

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, APRIL 26, 2010 .

**PRESENT:**

Mr. G. Buri, Chairperson, Mr. P. Bartlette, Ms. R. Coey, Mrs. B. Jolly, Mr. B. Mayes (entered at 7:40 p.m.), Mr. M. Snelling, Dr. L. Ross (entered at 7:40 p.m.).

Secretary-Treasurer, Mr. G. F. Barnes and Recording Secretary, Ms. S. Bailey.

Senior Administration: Superintendent, Dr. D. M. Michaels and Associate Superintendent, Mr. G. Malazdrewicz.

**REGRETS:**

Mr. D. Karnes, Vice-Chairperson; Mr. J. Murray;  
Assistant Secretary-Treasurer, Mr. K. Zabowski

The Chairperson, Mr. Buri welcomed all visitors to the meeting. He confirmed he was unable to start the meeting until he had a quorum present which he hoped to have shortly. He thanked Waverly Park School for providing the artwork for the Board Room walls. He noted Trustees Karnes and Murray sent their regrets as they were unable to attend the meeting.

The Chairperson called the meeting to order at 7:08 p.m. with a quorum of five Trustees.

**AGENDA**

**1.00 AGENDA/MINUTES:**

**1.01 Reference to Statement of Board Operations**

**1.02 Approval of Agenda**

- a) Secretary-Treasurer, Mr. Barnes, requested the following amendments to the agenda:
  - Trustee Mayes requested his report regarding his visit to Minnetanka School, Minneapolis be postponed until the June 14, 2010 Regular Board Meeting;
  - As two of the Trustees who attended the NSBA Conference were absent this evening, Trustee Snelling requested the report regarding this conference be postponed until the May 10, 2010 Regular Board Meeting;
  - A request to amend the Minutes of April 12, 2010 was presented.
- b) Trustee Buri noted Trustee Ross had requested the addition of two In-Camera items;
- c) Superintendent, Dr. Michaels noted she had one personnel matter for In-Camera discussions;

- d) Trustee Bartlette requested the addition of one item for In-Camera discussions;
- e) Trustee Jolly noted she had a question regarding an item in the Senior Administration Report.

Ms. Coey – Mr. Bartlette

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 April 12, 2010 were circulated.

Secretary-Treasurer, Mr. Barnes requested the addition of a sentence on page 11 of the Minutes at the end of presentation no. 12 to read as follows: "Consideration of having band, physical education, lunch and then Shop/Home Economics at Earl Oxford on the same day was suggested."

He noted this suggestion is mentioned in the following paragraph of those minutes and was discussed in the Report of the Senior Administration and therefore was being included to provide continuity.

Mr. Bartlette – Mr. Snelling

That the Minutes be received and filed as amended.

Carried.

- b) The Minutes of the Special Board Meeting held April 20, 2010 were circulated.

Trustee Coey requested an additional bullet be added on page 2 of the Minutes under items that were discussed as follows:

"- the viability of streamlining Earl Oxford classes for Green Acres students".

Mr. Snelling – Mr. Bartlette

That the Minutes be received and filed as amended.

Carried.

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

### **2.02 Reports of Committees**

- a) Facilities and Transportation Committee Meeting

The April 8, 2010, written report of the Facilities and Transportation Committee meeting was reviewed as circulated.

Mr. Bartlette – Ms. Coey

That the Minutes be received and filed.

Carried.

b) Education Committee Meeting

The April 14, 2010, written report of the Education Committee meeting was reviewed as circulated.

Ms. Coey – Mr. Snelling

That the Minutes be received and filed.

Carried.

c) Finance Committee Meeting

The April 19, 2010 written report of the Finance Committee meeting was reviewed as circulated.

Mr. Buri – Ms. Coey

That the Minutes be received and filed.

Carried.

d) Other:

- 2010 NSBA Convention, Chicago – M. Snelling – Deferred to May 10, 2010;
- Visit to Minnetanka School, Minneapolis – B. Mayes – Deferred to June 14, 2010;
- MSBA Regional Collective Bargaining Workshop – L. Ross – discussed upon Dr. Ross' arrival at the meeting.

Dr. Ross noted that she, Trustee Jolly and the Secretary-Treasurer attended an MSBA Regional Collective Bargaining Workshop held on April 20, 2010. The purpose of the workshop was to provide Divisions with an update on issues that are or may be appearing in the next round of negotiations across the Province. She inquired as to whether there was any interest in attending regularly scheduled sessions regarding updates sponsored by the MSBA. Secretary-Treasurer, Mr. Barnes, noted the first meeting would be held on June 1, 2010 and the Personnel Committee Chairperson, Board Chairperson, Superintendent and Secretary-Treasurer are invited. The Board agreed they would like to participate in these workshops on a regular basis.

- Trustee Jolly apologized for arriving late to the Board meeting as she had been attending the St. John Ambulance Annual Awards Banquet where Brandon School Division staff member Lana Krieser was being honoured for saving the life of a George Fitton student.

## **2.03 Delegations and Petitions**

- a) Fiona Jeffries from the Safe Communities Brandon and Area Committee spoke to the Board about the organization as well as "Active and Safe Routes to School". She noted the purpose of the organization was to provide leadership through a broad-based, sustainable safety coalition that promotes a culture of safety, making Brandon and Area a Safe Community in which to live, learn, work and play. She provided a brief history of the organization and the challenges they

face. She reviewed a list of the five priorities of the organization and their impact on the community. She noted the organization has a gap at the leadership table regarding the School Division and students. She stated the organization felt participation by the School Division would be a welcome voice to the leadership table and extended an invitation to the Division to speak about issues that are Division wide in nature. She noted in the past the Director of Facilities and Transportation had participated as a member of the Playground Safety Committee and the Divisional Work Education Coordinator was very involved in the Work Safety Committee for younger workers. Ms. Jeffries concluded her presentation by addressing the Active and Safe Routes to School Manitoba initiative as well as the Share the Road initiative.

Trustee Snelling requested clarification regarding who currently belongs to the Safe Communities Brandon and Area Committee and whether the organization was looking for Trustee participation or Division Administrator participation.

Ms. Jeffries noted the Committee consisted of such partners as the City of Brandon, the City Police, Manitoba Hydro, Brandon Friendship Centre, City Fire Department, Brandon Regional Health Authority, Maple Leaf and some of the neighbouring rural municipalities. She noted these organizations are all represented by staff who work at an operational level rather than at a governance level.

The Board directed Senior Administration to consider this matter, noting that it was possibly something the new Workplace Safety and Health Officer would participate in.

#### **2.04 Communications for Action**

a) Mr. Bob Lee, Principal, Waverly Park School and Organizing Member of the Division Wide Middle Years Oratorical Event, April 12, 2010, requesting the Board to consider their continuing support of the Division Wide Middle Year's Oratorical Event. He notes their costs to host this event include the following:

University fees	\$211.00
Awards	\$175.00
Honorariums	<u>\$ 75.00</u>
Total:	<u>\$461.00</u>

He notes in the past approximately 40 students have represented the Division in this event.

#### **Referred Motions**

#### **2.05 BUSINESS ARISING**

- From Previous Delegation
- From Board Agenda
- MSBA issues (last meeting of the month)

**- From Report of Senior Administration**

## a) School Reports - Waverly Park School

Waverly Park School

Mr. Bob Lee, Principal, Waverly Park School, spoke to his school report for the Board of Trustees. Mr. Lee noted he had provided the schools formative assessment results and asked the Board if they had any questions on the results presented. Trustee Bartlette inquired as to whether or not the assessment would be repeated in the spring. Mr. Lee noted the assessment was only done in the fall. A discussion was held regarding the Board's goal with respect to Grade 3 Literacy. Superintendent, Dr. Michaels, noted the Steering Committee is currently in the process of developing a template to collect data in this area and will be bringing more information to the Board at a later date.

Mr. Lee also provided the board with reports which have been shared with the school's parent council throughout the year. Discussions were held regarding the information shared and the feedback the school received on various issues. Trustees asked for clarification regarding the school's discussions with parents regarding full day versus half day kindergarten classes. Mr. Lee noted this matter is discussed on a yearly basis with the parent council and in the past has resulted in a 50/50 split. However, next year the school will be offering full day kindergarten classes to address the increasing issues related to child care in the Waverly Park community. He confirmed there are approximately 40 students registered for Kindergarten beginning in the fall of 2010. Discussions were held regarding the advantages and disadvantages of all day kindergarten and its impact on student learning.

Trustees also discussed the alternative fundraising suggestions contemplated by the school and congratulated Mr. Lee for looking for alternatives to the sale of chocolate bars.

Mr. Lee concluded his presentation by acknowledging his staff's support and dedication to the students of Waverly Park. He also thanked the Board for their support regarding EAL students in the school. He was pleased to note that the music, band and gym programs at Waverly Park provided a high level of student engagement. He spoke about the professional development held on January 29, 2010 at the school and confirmed the school would be holding a "Lifestyles Fair" on June 4, 2010. He further noted that the focus for next year will be on developing student independence.

Further discussions were held regarding school playgrounds and the possibility of financial support for developing one playground per year by the Board; and the catchment area which resulted in students crossing the train tracks. Trustee Snelling suggested the school look at applying to Manitoba Community Places for possible playground funding. Trustee Coey noted she would raise the school's concerns about the walking path to the train tracks at the next Joint Division/City Ad-Hoc Committee meeting.

The Chairperson thanked Mr. Lee for his report.

## b) Learning Support Services Presentation – NIL

c) Items from Senior Administration Report:

- Secondment of President of Brandon Teachers' Association for 2010/2011 School Year – Referred Motions.
- Vincent Massey High School Off-Site Activity Request – Referred Motions.
- Recognition of Trade Experience – Mandziuk – Referred Motions.
- Recognition of Trade Experience – Komamicki – Referred Motions.

**2.06 Motions**

51/2010 Ms. Coey – Mr. Bartlette  
That support for the Division Wide Oratorical Event for Grades 5-8 in the amount of \$250.00 be approved.

Carried.

52/2010 Mr. Bartlette – Mr. Snelling  
That the request of the Brandon Teachers' Association, that the President of the Association for the 2010/2011 school year, Mr. Darren Hardy, be seconded from the Division on a half-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment; to the details of the release time being agreed upon between the Associate Superintendent, the affected school principal, and Mr. Hardy; and that upon the return of the teacher to the Division, the teacher shall be reinstated in the same or comparable position.

Carried.

53/2010 Ms. Coey – Mr. Bartlette  
That the trip involving 6-8 male and 7-8 female Advanced Placement students from Vincent Massey High School to Chicago, Illinois from May 20, 2010 to May 27, 2010 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustees expressed concern regarding the lack of a female chaperone. Senior Administration confirmed that a female chaperone will be in attendance on the trip.

Carried.

54/2010 Mr. Bartlette – Mr. Snelling  
That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association a total of 3 (three) increments for the first 3 (three) years of experience and an additional 2 (two) increments for the remaining 4 years of trade experience be recognized for Ms. Anna Mandziuk, placing her at the 6<sup>th</sup> (sixth) step of Class 4.

Carried.

55/2010 Ms. Coey – Mr. Bartlette  
That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 2 (two) increments for the remaining 5 years of trade experience, be recognized for Ms. Jodi Komarnicki, placing her at the 6<sup>th</sup> (sixth) step of Class 5.  
Carried.

56/2010 Mr. Snelling – Mr. Bartlette  
That a school bus be provided to the English Language Summer Camp Advisory Committee, for the week of August 16<sup>th</sup> to 20<sup>th</sup> 2010, at the current rates subject to approval by the Supervisor of Transportation.  
Carried.

57/2010 Ms. Coey – Mr. Bartlette  
That 3-4-5 Nursery School be granted temporary space at King George School at the rate of \$300.00 per month.

Trustee Jolly asked if this was the same rate the nursery school had been paying previously in George Fitton School. The Secretary-Treasurer noted the new fee was \$50.00 higher and based on square footage. He confirmed the nursery school would now be charged the same rates as the other day cares using Division facilities.

Trustee Mayes inquired as to whether this was a larger space or the same space. Mr. Barnes noted the space was approximately the same size.

Trustee Coey noted she was pleased to see the Division had found a solution for the nursery school given the Board's views regarding early childhood education.

Carried.

58/2010 Mr. Snelling – Mr. Bartlette  
That Policy 5060 – "Medical Reports – Bus Drivers" be amended as follows:  
- the word "selected" in the first sentence be removed and replaced with the word "approved";  
- the word "his" in the second sentence be removed and replaced with the word "the";  
- the word "his" in the third sentence be removed and replaced with the word "an".

Carried.

59/2010 Ms. Coey – Mr. Bartlette  
That Policy 5061 – "Professional Development for Bus Drivers" be amended as follows:  
- the words "in writing" in the third sentence of the first paragraph be removed;  
- the word "Department" in the second sentence of the second paragraph be removed and replaced with the word "Unit".

Carried.

**2.07 Bylaws****2.08 Giving of Notice****2.09 Inquiries****2.09a) Public Inquiries (last meeting of each month – max. 15 minutes)****2.09b) Trustee Inquiries**

1. Trustee Mayes congratulated the Vincent Massey Reach for the Top team on their recent successes and inquired about recognizing them at a future meeting and whether or not there might be funding available to assist them on their travels to the National competition.

Secretary-Treasurer, Mr. Barnes, confirmed the team had been invited to attend the next Board Meeting to be held on May 10, 2010. He also noted that it is customary for the school administration to provide a written request for funding support to be considered by the Board.

**POINT OF PRIVILEGE:** Trustee Jolly noted that someone should be following the local news media to make sure that the Board does not miss any groups to be honoured at the Board table. She noted the GIS students at Neelin had received recognition in the newspapers recently.

Trustee Coey noted that at one point the Board had discussed the possibility of amending the Board agenda to include a section for recognizing student achievement and inquired about the progress on this amendment. The Secretary-Treasurer noted he would review the matter.

2. Trustee Mayes inquired about the possibility of hosting a 4A Championship Tournament at the new Brandon University Athletic Facility in the future when it has been completed. Senior Administration stated this item would be noted for future consideration.

3. Trustee Bartlette asked the Secretary-Treasurer to “remind him how the Division handles unexpended funds from the budget lines.”

The Secretary-Treasurer noted that this matter has been discussed with the Finance Committee. He confirmed that some items are carried forward while other allocation recommendations are provided by the Secretary-Treasurer’s Department. He noted unexpended funds can also be put into accumulated surplus for future use.



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

Trustee Jolly expressed concern regarding remarks made by school principals relating to the implementation of Policy 4052 – “Assessment, Evaluation, and Reporting of Student Learning and Achievement”. Superintendent, Dr. Michaels confirmed a full report on this matter would be provided to the Board on May 10, 2010. Trustee Coey, referencing the February 6, 2010, Education Committee Minutes, noted that the issue of teacher accountability had been a misunderstanding between herself and Trustee Bartlette. She noted accountability with respect to this matter, related strictly to student accountability and referenced the Board Minutes of March 8, 2010 wherein a motion was passed approving Policy and Procedures 4052. Trustee Ross thanked Trustee Coey for clarifying the issue of accountability. Discussions were held regarding clarification of all concerns raised by school principals in the upcoming report of Senior Administration. Further discussions were held regarding the Louis Riel School Division report card that was presented at MSBA and the desire to have some kind of numbering included in the report card.

Trustee Snelling noted he was pleased to see the to letters received from the Education Department and the Manitoba High School Athletics Association, highlighting the contributions made by Brandon School Division teaching staff.

Superintendent, Dr. Michaels, provided an update on the Environmental Science Program to be implemented for the 2010/2011 school year. She noted to date 62 grade 11 students have signed up for the course as well as 22 grade 12 students. A DVD was supplied to all Trustees with further information regarding this course.

Mrs. Jolly – Ms. Coey

That the report be received and filed.

Carried.

**3.02 Communications for Information**

- a) Copy of a letter from Robert H. Vandewater, CStJ, Chair – Board of Directors, St. John Ambulance, Manitoba addressed to Lana Krieser and dated March 23, 2010, advising that the St. John Ambulance – Manitoba is pleased to inform Ms. Krieser that she has been awarded the St. John Ambulance Gold Lifesaving Award (with risk) for her courageous action that put her life at risk while saving the life of her student who had been injured by a fallen power line. She is invited to accept the award at their Provincial Investiture to be held May 18, 2010 at Government House in Winnipeg.

Ordered Filed.

- b) Morris Glimcher, Executive Director Manitoba High Schools Athletic Association, April 7, 2010, noting the Provincial AAA Basketball Championship hosted March 18, 19 and 20, 2010 by Neelin High School parents and volunteers brought together 20 boys and girls teams from across Manitoba. He would like to commend Don Thomson and his many volunteers for the great organization and time they put into this event and to extend their appreciation to the Brandon School Division for their continued support of High School Athletics.

Ordered Filed.

### **3.03 Announcements**

- a) Policy Review Committee Meeting – 10:00 a.m., Tuesday, April 27, 2010, Conference Room.
- b) Personnel Committee Meeting – 9:30 a.m., Wednesday, April 28, 2010, Board Room.
- c) Divisional Futures & Liaison Committee Meeting – 12:00 noon, Thursday, April 29, 2010, Board Room.
- d) Education Committee Meeting – 1:30 p.m., Monday, May 3, 2010, Board Room.
- e) Personnel Committee Meeting – 10:00 a.m., Tuesday, May 4, 2010, Board Room.
- f) Chamber/Division Ad-Hoc Committee Meeting – 11:30 a.m., Wednesday, May 5, 2010, Conference Room.
- g) Nutrition Ad-Hoc Committee – 1:00 p.m., Thursday, May 6, 2010, Board Room.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 10, 2010, Board Room.

Dr. Ross – Ms. Coey

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 and inquiries responded to.
- b) Confidential #2 – Report of the Administrator Selection Committee was presented, discussed and referred to motions.
- c) The Superintendent reported on a teacher administrator matter.

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

- a) A Board operations matter was discussed.

Dr. Ross – Mr. Mayes

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

Carried.

IN BOARD

60/2010 Mrs. Jolly – Mr. Bartlette

That Confidential #2 and the recommendation therein be approved and the recommendation be released to the public at 10:00 a.m. on Tuesday, April 27, 2010.

Carried.

**5.00 ADJOURNMENT**

Mr. Snelling – Mr. Bartlette

That the meeting do now adjourn. (9:15 p.m.)

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Chairperson

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Secretary-Treasurer