"Accepting the Challenge"

BRANDON SCHOOL DIVISION

May 4, 2011

NOTICE IS HEREBY GIVEN OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES

TO BE HELD MONDAY, MAY 9, 2011 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

G.F. Barnes
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

a) Regular Board Meeting, April 11, 2011. (Deferred from April 25, 2011)
Adopt.

b) Regular Board Meeting, April 25, 2011.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

a) Divisional Futures & Community Relations Committee Minutes(Grey) M. Snelling

b) Policy Review Committee Minutes (Pink) P. Bartlette

c) Other
- Joint Meeting with City of Brandon
- MSBA Leadership Workshop

2.03 Delegations and Petitions

2.04 Communications for Action

a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, April 26, 2011, noting at its recent planning workshop, the Executive proposed re-convening board visits over the next 4 years given the significant turn-over in trustees and administrators since the fall election. The purpose of the visits would be to: get acquainted with newly elected trustees and new administrators and for them to get acquainted with the Provincial Executive; provide an opportunity for boards to share their educational priorities, and/or their concerns; and provide an opportunity for MSBA to share its strategic priorities and any educational policy issues that may be on the horizon. They would like to begin scheduling these meetings before the summer break. They ask that the Board contact the MSBA Executive Assistant to indicate whether the Board is interested or not in have a team of MSBA Executive members and staff visit in the coming months.

Refer Business Arising.

b) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, April 27, 2011, attaching a draft copy of their "School Board Member Handbook". They are distributing the handbook now to provide one last chance for review and comment before the document goes to print. It is hoped that a volunteer among the board will review the handbook and alert MSBA to anything that may be unclear or missing. They would appreciate receiving feedback no later than June 15, 2011.

Refer Business Arising.

2.05 BUSINESS ARISING

- From Previous Delegation

- From Board Agenda

a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, Communications for Action 2.04a), regarding the possibility of re-convening board visits over the next 4 years and asking that the Board contact the MSBA Executive Assistant

to indicate whether the Board is interested or not in have a team of MSBA Executive members and staff visit in the coming months.

b) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04b) attaching a draft copy of their "School Board Member Handbook". They are distributing the handbook now to provide one last chance for review and comment before the document goes to print. It is hoped that a volunteer among the board will review the handbook and alert MSBA to anything that may be unclear or missing. They would appreciate receiving feedback no later than June 15, 2011.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

a) School Reports - NIL

b) Learning Support Services Presentation – Program Specialists – M. Peirson, V. Adams, G. MacKay.

c) Items from Senior Administration Report
- École Secondaire Neelin High School Off-Site Activity Request – Refer Motions.
- Recognition of Trade Experience – Refer Motions.
- Westoba Scholarship Agreement – Refer Motions.
- Public Release of Principal Appointment – Refer Motions.

2.06 Motions

56/2011 That the trip involving 7 high school French students from École Secondaire Neelin High School to France from July 2, 2011 to July 10, 2011 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

57/2011 As per Article 8 of the Collective Agreement, that Peggy Ficek, Industrial Vocational Teacher, be granted 3 (three) increments for the first 3 years of trade experience and an additional 6 (six) increment for the remaining 13 (thirteen) years of trade experience, providing her with a total of 9 (nine) increments.

58/2011 That the Agreement for establishment of a scholarship for a graduating student from École Secondaire Neelin High School who has applied to and been accepted at a Manitoba University or Community College to pursue post-secondary student in a business related field to be known as "The Westoba Credit Union Scholarship" in the amount of $500.00 be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

59/2011 That Confidential Report No. 2 adopted at the Regular Board Meeting on April 25, 2011 containing the following recommendation be now presented for public record: That Mr. Rick Stallard be appointed as Principal of Earl Oxford School and Mr. Shawn Lehman be appointed as Principal of J.R. Reid School effective September 6, 2011.

60/2011 That the following policies and procedures be reaffirmed:

- Policy and Procedures 4005 – "Schools Closed Because of Inclement Weather"
- Policy and Procedures 4006 – "Development of Educational Support Materials (Print, Non-Print and Computer Software)"
- Policy 4017 – "Work Experience Insurance"
- Policy and Procedures 4018 – "Brandon School Division Community Volunteer Recognition".

2.07 Bylaws

That By-Law 4/2011 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-Law 1/2011 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed January 24, 2011, as follows:

In Section 3.01, Clause 2.09a – remove the words "last meeting of each month".

Add 6.7 – Any resident of the Division shall have the right to, without prior notice, ask a single question of the Board. The question must pertain to an item to the agenda of the current meeting.

Add 6.8 – Public Inquiries will be limited to 15 minutes unless extended by a majority vote of the board members present.

Move Clause 2.09 – Public Inquiries to Clause 2.06 and the following clauses be renumbered.

Be now read for the second time as amended having first been read on April 25, 2011.

2.08 Giving of Notice

I hereby give notice that at the next meeting, I or someone in my stead will introduce a motion to rescind the following policies and procedures:

- Policy 4002 – "Patriotic Exercises" and Reference 4002 – August 2004
- Policy 4003 – "Religious Exercises" and Reference 4003 – August 2004
- Policy 4004 – "Absence from Religious/Patriotic Exercises"
- Policy 4011 – "Spanish Language Program"
- Policy 4019 – "Challenge for Credit Option"
- Policy and Procedures 4020 – "Dual Credit Options – Advanced Credit Enrollment Scheme (ACES) in Partnership with Brandon University".

2.09 Inquiries

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

2.09b) Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

a) Kim Raine, PhD, Centre for Health Promotion Students, Candace Nykiforuk, PhD, Centre for Health Promotion Studies, University of Alberta, April 20, 2011, addressed to the Chairperson of the Board of Trustees, asking for his participation in a survey about cancer prevention activities. They are trying to understand prevention issues from different organizational perspectives, the result of which will inform future prevention initiatives in the province. The survey will take approximately 20-30 minutes to complete and all information is anonymous. Your participation in the survey is voluntary. Please completed the survey prior to May 31, 2011.

Receive and File.

b) Amy Buehler, Chairperson, Brandon Teachers' Association Collective Bargaining Committee, April 30, 2011, giving notice of its intention to renew or amend the 2007 to 2010 collective agreement between the Brandon School Division and the Brandon Teachers' Association, in accordance with Article 3 of the current Collective Agreement and the provisions of the *Public Schools Act* and the *Labour Relations Act.*

Refer Personnel Committee.

c) Amy Buehler, Chairperson, Brandon Teachers' Association Collective Bargaining Committee, may 1, 2011, giving notice of its intention to renew or amend any collective agreement between the Brandon School Division and the Brandon Teachers' Association which has an effective period to end June 30, 2011, in accordance with Article 3 of the current Collective Agreement and the provisions of the *Public Schools Act* and the *Labour Relations Act.*

Refer Personnel Committee.

3.03 Announcements

a) Facilities and Transportation Committee Meeting – 11:30 a.m., Tuesday, May 10, 2011, Board Room.

b) Public Consultation – Use of School Facilities – 7:00 p.m., Tuesday, May 10, 2011, J.R. Reid School.

c) Personnel Committee Meeting – 4:30 p.m., Wednesday, May 11, 2011, Board Room.

d) Divisional Futures and Community Relations Committee Meeting – 11:30 a.m., Friday, May 13, 2011, Board Room.

e) Special Board Meeting – Review of Carver Model – 7:00 p.m., Monday, May 16, 2011, Board Room.

f) BTA Negotiations – Personnel Committee – 7:00 p.m., Tuesday, May 17, Wednesday, May 18, Thursday, May 19, 2011 – McLaren Room.

g) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, May 18, 2011, Conference Room.

h) Education Committee Meeting – 11:00 a.m., Thursday, May 19, 2011, Board Room.

i) Divisional Futures & Community Relations Committee Meeting with Brandon University – 11:30 a.m., Friday, May 20, 2011, Board Room.

j) Personnel Committee Meeting – 10:00 a.m., Tuesday, May 24, 2011, Board Room.

k) NEXT REGULAR BOARD MEETING – 7:00 p.m., Tuesday, May 24, 2011, Board Room.

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

a) Confidential #1 – Personnel Report.
b) Personnel Matter – Verbal Report – Dr. Michaels.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

a) Verbal update on legal matter.

- Trustee Inquiries

5.00 ADJOURNMENT

Appendix A

MANITOBA
School Boards
ASSOCIATION

April 26, 2011

MEMORANDUM

TO: All School Boards
cc Superintendents, Secretary-Treasurers and MSBA Executive

FROM: Carolyn Duhamel, Executive Director

RE: BOARD VISITATIONS 2011-2014

At its recent planning workshop, the Executive proposed re-convening board visits over the next 4 years given the significant turn-over in trustees and administrators since the fall election. The Executive team would include an Executive Officer, the Director of the Region, and one MSBA Senior Staff representative.

The purpose of the visits would be to

- get acquainted with newly elected trustees and new administrators and for them to get acquainted with the Provincial Executive;
- provide an opportunity for boards to share their educational priorities, and/or their concerns; and
- provide an opportunity for MSBA to share its strategic priorities and any educational policy issues that may be on the horizon.

In an effort to minimize the time and financial commitment for boards and the Executive, we hope to arrange meetings during the day as well as in the evening. We would like to begin scheduling these meetings before the summer break.

The Executive did acknowledge, however, that some boards were visited within the last 3 years and others may already be familiar with the organization and its operations. ***Therefore we would ask that you e-mail our Executive Assistant Barb Unrau bunrau@mbschoolboards.ca at your earliest convenience to indicate whether your board is "interested" or "not interested" in having a team of MSBA Executive members and staff visit in the coming months.***

We look forward to hearing from all boards.

Thank you!

2.04(a)

Appendix B

MANITOBA
School Boards
ASSOCIATION

LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

RECEIVED
APR 2 8 2011

April 27, 2011

TO: School Board Chairs

FROM: Carolyn Duhamel, Executive Director

RE: *School Board Member Handbook*

Attached for your information please find a draft copy of our *School Board Member Handbook.* In its final version, the handbook will be housed in a three-ring binder that will allow for easy updating as required. It will be printed and distributed to all trustees in the province before the new school year.

Those who attended the 2010 new trustee orientation sessions in Winnipeg and Brandon received a copy of this document at that time. As well, we distributed the handbook electronically in our divisional mail last December, and invited feedback from all trustees and administrators. Some minor changes were suggested to us as a result of that process, and we have incorporated those into this version.

We are distributing the handbook now to provide one last chance for review and comment before the document goes to print. I am hoping that you will either review the handbook yourself or that you will seek a volunteer from among your board colleagues for this task, and alert us to anything that may be unclear or missing. Comments may be sent to me directly (cduhamel@mbschoolboards.ca), or to Associate Director Heather Demetrioff (hdemetrioff@mbschoolboards.ca). We would appreciate receiving your feedback no later than June 15, 2011.

Thank you for assisting us with this project.

CD/hd

2, 2014 b)

191 PROVENCHER BOULEVARD, WINNIPEG, MANITOBA R2H 0G4 | PHONE 204.233.1595 | TOLL FREE 1.800.262.8836 | FAX 204.231.1356 | WWW.MBSCHOOLBOARDS.CA