



# 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 28, 2014.

## **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.

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

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

## **REGRETS:**

Mr. G. Malazdrewicz, Associate Superintendent

The Chairperson called the meeting to order at 7:04 p.m. He 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 motion to bring forward as a late item from the Facilities and Transportation Committee meeting held May 7, 2014.

Trustee Murray confirmed he had one item for in-camera discussions.

Mr. Bartlette – Mr. Karnes  
That the agenda be approved as amended.  
Carried.

#### **1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Regular Board Meeting held April 28, 2014 were circulated.

Point of Privilege: Trustee Kruck felt his response regarding the Valleyview Playground issue had been incorrectly interpreted. He confirmed his position was he could not support the request and not that he declined to provide a position.

Mr. Snelling – Dr. Ross  
That the Minutes be approved as circulated.  
Carried.

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

Students from Alexander High School provided a presentation to the Board of Trustees on the Commonwealth Project they were participating in. They were one of fifteen schools in Canada chosen to participate. The students noted they were placed on a team with 11 other schools from around the world and lead by Scottish Mountain Bike racer Lee Craigie. The students highlighted the various projects they participated in globally with the other schools. They spoke about what they had learned from being part of a Commonwealth Classroom and they highlight of the project for each student.

Trustees congratulated students on their presentation. The Chairperson thanked them for attending.

### **2.02 Reports of Committees**

#### **a) Finance Committee Meeting**

The written report of the Finance Committee meeting held on April 28, 2014 was circulated.

Trustees requested clarification regarding the Vincent Massey school cleaning contract extension, which had been approved via motion at the previous Board meeting.

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

#### **b) Other**

- Trustee Sefton reported on the Trustee Education Session regarding “The Role of the Secretary-Treasurer” held on April 25, 2014. He noted that the Secretary-Treasurer, the Assistant Secretary-Treasurer, Trustee Bartlette had attended the session with him. He commented that they had all felt some worthwhile discussions had been held at the sessions.

### **2.03 Delegations and Petitions**

### **2.04 Communications for Action**

- a) Keith Thomas, Risk Manager, Manitoba School Boards Association, April 23, 2014, advising that the Office of the Fire Commissioner (Manitoba) has discussed with many administrators about the requirements for Fire and Life Safety in “assembly” type public buildings. One area that may require attention in many schools is the Occupant Load in gyms and non-fixed seating which needs to be fastened together in units of no fewer than 8 seats. The Manitoba Schools Insurance Committee Members discussed these requirements and he was directed

to inform all boards before the end of this school year regarding this matter. He notes school administrators may find innovative ways of connecting chairs together that may not require new purchases or time consuming methods to put seats together.

Referred Business Arising.

- b) Floyd Martens, President, Manitoba School Boards Association, April 30, 2014, noting the Executive met to consider an interim report and recommendation regarding the need for feedback from member boards about their usage of association services and their perspectives about preferred options and strategies to align service expenditures with the necessary revenues to support these services. In mid-May a draft survey will be provided to intended respondents with telephone interviews to be conducted by Viewpoints Research after the May long weekend. For purposes of this survey, respondents will include board chairs as well as divisional superintendents and secretary-treasurers. Upon completion of the interviews a final report of the survey findings will be provided to the Executive in late June or early July. These findings will be shared with the Ad Hoc Core Services and Funding Committee and with member school boards so that the work of determining MSBA services and revenue strategies into the future can move forward within the initial timeframe proposed by the Executive earlier this year.

Referred MSBA Issues.

**2.05 Business Arising**

**- From Previous Delegation**

**- From Board Agenda**

- a) The correspondence from Keith Thomas, Risk Manager, Manitoba School Boards Association, from Communications for Action 2.04a), advising that the Office of the Fire Commissioner (Manitoba) has discussed with many administrators about the requirements for Fire and Life Safety in "assembly" type public buildings and the direction to Mr. Thomas to inform all boards before the end of this school year regarding this matter was discussed. It was agreed the matter would be forwarded to the Secretary-Treasurer for further study and follow up with schools.

**- MSBA issues (last meeting of the month)**

- a) The correspondence from Floyd Martens, President, Manitoba School Boards Association, from Communications for Action 2.04b), noting in mid-May a draft survey will be provided to intended respondents with telephone interviews to be conducted by Viewpoints Research after the May long weekend was discussed. The Chairperson noted he has received the letter regarding this matter, but not the survey questions. He asked Trustees if they would like a copy of the questions when he does receive them. The Trustees confirmed they would like to review the questions once received by the Chairperson regarding this matter.

**- From Report of Senior Administration**

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL

- c) Items from Senior Administration Report
- P.E.O. Chapter R Scholarship – Referred Motions.
  - MNP LLP Scholarship – Referred Motions.
  - Murray Family Scholarship – Referred Motions.
  - Five-Year Capital Plan – Referred Motions.

The Secretary-Treasurer spoke to the three scholarship agreements which were being brought forth in the Report of Senior Administration. He also noted the Five-Year Capital Plan had been reviewed by the Facilities and Transportation Committee and was included in the agenda for Trustees to review.

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

### **2.07 Motions**

44/2014 Mr. Kruck – Mrs. Bowslaugh

That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as “The P.E.O. Chapter R of Brandon Scholarship” in the amount of \$350.00 for the 2013-2014 school year 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.

45/2014 Mrs. Bowslaugh – Mr. Sumner

That the Agreement to establish three scholarships, to be awarded annually to one Grade 12 Graduating Student from each of the three high schools, in the amount of \$1,000 each, and to be known as the “MNP LLP 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.

46/2014 Mr. Sumner – Mrs. Bowslaugh

That the Agreement to establish an award to be known as “The Murray Family Award” in memory of Kelly Murray, a graduate of the Neelin Off-Campus Program, in the amount of \$500.00 to be distributed annually to a student graduating from the Neelin High School Off-Campus Program and enrolled in a post-secondary program 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.

Trustee Bowslaugh asked that a thank-you be forwarded to each contributor regarding the scholarships which had just been approved. The Chairperson confirmed it was routine practice to forward a note of appreciation.

47/2014 Dr. Ross – Mr. Bartlette

That the Five-Year Capital Plan 2015/16-2020/21 be approved for submission to the Public Schools Finance Board.

It was confirmed that a request for a new school was still the number one item on the Five-Year Capital Plan.

Carried.

48/2014 Mr. Karnes – Mr. Snelling

That a wheelchair school bus be provided to the Society of Manitobans with Disabilities for their Summer Program from July 2-4, 14-18, 21-25, 28-August 1, August 4-8, 11-15 and 18-22, 2014 at the current rates subject to approval by the Supervisor of Transportation.

Carried.

## **2.08 Bylaws**

Mr. Snelling – Mr. Karnes

That By-law 1/2014 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2014 to June 30, 2015 be now read for the first time.

Carried.

### **THE BRANDON SCHOOL DIVISION**

#### **BYLAW NO. 1/2014**

A Bylaw of the Board of Trustees of The Brandon School Division in Manitoba, providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2014 to June 30, 2015.

WHEREAS the estimates of the said School Division for the above-mentioned fiscal period have been made and the budget of the Division for the fiscal year of July 1, 2014 to June 30, 2015 was the sum of **EIGHTY-NINE MILLION, SIX HUNDRED AND FIFTY-THREE THOUSAND, TWO HUNDRED (\$89,653,200) DOLLARS.**

AND WHEREAS the Board of Trustees of the said School Division have not yet received any moneys on account of School Taxes for the year 2014/2015 from Municipalities nor any moneys from the Provincial Government by way of grant for the year 2014/2015 SAVE THE SUM OF *nil* Dollars (\$ -- ) from MUNICIPALITIES and THE SUM OF *nil* Dollars (\$ -- ) from the PROVINCIAL GOVERNMENT.

AND WHEREAS no moneys have been previously borrowed to meet the expenditures of the 2014/2015 fiscal period SAVE AS SET OUT IN THE FOLLOWING SCHEDULE, THAT IS TO SAY: Nothing previously borrowed.

AND WHEREAS the amount (if any) heretobefore borrowed and the amount hereby authorized to be borrowed do not exceed the amount of the said estimate after deducting therefrom such sums (if any) as have been paid over by Municipalities or by the Provincial Government on account of the amount required for July 1, 2014 to June 30, 2015 expenses of the School Division.

NOW THEREFORE the Board of Trustees of The Brandon School Division, in session assembled enacts as follows:

(1) THAT the Board of Trustees of the said School Division do borrow up to the sum **TWENTY MILLION (\$20,000,000) DOLLARS** from THE CANADIAN IMPERIAL BANK OF COMMERCE upon the credit of the said School Division, and do pay or agree to pay interest thereon either in advance or at maturity, and in either case after maturity, at the rate of PRIME less 0.6 per centum per annum.

(2) THAT the said borrowing may be by means of (a) an overdraft on the account of the School Division with the Bank by cheques signed by the Chairperson or Vice-Chairperson & Secretary-Treasurer or Assistant Secretary-Treasurer of the said School Division, or (b) a promissory note or notes of the said School Division, such note or notes to be attested by the signatures of the Chairperson and Secretary-Treasurer of the said School Division.

(3) THAT the amount so borrowed shall be a first charge upon any moneys to be received by the Board of Trustees on account of the estimate for July 1, 2014 to June 30, 2015 for the purposes of the said School Division whether from the Municipality or from the Provincial Government or from any other source and as the same are received the said School Division shall deposit them with the said Bank for payment of the amount so borrowed with interest thereon but the said Bank shall not be restricted thereto for payment of the sum or sums so borrowed nor shall it be bound to wait for repayment of the moneys so borrowed until the Municipality or the Provincial Government has discharged its obligation to the School Division nor be obliged to see that moneys paid to the School Division are deposited or applied as aforesaid.

(4) THAT this Bylaw shall extend to and cover borrowings by the said Board of Trustees for the period commencing the 1st day of July, 2014, and to the extent necessary, this Bylaw shall have retroactive effect so as to be deemed in full force and effect at the commencement of said term.

(5) THAT nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2014.

SECOND READING: \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2014.

THIRD READING: \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2014.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

I, Denis Labossiere, Secretary-Treasurer of The Brandon School Division DO HEREBY CERTIFY the above to be a true copy of Bylaw No. 1/2014.

\_\_\_\_\_  
Secretary-Treasurer

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

### **3.00 ADMINISTRATIVE INFORMATION:**

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

The Superintendent highlighted the following items from the Report of Senior Administration:

- Quality Learning at Linden Lanes;
- Quality Teaching at Crocus Plains;
- Quality Support Services at O'Kelly;
- Suspensions;
- Year One of Technology in Learning;
- Leadership in Adolescent Literacy; and
- Correspondence received from the Manitoba Teachers' Society

Trustees requested a letter of congratulations be forwarded to Ms. Anna-Maria Cristina-Gaudet, teacher at École O'Kelly School regarding her election to the Executive of the Éducatrices et éducateurs francophones du Manitoba.

Trustees asked questions for clarification regarding the suspensions report and the literacy report.

Mr. Murray – Mr. Snelling

That the May 12, 2014 Report of Senior Administration be received and filed.

Carried.

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

- a) Peter Kotyk, Chair, Board Trustees for River East Transcona School Division, April 17, 2014, addressed to Mr. Floyd Martens, President, Manitoba School Boards Association, noting they wish to register their support of the Brandon School Division's concerns and unanimously oppose the position/direction taken by the Executive of MSBA. They find no compelling evidence to qualify an ad hoc committee comprised of four past presidents with the necessary expertise to conduct a proper and comprehensive review of our organization. A more representative committee, as referenced by the Brandon School Division, would better serve the exercise and the membership.

Ordered Filed.

- b) Joanne Muller, Secretary, Board of Reference, Manitoba Education and Advanced Learning, April 22, 2014, advising of a Board of Reference Hearing to be held June 18, 2014, in the offices of The Brandon School Division, located at 1031 – 6<sup>th</sup> Street, Brandon, MB.

Referred to Facilities & Transportation.

- c) Heather Demetriooff, Associate Director, Manitoba School Boards Association, April 30, 2014, enclosing two versions of the information brochure "Public Schools Matter to Everyone". To request hard-copy pamphlets, or a customized electronic version of either document, please contact Communications Officer Karen Harrington at [kharrington@msbschoolboards.ca](mailto:kharrington@msbschoolboards.ca).

Ordered Filed.

#### **3.03 Announcements**

- a) Workplace Safety and Health Committee Meeting, 1:00 p.m., Wednesday, May 14, 2014, Conference Room.

- b) Policy Review Committee Meeting, 2:30 p.m., Tuesday, May 20, 2014, Board Room.
- c) Divisional Futures and Community Relations Committee Meeting, 11:30 a.m., Wednesday, May 21, 2014, Board Room.
- d) Personal Committee Meeting, 9:00 a.m., Monday, May 26, 2014, Board Room.
- e) Finance Committee Meeting, 2:00 p.m., Monday, May 26, 2014, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 26, 2014, Board Room.

Mrs. Bowslaugh – 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**

- a) Confidential #2 – Regarding a letter from a parent council was reviewed and discussed. The Board directed the Chairperson to write to the parent council regarding this matter.

###### **- Trustee Inquiries**

- a) Trustee Murray referenced an email he had received and forwarded to Trustees, the Superintendent and the Associate Superintendent. (Confidential #3)

##### **4.02 Personnel Matters**

###### **- Reports**

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

###### **- Trustee Inquiries**

- a) Trustee Bartlette inquired about a personnel matter. The Superintendent provided an update on the situation.

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

###### **- Reports**

###### **- Trustee Inquiries**



#### **4.04 Board Operations**

##### **- Reports**

- a) Discussions were held regarding future Board meeting and committee meeting dates. Direction was provided to the Secretary-Treasurer.

##### **- Trustee Inquiries**

Mr. Murray – Mr. Snelling

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

Carried.

49/2014 Mr. Kruck – Mr. Murray

That the Policy Review Committee review all policies dealing with bullying.

Carried.

#### **5.00 ADJOURNMENT**

Mr. Murray – Mrs. Bowslaugh

That the meeting does now adjourn (8:55 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer