed to the Joint Task Force Committee effective October 31, 2011.

Ordered Filed.

### **3.03 Announcements**

- a) Meeting with Brandon City Council Members – 6:00 p.m., Tuesday, November 15, 2011, McLaren Room.
- b) School Division/Parent/Guardian Liaison Committee – 7:00 p.m., Wednesday, November 16, 2011, Board Room.

- c) Education Committee Meeting – 11:30 a.m., Thursday, November 17, 2011, Board Room.
- d) Joint Job Evaluation Review Committee – 1:00 p.m. Friday, November 18, 2011, McLaren Room.
- e) Finance Committee Meeting – 1:30 p.m., Monday, November 21, 2011, Board Room.
- f) MSBA Resolution Committee Meeting – 3:30 p.m., Monday, November 21, 2011, Conference Room.
- g) Policy Review Committee Meeting – 7:00 p.m., Monday, November 21, 2011, Board Room.
- h) Divisional Futures and Community Relations Committee Meeting – 12:30 p.m., Thursday, November 24, 2011, Alexander School.
- i) Personnel Committee Meeting - 12:00 p.m., Monday, November 28, 2011, Board Room.
- j) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 28, 2011, Board Room.

Dr. Ross – Mr. Murray

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) Confidential #2 – a parent concern regarding a student matter was reported on by Dr. Michaels and discussed by the Board.
- b) Trustee Snelling spoke to a student suspension matter which was discussed and referred to the Superintendent for follow-up.
- c) Dr. Michaels updated the Board on a student expulsion matter.

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

**4.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) Dr. Michaels, Superintendent/CEO, informed the Board of a teacher personnel matter.

**- Trustee Inquiries****4.03 Property Matters/Tenders****- Reports****- Trustee Inquiries****4.04 Board Operations****- Reports**

- a) Trustee Sefton reported on a Board operations matter.

**- Trustee Inquiries**

Mr. Bartlette – Mr. Sumner

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

Carried.

IN BOARD

**5.00 ADJOURNMENT**

Mr. Snelling – Mr. Kruck

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

Carried.

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Chairperson

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Secretary-Treasurer