

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, MAY 25, 2010 .

PRESENT:

Mr. G. Buri, Chairperson, Mr. D. Karnes, Vice-Chairperson, Mr. P. Bartlette, Mrs. B. Jolly, Mr. B. Mayes, Mr. J. Murray, Mr. M. Snelling, Dr. L. Ross.

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

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

REGRETS:

Ms. R. Coey.

The Chairperson called the meeting to order at 7:04 p.m. Mr. Buri welcomed all visitors to the meeting. He thanked Kirkcaldy Heights School for providing the artwork displayed on the Board Room walls. He noted Trustee Coey sent her regrets as she was unable to attend the meeting. Mr. Buri noted two special announcements: Mrs. Jolly had recently become a great grandmother to a great grandson named Malcolm. As well, Mrs. Jolly was congratulated on receiving the Mayor's Volunteer Award for her involvement in education.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

- a) Secretary-Treasurer, Mr. Barnes, noted the Crocus Plains Regional Secondary High School "Formula 1" students were unable to attend the meeting and would be placed on the next Board agenda for student recognition.
- b) Mr. Barnes, Secretary-Treasurer, confirmed he had one item for In-Camera discussions regarding a Board Operations Matter.
- c) Trustee Jolly confirmed she had two reports to give under section 2.02 – Reports of Committees.
- d) Trustee Ross requested the addition of one item under reports and a question of Senior Administration.
- e) Trustee Mayes noted he had follow-up information regarding an item presented at the last Board meeting that he would speak to under reports.

Mr. Murray – Mr. Snelling

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting, May 10, 2010 were circulated.

Mr. Murray – Mr. Snelling

That the Minutes be received and filed as amended.

Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

1. Crocus Plains Regional Secondary High School Design Drafting Formula One Team recognition was postponed until the next regular meeting of the Board of Trustees.

2. Ms. Jane Skinner, Brandon Regional Health Authority, provided the Board of Trustees with an update on the Teen Health Clinic held in the Division's three high schools. She noted each high school receives the Teen Clinic once a month during the lunch hour. The medical team consists of a public health nurse, social worker, AFM worker, clerical support and four physicians who take turns providing medical assistance for the clinic. She confirmed 73 clients and 4 babies had been seen at the Crocus Plains Teen Health Clinic; 38 clients at Vincent Massey; and 44 clients at Neelin. She referenced the range of medical assistance required and noted the comments from parents, staff, and students had been very favourable regarding the implementation of the clinics. Ms. Skinner distributed a pamphlet to the Board of Trustees regarding the Teen Health Clinics and the services provided. She thanked the Board for joining in this partnership with the BRHA and looked forward to continuing the partnership in the next school year.

2.02 Reports of Committees

- a) Nutrition Ad-Hoc Committee Meeting

The May 6, 2010 written report of the Nutrition Ad-Hoc Committee meeting was reviewed as circulated. Trustee Snelling referred to the Nutrition Evaluation Survey attached to the Committee Minutes and confirmed that the survey, upon Board approval, would be forwarded to school administrators for completion. The Board agreed that the survey should be forwarded to school administrators for completion.

Mr. Snelling – Mrs. Jolly

That the Minutes be received and filed.

Carried.

b) Facilities and Transportation Committee Meeting

The May 13, 2010 written report of the Facilities and Transportation Committee meeting was reviewed as circulated.

Point of Privilege: Trustee Murray, referencing an item that had been discussed In-Camera at the previous Board meeting, inquired why the matter was not discussed publicly. Secretary-Treasurer, Mr. Barnes, noted the item dealt with a property matter and it was Board practice not to discuss such matters in Open Board until final recommendations had been made.

Trustee Mayes requested clarification regarding the references to possible grant money for the B.J. Hales Museum noted in the Committee minutes. It was noted that the Brandon University had received grant money to cover the wages of the curator and the Division hoped to be able to receive grant money for staffing wages. The Division was also looking into the possibility of other grant monies to assist in the renovations for the museum. It was noted that the renovation costs would otherwise be from Division funds. Discussions were held regarding the possibility of approaching the Brandon University again and asking for assistance with renovation costs. Superintendent, Dr. Michaels, noted she has spoken with Dr. Grills of Brandon University who had advised there are no funds available for this initiative.

Mr. Mayes – Mrs. Jolly

That the Minutes be received and filed.

Carried.

c) Finance Committee Meeting

The May 17, 2010 written report of the Finance Committee meeting was reviewed as circulated.

Trustee Mayes asked Mr. Barnes, Secretary-Treasurer, to expand on the \$800,000 surplus the Division is currently projecting. Mr. Barnes reviewed the Projected Analysis attached to the Committee Minutes. He noted Senior Administration recommended that \$500,000 of the surplus be allocated to the connectivity project so that the Division would not need to borrow funds. He further noted that the Superintendent's Office requested the sum of \$200,000 be set aside for possible additional EAL expenditures for the 2010/2011 school year. He noted that the Division continues to receive EAL students on a regular basis and rather than asking the Board for more money in the fall to accommodate the needs of these students, the requested \$200,000 could be set aside for this purpose. Mr. Barnes confirmed that funds were under spent in the area of Professional Development and a motion would be brought forward to carry these funds forward.

Point of Privilege: Trustee Mayes reminded the public that the school division had a 0% tax increase this year. He noted that it was a reassessment year and therefore if the taxpayer found property taxes had increased significantly; it was a result of the reassessment as the school division had not increased their portion of the taxes this year.

Mr. Mayes – Mrs. Jolly

That the Minutes be received and filed.

Carried.

d) Other

- Employee Long Service Pin Recognition

Trustee Jolly reported on the Employee Long Service Pin Recognition Evening which took place on Monday, May 17, 2010 in the foyer of the WMCA. She thought it was a well arranged event and congratulated all employees who had come out to receive their pin.

- Youth in Philanthropy Gala

Trustee Jolly reported on the Youth in Philanthropy Gala that she, Dr. Michaels and Trustee Buri recently attended at Vincent Massey High School. She noted the theme of the evening was “Unleashing Youth Potential in Philanthropy and Volunteerism”. She felt the schools should be pleased with the number of students who participate in this program.

- Canadian Science Fair

Trustee Jolly noted that a student from New Era School who had represented the Province at the Canada Wide Science Fair had taken home a bronze medal for her science project. Mrs. Jolly requested that the student be invited to the next Board meeting to be recognized for her outstanding accomplishment.

- Meeting with School Administrators – Policy 4052

Trustee Ross, referencing the recently held meeting between the Board of Trustees and school administrators regarding Policy 4052, asked whether or not report cards would be changed in June and if the Board will be addressing the matter further, given the discussions held at the meeting. It was confirmed that the policy is currently in place with the report card included in the policy. The Board will need to hold future discussions regarding the inclusion of summative information.

- Follow up to NSBA Conference – Stop Signs/Seat Belts

Trustee Snelling noted he had received an invoice regarding the Stop Signs he had brought back from one of the display booths at the NSBA Conference. The invoice was a “show special” and he wanted to refer the matter to the Facilities and Transportation Committee for further discussion and review.

Trustee Snelling also noted he had information regarding lap and shoulder seat belts for school buses he wished to share with the Facilities and Transportation Committee for further discussion and review.

It was agreed these two items would be referred to the Facilities and Transportation Committee for further discussion.

2.03 Delegations and Petitions

2.04 Communications for Action

- 1) Mr. Ray McLachlan, Coach of the Vincent Massey High School Reach for the Top Team, May 4, 2010, requesting financial assistance to help with the costs associated with participating in the National Reach for the Top Tournament to be held in Toronto at the end of May.

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 - Kirkcaldy Heights School

Mr. Bruce Shamray, Principal, Kirkcaldy Heights School provided his school report for the Board of Trustees. Mr. Shamray spoke at length about the school's Grade 3 assessment results and the steps the school is taking to address this situation. He thanked the Board for providing his school with a Vice-Principal position for the 2010 – 2011 school year, noting he had met with the new vice-principal and looked forward to working with her. He confirmed that the Grades 2 and 4 swim program continued at the school, which given the schools proximity to the river, he felt was an important program for his student population. Mr. Shamray noted the expansion of the school's "Gotcha" program to include healthy food choices. He notes the "Gotcha" program rewards students who are "caught" doing the right thing or making the right choices and nutrition was now a part of this program. Mr. Shamray concluded his presentation by addressing the school's IT goals. He noted each teacher was attempting to include 3 technologically infused activities in their classroom teaching after which the school team reviews what worked, what did not work and what could be improved upon.

Trustees thanked Mr. Shamray for his presentation. The diverse demographics of the school population was discussed. Superintendent, Dr. Michaels, noted the school has an excellent student monitoring program which helps address the diverse demographics and needs of the student population.

- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report:
 - Policy and Procedures 6036 – “Learning Support Services – Technology in Learning Specialist” - Referred to Motions.
 - Policy 6032 – “Role of the Learning Support Services Facilitator” – Referred to Motions.
 - Policy and Procedures 5026 – “Harassment” – Referred to Motions.
 - Travel Expense Form 3013 – Referred to Motions.
 - Trustee Mayes – Request to change name of Divisional Futures and Liaison Committee – Referred to Motions.
 - Tender – Supply/Mount/Cable NEC Projectors – Referred to Motions.

2.06 Motions

76/2010 Mr. Mayes – Mr. Murray
That the request for financial assistance for seven Vincent Massey High School students to attend the National Reach for the Top Competition to be held in Toronto, Ontario at the end of May, 2010 be approved in the amount of \$2,100.

Trustee Snelling, noting that other organizations have also been approached by this group for funds, asked how much fundraising the group was doing and what their costs were. Mr. Barnes, Secretary-Treasurer, noted the principal advised that the cost was above \$5,000. He confirmed that the Board could ask for a list of costs upon return from the competition. He also noted that the motion provided for \$300.00 per student, as had been provided for other students who requested financial assistance. He confirmed there were seven students travelling to the National Competition and that is why the motion was for \$2,100.00

Carried.

77/2010 Mr. Bartlette – Mrs. Jolly
That Policy 6036 – “Learning Support Services: Technology In Learning Specialist K-12” be approved.

Carried.

78/2010 Dr. Ross – Mr. Murray
That Policy 6032 – “Role of the Program Facilitator” be rescinded and replaced with Policy 6032 – “Role of the Learning Support Services Facilitator”.

Carried.

- 79/2010 Mr. Bartlette – Mrs. Jolly
That Policy and Procedures 5026 – “Harassment” be rescinded and replaced with Policy and Procedures 5026 – “Harassment”.

Trustee Mayes noted some revision regarding sexual orientation had been included in the policy and asked Senior Administration to expand on this. Superintendent, Dr. Michaels, noted the thorough review process which had taken place with respect to the Harassment Policy, including the missing piece regarding sexual orientation and/or identification which had now been included under the area of “freedom from discrimination” in the policy.

Carried.

- 80/2010 Mr. Murray – Mr. Mayes
That Form 3013 – “Travel Expense Account” be rescinded.

Carried.

- 81/2010 Mrs. Jolly – Mr. Snelling
That the Board of Trustee Committee known as “Divisional Futures and Liaison Committee” be changed to “Divisional Futures and Community Relations Committee”.

Trustee Jolly requested a friendly amendment to the motion to include the words “Divisional Futures and” in the title before the words “Community Relations Committee”.

Carried.

- 82/2010 Mr. Murray – Dr. Ross
That the Proposal from Television City in the amount of \$82,429.76 including taxes for the supply, cabling, and installation of 49 NEC Projectors for SmartBoards be accepted.

Carried.

- 83/2010 Mr. Jolly – Mr. Snelling
That the proposed renovations to convert the space in the Earl Oxford Basement in order to display the B.J.Hales Museum collection at an estimated cost of \$17,000 be approved with funds to be acquired from Provincial Grants and Divisional funding sources.

Trustee Mayes noted it was not clear yet whether or not the Division would be receiving any funding for this project. He also noted that the Board was led to believe there would be some financial assistance from Brandon University to complete the renovations. Discussions were held and it was agreed that a subsequent motion be considered in this regard.

Carried.

- 84/2010 Dr. Ross – Mr. Snelling
That Policy 3025 – “Reimbursement for School Bus Plug-In” be reaffirmed.

Carried.

85/2010 Mr. Karnes – Mr. Bartlette

That the Janitorial Services Contract between the Brandon School Division and JCI Johnson's Commercial & Industrial Services be extended for the 2010/2011 school year at Vincent Massey High School in the amount of \$160,383 and Crocus Plains Regional Secondary High School at \$229,444 and for the 2011/2012 school year in the amount of \$234,366 at Crocus Plains Regional Secondary High School

Trustees requested clarification regarding the extensions for janitorial services at Vincent Massey and Crocus Plains Schools. Mr. Barnes noted it was determined that the two large schools should be tendered in separate years in the future.

Carried.

86/2010 Mr. Murray – Mr. Mayes

That correspondence be forwarded to the Brandon University requesting support for renovations to convert space in the Earl Oxford School basement to display the B.J. Hales Museum collection.

Carried.

2.07 Bylaws

Mr. Mayes – Mr. Murray

That By-Law 3/2010 for the purpose of authorizing the borrowing of monies upon the credit of the Division to meet expenditures for current operations for the fiscal period July 1, 2010 to June 30, 2011 be now read for the first time.

Carried.

2.08 Giving of Notice

2.09 Inquiries

2.09a) Public Inquiries (last meeting of each month – max. 15 minutes)

1. Ms. Deb Arpin, President, CUPE Local 737 thanked the Board of Trustees for the Employee Long Service Recognition Evening and honouring the staff who have served the Division for 15 years or longer. She also thanked the Trustees who attended the evening to congratulate the pin recipients. Ms. Arpin then presented, on behalf of CUPE Local 737, a thank-you gift to Ms. Sheri Bailey, Executive Assistant, for all the work she does in putting on such an event and the assistance she provides CUPE when needed.

2.09b) Trustee Inquiries

Trustee Mayes noted he had two items under Trustee Inquiries:

1. Despite recent concerns regarding activity in and around the J.R. Reid School playground, he wished to note that his children enjoy playing there and he has found it to be a safe and secure place.. He spoke to the quality of the staff at J.R. Reid School which helped to create the safe environment.
2. With respect to the Government's policy regarding handing in assignments late or missing classes, Mr. Mayes asked Senior Administration to confirm that the Brandon School Division "does not allow students to hand in assignments at any time they want in the school year." Superintendent, Dr. Michaels, noted this topic had been discussed four years ago with high school principals at which time the Division took a firm stance on this matter. The Division strives to teach students to meet their responsibilities and this includes handing in assignments on time and attending classes regularly.

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

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

- Vincent Massey High School teacher, Agnieszka Desjardins, has received approval from the province to take the Canadian Language Benchmarks Assessment Training, which will allow her to assess students 18-21 years of age prior to leaving school to determine their CLB levels in order to assist them with transitioning out of high school;
- Report by Ingrid Gross, Facilitator, BSD Teacher Librarians regarding "Understanding by Design";
- Professional Learning Session held May 3, 2010 on "Literacy Interventions Designed to Accelerate the Progress of Children with Reading Disabilities";
- Recently held meeting with Vice-President, Academic and Research at Brandon University regarding the establishment of a "Memorandum of Understanding";
- Healthy Schools Committee Meeting held on May 5, 2010;
- Joint Brandon School Division and Brandon University Forum on "Transitioning our Students Grade 12 to First Year" held May7, 2010.

Trustee Snelling requested clarification regarding the EAL enrollment and how students will be enrolling over the next few years. Associate Superintendent, Mr. Malazdrewicz, noted the Division is expecting approximately 500 more students. He confirmed the Division is currently projecting to register 20 to 25 students a week until mid-June after which students will be enrolled through the Reception Centre to be established at New Era School.

Point of Privilege: Trustee Mayes requested a note of appreciation be forwarded to Ms. Pead for coming out to several of the Division schools over the last week to volunteer her services with respect to learning with the arts.

Mrs. Jolly – Mr. Snelling

That the report be received and filed.

Carried.

3.02 Communications for Information

- a) Amy Buehler, Chairperson, Brandon Teachers' Association Collective Bargaining Committee, April 30, 2010, noting in accordance with Article 3 of the current Collective Agreement (effective July 1st, 2007), and the provisions of the *Public Schools Act* and the *Labour Relations Act*, the Brandon Teachers' Association hereby gives notice of its intention to renew or amend the 2007 to 2010 collective agreement between the School Division and the Brandon Teachers' Association.

Referred Personnel Committee.

- b) Terry Osiowy, Principal, Crocus Plains Regional Secondary School, May 13, 2010, writing on behalf of the staff and students who will be participating in the Skills Manitoba Competition and thanking the Board for the financial support of \$1,500 approved at the Board's May 10, 2010 Board Meeting.

Ordered Filed.

3.03 Announcements

- a) Friends of Education Committee Meeting – 11:30 a.m., Wednesday, May 26, 2010, Conference Room.
- b) City of Brandon/School Division Joint Task Force Committee Meeting – 9:30 a.m., Thursday, May 27, 2010, Board Room.
- c) Full Board meeting with Minister of Education – 4:00 p.m., Thursday, May 27, 2010, Legislative Building, Winnipeg.
- d) Public Consultation – Proposed Catchment Area Changes – 7:00 p.m., Monday, May 31, 2010 – Crocus Plains Regional Secondary School Lecture Theatre.
- e) MSBA Region #1 – Collective Bargaining Meeting – 9:00 a.m., Tuesday, June 1, 2010, Rolling River School Division.
- f) Public Consultation – Proposed Catchment Area Changes – 7:00 p.m., Tuesday, June 1, 2010 – Earl Oxford School Gym.
- g) Chamber of Commerce/School Division Ad-Hoc Committee Meeting – 11:30 a.m., Wednesday, June 2, 2010, Chamber Office.
- h) Education Committee Meeting – 1:30 p.m., Monday, June 7, 2010, Board Room.
- i) Personnel Committee Meeting – 10:00 a.m., Tuesday, June 8, 2010, Board Room.

- j) Brandon School Division Employee Long Service Retirement Dinner – 6:00 p.m., Thursday, June 10, 2010, Victoria Inn.
- k) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, June 14, 2010, Board Room.

Mr. Murray – Mr. Mayes

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) Confidential #3 on a teacher personnel matter was reviewed by Trustee Ross as information.
- c) Confidential #4 on a teaching personnel matter was reviewed by the Superintendent and discussed.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) G. Barnes, Secretary-Treasurer, provided a verbal report on a legal matter.

- Trustee Inquiries

Mr. Snelling – Mr. Bartlette

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

Carried.

IN BOARD

5.00 ADJOURNMENT

Mr. Murray – Mr. Snelling

That the meeting do now adjourn. (9:20 p.m.)

Chairperson

Secretary-Treasurer