



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, APRIL 8, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Dr. L. Ross, Mr. M. Snelling, Mr. K. Sumner.

Assistant Secretary-Treasurer, Mr. Denis Labossiere, Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk.

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Secretary-Treasurer, Mr. K. Zabowski.

The Chairperson called the meeting to order at 7:00 p.m. He 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

Trustee Sefton requested the addition of two items for In-Camera discussions.

Mr. Karnes – Mr. Snelling

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

a) The Minutes of the Board Meeting held March 25, 2013 were circulated.

Mr. Murray – Mr. Snelling

That the Minutes be approved as circulated.

Carried.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information**

a) The Chairperson recognized the following student and staff accomplishments:

- Vincent Massey High School Varsity Girls Volleyball Team, in recognition of their receipt of a Certificate of Merit—Student Citizenship Award (Group) Manitoba School Boards Association;
- Mr. Kevin Neufeld, Teacher, École Secondaire Neelin High School, in recognition of his receipt of Brandon Sport Alliance “Outstanding Coach Award”;
- Mr. Gavin Young, Vincent Massey High School, in recognition of his receipt of the “2012 Manitoba Aboriginal Coach Award”;
- Kelsey Nishimura, École Secondaire Neelin High School, in recognition of her participation as a “Gene Researcher for a Week”;
- Tessa Burt, Vincent Massey High School, in recognition of her receipt of a Certificate of Merit—Student Citizenship Award Manitoba School Boards Association.

The Chairperson offered the opportunity for each honouree to speak following receipt of their recognition.

b) Ms. Kelli Boklaschuk, Communications and Technology Specialist for the Brandon School Division introduced the Division's new website to the Board of Trustees.

2.02 Reports of Committees

a) Finance Committee Meeting

The written report of the Finance Committee meeting held on March 25, 2013 was circulated.

Mr. Snelling – Mr. Kruck

That the Minutes be received and filed.

Carried.

b) Other

- Board Chairperson, Mr. Mark Sefton provided information on the Board of Trustee meeting with the Minister of Education, Nancy Allan, held on March 28, 2013. He noted it had been a positive meeting covering the following topics: use of Assiniboine Community College (ACC) by the Brandon School Division, including the three levels of ministries involved, and the renovations required both at ACC and Brandon schools; 20K-3 funding; participation in the cost share program for the “Tell Them From Me” surveys; and the Division's concerns regarding the declining funding for Level II and III students. Mr. Sefton noted the Minister concluded the meeting by congratulating the Board of Trustees on the transparency of their budget process.
- Mr. Sefton also highlighted the Anti-Bullying forum held at Crocus Plains Regional Secondary High School on April 4, 2013. He congratulated the members of the Youth Revolution and their supervisors for their work in hosting a successful event.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) Nancy Allan, Minister of Education, undated, noting over the past year, Manitoba Education has sponsored a pilot of a "Tell Them From Me" (TTFM) survey to capture student voice on a number of issues including bullying and school safety. Eighty-two schools from twenty divisions have participated in the project and gained valuable insight on this topic as well as data on student engagement. TTFM can play a critical role in ensuring the voice of students are heard allowing for timely interventions implemented to make schools safer. She is pleased to advise that they have negotiated a three year contract with The Learning Bar, creators of TTFM, to enable schools to participate in this survey. The Government will provide funding, on a cost-sharing basis, to support school division participation for the 2013-2014 to 2015-2016 school years.

Referred Business Arising.

2.05 Business Arising**- From Previous Delegation****- From Board Agenda**

- a) The correspondence from Nancy Allan, Minister of Education, from Communications for Action 2.04a) advising that they have negotiated a three year contract with The Learning Bar, creators of The Tell Them From Me survey, to enable schools to participate in this survey was discussed. It was noted this item had been raised with the Minister of Education at the meeting with the Board of Trustees on March 28, 2013. Trustees inquired as to how the Division would go about pursuing the proposed cost sharing. Superintendent, Dr. Michaels, confirmed all Brandon School Division schools will have participated in this program by the spring of 2014. She noted the Division has contracted The Learning Bar for the past three years at a cost of \$10,000 per year. She confirmed the proposed cost sharing was welcome news for the Division and they have asked that they be included in the program for the upcoming year.

- MSBA issues (last meeting of the month)

- a) Trustee Bowslaugh inquired about the MSBA "Community Building That Works" seminar to be held in Brandon on April 26, 2013. Trustee Sefton confirmed he was attending the workshop. Trustee Bowslaugh asked to be registered as well.

- From Report of Senior Administration

- a) School Reports – NIL

- b) Learning Support Services Presentation – Fountas and Pinnell Assessment, C. Nevill, K. Brigden, G. McDonald.

Ms. Cory Nevill, Division Literacy Specialist, together with Ms. Kathy Brigden, Principal, Linden Lanes School and Ms. Gail McDonald, Principal, George Fitton School, provided information to the Board of Trustees regarding the Fountas and Pinnell Benchmark Assessment System, a reading assessment completed individually by students in a one to one situation with their teacher. Ms. Nevill began the presentation by providing an overview on the items contained in the Fountas and Pinnell Benchmark Assessment System box. Ms. Nevill spoke to the process involved, including the reading record completed by the teacher. She noted the assessment provides information on the students fluency based upon a fluency rubric, their comprehension as well as a writing component. Ms. Nevill also provided information on why the Division chose this tool for assessment purposes. Ms. Brigden and Ms. McDonald spoke to the implementation of the assessment in the Brandon School Division and in particular in their schools. They confirmed the goal is to eventually have all Grade 1 to 8 teachers trained to use this assessment tool. They noted time and flexibility are required to conduct the assessment. They concluded their presentation by speaking to the value of the information provided to the classroom teacher and to the school when developing their instructional plan.

Trustees thanked Ms. Nevill, Ms. Brigden and Ms. McDonald for their presentation. Trustees asked a number of questions for clarification including how long each assessment takes and how do new teachers adjust to the assessment or if experienced teachers required. It was noted that an experienced teacher can take approximately 30 minutes to conduct the assessment. It was confirmed that the classroom teacher needs to be the person conducting the assessment and an analogy was provided to Trustees comparing it to the difference between a coach running a practice based on having attended the actual game versus only receiving the score. Trustees also asked how a teacher's time is freed up to conduct the assessment. It was confirmed there are a number of ways schools handle this situation, either through the use of a student teacher, using school planning dollars to hire substitutes, use of literacy support teachers, and other creative ideas.

The Superintendent acknowledged the hard work of the three ladies involved in the presentation. She noted the process had started in 2008 and to date had cost close to \$80,000 in materials. She commended the Board's support to add dollars to the Division's learning resources noting this is the type of material the dollars are spent on. The Chairperson thanked Ms. Nevill, Ms. Brigden and Ms. McDonald for their presentation.

- c) Items from Senior Administration Report
- Scholarship Committee – Referred Motions.
 - Vincent Massey High School Off-Site Activity Request – Referred Motions.
 - Joint Job Evaluation Review Committee – Trustee Indemnities – Referred Motions.
 - Construction Documents – George Fitton School Gymnasium and Daycare Addition – Referred Motions.
 - Crocus Plains Regional Secondary High School Chemistry Lab – Construction Documents Submission – Referred Motions.

The Assistant Secretary-Treasurer, Mr. Denis Labossiere, reviewed the motions regarding the construction documents for the George Fitton School Gymnasium and Daycare addition, and the Crocus Plains Regional Secondary High School Chemistry Lab, construction documents submission.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

38/2013 Mr. Karnes – Dr. Ross

That Trustees Murray and Sefton be approved to serve as members of the Scholarship Committee for 2012/2013.

Carried.

39/2013 Mr. Kruck – Mr. Sumner

That the trip involving fourteen (14) grades 9 to 12 boys baseball students, from Vincent Massey High School to make a trip to Minot, Jamestown and Fargo, North Dakota from May 16, 2013 to May 21, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001; Off-Site Activities.

Carried.

40/2013 Mr. Sumner – Mr. Kruck

That the Trustees participating on the Joint Job Evaluation Review Committee be paid the appropriate indemnity for all meetings of this Committee scheduled for the months of January, 2013 to the end of June, 2013.

Carried.

41/2013 Dr. Ross – Mr. Karnes

That MCM Architects Inc. be authorized to proceed with the Construction Documents for the George Fitton School Gymnasium and Day Care Addition, and that the Architect be authorized to forward the plans to The Public Schools Finance Board.

Carried.

42/2013 Mr. Bartlette – Mr. Murray

That the Construction Documents Submission for the Crocus Plains Regional Secondary School Chemistry Lab be approved and that the Architect be authorized to forward the plans to The Public Schools Finance Board.

Carried.

43/2013 Mr. Snelling – Dr. Ross

That the proposed budget dates for the 2014/2015 budget deliberations be as follows:

Monday, January 20, 2014	Special Board Meeting
Wednesday, February 5, 2014	Public Budget Consultation Forum
Tuesday, February 18, 2014	All-Day Budget Meeting
Monday, March 3, 2014	Special Board Meeting – Public Presentations
Monday, March 10, 2014	Final Budget Approval

Trustee Bowslaugh asked how this information will be forwarded to the public. The Board Chairperson noted the information would be available on the Division website and included in the Board minutes. Trustee Bowslaugh asked how this information will be passed on to the City of Brandon. Senior Administration was directed to send a letter to City Council noting the 2014-2015 budget dates. Further discussions were held regarding stakeholder meetings and taxpayer meetings. It was noted the meetings presented in the motion were as per Division Policy 3001 – “Budget Deadlines and Schedules”, and other meeting dates will be set at the discretion of the Finance Committee in the fall.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

Trustee Bowslaugh requested the following:

“Given the success of the forum at Crocus last week, is there some way (venue), that we could expand the opportunity for participation by the remaining 6,000 plus students in the Division – with the understanding that the Early Years Students would need a somewhat different content?”

This item was referred to Senior Administration for follow-up. Trustee Kruck confirmed that the Personnel Committee had met earlier in the day and discussed the possibility of having Mary Hall, from Manitoba Safe Schools, put on a PD day with respect to bullying.

3.00 ADMINISTRATIVE INFORMATION:**3.01 Report of Senior Administration**

The Assistant Secretary-Treasurer noted the report of the Director of Facilities and Transportation with respect to the “Flood Forecast”. He confirmed that the status of this matter will change as the conditions change.

Superintendent, Dr. Michaels, spoke to the following items and answered Trustee questions for clarification:

- Indigo Love of Reading – taking the Road Home to Literacy Project at King George School;
- Numeracy work taking place at Riverheights School;
- Building of a guided reading leveled literacy library at Alexander School, together with continued focus on differentiated instruction through the infusion of arts and technology across the curriculum;
- The suspension report;
- Implementation of Policy 1001.2 – “Educational Sustainability in Student Achievement”;
- Participation in the “Apple Distinguished Educator Program” by the Division’s Technology in Learning Specialist, Mr. Reg Reimer.

Trustees asked questions for clarification with respect to implementation of Policy 1001.2 including how data has been collected in the past and will be collected in the future. Discussions were held regarding grad rates and how that data is tracked, together with how the Division complies with the Public Schools Act to ensure students staying in school until the age of 18.

Mr. Murray – Mr. Sumner

That the April 8, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Manitoba Association of Parent Councils (MAPC), February 18, 2013, noting Sponsorship Opportunities for the MAPC AGM & Conference to be held Friday, May 3 and Saturday, May 4, 2013. The Brandon School Division can show its support by helping Manitoba parents find their voice in the education system by participating as a sponsor for their Annual General Meeting and Conference. There are three levels of sponsorship available.

Referred Superintendent's Office.

3.03 Announcements

- a) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Wednesday, April 10, 2013, Crocus Plains Regional Secondary School.
- b) Divisional Futures & Community Relations Committee Meeting – 10:00 a.m., Friday, April 12, 2013, Constituency Office – Merv Tweed MP Brandon-Souris.
- c) Education Committee Meeting – 11:30 a.m., Monday, April 15, 2013, Board Room.
- d) Policy Review Committee Meeting – 11:30 a.m., Wednesday, April 17, 2013, Board Room.
- e) School Division Parent Guardian Advisory Committee – 7:00 p.m., Wednesday, April 17, 2013, Board Room.
- f) Friends of Education Committee Meeting – 11:30 a.m., Thursday, April 18, 2013, Conference Room.
- g) Finance Committee Meeting – 12:00 noon, Monday, April 22, 2013, Board Room.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 22, 2013, Board Room.

POINT OF PRIVILEGE:

Trustee Ross inquired about the agenda for the meeting with MP Merv Tweed to be held on April 12, 2013. She asked if there would be any discussions regarding his view on Bill 18. It was noted that Mr. Tweed had only allowed 30 minutes for a meeting and if there was time, this item together with other items not currently on the agenda would be brought forth.

Mr. Snelling – Mrs. Bowslaugh

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**

- a) Trustee Sefton inquired about a student related matter. Senior Administration provided information regarding the requirements involved.

4.02 Personnel Matters**- Reports**

- a) Confidential #1 – Personnel Report was noted.

- Trustee Inquiries**4.03 Property Matters/Tenders****- Reports****- Trustee Inquiries****4.04 Board Operations****- Reports****- Trustee Inquiries**

- a) Trustee Sefton referred to a Board Operations matter. Discussions were held and direction provided to the Secretary-Treasurer's Department.

Mr. Kruck – Mr. Snelling

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

Carried.

5.00 ADJOURNMENT

Dr. Ross – Mr. Murray

That the meeting does now adjourn (9:10 p.m.)

Carried.

Chairperson

Secretary-Treasurer