



# 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, DECEMBER 12, 2016.

## **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. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

## **REGRETS:**

Ms. S. Bambridge.

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**

Mr. Labossiere, Secretary-Treasurer, noted he had two items under Board Operations for In-Camera.

Dr. Casavant noted he had one Student Matter for In-Camera and additional information to add under 3.02 Communications for Information.

Trustee Sumner noted he one Student Matter and one Board Governance Matter for In-Camera.

Mr. Kruck – Mrs. Bowslaugh  
That the agenda be approved as amended.

Carried.

#### **1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Board Meeting held November 28, 2016 were circulated.

Mr. Sefton - Mr. Buri  
That the Minutes be approved.  
Carried.

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

- a) Brooklyn Maguathi, Grade 5 Riverview School student, was recognized for receiving a Governor General's Caring Canadian award in November 2016. Trustee Sumner noted that Brooklyn and Hannah Koversky, grade 7 student at St. Augustine School, (who also received this award but was not in attendance) have been raising money to build a school in Ecuador. Over the past 3 years, the girls have raised \$10,500 by holding craft sales and bake sales and selling Christmas tree ornaments.

Trustee Sumner congratulated Brooklyn and noted that the Board of Trustees is very proud of her achievements and added that they reflect on the whole Division.

### **2.02 Reports of Committees**

- a) Policy Review Committee Meeting  
The written report of the Policy Review Committee meeting held on December 2, 2016 was circulated.

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

- b) Divisional Futures & Community Relations Committee Meeting  
The written report of the Divisional Futures & Community Relations Committee meeting held on December 5, 2016 was circulated.

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

- c) Facilities and Transportation Committee Meeting  
The written report of the Facilities and Transportation Committee meeting held on December 8, 2016 was circulated.

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

- d) Finance Committee Meeting  
The written report of the Finance Committee meeting held on December 8, 2016 was circulated.

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

**POINT OF PRIVILEGE:**

Trustee Murray thanked the students from George Fitton School who provided the artwork for the Boardroom walls.

Trustee Bowslaugh acknowledged the students and staff at Neelin High School Off-Campus for the Christmas lunch last week and noted she is looking forward to attending more school holiday events.

**2.03 Delegations and Petitions****2.04 Communications for Action****2.05 Business Arising****- From Previous Delegation****- From Board Agenda****- MSBA Matters (last meeting of the month)**

- 1) Safe Schools Manitoba Conference 2017
- 2) Call for workshop Proposals
- 3) Convention 2017 Raffle Donations Memo
- 4) Ebulletin

**- From Report of Senior Administration**

- a) Learning Support Services report  
Strategic Continuous Improvement Plan: Update

Dr. Marc Casavant, Superintendent/CEO, spoke to the Strategic Continuous Improvement Plan - Update and noted that Senior Administration has spent three days with Principals working on this plan. He added that Principals are taking tasks back to the schools to gather information from the teachers and staff. Dr. Casavant thanked Ms. Wilson for all her work on this Plan and provided a summary of upcoming meeting agendas and work to be done.

Marnie Wilson, Research, Assessment and Evaluation Specialist, presented the update to the Board of Trustees and provided highlights on the following:

- Our Overall Process
  - Student Outcomes
  - Measures and Targets
  - Actions
- Identifying Priorities – Where are we in the process?
- Student Priorities
  - I need my education to be practical and relevant.
  - I need my education to be personalized and engaging.
  - I need opportunities to develop general skills, such as communication and problem solving skills.

- I need ample encouragement and support from teachers and parents.
  - I recognize the importance of developing into a respectful, responsible, and determined citizen.
- Department Priorities
  - Literacy
  - Numeracy
  - Indigenous student success
  - EAL learner success
- Community Priorities
  - Basic Literacy Skills, 21<sup>st</sup> Century Skills, Being “forward thinking”
  - Basic Numeracy Skills, Personal/Social Development, Aboriginal perspectives, knowledge, and success
- Our Guiding Principle:
  - “The effective school (division) is characterized by **high overall student achievement** with **no significant gaps** in that achievement across the major subgroups in the student population.” Lezotte & Snyder (2011)
- Connecting our Strategic Priorities with our Ultimate Outcomes
- Divisional Leadership Meeting #1 – Brainstorming activities
- Divisional Leadership Meeting #2 – Data, causal theories, theory checks
- Divisional Leadership Homework – Gathered corroborating evidence, gathered staff feedback
- Divisional Leadership Meeting #3 – Subjected our Causal Theories to tests
- Current (Draft) Set of Strategic Priorities
- Next Steps

Trustee Kruck commended Senior Administration for their involvement and the process they are going through.

Trustee Sumner also commended Senior Administration on the process so far and noted that the Board is looking forward to seeing where this leads the Division into the future.

b) Items from Senior Administration Report:

- Vincent Massey High School – Off-Site Activity Request (Minneapolis) – Referred Motions.

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

## **2.07 Motions**

136/2016 Mr. Murray – Mr. Buri

That the trip involving thirty-six (36) female Vincent Massey High School basketball students in grades 9 to 12 to make a trip to Minneapolis, MN from February 3, 2017 to February 5, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Kruck asked if financial assistance is still offered to students who are unable to raise the money to attend these events.

Mr. Greg Malazdrewicz, Assistant Superintendent, responded that this is the practice with all the Division's athletic programs.

Carried.

137/2016 Mr. Murray – Mr. Buri

That it be formally acknowledged that Board meetings and consultations are held on Treaty Two and non-Treaty land, the traditional territories of the Anishinabe and Dakota Peoples, and the homeland of the Metis nation.

Mr. Sefton – Mr. Buri

Trustee Sefton proposed an amendment to the motion, adding four additional groups: Cree, Oji-Cree, Assiniboine and Dene peoples

Mr. Murray – Mr. Bartlette

Moved an amendment to the amendment, with the original motion remaining the same and the addition of the following:

And we further recognize that the Province of Manitoba was once the traditional lands of the Anishinabe, Cree, Oji-Cree, Assiniboine, and Dene people.

Mr. Murray noted that this covers the footprint the Division is sitting on and the traditional homelands of the people whose space the Division is occupying as well as the People from the rest of the province. The amendment recognizes the traditional lands of other people and services both of our purposes. it pays respect to all the aboriginal people in the province, it pays respect to the Metis nation, and it pays respect to the people's whose land, with respect, that the Division is using.

Trustee Buri noted that the Assiniboine people were the first to settle on this land, and he asked that they be added to the first statement.

Trustee Bowslaugh asked what it is the Board is trying to do and what is the purpose.

Trustee Sumner spoke in support of the motion, but noted he will not be supporting the amendment to the motion.

Amendment to the Amendment

Mr. Murray – Mr. Kruck

And we further recognize that the Province of Manitoba was once the traditional lands of the Anishinabe, Cree, Oji-Cree, Assiniboine, and Dene people.

Carried.

Discussion took place on the original amendment as amended by Trustee Murray.

Trustee Ross spoke in support of the amendment, but noted that the process used was hurried and she suggested a much better job could have been done had there been more time. Trustee Bowslaugh noted she wants the Division to be respectful of all indigenous people. She indicated the Board would be wise to table this motion and made a motion to that effect.

Mrs. Bowslaugh – Mr. Bartlette

To table motion 137/2016

Defeated

Amended Motion:

That it be formally acknowledged that Board meetings and consultations are held on Treaty Two and non-Treaty land, the traditional territories of the Anishinabe and Dakota Peoples, and the homeland of the Metis nation. And we further recognize that the Province of Manitoba was once the traditional lands of the Anishinabe, Cree, Oji-Cree, Assiniboine, and Dene people.

Carried.

138/2016 Mr. Sefton – Mr. Bartlette

That the Proposal from BDO Canada LLP for auditing services for the period of five (5) years commencing with the 2016-2017 audit in the amount of \$109,975 (plus applicable taxes) be accepted.

Trustee Murray asked when auditing services were last tendered.

Mr. Denis Labossiere, Secretary-Treasurer, responded that the Division tenders this item every five years.

Carried.

139/2016 Mr. Sefton – Mr. Bartlette

That the Proposal from SRB Education Solutions in the amount of \$645,450.00 (plus applicable taxes) for an Enterprise Resource Planning (ERP) Software System funded through the ERP System Capital Reserve Fund be accepted.

Trustee Kruck asked if this is fully funded out of the Reserve. Mr. Labossiere responded yes, and indicated that the Reserve Fund is \$800,000.

Trustee Bartlette asked questions for clarification regarding the new software. Mr. Labossiere responded that some of the features and benefits of the new software include occupational health and safety, automated dispatch, web based employee expense claims, dashboards, multi-year display of data, Excel integration, work life balance, ease of training new users, data based decision making.

Trustee Murray asked if there are annual licensing fees attached to this product. Mr. Labossiere responded that the annual software maintenance fees are \$91,000 annually plus hardware costs and services which results in an annual increase of \$71,000 over the current software. The new ERP system will reduce overtime, allow efficiencies within our system, and provide better data to make informed decisions.

Trustee Bartlette spoke on mid-year decisions about future budgets. Trustee Ross and Trustee Sefton spoke on the merits of the software and noted they are in favour of the motion. Trustee Bowslaugh and Trustee Sumner also spoke in favour of the motion.

Carried.

140/2016 Mr. Buri – Mr. Murray

That the Proposal from Gatekeeper (including installation) in the amount of \$149,553.20 (excluding taxes) for the supply and installation of 41 School Bus Surveillance Camera Systems funded through the Bus Video Surveillance Hardware Capital Reserve Fund be accepted.

Trustee Kruck indicated that not only will there be cameras on the buses, but there will be audio as well.

Trustee Sumner asked questions for clarification regarding the life span of the cameras and the DVR units. Mr. Labossiere indicated that the cost of a replacement camera is approximately \$2,000 per bus which would need to take place once per the life of each bus. He added that the camera/DVR unit cost is approximately \$4,000 per new bus. Trustee Kruck spoke in favour of the motion.

Carried.

141/2016 Mr. Buri – Mr. Murray

That the tender from Ben Wiebe Construction (1985) Ltd. in the amount of \$249,691.86 (plus GST) for the New Era School – Grooming Room and Exterior Ramp project be approved, subject to Public Schools Finance Board (PSFB) approval.

Carried.

142/2016 Mr. Kruck – Mrs. Bowslaugh

That the Proposal from the City of Brandon for provision of leased space for Off-Campus and ARYP for a term of ten (10) years in the amount of \$1,283,150 (plus property taxes and other applicable taxes) be accepted.

Trustee Bartlette asked Mr. Labossiere to identify the space indicated in the proposal. Mr. Labossiere responded that the space is referred to as the old Convergys Building. There is space in the downstairs of 8,000 sq. ft. and there is an additional 5,000 sq. ft. of space for future growth. Mr. Bartlette clarified that it is now known as the McDiarmid Building. Mr. Labossiere noted that for this new space, it is an additional \$50,000 per year, including taxes of approx. \$11,000 per year. These costs are above what the Division is currently paying for the other two spaces.

Trustee Kruck asked the Secretary-Treasurer to speak on the other spaces that were considered and asked about his insight into the City and Education taxes. Mr. Labossiere responded that the estimated property taxes for this space is approximately \$11,370, but noted that the property taxes are distributed between the City of Brandon, Brandon School Division and Manitoba Education. In the process, several businesses and realtors were informed of the tender.

Carried.

143/2016 Dr. Ross – Mr. Buri

That the appointment of MCM Architects Inc. to design, tender and administer the Earl Oxford School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.

Carried.

144/2016 Mrs. Bowslaugh – Mr. Kruck

That the appointment of Agassiz Consulting for construction quality control reviews for the George Fitton School Roof Replacement, be approved, subject to approval by the Public Schools Finance Board.

Trustee Bartlette asked questions for clarification on liability.

Carried.

145/2016 Mrs. Bowslaugh – Mr. Kruck

That the appointment of Agassiz Consulting for construction quality control reviews for the King George School Roof Replacement, be approved, subject to approval by the Public Schools Finance Board.

Carried.

146/2016 Mr. Bartlette – Mr. Sefton

That the appointment of Garland Canada for the project design, tender, contract administration and construction quality reviews for the Waverly Park School Roof Replacement, be approved, subject to approval by the Public Schools Finance Board.

Carried.

Dr. Casavant commended Senior Administration for all the work that went into preparing all these motions. Trustee Sumner also thanked Senior Administration on behalf of the Board.

## **2.08 Bylaws**

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

(Trustee Murray exited at 8:40 p.m. and returned at 8:41 p.m.)

## **3.00 ADMINISTRATIVE INFORMATION:**

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

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following item from the December 12, 2016 Report of Senior Administration:

- Information for Discussion and Correspondence
  - Manitoba Education and Training Correspondence
    - Minister Proclamation on Music Month: Celebrating Music in Manitoba Schools – May 2017

Dr. Ross – Mr. Murray

That the December 12, 2016 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

- a) Mr. Bramwell Strain, Deputy Minister, Manitoba Education and Training, November 30, 2016, sent to Board Chair Kevan Sumner, responding to a letter Trustee Sumner had sent to the Honourable Ian Wishart. Mr. Bramwell notes that at this time, the date of the funding announcement for the 2017-2018 school year is not known, and that the government will endeavor to make the announcement as soon as is practically possible.

Ordered filed.



- b) Dr. Casavant provided information from the Department of Education. The Communication from the Department was received on Friday, December 9, 2016, noting that the Department of Education is now a “Cradle to Career Services” department. Some of the Departments within that structure will be:

- Public Schools’ Finance
- Teachers Retirement Allowances
- Indigenous Inclusion
- Office of the Manitoba Fairness Commissioner
- Administration and Finance
- Healthy Child School Programs
- Bureau de l’éducation de Française
- Advanced Learning and Workforce Development
- Immigration and Economic Opportunities
- Policy Planning and Performance

Trustee Ross asked questions for clarification.

### **3.03 Announcements**

- a) Education Committee Meeting – 12:00 p.m., Tuesday, December 13, 2016, Boardroom.
- b) Divisional Futures & Community Relations Committee – Lunch Visit to École New Era School – 11:40 a.m., Friday, December 16, 2016, École New Era School.
- c) Policy Review Committee Meeting – 11:30 a.m., Thursday, January 5, 2017, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 9, 2017, Boardroom.
- e) Upcoming Budget Dates:
- Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Wednesday, February 8, 2017, Boardroom.
  - 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.
  - Special 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 Murray added that Michael Wenham’s Brain Cancer Research fundraiser in support of Vincent Massey Principal Michael Adamski, will take place at 11:30 a.m. on Wednesday, December 14, 2016 at Neelin High School.

Mr. Kruck – Mr. Buri

That the Board do now resolve into Committee of the Whole In-Camera. (8:50 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA4.00 IN CAMERA DISCUSSION:4.01 Student Issues**- Reports**

- a) Trustee Sumner provided information on a Student Issue.

**- Trustee Inquiries**4.02 Personnel Matters**- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) Confidential #2 – Personnel Report was presented.

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

- a) The Secretary-Treasurer provided information on two Board Operations matters.

**- Trustee Inquiries**

Mr. Sefton – Mr. Bartlette

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

Carried.

5.00 ADJOURNMENT

Dr. Ross – Mrs. Bowslaugh

That the meeting does now adjourn (9:59 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer