



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, MARCH 20, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, 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.

REGRETS:

The Chairperson called the meeting to order with a traditional heritage acknowledgement 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

The Secretary-Treasurer noted he had one late motion from the Facilities and Transportation Committee and one Personnel item for In-Camera.

The Superintendent noted he had one Personnel item for In-Camera.

Trustee Bowslaugh noted she had two items for In-Camera.

Mr. Buri – Dr. Ross

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held March 6, 2017 were circulated.

Mr. Kruck - Mrs. Bowslaugh

That the Minutes be approved.

Carried.

- b) The Minutes of the Board Meeting held March 6, 2017 were circulated.

Mr. Bartlette - Mr. Kruck
That the Minutes be approved.
Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on March 9, 2017 was circulated.

Trustee Sefton suggested that when considering feedback on the effectiveness of advertising for job postings, it may be worthwhile for the Committee to partner with the Faculty of Education at Brandon University and survey University students.

Dr. Ross – Mr. Buri
That the Minutes be received and filed.
Carried.

- b) Trustee Evaluation Ad-Hoc Committee Meeting

The written report of the Trustee Evaluation Ad-Hoc Committee meeting held on March 13, 2017 was circulated.

Trustee Bartlette asked questions for clarification regarding leaving the criteria determinations for the 360 mid-term evaluation to the next elected Board.

Trustee Bambridge noted that this is due to no criteria being established at this time for the Board's self-evaluation, due to the changes to the governance model, and the upcoming policy manual review.

Ms. Bambridge – Mr. Murray
That the Minutes be received and filed.
Carried.

- c) Education Committee Meeting

The written report of the Education Committee meeting held on March 14, 2017 was circulated.

Trustee Bartlette asked if parents have access to vocational course information. Mr. Gustafson, Assistant Superintendent, responded that the Crocus Plains course handbook outlines the vocational courses and is available to parents.

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

d) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on March 14, 2017 was circulated.

Ms. Bambridge – Mr. Buri

That the Minutes be received and filed.

Carried.

2.03 Delegations and Petitions (max. 10 minutes)

Navan Forsythe spoke to the Board of Trustees about the LGBTQ+ community and presented a PowerPoint on *Recommendations to Create An Affirming Space for Sexual and Gender Minorities*, which highlighted the following:

- Reasoning – Discrimination against members of the LGBTQ+ community is prevalent in both covert and overt forms throughout Canadian schools
- LGBTQ+ Students Need to Feel Safer
- LGBTQ+ Students Need Supportive Teachers
- What steps can we take? Short Term:
 - Ally training can be provided to all administrative staff, counsellors and gym teacher
 - The creation of a program allowing high school GSA students to set up and mentor LGBTQ+ support groups in middle schools
 - The allocation of funds for LGBTQ+ educational resources to be found at all schools
 - The addition of homophobia and transphobia to the student conduct policy
- What can we do? Long Term:
 - The creation of inclusive washrooms and change rooms in all BSD schools
 - The creation of a separate Division-wide policy concerning these recommendations
 - Continue contact between the school Board and GSA's in order to ensure the best possible environment for LGBTQ+ students
- A Separate Policy Reduces LGBTQ+ Self-Harm and Suicide Rates
- A Separate Policy Protects All Students
- A Separate Policy Encourages Training and Resource Development for Educators
- What if LGBTQ+ Students get "targeted" because of the policy?

These recommendations will bring the school Division closer to its goal of making school a safe and accepting environment for everyone.

Trustees thanked Navan for his presentation noting they appreciated the quality of the data provided and the workable suggestions. Dr. Casavant thanked Navan for attending the meeting and added that Jason from the Sexuality Education Resource Centre (SERC) Manitoba also spoke with Principals earlier in the school year.

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- From Report of Senior Administration

- Scholarship Committee Appointments – Referred Motions.
- Scholarship Agreements – Referred Motions.

Mr. Labossiere spoke on the upcoming motions for Trustee Scholarship Committee appointments and the two new scholarship agreements.

2.06 Public Inquiries (max. 15 minutes)

Ms. Barb Gribben, Treasurer, Local CUPE 737, asked if Trustees were aware that CUPE can provide job evaluation consulting to the Brandon School Division at no cost. She noted that CUPE would send someone out from their national office to Brandon with no travel expenses.

Trustee Ross responded that the Board is aware of this.

Ms. Gribben asked for the approximate travel expense involved.

Trustee Ross responded that there is no estimate at this time as the Committee has not met with the consultant at this point, and is unsure how many trips would be required. Trustee Ross added that the consultant would be coming from Winnipeg.

2.07 Motions

35/2017 Mr. Bartlette – Mrs. Bowslaugh

That Trustees Sumner and Bowslaugh be approved to serve as members of the Scholarship Committee for 2016/2017.

Carried.

36/2017 Mr. Sefton – Mr. Bartlette

That the following scholarship agreements:

- The Sharon Monaghan Memorial Scholarship Provided by the Kiwanis Club of Brandon – Assiniboine and the Kiwanis Foundation of Canada
- Brandon Friendship Centre/Prairie Mountain Health Scholarship
- Parker Bruederlin Health Care Aide Scholarship
- Marita Dowsett Scholarship
- Scottish Rite Masons of Brandon/The H. L. Crawford Brandon Collegiate War Memorial Scholarship
- Scholarship in Memory of Jason Hargreaves

be approved with changes and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

On behalf of the Board, Dr. Ross thanked the community partners who so generously provide scholarships to Division graduating students.

37/2017 Mr. Bartlette – Mrs. Bowslaugh

That the Agreement to establish a scholarship to be awarded annually, to one grade 12 graduating student from École secondaire Neelin High School in the amount of \$500, to be known as “La Bourse Boisjoli” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

38/2017 Mrs. Bowslaugh - Mr. Bartlette

That the Agreement to establish a scholarship to be awarded annually, to one grade 12 graduating student from one of the three high schools within the Brandon School Division in the amount of \$500, to be known as the "New Era Scholarship" be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

39/2017 Dr. Ross – Mr. Buri

That the proposal from Curt Penner – HR Systems Consulting in the amount of \$57,000 (plus applicable taxes and travel expenses) for job evaluation consultancy services be accepted.

Trustees asked questions for clarification regarding the three (3) phases of the evaluation and estimated time to complete the work.

Trustee Kruck noted that with the information provided by CUPE during Public Inquiries, he stated there must be a reason that this proposal was chosen instead of CUPE and asked for elaboration on that decision.

Mr. Labossiere responded that the proposal is for support staff which includes out-of-scope and CUPE staff members.

Trustee Bowslaugh noted she is concerned and asked if there is a possibility that the CUPE evaluation would be the same level of results, and if the out-of-scope and CUPE staff evaluations could be split.

Mr. Labossiere indicated that the results the Division is expecting from Mr. Penner is to evaluate the current system and assist the Division with a Request For Proposal (RFP) for a job evaluation software solution and is not sure that having two different consultants would do justice for the Division.

Trustee Sefton thanked Ms. Gribben for the information provided, adding that it's very important for each organization to receive independent advice and to develop the processes they believe are important for their organization.

Carried.

40/2017 Mr. Sefton – Mr. Bartlette

That the Board adopt a new committee structure with the following three (3) committees:

- Finance and Facilities (to replace the existing Finance Committee and the Facilities and Transportation Committee)
- Education and Community Relations (to replace the existing Education Committee and the Divisional Futures and Community Relations Committee)
- Personnel and Policy (to replace the existing Personnel Committee and the Policy Review Committee)

to replace the existing committee structure, effective September 1, 2017.

Carried.

41/2017 Ms. Bambridge – Mr. Murray

On an annual basis, the Superintendent will report on progress that has been made towards the Board Governance Goals, before June 1, with a comprehensive 360 evaluation performed at the end of the first year of employment and at the end of year two (2) of the Board's term.

Trustees noted that the wording of Motion 41/2017 was confusing and brought forward the following:

AMENDED MOTION:

41/2017 Ms. Bambridge – Mr. Murray

On an annual bases, the Superintendent will report on progress that has been made towards the Board Governance Goals prior to June 1st. A comprehensive 360 evaluation will be performed at the end of the first year of the Superintendent's employment and also at the end of year two (2) of the Board's term.

Carried.

WITHDRAWN:

Original Motion 42/2017:

Mr. Buri – Mr. Murray

That the Board initiate the process of engaging a consultant to perform a performance review based on Policy 6001, on the Superintendent of Schools on his first year of employment.

After discussion regarding the Superintendent performance review, the motion was withdrawn by the mover, Trustee Buri.

42/2017 Ms. Bambridge – Mr. Murray

That the proposal from Judy White in the amount of \$8,500 (plus applicable taxes) for the process of revising the Brandon School Division Policy Manual be accepted.

Trustees asked questions for clarifications.

Carried.

43/2017 Mrs. Bowslaugh – Mr. Bartlette

That the Division purchase four (4) propane powered school buses for the 2017-2018 school year in the amount of \$592,567.48 (including taxes).

Carried.

2.08 Bylaws

By-Law 2/2017

Mr. Murray

2nd Reading:

That By-law 2/2017 being a borrowing by-law in the amount of \$600,500.00 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<u>School</u>	<u>Project</u>
Vincent Massey High School	Steam Heating System Replacement
Betty Gibson School	Roof Replacement
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
Green Acres School	Gymnasium Addition

be now read for the second time, having been first read on March 6, 2017.

Carried.

3rd Reading:

That the rules be suspended and By-Law 2/2017 be now read for a third and final time, and taken as read, finally passed.

Carried.

By-Law 3/2017

Dr. Ross

1st Reading:

That By-law 3/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend the statement regarding Regular Board Meetings and the Regular Board Meeting Agenda format, be now read for the first time.

Carried.

2.09 Giving of Notice

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the March 6, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Alexander School Used as an Emergency Shelter Location – March 7 & 8, 2017
 - Western Manitoba Science Fair – March 14, 2017
- Information Items
 - Manitoba Education and Training Correspondence
 - 2017-2018 Early Years Enhancement Grant
 - Suspension Report – Semester One – 2016-2017
- Presentations
 - Continuous Improvement Plan
 - Professional Development Calendar

Trustee Sefton thanked everyone for all their hard work on the Continuous Improvement Plan. He noted concern regarding the survey results, specifically the high impact, low support portion. Trustee Sefton added that he would hate to see obstacles before the plan is in place and for the work of everyone to be compromised by having to fight the battles over the half days.

Trustee Kruck indicated he was very impressed with the presentation especially the evaluation ingrained in it and spoke on the survey results. He added that he supported the cost savings with a move to half day PD's.

Trustee Murray was very impressed with the presentation and noted how incredible it is to see such a dynamic and dedicated group of people who are dedicated to the students in the Division. This is one of the most definitive plans he has seen and it is a plan of action that everyone can get behind.

Trustee Murray also noted concerns regarding the survey results and believes it cannot be started from the position of the survey results.

Trustee Bambridge asked if childcare providers in Brandon were included in the survey. Mr. Gustafson responded that the committee brainstormed groups they would need to include in the conversation, including licensed and private daycares, and organizations that provide opportunities for students, such as the City of Brandon, the YMCA, and Brandon University. They have not been approached at this point as the Committee wanted to engage parents first and bring that information to the Board.

Trustee Bambridge noted that she believes that would be an important conversation to have before a vote on this calendar. She also asked about a gradual implementation. Dr. Casavant responded that there is a combination of both full and half days in the proposed calendar, adding that there is a need to have regular contact and in order to advance student achievement it is felt that with regular contact the Division can stay on top of best practices.

Trustee Bambridge indicated that she agrees with the principle and the practice, but believes that the next step needs to be taken in talking to the child care workers and gathering as much information as possible.

Trustee Buri spoke in support of the proposed new calendar format.

Trustee Bowslaugh stated she was impressed with the information provided and asked questions for clarification.

Dr. Casavant noted he was hearing resoundingly from the leaders in the Boardroom that the proposed new calendar reflects the needs of what is needed in the Brandon School Division for students.

Ms. Marnie Wilson, Research & Evaluation Services Specialist, responded to questions regarding the level of survey response required to have any degree of validity. She noted that 9.74% response rate is low, however when looking at the number itself, the Division is still hearing from 893, but overall it is not representative.

Trustees spoke for and against the proposed new calendar format and asked questions for clarification.

Dr. Ross – Mr. Murray

That the March 20, 2017 Report of Senior Administration be received and filed.

Carried.

44/2017 Mrs. Bowslaugh – Mr. Bartlette

That the School Calendar for the 2017-2018 school year be established, as per the proposed Model B.

Carried.

POINT OF PRIVILEGE

Trustee Bowslaugh spoke on attending the Western Manitoba Science Fair on March 14, 2017, and noted that a student from St. Augustine School was awarded Best In Fair and will go to the Canada wide science fair. She added that one of the staff at Alexander School, Jeff Freiheit, was awarded the Christie's Office Plus Award for initiating a very thorough science fair at Alexander School.

3.02 Communications for Information**3.03 Announcements**

- a) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, March 20, 2017, Boardroom.
- b) Finance Committee Meeting – 12:00 p.m., Thursday, March 23, 2017, Boardroom.
- c) Policy Review Committee Meeting – 11:30 a.m., Monday, April 3, 2017, Boardroom.
- d) Brandon School Division and City of Brandon Joint Meeting – 6:00 p.m., Tuesday, April 4, 2017, Riverbank Discovery Centre.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 10, 2017, Boardroom.

Mr. Buri – Mr. Murray

That the Board do now resolve into Committee of the Whole In-Camera. (9:48p.m.)

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 presented.
 - b) The Superintendent provided information on a Personnel Matter and received direction from the Board.
 - c) The Secretary-Treasurer provided an update on a Personnel Matter
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) Trustee Sumner provided information on five (5) Board Operations matters and received feedback from the Board.
 - b) Trustee Bowslaugh discussed two Board Operations matters with Trustees.
- Trustee Inquiries

Mr. Buri – Mr. Bartlette

That the Committee of the Whole In-Camera do now resolve into Board. (10:44 p.m.)

Carried.

5.00 ADJOURNMENT

Mr. Buri – Mr. Kruck

That the Board do now adjourn. (10:45 p.m.)

Carried.

Chairperson

Secretary-Treasurer

2017-2018 SCHOOL CALENDAR

..... M. Gustafson

A new school calendar for the 2017-2018 school year is being proposed.

- A committee was formed to examine the factors impacting the school calendar.
- Committee membership included representatives from Principals (High School and K-8), Brandon Teachers Association, and CUPE
- The committee considered provincial exams, semester balance, parent teacher interviews, professional development needs, parent concerns, and legislative and provincial requirements
- The 2017/2018 school calendar proposal was e-mailed to Principals, the CUPE representative and the Brandon Teachers Association representative
- The 2017/2018 school calendar proposal was e-mailed to Brandon School Division families with a link to the survey
- Families without an e-mail on file received an automated phone message directing them to the school for information and to complete a paper survey
- Both the e-mail and phone messages were sent to the primary contact for each student
- Feedback was gathered from the Brandon School Division info e-mail and schools
- Dr. Casavant, Superintendent and Mr. Gustafson, Assistant Superintendent, met with the Brandon Chamber of Commerce to discuss the proposal
- *Results of the survey*
- 7168 Families received the survey via e-mail
- 784 Electronic surveys were completed for a 10.94 % response rate
- 2003 Families received phone calls directing them to the school
- 109 Paper surveys were completed for a 5.44 % response rate
- 9.74 % overall response rate



BRANDON SCHOOL DIVISION

2017-2018 SCHOOL CALENDAR PROPOSAL

Brandon School Division would like your feedback on its proposed school calendar for 2017-2018. The traditional school calendar has been in place for many years. There are a number of factors that impact the calendar.

Legislative and Provincial Requirements

- The calendar must provide 55 hours for designated professional development/administration days combined
- The calendar must have 2 parent teacher interview times for both K-8 and 9-12 schools. The parent teacher interviews should be close to midpoints of school terms (K-8 and 9-12 terms differ).
- The calendar must use 1 day for province wide professional development.

Continuous Improvement Framework

Manitoba Education and Advance Learning introduced the Framework for Continuous Improvement in the spring of 2016, requiring school divisions to:

- embed accountability in their planning and reporting to ensure high levels of academic achievement in literacy and numeracy for all students
- examine and analyze disaggregated student achievement data, provided by the Department, to better understand trends and patterns to inform instruction and develop appropriate supports for all students
- assess, monitor and report their progress in relation to divisionally identified targets and the provincial context

The purpose of the Framework is to:

- increase the overall capacity and capability of the K-12 education system
- close the achievement gap and ensure high levels of achievement in numeracy and literacy for all students
- enhance instructional leadership capacity

Parental Concerns with Existing Calendar

Parents have raised the following concerns:

- There are too many days where K-8 and 9-12 students do not attend school on the same day
- The use of substitutes in class to free teachers for professional development

Opportunity to Align with Legislation and Continuous Improvement Framework

Continuous Improvement requires a professional development model that provides more regular professional development opportunities while maintaining all of the instructional hours for students and decreasing the need for substitutes.

“Accepting the Challenge”

A committee reviewed alternative school calendars in Manitoba and Canada to help inform their work. The committee proposed a new model that was designed to address the professional development needs, meeting all of the legislative and provincial requirements while creating more impactful professional development experiences focusing on improving student achievement.

Accordingly, we are proposing the following adjustment by changing 3 full days to 6 half days. The proposed model is compared to the traditional calendar below.

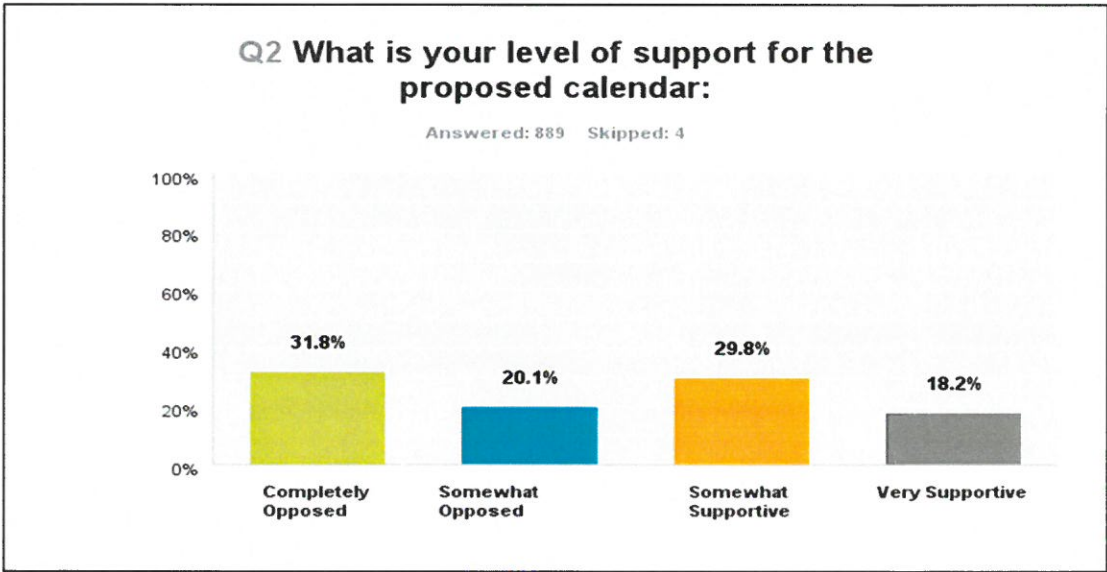
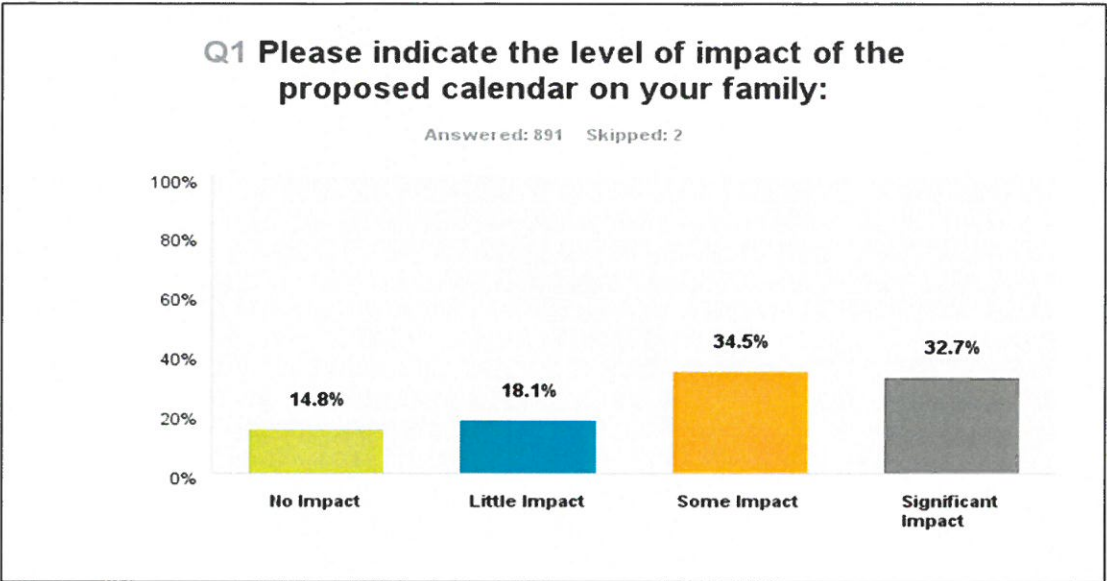
Model A (Traditional)	Model B (Proposed)
Total of 55 hours designated for professional development/administration	Total of 55 hours designated for professional development/administration
Maintains the number of days where K-8 and 9-12 days do not align 4 full days where K-8 and 9-12 days do not align	Reduces the number of days where K-8 and 9-12 days do not align 2 full days where K-8 and 9-12 days do not align
	Creates 3 additional professional development times reducing substitute costs by \$104, 000
Busses don't run on 6 days	Busses don't run on 4 days resulting in \$18, 000 in additional transportation costs
8 full days of child care required	5-full days and 6-½ days of child care required

Model A (Traditional)		Model B (Proposed)	
K-8	9-12	K-8	9-12
September 6, 2017 – 1 st Day of Classes			
September 27 (All Day)	September 27 (All Day)	September 27 (All Day)	September 27 (All Day)
October 20 (All Day)	October 20 (All Day)	October 20 (All Day)	October 20 (All Day)
November 2 (All Day)		November 2 (1/2 Day)	November 2 (1/2 Day)
November 17 (All Day – PTI)	November 17 (All Day – PTI)	November 17 (All Day – PTI)	November 17 (All Day – PTI)
		December 6 (1/2 Day)	December 6 (1/2 Day)
February 14 (All Day)	February 14 (All Day)	February 14 (1/2 Day)	February 14 (1/2 Day)
March 8 (All Day)		March 8 (All Day)	
March 16 (All Day – PTI)	March 16 (All Day)	March 16 (All Day – PTI)	March 16 (All Day)
	April 13 (All Day – PTI)		April 13 (All Day – PTI)
		April 25 (1/2 Day)	April 25 (1/2 Day)
May 30 (All Day)	May 30 (All Day)	May 30 (1/2 Day)	May 30 (1/2 Day)
		June 21 (1/2 Day)	June 21 (1/2 Day)
June 28, 2017 – Last Day of Classes			

**Brandon School Division values your feedback on the proposed calendar.
Deadline to submit your response is: Friday, March 17, 2017 at 4:00 pm.**

Thank you!

Summary of 2017-2018 School Calendar Proposal Survey Responses



Matrix of Impact and Support

