

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, SEPTEMBER 10, 2012

PRESENT:

Mr. M. Sefton, Chairperson, Mr. M. Snelling, Vice-Chairperson, Mr. P. Bartlette (entered at 8:10 p.m.), Mrs. P. Bowslaugh, 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, Live Streaming Video Operator, Ms. K. Boklaschuk.

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. Denis Labossiere, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. G. Malazdrewicz, Associate Superintendent

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

The Secretary-Treasurer noted due to a motion arising from the Special Board Meeting held on September 6, 2012, all motion numbers in the current agenda would need to be renumbered beginning with motion 103/2012.

The Secretary-Treasurer also requested In-Camera discussions on a Board Operations matter.

The Superintendent requested the addition of a Personnel Matter for In-Camera discussions.

The Chairperson requested the addition of a letter received from a parent regarding a transportation matter to be added under Communications for Action.

The Chairperson also requested discussions regarding a proposed agenda for the Board's upcoming meeting with the Minister of Education to be added under Business Arising.

Trustee Snelling confirmed he had just received an email from another parent regarding a bussing issue. The Board agreed, due to the lateness in receiving the email, it should be referred to Facilities and Transportation Committee for review.

Mr. Kruck – Mr. Murray

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 August 24, 2012 were circulated.

Dr. Ross – Mr. Kruck

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Regular Board Meeting held August 27, 2012 were circulated.

Point of Privilege: Trustee Bowslaugh was pleased to report that a student in the Division had been nominated by one of the high school counselors for International Day of the Girls prior to the deadline of August 15, 2012.

Mr. Kruck – Mr. Snelling

That the Minutes be approved as circulated.

Carried.

- c) The Minutes of the Inaugural Board Meeting held September 4, 2012 were circulated.

Mr. Snelling – Mrs. Bowslaugh

That the Minutes be approved as circulated.

Carried.

2.00 GOVERNANCE MATTERS:

- a) Superintendent, Dr. Michaels, spoke to the Board of Trustees Governance Goals (2010-2014) update. She highlighted several areas of progress to date. Trustees asked questions for clarification regarding tracking of grad rates beginning at the Grade 9 level and receiving information regarding the "Tell Them From Me" survey as it relates to harassment and bullying. Trustees asked how the highlights noted in the update could be released to the public through the Communications and Technology Specialist. Superintendent, Dr. Michaels, confirmed the highlights could be released through a series of videotapes with different Trustees speaking to the work of the Division. It was felt this would assist in transparency and providing the public with meaningful information. The Board directed Senior Administration to proceed.

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

a) Divisional Futures & Community Relations Minutes

The written report of the Divisional Futures & Community Relations Committee meeting held on September 5, 2012 was circulated.

Discussions were held regarding whether or not the Board would sponsor students to attend the Chamber of Commerce luncheons. Trustee Murray suggested the Division talk to the Chamber about the possibility of sponsoring students or having a business sponsor students. The Board agreed to pursue the matter through the Chamber of Commerce. The Board further agreed they would sponsor three students for the Chamber Luncheon to take place this month.

Mrs. Bowslaugh – Mr. Snelling
That the Minutes be received and filed.

Carried.

b) Other

- Trustee Sefton reported on the Welcome Back Breakfast held on September 4, 2012 at the Victoria Inn. He noted he and the President of the Brandon Teachers Association would be discussing what could be done to possibly encourage more staff to attend this annual event.

2.03 Delegations and Petitions

- a) Mr. Kenneth Jackson, Vice-Chairperson, Brandon General Museum presented a Project Submission regarding the Temporary Exhibition of the B.J. Hales Natural History Collection. Mr. Jackson spoke about the two goals of the project: a) the opening and unpacking of the B.J. Hales Natural History Collection as the current storage location makes it difficult to access the condition of the collection; and b) to exhibit, on a temporary basis, a portion of the collection. Mr. Jackson provided information about the proposed exhibition which would focus on the individuals who originated the collection and their lasting mark on Brandon. Logistical requirements were reviewed and it was hoped the Brandon School Division Maintenance Department would assist in the moving of the collection. Mr. Jackson concluded his presentation by highlighting the joint benefits of the proposal. The Chairperson thanked Mr. Jackson for his presentation.

Trustees asked questions for clarification regarding available space at Convergys; protection of the collection during possible renovations at Convergys; how soon the collection could be moved and displayed; whether or not Division maintenance staff would be available to assist; a listing of the collection; and whether or not the Brandon General Museum wished to share ownership or take over ownership of the collection. Brandon General Museum Board member Mr. Jeff Harwood joined Mr. Jackson at the Board Table to assist in answering

Trustee questions. It was confirmed the collection would be displayed in the lower level of Convergys and would not be affected by the proposed renovations to the building. The display could be ready in approximately six to eight weeks. It was also noted there is a file card listing of the collection, however a new detailed accurate listing of the contents of the collection would be produced. Secretary-Treasurer, Mr. Zabowski, confirmed he would need to compile staffing costs with respect to using Division staff to move the collection and he would forward that information to the Facilities and Transportation Committee. With respect to ownership preference, the representatives of the Brandon General Museum felt it was premature to provide a decision on that item at this time.

The Chairperson again thanked the delegation for their presentation, confirming the matter would be discussed in detail at the next regular meeting of the Board of Trustees.

Secretary-Treasurer, Mr. Zabowski, asked the Board of Trustees who would be willing to sit on the B.J. Hales Ad-Hoc Committee for the 2012-2013 school year. Trustees Kruck, Bowslaugh and Murray volunteered.

Trustee Ross exited the meeting at 7:45p.m. and returned at 7:55 p.m.

2.04 Communications for Action

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, August 22, 2012, noting in June 2012, the Manitoba legislature passed amendments to *The Public Schools Act* requiring school boards to adopt a code of conduct for school trustees. A document has been attached as a template which may assist school boards that are working to develop their own codes of conduct that reflect local priorities and organizational cultures.

Referred to Business Arising.

- b) Karen Keilback, Secretary-Treasurer, Neelin Spartans Football Booster Club, August 23, 2012, addressed to the Facilities and Transportation Committee of the Board of Trustees, Brandon School Division, through Trustee Pat Bowslaugh, noting the Booster Club has reached their financial goal for the installation of a media/press box on the Neelin High School football field. Construction of this building will allow the school to meet the Winnipeg High School Football League Film Exchange Protocol. Their objective is to have the building available for the 2012 football season. Most details are in place, all that remains is the approval of the Brandon School Division. They note they are not asking for any funding from the Division, but request permission to move forward with this project as soon as possible. They further note they have left plans and engineered drawn blueprints with the school principal and have received his support. They have also submitted their plans to Brandon Area and Planning and expect a building permit shortly. They request the Board's approval at the August 27, 2012 Board Meeting. They understand the Facilities and Transportation Committee will not be meeting before the Board's meeting on the 27th of August and hope there is some way the Committee can look at the project before the August 27th Board meeting. They note if this matter does not go before the Board until September their group likely will not be able to complete the project until next year. The

project will have a positive impact on Neelin High School student athletes as well as enhance the Spartan profile in the community for years to come.

Referred to Business Arising.

- c) Ms. Samantha Foster, parent, September 10, 2012, addressed to Dr. Michaels, Superintendent, Mr. Malazdrewicz, Assistant Superintendent, Mr. Sefton, Board Chairperson, regarding bus transportation for her two sons, in Grade 9 and 3. She notes she had been advised of the 2.4 km distance policy relating to high school students. She also notes her residence is only 2.23 km from the school. Therefore, her grade 9 son will not be able to ride the bus. Ms. Foster confirms that her grade 3 son rides the bus to Neelin where he transfers and rides the bus to École New Era. It is a 40 minute ride each way and her grade 3 student does not feel comfortable riding the bus alone. She feels having her older son ride with the younger child will reduce the younger child's anxiety about having to take the bus. As well, as a single parent who works until 5:00 p.m. she requires her older son to look after the younger child, otherwise she will need to shorten her work hours and thereby losing a substantial percentage of her family's income.

Referred to Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a), noting in June 2012, the Manitoba legislature passed amendments to *The Public Schools Act* requiring school boards to adopt a code of conduct for school trustees was discussed. Secretary-Treasurer, Mr. Zabowski spoke to the Board's Policy 2005 – "Trustee Code of Ethics" noting the Board's policy meets the minimum requirements put forth in Ms. Duhamel's letter. With respect to the template included in Ms. Duhamel's letter, Mr. Zabowski confirmed most items listed have been addressed either by Board Policy or Board By-Law. He recommended forwarding the matter to the Policy Review Committee, together with his notes, for their review. The Board agreed the matter would be referred to the Policy Review Committee for further discussion and review.
- b) The correspondence from Karen Keilback, Secretary-Treasurer, Neelin Spartans Football Booster Club, from Communications for Action 2.04b), addressed to the Facilities and Transportation Committee of the Board of Trustees, Brandon School Division, through Trustee Pat Bowslaugh, requesting permission to move forward with the construction of the media/press box on the Neelin High School football field was discussed. Trustee Snelling asked if any of the Board members had seen the proposed plans. Mr. Zabowski, Secretary-Treasurer, confirmed the matter had been reviewed by the Facilities and Transportation Committee on September 7, 2012. He also confirmed the Director of Facilities and Transportation had been in attendance to answer questions of the Committee. Trustee Ross requested clarification regarding responsibility for insurance on the building. Mr. Zabowski noted the Division had a blanket insurance for each school; however, he would contact the Division's insurance company to provide

them with an update. The Board agreed to bring forth a motion approving the construction of the building.

- c) The correspondence from Ms. Samantha Foster, parent, from Communications for Action 2.04c), addressed to Dr. Michaels, Superintendent, Mr. Malazdrewicz, Assistant Superintendent, Mr. Sefton, Board Chairperson, regarding bus transportation for her two sons, in Grade 9 and 3 was discussed. The Board agreed to support the request of Ms. Foster with a motion to be brought forth. Trustee Murray reminded the public of the normal procedures for requesting an exemption to policy with respect to transportation.
- d) Trustees reviewed the proposed agenda to be discussed with the Minister of Education at the meeting to be held on September 18, 2012. Mr. Sefton confirmed discussions regarding the Government's 20K-3 mandate, the Division's need for a new school, and the Division's Kindergarten results for 2011-2012 would be included. Trustee Bowslaugh requested the 20K-3 discussions include conversations regarding the lack of funding to properly implement this mandate. Trustee Kruck requested discussions regarding the continual increase in English as an Additional Language and the need for additional support also be included in the agenda.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - Student Support Services Agreement – Western Regional Health Authority – Referred Motions.
 - Student Support Services Agreement – VON – Referred Motions.
 - Discharge/Appoint Board Committees – Referred Motions.
 - New Logo – Referred Motions.
 - Public Consultation Process Document – Referred Motions.
 - Trustee Inquiries:
 - o Trustee Kruck – Increasing Student Achievement Scores.

Secretary-Treasurer, Mr. Zabowski provided background information regarding the motions being presented to the Board for approval with respect to the Student Support Services Agreements, the discharge and appointment of Board Committees and the Division logo. Mr. Zabowski reviewed the proposed Public Consultation Process Document in detail noting a motion would be coming forth to approve same.

Superintendent, Dr. Michaels, provided student enrollment numbers. She noted the high school enrollment was still rather fluid as students were continuing to be enrolled. Dr. Michaels confirmed the enrollment numbers as of September 10, 2012 was 8,163. September 30th enrollment numbers for 2011 were 7,923 which rose to 8,081 by June 30th, 2011. Dr. Michaels highlighted pressure points with respect to larger class sizes.

2.06 Public Inquiries (max. 15 minutes)**2.07 Motions**

103/2012 Mr. Snelling – Mr. Karnes

That the Service Purchase Agreement between the Western Regional Health Authority (formerly the Brandon Regional Health Authority) and Brandon School Division for the purchase of Occupational Therapy services for the 2012/2013 school year be approved in the amount of \$22,349.

Trustee Murray asked if the fees for this agreement were funded through budget or as an over-expenditure. Mr. Zabowski, Secretary-Treasurer, confirmed the fees were funded from Provincial grants.

Carried.

104/2012 Mr. Snelling – Mr. Karnes

That the Agreement between the Victorian Order of Nurses, Manitoba and the Division for the 2012-2013 school year to provide Registered Nursing Services for a student be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures and the seal of the Division thereto.

Trustee Murray asked if the fees to cover this agreement were also funded by the Government. Mr. Zabowski, Secretary-Treasurer confirmed they fees were covered by URIS and Level II and III grants.

Carried.

105/2012 Mrs. Bowslaugh – Mr. Sumner

That the following Committee and Board representatives set up during the 2011/2012 school year be and are hereby discharged with thanks:

Education	Facilities/Transportation
Personnel	Finance
Divisional Futures & Community Relations	Policy Review
MSBA Resolutions	Joint City Task Force
Trustee Professional Development	Teacher Liaison
Workplace Safety & Health	Friends of Education
Support Personnel Labour/Management	Food for Thought
School Division/Parent/Guardian Advisory	BNRC
Joint Job Evaluation Review	B.J. Hales Ad-hoc
Brandon Community Drug & Alcohol Education Coalition	

Carried.

106/2012 Dr. Ross – Mr. Karnes

That Committees of the Board, effective September 10, 2012, be and are hereby approved as follows:

Education: P. Bartlette, P. Bowslaugh, M. Snelling & M. Sefton (alternate)
Facilities & Transportation: D. Karnes, J. Murray, K. Sumner & P. Bowslaugh (alternate)
Personnel: D. Karnes, G. Kruck, L. Ross & J. Murray (alternate)
Divisional Futures & Community Relations: P. Bowslaugh, M. Snelling, K. Sumner & D. Karnes (alternate)

Finance: L. Ross, M. Sefton, M. Snelling & G. Kruck (alternate)
Policy Review: P. Bartlette, G. Kruck, M. Sefton & K. Sumner (alternate)
Carried.

107/2012 Mrs. Bowslaugh – Mr. Kruck

That Ad-Hoc Committees of the Board, effective September 10, 2012 be and are hereby approved as follows:

MSBA Resolutions: P. Bartlette and L. Ross

Trustee Professional Development: J. Murray and M. Sefton

Carried.

108/2012 Dr. Ross – Mr. Snelling

That the appointment of Trustee representatives to the following external committees be approved effective September 10, 2012:

Brandon Community Drug & Alcohol Education Coalition: P. Bartlette & L. Ross (alternate).

Joint Division/City Task Force: P. Bowslaugh, D. Karnes, M. Snelling, & K. Sumner (alternate).

Food for Thought: K. Sumner

Brandon Neighbourhood Renewal: G. Kruck

Carried.

109/2012 Dr. Ross – Mr. Karnes

That Sub-Committees of the Board, effective September 10, 2012 be and are hereby approved as follows:

Workplace Safety and Health: J. Murray

Teacher Liaison: P. Bowslaugh, J. Murray, K. Sumner, & M. Snelling (alternate)

Support Personnel Labour Management: G. Kruck & D. Karnes (alternate)

Friends of Education: P. Bartlette

School Division/Parent/Guardian Advisory: P. Bowslaugh, K. Sumner & M. Snelling (alternate)

Joint Job Evaluation Review: D. Karnes, L. Ross & J. Murray (alternate)

Carried.

110/2012 Mr. Snelling – Mr. Karnes

That Senior Administration be authorized to review the design of the Division logo and slogan and report back to the Board of Trustees with possible suggestions in due course.

The Chairperson spoke to the motion, noting when the Trustee Inquiry had originally been raised by Trustee Snelling; he thought the request was to look at changing the banner and not the logo and slogan. He asked Trustees for their thoughts and recollections.

Trustee Murray agreed with Trustee Sefton. He felt the Division logo was well known, non-descript and he did not wish to see a change. He also felt the slogan was accurate and represented what the Board, Division, Staff and Students strived to accomplish – to “Accept the Challenge”.

Trustee Bowslaugh confirmed she appreciated the simplicity of the logo and liked the slogan. She did not wish to burden the workload of Senior Administration by asking for a review of the logo and slogan. She also noted the Division currently had too many items with the logo already on it.

Trustee Snelling felt the Division should look at something that was more reflective of the current diversity of the Division. He would like to look at potential options.

Trustee Kruck stated he agreed with Trustee Murray and Trustee Bowslaugh.

Trustee Ross noted the motion authorized Senior Administration to review the logo and not implement a new logo. She confirmed she would not mind seeing some new ideas brought forward.

Trustee Murray requested an amendment to the motion to redesign the banner and not the logo and slogan. The Chairperson felt this would change the intent of the motion and therefore ruled the amendment out of order.

Defeated (3-6)

(Trustees Ross, Bartlette, Snelling voted in favour)

111/2012 Mr. Karnes – Mr. Snelling

That the Public Consultation Process Document presented to the Board of Trustees regarding the Development of Facilities for the Brandon School Division (2012-2016) be approved and released to the public.

Trustee Kruck noted he was pleased to see the proposed revisions to the document had been included and he thanked Senior Administration for adding the revisions.

Trustee Sumner inquired about the implementation plan for disbursement of information to the public. Superintendent, Dr. Michaels, confirmed the document would be released on the Division's website, together with a video prepared by the Board Chairperson. She also confirmed she would be meeting with the School Principals on Wednesday, September 12, 2012 to review the document. Dr. Michaels stated the document would also be circulated through schools, the media and a summary to be provided in the paper.

Carried.

112/2012 Mr. Sumner – Mrs. Bowslaugh

That Trustee Snelling be appointed as Board representative to the Brandon Urban Aboriginal People's Council, and Trustee Sumner as alternate, for the 2012-2013 school year.

Carried.

113/2012 Mr. Kruck – Mr. Sumner

That Trustee Bowslaugh be appointed as Board representative to the Aboriginal Education Advisory Committee and Trustee Sumner as alternate, for the 2012-2013 school year.

Carried.

114/2012 Mr. Snelling – Dr. Ross

That Sr. Administration be authorized to invite three high school representatives to the September 12, 2012 Chamber of Commerce luncheon and to purchase tickets to the event on their behalf.

Carried.

115/2012 Mr. Snelling – Dr. Ross

That Trustees Bowslaugh, Kruck and Murray be appointed to the B.J. Hales Ad-Hoc Committee for the 2012-2013 school year.

Carried.

116/2012 Mr. Bartlette – Mr. Snelling

That the request of the Neelin Spartans Football Booster Club to build a media/press box on the École Neelin Secondaire School football field is hereby approved.

Carried.

117/2012 Mr. Bartlette – Mr. Snelling

That provisions for bussing be made available for the Foster family to allow their grade 9 son to travel by Division bus to École Secondaire Neelin High School from 131 – 17th Street, Brandon, Manitoba until such time that there is no longer sufficient capacity on the bus.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

Mrs. Bowslaugh

I hereby give notice that at the next meeting, I or someone in my stead will introduce a motion to approve Policy and Procedures 1022 – “Aboriginal Education Advisory Committee”.

2.10 Inquiries

1. Trustee Kruck requested the following from the Office of the Superintendent:

“The individual school results of the Tell Them From Me Surveys”

Governance Goal: Policy Development

Nature of Information Requested: Current Information

Trustee Ross asked Senior Administration how much work the collection of this information would entail. Dr. Michaels, Superintendent, confirmed it would take Senior Administration approximately one hour, however, it would take longer for the schools to collect the information required. She confirmed Trustees would receive the data results of the entire survey however student's personal comments would not be included. Dr. Michaels also confirmed that the survey was anonymous and each student had been given a number, thereby protecting their identity.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels, reviewed the English as an Additional Language enrollments. Trustees asked that this information be available to present to the Minister of Education at the September 18th meeting.

Dr. Michaels also reviewed in detail the School Opening meeting with School Administrators and Division Consultants which took place on August 27, 2012 at the Riverbank Discovery Centre.

She concluded her report by highlighting numerous "Community Connections" which had taken place of the past several weeks.

Trustees asked questions for clarification with respect to how the results of discussions held on August 27, 2012 would be implemented; the financial resources available to cover increased enrollment; and whether or not a motion should be brought forward at this time authorizing additional staffing to cover increased enrollment. The Secretary-Treasurer confirmed additional background information needed to be obtained before any recommendation could be made with respect to additional staffing.

Mr. Murray – Mr. Snelling

That the report be received and filed.

Carried.

3.02 Communications for Information

- a) Brittany Kuz, undated, thanking the Division for choosing her to receive the 81 Comty/Pool Character Scholarship. She notes it will be a "big help in paying my tuition for University".

3.03 Announcements

- a) Education Committee Meeting – 11:30 a.m., Monday, September 17, 2012, Board Room.
- b) Public Consultation – Growth & Sustainability – 7:00 p.m., Monday, September 17, 2012, École New Era School.

- c) Meeting with Minister of Education – 11:30 a.m., Tuesday, September 18, 2012, Board Room.
- d) Policy Review Committee Meeting – 11:30 a.m., Wednesday, September 19, 2012, Board Room.
- e) Public Consultation – Growth & Sustainability – 7:00 p.m., Wednesday, September 19, 2012, Riverheights School.
- f) Finance Committee Meeting – 12:00 noon, Monday, September 24, 2012, Board Room.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 24, 2012, Board Room.

Mr. Murray – Mr. Snelling

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) Superintendent, Dr. Michaels, provided a verbal update on an Administrator matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) Secretary-Treasurer, Mr. Zabowski, referenced the Board's by-law with respect to Board Committees. The matter was discussed and direction provided.

- Trustee Inquiries

Mr. Murray – Mr. Snelling

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

Carried.

IN BOARD

5.00 ADJOURNMENT

Mr. Kruck – Mr. Bartlette

That the meeting does now adjourn (9:43 p.m.)

Carried.

Chairperson

Secretary-Treasurer