



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, JANUARY 13, 2014.

PRESENT:

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

Secretary-Treasurer, Mr. D. Labossiere, Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk.

Senior Administration: Mr. G. Malazdrewicz, Associate Superintendent, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. D. Karnes, Dr. D. M. Michaels, Superintendent/CEO

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance. The Chairperson noted Superintendent, Dr. Michaels, sent her regrets as she was ill. He also noted Trustee Karnes sent his regrets as he was out of the country.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer confirmed he had one item to bring forward under MSBA Issues and another item to bring forward under Communications for Information.

Mr. Malazdrewicz, Associate Superintendent, confirmed he had one In-Camera item regarding a personnel matter.

Trustee Sefton also confirmed he had an item for In-Camera discussions.

Mr. Bartlette – Mr. Sumner

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held December 9, 2013 were circulated.

Mr. Snelling – Mr. Kruck

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Special Board Meeting held December 18, 2013 were circulated.

Mrs. Bowslaugh – Mr. Bartlette

That the Minutes be approved as circulated.

Carried.

POINT OF PRIVILEGE:

Trustee Bartlette, following motions to approve the Minutes, requested the following addition to the December 9, 2013 Minutes with respect to the presentation made by Ms. Wilson, Research and Evaluation Services Specialist regarding “EDI Results and Kindergarten Entry Profile Summary – Fall 2013”:

“When asked, Ms. Wilson advised that the provincial results were produced in 2006 and she was very concerned about the time differential in comparing results. Trustees were told that the 2013 provincial results would arrive in January 2014 and Ms. Wilson was most willing to provide the board with an update showing the provincial results for 2006 and 2013 and the Brandon Kindergarten results for 2013.”

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information****2.02 Reports of Committees**

- a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on December 9, 2013 was circulated.

Dr. Ross – Mr. Kruck

That the Minutes be received and filed.

Carried.

- b) Finance Committee Meeting

The written report of the Finance Committee meeting held on December 9, 2013 was circulated.

Trustee Snelling inquired as to whether or not Maple Leaf had been contacted regarding an update on their hiring statistics. He also suggested that the City of Brandon Economic Development Officer be contacted.

Trustee Kruck requested clarification regarding how the Division came to be overstaffed. It was noted the student enrollment had not met the projected enrollment numbers. Trustee Kruck then inquired as to what action would take place to correct this. It was confirmed the enrollment staffing is distributed across the Division and to remove that staffing would require reconfiguration of school instructional plans across the Division.

Mr. Sumner – Mr. Bartlette

That the Minutes be received and filed.

Carried.

c) Other

NIL

2.03 Delegations and Petitions

- a) Mr. Dave Poulson and Mr. Jerry Stewart, Vice-President, United Commercial Travelers (UCT), James B Chrisp Council #448, spoke to the Board regarding helping to fund the new Football Field Canteen/Press Box at Neelin. They noted they had received the sum of \$2,000 from a deceased member through his Estate. The UCT would like to add to that sum and contribute funding to the Neelin Football Canteen in exchange for signage. Trustees asked questions for clarification regarding the total cost of the building, the amount the UCT would be willing to donate, any informal discussions held with the school or parent group, and if they were looking for signage similar to the Rotary Score Boards which cost that club \$15,000.

The Chairperson thanked the gentlemen for their presentation noting the Board would take their offer into consideration following further discussions.

2.04 Communications for Action

- a) Kena Olson, Event Coordinator, 29th Annual Brandon Career Symposium, November 22, 2013, extending an invitation to the Brandon School Division to participate in the 29th Annual Brandon Career Symposium held March 3-5, 2014, at Brandon's Keystone Centre. As in the past, the Career Symposium is requesting funds to offset the costs of the large number of students who attend from Vincent Massey, Crocus Plains and Neelin high schools in the amount of \$2,000.

Referred Motions.

- b) Honourable James Allum, Minister of Education and Advanced Learning, December 10, 2013, noting the Province is now in the second year of the five-year implementation schedule for the Kindergarten to Grade 3 Smaller Classes Initiative. He notes that some divisions have initiated a process for assessing surplus space on a division-wide scale in order to maximize the use of available space prior to requesting new capital funding. He requests all school divisions undertake a review and assessment of available space and explore all options prior to requesting new construction. This review should consider circumstances that must be addressed now because no alternative space is available and other circumstances where alternative space is available but use of this space necessitates community consultation prior to decisions being finalized. He also notes that it will be important for school divisions to consider school enrolment capacity in early years classes as they may be impacted by the

admission of students under schools of choice. Schools of choice remains an option, but the short and long term implications of admitting non-catchment area students will need to be considered. The expectation is that schools of choice applications will be monitored and managed in order to ensure that the class size goals are achieved. He confirms that Departmental staff will be following up with Division officials regarding these matters.

Referred Business Arising.

- c) Mr. Peter Kotyk, Chair, River East Transcona School Division, December 4, 2013, forwarding a discussion paper to all Manitoba school boards relating to the existing leadership structure of the Manitoba School Boards Association. He asks Boards to review the paper and provide feedback.

Referred MSBA Issues.

- d) David Yeo, Director of Education Administration Services, Manitoba Education, December 19, 2013 regarding the 2014-2015 School Bus Purchase and providing information regarding the Central Tender Process arranged by the Department for those Divisions who wish to register. The deadline for participation in the Central Tender Process is February 7, 2014.

Referred Business Arising.

- e) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, January 8, 2014, noting in the fall of 2013, the MSBA Provincial Executive discussed ways to strengthen and to enhance the Association's advocacy work on behalf of its member school boards. An accompanying memo contains two draft policy statements to be presented for Trustee consideration at upcoming regional meetings. If there is membership support for this direction these two draft policy statements and additional ones to be considered by the Executive at its February meeting will be brought forward to MSBA's 2014 annual general meeting for ratification by delegates in attendance at the AGM.

Referred MSBA Issues.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) The correspondence from the Honourable James Allum, Minister of Education and Advanced Learning, from Communications for Action 2.04a), regarding the Kindergarten to Grade 3 Smaller Classes Initiative and asking Divisions to undertake a review and assessment of available space and explore all options prior to requesting new construction was discussed. Trustee Bartlette asked if Senior Administration had looked into reallocation of space. Associate Superintendent, Mr. Malazdrewicz, noted a full report had been tabled with the Board of Trustees several years ago. He confirmed that report had prompted representatives from the Public Schools Finance Board to attend on the Division to review the numbers. He also confirmed that, as directed by the Board of Trustees, a letter had been forwarded to the Public Schools Finance Board regarding a proposal to use ACC in order to reclaim space in the Division Schools. As a result of this letter, a representative from the Public Schools Finance Board would be attending on the Division in the near future to review the proposal.

- b) The correspondence from David Yeo, Director of Education Administration Services, Manitoba Education, from Communications for Action 2.04d) regarding the 2014-2015 School Bus Purchase and providing information regarding the Central Tender Process arranged by the Department for those Divisions who wish to register was discussed. The Chairperson referenced a Motion passed in March 1998 that the Division participate in the central purchase of school buses and asked the Board if they wished to continue to do so for the 2014-2015 budget year. The Board agreed to participate in the central tender purchase for the 2014-2015 school bus purchase.

- MSBA issues (last meeting of the month)

- a) The correspondence from Mr. Peter Kotyk, Chair, River East Transcona School Division, from Communications for Action 2.04c), forwarding a discussion paper to all Manitoba school boards relating to the existing leadership structure of the Manitoba School Boards Association was discussed. Trustees provided feedback to the proposals suggested in the discussion paper. Trustee Murray provided historical background information as to why the current structure was in place with respect to the number of Trustees are on the Executive Board of MSBA and why they had switched to weighted ballots. He felt that although individual trustees could have opinions and speak to their opinions, he recommended that as a Board the Trustees meet and provide a Board opinion.
- b) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04e), with accompanying memos were brought in as a late item and referenced by the Assistant-Secretary for Trustees. He noted the policy statements would be presented for Trustee consideration at the upcoming regional meetings.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report - NIL

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 01/2014 Mr. Bartlette – Dr. Ross
That the request of the Brandon Career Symposium 2014 for financial support be approved in the amount of \$2,000.

Trustees inquired as to what other Divisions pay for this event. The Associate-Superintendent confirmed that other Divisions pay by the student, while the Brandon School Division pays one lump sum for all the students in high school to attend.

Carried.

2.08 Bylaws

NIL

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 5024 and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils”.

2.10 Trustee Inquiries

- a) Trustee Kruck requested further clarification regarding the staffing overage noted in the Finance Committee minutes. The Associate Superintendent provided further details.

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

- a) Trustee Bartlette requested clarification regarding “DORA” noted in the Report of Senior Administration. The Associate Superintendent noted DORA was a Diagnostic Online Reading Assessment tool used to assess the reading abilities of English as an Additional Language students.

Dr. Ross – Mr. Bartlette

That the January 13, 2014 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Linda Grossart, BSIMA President, November 28, 2013, putting forth a formal request for funding for the upcoming Budget process to replace the BSIMA registration fees for band students for the 2014-2015 school year. They are requesting \$38,550.00 for the 2014-2015 school year to replace band registration fees.

Referred to the Office of the Secretary-Treasurer.

- b) Linda Grossart, BSIMA President, November 28, 2013, putting forth a formal request for the annual funding allotment for instrument purchases for the Division's Instrumental Music (Band) programs for the upcoming budget process. They are requesting \$23,900 for their annual funding allotment toward instrument purchases for the 2014-2015 Budget. They note this request amount reflects no change from the approved budgeted amount for the 2013-2014 allotment.

Referred to the Office of the Secretary-Treasurer.

Trustee Kruck requested clarification between the two financial requests of the Brandon Schools Instrumental Music Association. It was noted that one was a fixed request and the other was based on student enrollment numbers in the program.

- c) Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch, Manitoba Education and Advanced Learning, December 2013, noting the release of the 2014 Music Month Project. The proclamation, poster and application has been distributed to Divisions, but can also be found on the Manitoba Education and Advanced Learning website at www.edu.gov.mb.ca/k12/cur/arts/music/music_month.html
Ordered Filed.
- d) Barb Gribben, Recording Secretary, CUPE Local 737, December 13, 2013, noting CUPE Local 737 held their elections at their December 11, 2013 meeting. She has listed the members of the Executive for 2014 for the Board's information.
Ordered Filed.
- e) Crocus Plains Vector One, undated, thanking everyone who gave them the opportunity to take part in the 2013 F1 in Schools World Championship last month. The lessons learned, the moments shared, and the confidence gained are truly gifts that they will never forget as they move forward and begin to form their paths in life.
Ordered Filed.
- f) Floyd Martens, President, Manitoba School Boards Association, December 18, 2013, addressed to the Honourable Bernard Valcourt, Minister of Aboriginal Affairs and Northern Development Canada, Education Branch, noting the MSBA has followed the federal initiatives and developments concerning education for First Nation students and schools on reserves. Most recently they have been examining the federal government's October 2013 proposal for a Bill on First Nation Education. As a member organization of the Canadian School Boards Association, the MSBA shares the concern which that organization has communicated to the Government over the past year about the apparent deficiencies in the federal government's consultation processes with First Nations in developing the proposed legislation.
Ordered Filed.
- g) Floyd Martens, President, Manitoba School Boards Association, December 18, 2013, addressed to the Honourable James Allum, Manitoba Minister of Education and Advanced Learning, forwarding a copy of the letter sent by MSBA to the federal government regarding the proposed federal bill on First Nation education. They ask that provincial and territorial Ministers of Education, in their dialogues with each other and with the federal government representatives to recognize First Nations as full and equal partners in decisions that will impact their schools and their young people for generations to come. They ask the Minister to continue to advocate for federal funding to First Nations schools on a level at least equivalent to that of their provincial school system counterparts.
Ordered Filed.
- h) Joanne Muller, Board of Reference, Manitoba Education and Advanced Learning, December 23, 2013, attaching a Notice of Hearing for the Board of Reference to hear the request of Darcy and Sherri Bell to transfer property from The Southwest Horizon School Division to The Brandon School Division. The hearing will be held at 10:00 a.m. on February 6, 2014 in the Boardroom of The Southwest Horizon School Division in Souris, Manitoba.

Trustee Murray asked if this Board of Reference letter would be forwarded to the Facilities and Transportation Committee meeting. It was noted the next Facilities and Transportation Committee meeting would take place a week after the hearing date. The Secretary-Treasurer confirmed he would be attending the hearing. Trustee Murray asked the Secretary-Treasurer to contact the Facilities and Transportation Chairperson upon his return to see whether or not he would like to hold a meeting prior to February 6, 2014.

Referred to Secretary-Treasurer's Office.

- i) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, January 6, 2014, noting the MSBA will be honouring long service trustees at its March Convention. Member boards are asked to submit the names and addresses of current trustees who have served a minimum of 12, 16, or 20 years as of December 31, 2013. The years of service need not have been continuous, as long as the periods of service total the requisite number of years, and the years of service may have been accumulated with more than one school board.

Referred to Secretary-Treasurer's Office.

- j) Ms. Amy Buehler, Teacher, École New Era School, at all the students who have written and illustrated books in The Book Project, undated, thanking the Board of Trustees for nominating The Book Project for the Premier's Award for School Board Innovation. She notes the news brought excitement and delight to those involved in the project. The Board of Trustees and Senior Administration have supported this project from its inception. The many students who have been involved in writing and illustrating the books as well as those who have read and enjoyed the books appreciate the commitment to innovation and student learning that has been provided.

Ordered Filed.

3.03 Announcements

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, January 15, 2014, Conference Room.
- b) Policy Review Committee Meeting – 11:00 a.m., Monday, January 20, 2014, Board Room.
- c) Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Monday, January 20, 2014, Board Room.
- d) MSBA Regional Meeting – All Day, Monday, January 27, 2014, Victoria Inn, Brandon, Manitoba.
- e) Finance Committee Meeting – 2:00 p.m., Monday, January 27, 2014, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 27, 2014, Board Room.
- g) Upcoming Budget Dates:
- Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 12, 2014 – École Harrison.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 18, 2014, Board Room.
 - Special Board Meeting – Public Presentations re: Proposed 2014-2015 Budget – 7:00 p.m., Monday, March 3, 2014.

Mr. Murray – Mrs. Bowslaugh

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
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was noted.
 - b) The information in Confidential #2 was discussed and a motion was referred to Open Board.
 - c) Trustees received Confidential #3 with respect to an exception to policy. The matter was discussed in detail and Trustees agreed not to allow the exception. The Board provided Senior Administration with direction regarding this matter.
 - d) The Associate Superintendent and Director of Human Resources brought forth a personnel matter.
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries
 - a) Trustee Sefton referenced an email he had received regarding a possible change in Board Operations. The Board discussed the matter and agreed to leave the matter as it currently stands.

The Secretary-Treasurer exited the In-Camera portion of the meeting at 9:00 p.m.

Mr. Snelling – Mr. Murray

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

Carried.

2/2014 Dr. Ross – Mr. Bartlette

That the recommendations in Confidential #2 be approved.

Carried.

5.00 ADJOURNMENT

Mr. Kruck – Mrs. Bowslaugh
That the meeting does now adjourn (9:11 p.m.)
Carried.

Chairperson

Secretary-Treasurer