

MINUTES OF THE SPECIAL 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 9:00 A.M., TUESDAY, FEBRUARY 21, 2012.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. M. Snelling, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh (entered at 9:10 a.m.), Mr. D. Karnes, Mr. G. Kruck, Mr. J. Murray, Dr. L. Ross, Mr. K. Sumner

Secretary-Treasurer, Mr. K. Zabowski and Recording Secretary: Ms. S. Bailey.

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Associate Superintendent, Mr. D. Labossiere, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

CALL:

The Chairperson called the meeting to order at 9:00 a.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

a) Budget Estimates for 2012-2013

Chairperson, Mark Sefton, provided opening remarks noting the day represents one of the Board's most important duties. He reminded Trustees they had been elected to make tough decisions which would balance the needs of the students with the concerns of taxpayers. He confirmed the decisions made will not please everyone but the Board will work to find a balance. Mr. Sefton noted the many meetings which had taken place leading up to this day. He also spoke about the process which would take place during the deliberations. He concluded his remarks by stating he looked forward to the day's work.

The Finance Committee Chairperson, Marty Snelling, noted the work of the Committee which led to today's discussions. He commented on the work of other Committees and thanked those who participated in numerous meetings with various stakeholders. When speaking of stakeholder meetings he commended the Out-of-Scope staff, noting they took a back seat to the needs of the classroom, during their discussions. He felt the programming needs being brought forward ensured equity for all. He thanked those who contributed, noting this was truly a shared budget.

The Superintendent, Dr. D. Michaels, spoke of the values which hold a Community together. Using a Matryoshka Doll as a visual, she spoke of its symbolism: with the smallest doll representing child; which is then surrounded by the family and school; which is then surrounded by the community; all working together to form a solid unit. She reminded Trustees that like the Matryoshka Doll, the child was at the centre of the Board's budget decisions. She concluded her remarks by wishing the Board the best in their deliberations.

Mr. Zabowski, Secretary–Treasurer outlined the 2012/2013 Financial Budget document to be considered and highlighted the following:

- 1) Enrolment
- 2) Staffing
- 3) Accumulated surplus and reserves
- 4) Preliminary 2012/2013 budget summary
- 5) Capital and Maintenance Budget
- 6) Programming needs requests
- 7) Special Levy Requirements

Trustees asked questions for clarification following Mr. Zabowski's presentation.

POINT OF PRIVILEGE: Trustee Murray noted the parking lot at Riverheights School had been removed from the Capital and Maintenance Budget. He confirmed he would like to bring the \$105,000 item back to the Board Table for discussion at the end of the day and discuss the possibility of taking same from accumulated surplus.

Trustee Murray also spoke about the possibility of establishing a reserve fund for aging buildings. It was agreed by the Board of Trustees that the Secretary-Treasurer would contact the Province about the possibility of establishing an aging building reserve fund.

POINT OF PRIVILEGE: Trustee Kruck, noted he too had add-ons he would like the Board to consider at the end of the day.

Trustee Ross explained the Board's practice regarding add-ons. She confirmed that if an item had been removed from the budget it could be brought back to the Board Table for further discussion and review. However, nothing new that had not been previously discussed was to be brought into budget discussions.

Superintendent, Dr. Michaels, referenced the Public Budget Forum Feedback document, highlighting the Executive Summary contained within the report.

BREAK: 9:55 a.m. to 10:10 a.m.

The Budget Programming Needs Request recommended for consideration were presented by various Trustees and Senior Administration as follows:

Board Committees:

Brandon Schools Instrumental Association (BSIMA)	
Registration Fees and Instrumental Rental Fees	\$ 51,500
Aboriginal Education BSSAP Coordinator (HSL)	\$ 34,000
Aboriginal Education Learning Specialist	\$ 97,900
Teacher Mentorship Initiative – Pilot 2012-2013	\$ 32,000
Bussing Proposal for Grade 7 & 8 Industrial Arts/Home Economics	\$ 82,800
Real Time Streaming & Archiving of Board Meetings	\$ 23,000
Communications and Technology Specialist	\$ 66,500
Professional Development Budget	\$ 50,000
Playground Structure Replacement Support	\$ 15,000

Senior Administration Requests:

Full Day Every Day Kindergarten	\$349,800
HALEP – School Wide Enrichment Programming	\$ 77,900
Reading Recovery Program Support	\$ 77,900
Empower Reading Program	\$ 80,300
Middle Years Literacy Support	\$ 77,900
AEP Education Assistance Supports	\$132,000
ECE Support for All Day Every Day Kindergarten	\$176,000
Bill 13 Implementation:	
- Adjudicated Youth Program	\$207,800
- Extended AAA Supports	\$ 17,000
- Liaison/Intervention	\$ 78,900
- Non-Credit Specialized Alternative Learning	\$239,700
- Social Workers	\$311,600
- NHSOC – Upper Deck	\$ 98,400
High School Secretary Support	\$ 44,000
French Language Specialist	\$ 38,900
Custodial Staffing – Coquitlam Formula	\$183,600
EAL Literature Resources	\$ 18,000
EAL Teacher Support	\$155,800
Senior High School Travel Support	\$ 30,000
Mobile Computing Laptops	\$ 65,000
Numeracy Specialist	\$ 38,900
Permanent Bust Route	\$ 30,900
Research, Evaluation, and Assessment Specialist	\$ 42,600
Payroll & Human Resources Support	\$ 45,500
Translation/Interpretation	\$ 10,000
Vice-Principal Positions – Elementary Schools	\$137,300
Computers for Teacher Use	\$100,000
SmartBoard Project	\$160,800
Synrevoice Proactive Communication Solution	\$ 29,500
Culinary Arts Program Support	\$ 78,400
Provincial Requirements on Student Assessment & Reporting	<u>\$100,000</u>
TOTALS:	<u>\$3,687,100</u>

The Sustainability Requests recommended by individual Board Members/Committees and Senior Administration for consideration were discussed with Trustees speaking for or against each recommended enhancement item with the following results:

- 1) Brandon Schools Instrumental Music Association (BSIMA) Registration Fees and Instrumental Rental Fees - **REDUCED - \$32,000 (conditional on BSIMA meeting requirements to re-activate non-profit corporate status).**

Trustees expressed concern that the BSIMA had not re-activated their non-profit corporate status as this had been a requirement before approving this item. Discussions were held regarding charges to participate in a credit program versus sports and other activities. It was agreed this item would move forward but be reduced to \$32,000. This item is also conditional on the Association re-activating their non-profit corporate status before receiving any funds.

2) Aboriginal Education BSSAP Coordinator (HSL) - **AGREED - \$34,000.**

Trustees spoke of the work of the Divisional Futures and Community Relations Committee in this area. The success of this position in other schools was also noted.

3) Aboriginal Education Learning Specialist – **AGREED - \$97,900 (Supplies to include professional development and release time).**

The Chairperson noted Trustee Murray had requested all specialists listed in the budget be considered in one package instead of individually. This would then allow Senior Administration to distribute the money and assign specialist positions at their discretion. Discussions were held and it was agreed the Aboriginal Education Learning Specialist and the Communications and Technology Specialist should not be included in a joint package. The Aboriginal Education Learning Specialist was then discussed separately.

Trustees spoke in favour of this position and noted the importance of the position to keeping Aboriginal Students engaged. It was requested that the supplies listed in the proposed budget would also include professional development and release time.

4) Teacher Mentorship Initiative – **AGREED - \$32,000 (one year pilot project out of accumulated surplus)**

Trustees spoke in favour of this item. It was noted that both seasoned teachers and new teachers would benefit greatly from this program. Discussions were held regarding establishing this initiative as a pilot project. It was agreed this would be established as a pilot project with the funds coming from accumulated surplus. Senior Administration was directed to provide a report on this initiative in November and March of the 2012/2013 school year.

5) Bussing Proposal for Grade 7 and 8 Industrial Arts/Home Economics – **REJECTED.**

Trustee Murray spoke to this item and provided the history of the joint partnership with the City of Brandon on this matter. He noted the City had deliberately re-routed buses and times so that Division students could use the City buses. He also confirmed Industrial Arts and Home Economics were half-day classes and bus passes were provided at no cost to parents. The matter was discussed in detail. Trustees felt they would be duplicating a service already provided by the City. They publicly thanked the City of Brandon and the Board of the day for taking the initiative to form this partnership. It was agreed this item would not move forward to budget day.

6) Real Time Streaming & Archiving of Board Meetings – **AGREED: \$23,000 (\$16,500 for equipment from accumulated surplus).**

Trustees noted this service would provide greater transparency and accountability by the Board, as well as greater access by the public. It was agreed the purchase of the equipment in the amount of \$16,500 would be taken from accumulated surplus. Trustee Kruck opposed this item.

7) Communications and Technology Specialist – **AGREED: \$66,500.**

Discussions were held regarding whether or not this position should be a full time position or a half time position. It was agreed 5 to 3 that the position would be a full time position. Trustee Ross opposed this item.

A lunch break was taken from 12:10 p.m. – 12:45 p.m.

Mr. Murray – Mr. Kruck

That the Board do now resolve into Committee of the Whole In Camera. (12:47 p.m.)
Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

Senior Administration presented confidential information regarding possible reallocations/reductions. Senior Administration responded to Trustee inquiries.

Mrs. Bowslaugh – Mr. Kruck

That the Committee of the Whole In Camera do now resolve into Board. (1:28 p.m.).
Carried.

IN BOARD

8) Professional Development Budget – **AGREED - \$50,000.**

Trustees asked questions for clarification regarding the amount of funds currently available; the number of staff positions involved in professional development; and professional development for substitute teachers. Trustee Kruck opposed this item.

9) Playground Structure Replacement Support – **AGREED - \$15,000.**

Trustees spoke in favour of this item. The proposal to partner with the City and Parent Councils were discussed. Clarification regarding the original \$15,000 now being targeted towards playgrounds was provided.

10) Full Day Every Day Kindergarten – **REJECTED - 7 – 2.**

Trustees spoke with reluctance against supporting this item. It was noted that the Division would like to continue to lobby the Government for Full Day Every Day Kindergarten to be supported by the Province and not the local taxpayer. As this was a pilot project, the Board did not feel they should expand the project until they had received all the data on this pilot first. Concerns regarding the implementation of class size limitation and physical space in schools were also raised. Trustee Ross understood the Board's comments regarding strategic lobbying of the Government, but felt this was the most important item proposed on the budget. Trustee Ross and Bowslaugh supported this item.

11) HALEP – School Wide Enrichment Programming – **AGREED - \$77,900.**

Trustees agreed to bring this item forward to budget day. Trustee Karnes opposed this item.

12) Literacy Resources – **Previously removed from proposed budget.**

13) Numeracy Resources – **Previously removed from proposed budget.**

14) Reading Recovery Program Support)

15) Empower Reading Program) – **AGREED to combine for \$160,000.**

16) Middle Years Literacy Support)

Trustees agreed to combine Budget Items 14, 15, and 16 together in the amount of \$160,000. Senior Administration was then directed to disburse the funds to the areas of greatest need.

17) AEP Education Assistance Support – **AGREED - \$132,000.**

Trustees agreed to support this budget item.

18) ECE Support for All Day Every Day Kindergarten – **AGREED - \$176,000**

Trustees requested clarification as to why these positions were not part of the full budget for the initiative. Trustees agreed to support this budget item. Senior Administration requested items 17 and 18 be included in the Board's list when lobbying the Government for funding.

Bill 13 Implementation

19) Adjudicated Youth Program)- **AGREED**

20) EAL Support for Off-Campus (**previously removed from budget**)) **to combine**

21) Extended AAA Supports) **for \$500,000**

22) Liaison/Intervention) **with Upper**

23) Non-Credit Specialized Alternative Learning) **Deck as a**

24) Social Workers) **priority.**

25) NHSOC – Upper Deck)

Trustees agreed to combine Budget Items 19 through 25 as they all related to the Government's *"Preparing Students for Success Act"*. Trustees Bowslaugh and Sumner noted they did not want to combine the items but would rather debate each separately.

Trustees discussed whether or not to combine the items at an amount of \$620,000 or \$500,000. Trustees agreed on the combined amount of \$500,000 with Trustees Ross, Snelling, and Sumner supporting the sum of \$620,000.

Trustees discussed whether to provide Senior Administration with priorities or to distribute money at their discretion in this area. Senior Administration was directed to fund the Upper Deck as a first priority and the balance of the funds to be used at their discretion.

26) High School Secretary Support – **AGREED - \$44,000**

Trustees unanimously supported this item.

27) French Language Specialist – **AGREED - \$38,900**

Trustees again discussed the possibility of packaging this item with Budget Item 33 and 35 for a total sum of \$80,000. Following discussions it was agreed to keep the budget items separate. Trustees agreed to support this item.

BREAK: 3:05 p.m. – 3:20 p.m.

28) Custodial Staffing Coquitlam Formula – **AGREED - \$91,800 over two years.**

Trustee Karnes explained the Coquitlam Formula and provided information regarding the aspects taken into consideration when determining custodial staffing for schools. He noted it would add custodial help and schools should be cleaner. It was also noted it would keep abreast of deferred maintenance. Discussions were held regarding equity and whether not contract services would be affected. It was agreed to move this item forward to budget day. Trustee Kruck opposed this budget item.

Further discussions were held regarding whether or not to implement the formula over two years or one. It was agreed 4 – 3 to implement over a two year period at a cost of \$91,800.

29) EAL Literature Resources – **AGREED - \$18,000**

Trustees unanimously agreed to support this item.

30) EAL Teacher Support - **AGREED - \$155,800**

Trustees unanimously agreed to support this item.

31) Senior High School Travel Support – **AGREED - \$30,000**

Trustees spoke in favour of this item but asked for a more clearly defined policy around the usage of the funds. Trustees Karnes, Murray and Sefton opposed this budget item.

32) Mobile Computing Laptops – **AGREED - \$65,000**

Trustees agreed to support this item.

33) Numeracy Specialist – **AGREED - \$38,900**

Trustees agreed unanimously to support this item.

34) Permanent Bus Route – **AGREED - \$30,900**

Trustees agreed unanimously to support this item.

35) Research, Evaluation, and Assessment Specialist – **AGREED - \$42,600**

Noting the importance of the data the Board receives in order to carry out their work, Trustees agreed unanimously to support this item.

36) Payroll & Human Resources Support – **AGREED - \$45,500**

Trustees noted this item had been requested as a priority at meetings held with both CUPE and Out-of-Scope. Trustees requested clarification regarding the impact of the reduction in this area in 2006. It was agreed that with increased staffing over the last several years, it was time to put these hours back into payroll and human resources. Trustees agreed unanimously to this item.

37) Translation/Interpretation – **AGREED - \$10,000**

Trustees agreed unanimously to this item.

38) Vice-Principal Positions – Elementary Schools – **AGREED - \$80,000**

Trustees requested clarification regarding Vice-Principal allowance and the benefit to school administrations in having a Vice-Principal. Trustees agreed to the equivalent of 1 FTE to be distributed at Senior Administration's discretion. Trustee Kruck opposed this item.

39) Computers for Teacher Use - **AGREED - \$50,000**

This item was discussed in details. Trustees requested clarification regarding the current situation relating to teacher laptops. Further discussions were held regarding the possibility of allowing teachers to bring their own devices and/or purchasing the laptops at a reduced rate. It was noted that this request had not come from the teaching staff. Trustee Kruck opposed this item.

Further discussions were held whether to support this item at full cost, \$50,000 or \$33,000. Following a straw vote it was agreed to support this item at a cost of \$50,000.

BREAK: 5:05 p.m. to 5:15 p.m.

40) Smart Board Project – **AGREED - \$160,800**

Trustees agreed to support this item in order to complete the project. Discussions were held as to whether or not this item should come from accumulated surplus. It was agreed 5 - 4 that this item would be part of the operating budget as a onetime expense for 2012-2013.

41) Synrevoice Proactive Communication Solution - **AGREED - \$29,500**

Trustees agreed unanimously to support this item.

42) Culinary Arts Program Support – **AGREED - \$78,400**

Trustees agreed to support this item. Discussions were held regarding what would happen to the money made in this program when it was no longer paying salaries. Concerns were raised regarding equity for the other two high schools. It was agreed further discussions were required regarding the profits made in this program that would no longer be used to pay employee salaries.

43) Provincial Requirements on Student Assessment and Reporting – **REJECTED.**

It was noted total enhancements of \$2,357,900 had been approved. The Secretary-Treasurer noted the proposed budget would result in an average tax increase of 3.8% on a home valued at \$200,000 in 2011 and assessed at the average assessment increase of 9.8%.

Trustee Murray requested discussions regarding the reinstatement of the Riverheights School parking lot extension be brought back to the Board Table for further discussion. He requested the sum of \$105,000 be taken from accumulated surplus to accommodate this item. Discussions were held regarding safety issues due to lack of parking space and equity issues for other schools in similar situations. **It was agreed to move this item forward over two years in the sum of \$52,500 from accumulated surplus.** Trustees Sefton, Ross and Sumner opposed this item.

Trustees provided their comments with respect to the proposed budget.

Mr. Sumner – Mr. Snelling

That the meeting do now adjourn (6:10 p.m.).

Chairperson

Secretary-Treasurer