

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, JULY 9, 2012

**PRESENT:**

Mr. M. Sefton, Chairperson, Mr. M. Snelling, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, 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. Denis Labossiere, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

**REGRETS:**

Mr. G. Kruck

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance to the meeting.

**AGENDA**

**1.00 AGENDA/MINUTES:**

**1.01 Reference to Statement of Board Operations**

**1.02 Approval of Agenda**

There were no additions to the agenda.

Dr. Ross – Mrs. Bowslaugh

That the agenda be approved as circulated.

Carried.

**1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Regular Board Meeting held June 25, 2012 were circulated.

Trustee Bartlette stated his In-Camera request under Section 1.02 related to a “personnel” matter and not a “student” matter.

Mr. Murray – Mr. Bartlette

That the Minutes be approved as amended.

Carried.

**2.00 GOVERNANCE MATTERS:**

**2.01 Presentations For Information****2.02 Reports of Committees**

## a) Friends of Education Committee Minutes

The written report of the Friends of Education Committee meeting held on June 20, 2012 was circulated.

Mr. Bartlette – Dr. Ross

That the Minutes be received and filed.

Carried.

## b) Personnel Committee Meeting Minutes

The written report of the Personnel Committee meeting held on June 25, 2012 was circulated.

Trustee Bartlette requested clarification regarding the Manitoba Teachers' Society (MTS) – "Notice of Premium Rate Decrease". It was confirmed this decrease related to the MTS Disability Benefits Plan.

Dr. Ross – Mr. Murray

That the Minutes be received and filed.

Carried.

## c) Other

- Trustee Snelling reported on the B.J. Hales Ad-Hoc Committee's visit to the International Peace Gardens and the Brandon General Museum. Mr. Snelling reviewed the facilities, funding, public exposure, and other factors for consideration from both organizations with respect to the possible display of the B.J. Hales Collection. Mr. Snelling also reviewed several options for Trustees to consider with respect to the collection. The Trustees asked a number of questions for clarification regarding space and facilities, value of the collection, transporting the collection, and sharing the collection. It was noted that representatives from both the International Peace Gardens and the Brandon General Museum would be viewing the collection on July 25, 2012. At that time, the Ad-Hoc Committee was directed to meet with the two organizations and discuss the following: insurance costs; transportation costs; clarify ownership issues; clarify each organization's view regarding sharing the exhibit; and ensuring Brandon School Division students will have free access to exhibit. It was agreed the Committee would provide a further report to the Board of Trustees at its regular meeting in August.

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

Trustee Bartlette asked if Senior Administration had received any response from MSBA regarding the collection of information from school divisions with respect to the amount of funding received from the Provincial Government for the 20K3 Initiative. Secretary-Treasurer, Mr. Zabowski, noted the request for information had not yet been made.

Trustee Bowslaugh noted the Executive Assistant for the MSBA was retiring and inquired about the possibility of forwarding a card on behalf of the Board of Trustees. Senior Administration was directed to send a congratulations card to Ms. Barbara Unrau.

Point of Privilege: Trustee Murray noted Bill Norrie, an Ex-Mayor of the City of Winnipeg, had recently passed away. He confirmed Mr. Norrie was also a past President of the Manitoba School Boards Association and had sat on the MSBA School Division Boundary Review Committee.

**- From Report of Senior Administration**

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
  - Crocus Plains Regional Secondary School Off-Site Activity Request – Referred Motions.
  - Enrollment Growth/20K3 Implementation – Referred Motions.
  - Lease Agreement for At-Risk Youth Program – Referred Motions.
  - Trustee Inquiries:
    - Trustee Sumner – Parent Notification – Synrevoice.
    - Trustee Bartlette – Breakdown of Allocation of Budget Line for Bill 13 and Upper deck.
    - Trustee Ross – Incremental Costs for All Day/Every Day Kindergarten.
    - Trustee Sumner – Facility Rental Fee Breakdown.

Secretary-Treasurer, Mr. Zabowski provided background information regarding the four motions being presented to the Board for approval. He answered several questions for clarification with respect to the accumulated surplus.

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

## **2.07 Motions**

95/2012 Mr. Bartlette – Mr. Murray

That the trip involving four (4) Grade 12 high school students from Crocus Plains Regional Secondary School to Abu Dhabi, United Arab Emirates from October 27, 2012 to November 3, 2012 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Snelling inquired about any training that would be provided to students with respect to the customs and norms in a foreign country. Superintendent, Dr. Michaels confirmed students and staff would receive cultural sensitivity and cultural awareness training. She also confirmed the F1 Competition organization had an acculturation manual for schools to review. Trustee Ross expressed concern for students travelling to a country where their safety could be an issue. She requested clarification as to who decides where this event is held and where else this event has been held. Dr. Michaels confirmed the F1 Competition organization determines where the event is to be held. She noted the other countries where this event has taken place in the past.

Carried. (7-1, Trustee Ross Opposed).

96/2012 Mrs. Bowslaugh – Mr. Sumner

That the additional 9.0 FTE teacher staffing requirement requested by Senior Administration to address enrollment growth and the Provincial K-3 class size initiative for the 2012/2013 school year at an estimated cost of \$756,310 be funded from the anticipated 2012/2013 increase in the Provincial Enrollment grant of \$259,087, the English as an Additional Language grant of \$150,000, the Kindergarten to Grade 3 (20K3) Class Size Initiative grant of \$131,223, and the remaining \$216,000 funded from accumulated surplus, be approved.

Amend Motion:

Trustee Sumner - Mr. Karnes

That Motion 96/2012 be amended to reduce the request from \$756,310 to \$390,310 and not use the English as an Additional Language Grant of \$150,000 or the accumulated surplus of \$216,000.

Mr. Sumner spoke to his reasoning for this amendment. He noted the Division has several other projects that require the Board's direct attention. He did not feel the Board should be using funds from accumulated surplus or the English as an Additional Language grant to fund a mandate from the Government.

Trustee Karnes agreed with Trustee Sumner. As this was a Provincially directed mandate, he felt the Government should be funding the entire initiative. He also noted the Division had until 2016 to comply with the mandate.

Superintendent, Dr. Michaels, confirmed the Division has four years to comply with the mandate, however, this was only the first step in meeting the mandate.

Trustee Snelling expressed concern about using funds from accumulated surplus to meet an operational item therefore he would be supporting the amendment.

Associate Superintendent, Mr. Malazdrewicz, provided information regarding the enrollment growth, funding growth and building in capacity. Superintendent, Dr. Michaels, spoke to the reallocation of funds in the future.

Table Motion:

Mrs. Bowslaugh – Mr. Murray

That the amended motion be tabled until after the Division has received a response from Mr. David Yeo, Manitoba Education, regarding the grant received for the 20K3 class size initiative.

Defeated (3-5)

Trustee Murray expressed concerns about downloading financial responsibility for this initiative to the next Board. He had concerns about using funds from accumulated surplus, but felt delaying implementation until 2016 would cause larger issues down the road for a future Board. He stated this was an initiative they had to meet and therefore he would not support the amendment.

Trustee Sefton also confirmed he was opposed to the amendment.

Defeated (4-4)

Original Motion:

That the additional 9.0 FTE teacher staffing requirement requested by Senior Administration to address enrollment growth and the Provincial K-3 class size initiative for the 2012/2013 school year at an estimated cost of \$756,310 be funded from the anticipated 2012/2013 increase in the Provincial Enrollment grant of \$259,087, the English as an Additional Language grant of \$150,000, the Kindergarten to Grade 3 (20K3) Class Size Initiative grant of \$131,223, and the remaining \$216,000 funded from accumulated surplus, be approved.

Trustee Karnes confirmed he would be opposing the motion as he felt the Division needed more time to lobby the Government on this matter.

Trustee Snelling asked Senior Administration when they would be staffing for these positions. Superintendent, Dr. Michaels, confirmed they would hire as soon as possible so that the classrooms would be ready in September. She reminded the Board of the criticism that has been received in the past regarding the late hiring of new staff after the beginning of the school year.

Trustee Ross confirmed she would be voting in favour of the motion. She felt there was nothing the Board could do but approve the motion and continue to work with the Government on increasing funding for their initiatives.

Trustee Bowslaugh confirmed she would be supporting the motion as she does not want schools to go through the trauma of waiting for staff after the onset of school.

Trustee Bartlette confirmed he agrees with Trustee Ross and will be supporting the motion.

Trustee Sumner confirmed he will be opposing this motion. He felt the Government was crippling the Board with this mandated after the Division needs had already been addressed and approved in the budget for the 2012-2013 school year.

Carried. (7-2 – Trustees Sumner and Karnes Opposed).

97/2012 Mr. Karnes – Mr. Bartlette

That the Lease Agreement between Brandon School Division and Lynn Hink & Vernon Hink to rent the property commonly known as 729 Princess Avenue for the period August 1, 2012 to July 31, 2013 at an annual rent of \$34,100.00 plus utilities for operation of the At-Risk Youth Program be approved, subject to review by the Division solicitor and approval of the Public Schools Finance Board, and that the Chairperson and Secretary-Treasurer are hereby authorized to affix their signatures and the seal of the Division thereto.

Trustee Karnes requested clarification that the annual rent would be coming from existing funds. It was noted the Division received \$39,400 for this initiative.

Carried.

Trustee Ross, referencing Appendix E regarding the Full Day/Every Day Kindergarten Report from the Report of Senior Administration, noted she would like to propose a motion to fund expansion of the Full Day/Every Day Kindergarten program to George Fitton School

98/2012 Dr. Ross – Mr. Sumner

That All-Day/Every Day Kindergarten be expanded to George Fitton School for the 2012/20113 school year at a cost of \$108,700 to be funded by Accumulated Surplus, be approved.

Trustees Bartlette inquired as to whether or not there was space to accommodate this program at George Fitton School. Senior Administration confirmed there would be enough space.

Trustee Karnes noted he would be opposing this motion. He felt this was a budget item that needed to be discussed on budget day and not taken from accumulated surplus.

Trustee Bowslaugh confirmed she would be supporting the motion as she felt George Fitton was a school where students would benefit from such a program and the Division would see positive results.

Trustee Murray shared the concerns of Trustee Karnes, however having heard the presentations at the Board Table and seen the results, he would be supporting this motion.

Trustee Sumner inquired about the possibility of limiting access to this program to students with low EDI scores. Superintendent, Dr. Michaels, noted given the school's EDI results, all students would benefit.

Trustee Snelling supports Full Day/Every Day Kindergarten, however, he shared Trustee Karnes view and did not want to see the Board continue to erode the accumulated surplus.

Trustee Sefton confirmed he would be supporting the motion.

Secretary-Treasurer, Mr. Zabowski reminded the Board approval of the motion would leave an unallocated accumulated surplus of 2.2%.

Carried. (7-2 Trustees Snelling and Karnes  
Opposed.)

## **2.08 Bylaws**

NIL

## **2.09 Giving of Notice**

NIL

## **2.10 Inquiries**

1. Trustee Snelling noted the Mayor was holding a meeting on July 19, 2012 regarding Western Diversification Funds. He asked who would be representing the Brandon School Division at this meeting.

Superintendent, Dr. Michaels confirmed she and the Secretary-Treasurer would be attending.

2. Trustee Bartlette requested clarification regarding the information provided relating to Trustee Sumner's inquiry for a breakdown of costs incurred by the Division, as a result of the use of Division facilities by other organizations and the public, outside of school hours. Trustee Sumner also requested additional information regarding wages and what is being done to make the Division's facilities more accessible to the public.

Secretary-Treasurer, Mr. Zabowski, provided further information and answered Trustee Bartlette and Trustee Sumner's questions.

### **3.00 ADMINISTRATIVE INFORMATION:**

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

Superintendent, Dr. Michaels, highlighted the Senior High School Graduation Rate of 96.6% for 2012. She reviewed the number of students eligible to graduate at each high school and the actual number of graduates from each high school.

Trustee Sefton voiced his appreciation to everyone involved in assisting students with this achievement, from support staff to teaching staff. He also spoke to the difference between the Province's methodology for calculating graduation rates versus the Division's methodology.

The Board agreed the Chairperson would send an email to all staff of the Division thanking them for their dedication to student success. He would also send a letter to the editor of the Brandon Sun regarding the Division's Senior High School Graduation Rate.

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

- The Year-End Report;
- The Full Day/Every Kindergarten; and
- Principal Prep Program.

Mr. Snelling – Mr. Karnes

That the report be received and filed.

Carried.

#### **3.02 Communications for Information**

- a) Myrna Shineton and Lana Kidd, Scholarship Committee, CUPE Local 737, June 8, 2012, addressed to Mr. Mathew Gustafson, Principal, Vincent Massey High School, advising that Morgan Glowa is the 2011-2012 recipient of the CUPE Local 737 Scholarship Award in the amount of \$500.00. This award is given to the child/grandchild or legal ward of CUPE Local 737 members. The announcement of this award is made at the Vincent Massey graduation ceremony.

Ordered Filed.

- b) Paul Birston, Manager of Architectural Services and R. John Weselake, Acting Executive Director, The Manitoba Public Schools Finance Board, June 20, 2012, noting approval of the Vincent Massey High School – Emergency Gym Roof Replacement. The Brandon School Division is authorized to proceed with the emergency project as follows:
  - Tender the project using the plans and specifications provided by The Public Schools Finance Board;



- Upon receipt of the tenders, submit a letter from the school division to The Public Schools Finance Board recommending the qualified low bidder and requesting project support;
- Debenture the project.

Referred Secretary-Treasurer's Department.

- c) Betty Howell, undated, thanking the board for the beautiful retirement evening. "It was a lovely opportunity to share a celebration with fellow retirees". She thanks Dr. Michaels for her kind words and the Trustees for hosting the evening. The glass blown wheat is a very special keepsake to remind her of her time with the Division. "The wheat has special significance to me, as I am a "Prairie Girl" from the farm". She thanks the Division for the many opportunities she was given and she will always be proud her time here.

Ordered Filed.

- d) Barb Hoy, undated, thanking the Board of Trustees for hosting the evening honoring retirees and long serving staff of Brandon School Division. She thanks Mr. Sefton for his inspirational message and to Dr. Michaels for her kind words. "The dinner was delicious, the company was delightful, the gift was appreciated, and the whole experience will be forever remembered."

Ordered Filed.

- e) Heather Demetriooff, Associate Director, Manitoba School Boards Association, July 4, 2012, addressed to all Secretary-Treasurers and noting that the passage of Bill 23, *The Local Government Statutes Amendment Act*, will result in changes for the nomination procedures for the 2014 school board elections. As of January 1, 2014, a candidate's nomination papers must be signed by the lesser of 25 voters "whose names appear on the voters list for the ward", or 1% of the total number of voters "whose names appear on the voters list for the ward. They will be updating their *Guide to School Boards and Trusteeship in Manitoba* to reflect this change. Please share this information with incumbent trustees or past candidates who may otherwise collect ineligible signatures come election time. Bill 23 can be found at <http://web2.gov.mb.ca/bills/40-1/b023e.php> with the relevant section being 14.

Referred to Secretary-Treasurer's Department.

### **3.03 Announcements**

- a) Personnel Committee Meeting – 12:00 noon, Monday, August 20, 2012, Board Room.
- b) Special Board Meeting – In-Camera – 1:00 p.m., Friday, August 24, 2012, Board Room.
- c) Board Retreat – 5:00 p.m., Friday, August, 24, 2012 and 8:30 a.m., Saturday, August 25, 2012, Riverbank Discovery Centre.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, August 27, 2012, Board Room

Mr. Murray – Mr. Bartlette

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 #2 – The response to Trustee Karnes' In-Camera Inquiry from March 26, 2012, was received as information.

c) Superintendent, Dr. Michaels provided an update regarding a personnel matter.

- Trustee Inquiries

##### **4.03 Property Matters/Tenders**

- Reports

- Trustee Inquiries

##### **4.04 Board Operations**

- Reports

- Trustee Inquiries

Mr. Snelling – Dr. Ross

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

Carried.

#### IN BOARD

**5.00 ADJOURNMENT**

Mr. Sumner – Mr. Karnes

That the meeting does now adjourn (9:40 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer