

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., TUESDAY, OCTOBER 9, 2012

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.

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. G. Malazdrewicz, Associate Superintendent, Mr. Denis Labossiere, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

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 requested the following additions to the agenda:

- A late motion from the Facilities and Transportation Committee regarding the Design Development plans for the George Fitton School Daycare and Gymnasium addition;
- Two In-Camera items: A Board Operations matter and a Personnel matter.

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

Mr. Bartlette – Mrs. Bowslaugh

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 September 24, 2012 were circulated.

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

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information****2.02 Reports of Committees**

- a) Policy Review Committee Minutes

The written report of the Policy Review Committee meeting held on September 19, 2012 was circulated.

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

- b) Finance Committee Minutes

The written report of the Finance Committee meeting held on September 24, 2012 was circulated.

Discussions were held regarding whether or not to continue the pre-budget stakeholder meeting with the local taxpayer, due to the lack of attendance at this particular stakeholder meeting over the past two years. It was generally felt that the opportunity must still be made available despite the lack of participation by the public. It was also agreed the date to hold such a meeting may work better after the Christmas break. Senior Administration was directed to set up a stakeholder meeting for the local taxpayer in January of 2013. The Communications in Technology Specialist was to assist in promoting this stakeholder meeting.

The Secretary-Treasurer provided clarification regarding the budget motions which were being brought forward, as well as increasing the limit on the accounts that are reviewed by the Committee.

Mr. Snelling – Mr. Kruck
That the Minutes be received and filed.
Carried.

c) Friends of Education Committee Minutes

The written report of the Friends of Education Committee meeting held on September 26, 2012 was circulated.

Trustee Ross expressed concern regarding the use of student pictures in the Committee's promotional material. The Superintendent confirmed that with parental permission according to policy the use of student pictures would be acceptable.

Trustee Bowslaugh expressed her concerns regarding the thank-you ad placed in the newspaper. She requested her feelings on this matter be recorded as she felt no matter how small the amount donated, each donor should be acknowledged through the advertisement placed in the paper.

Mr. Bartlette – Mr. Murray

That the Minutes be received and filed.

Carried.

d) Divisional Futures & Community Relations Committee Minutes

The written report of the Divisional Futures & Community Relations Committee meeting held on September 26, 2012 was circulated.

Mrs. Bowslaugh – Mr. Karnes

That the Minutes be received and filed.

Carried.

e) Other

- Trustee Sefton reported on the third Public Consultation on Growth and Sustainability which had been held on September 26, 2012 at King George School. He noted the idea of using shop space from ACC for home economics and industrial arts programs had been raised at all three consultations. Therefore, the Facilities and Transportation Committee, together with the Director of Facilities and Transportation had toured the facilities to see if this suggestion was feasible. He confirmed the shops have been vacated; however there are no hands on equipment available. He also confirmed that all regular classroom space is still being used full-time by ACC.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) Mr. Bob Wright, Poppy Chairman, The Royal Canadian Legion, September 13, 2012, noting Remembrance Day 2012 is approaching and they would appreciate the Division's continued support and participation in the Service to be held at Westman Place beginning at 10:40 a.m. They ask that all wreath layers arrive

around 10:00 a.m. There is no reserved seating, except for the person who will be placing the wreath on behalf of the Division. Please reply by October 27, 2012 in order to provide time to prepare the list of presenters. Sufficient wreaths will be available at Westman Place for all who have confirmed their attendance. Please consider this letter an invoice for laying a wreath which remains at \$25.00.

Referred to Business Arising.

- b) Honourable Nancy Allan, Minister of Education, October, 2012, noting Manitoba Education is pleased to launch the seventh annual *Minister's Awards* to recognize and to celebrate outstanding Manitoba teachers and school administrators. This award highlights innovative and exemplary practices that contribute to student engagement and achievement. The nomination process and all necessary forms are available online at: www.edu.gov.mb.ca/k12/excellence/ Submission deadline for nominations is December 18, 2012.

Referred to Business Arising.

- c) Florence Girouard, Director, Educational Support Services Branch, Manitoba Education, September 26, 2012, addressed to the Executive Director of the Manitoba School Boards Association and other organizations, noting through the course of the 2012-2013 school year, the Bureau de l'éducation française Division will continue to consult with its partners in education through the *Comité consultative en français langue seconde (CCFLS)*. They are inviting each organization to appoint one or more representatives to sit on this advisory committee. Three to four meetings will be held during the course of the school year. They request the attached form be completed and returned no later than October 22, 2012. The mandate for the advisory committee is also attached.

Referred to Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) The correspondence from Mr. Bob Wright, Poppy Chairman, The Royal Canadian Legion, from Communications for Action 2.04b), noting Remembrance Day 2012 is approaching and asking for the Division's continued support and participation in the Service was discussed. Trustee Bartlette volunteered to represent the Division at the annual Remembrance Day service this year.
- b) The correspondence from the Honourable Nancy Allan, Minister of Education, from Communications for Action 2.04c), noting Manitoba Education is pleased to launch the seventh annual *Minister's Awards* to recognize and to celebrate outstanding Manitoba teachers and school administrators and advising that the nomination process and all necessary forms are available on line was discussed. It was agreed the matter would be added to In-Camera discussions to be held later in the meeting.

- c) The correspondence from Florence Girouard, Director, Educational Support Services Branch, Manitoba Education, from Communications for Action 2.04d), addressed to the Executive Director of the Manitoba School Boards Association and other organizations, inviting each organization to appoint one or more representatives to sit on the *Comité consultative en français langue seconde (CCFLS)* advisory committee was discussed. Trustee Bartlette volunteered to allow his name to be submitted to the Manitoba School Boards Association to serve on the Committee.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports –NIL
- b) Learning Support Services Presentation – Response to Intervention Model – Marsilah Pearson and Phil Vickers.

Student Services Support Facilitator, Marsilah Pearson, and Phil Vickers, Principal, Betty Gibson School spoke to the Board of Trustees regarding the Response to Intervention Model (RTI). They noted RTI is a multi-tiered framework for instruction, intervention, and support for all students. They confirmed that success in the classroom was the number one goal of the model and therefore providing intervention in a timely manner was important. Ms. Pearson and Mr. Vickers explained the framework for RTI noting it is a three tiered process which increases in intensity and frequency as the student “moves up the pyramid”. They further noted as the Division moves forward they hope to have a complete set of policy and procedures on the RTI model.

Trustees thanked Ms. Pearson and Mr. Vickers for their presentation. Trustees asked questions for clarification regarding whether or not students were included in determining their “learning difficulties” and when parents were involved in the process. They were advised that students can be included in the process depending on the age of the student involved. It was also confirmed that parents are advised as soon as possible of the need for intervention, however, it was reiterated that success in the classroom was the first priority of the model.

- c) Items from Senior Administration Report
 - Policy 7018 – “Moving Pianos and Other Heavy Articles” – Referred Motions.
 - Agreement – Five Parking Stalls – Referred Motions.
 - Trustee Inquiries:
 - o Trustee Kruck – Tell Them From Me Survey Results
 - o Trustee Bartlette – Division Insurance Provider

Secretary-Treasurer, Mr. Zabowski spoke to the motion regarding the lease agreement with the City of Brandon for five parking stalls for staff who worked at the At-Risk Youth Program.

Superintendent, Dr. Michaels, confirmed the data requested by Trustee Kruck from the "Tell Them From Me" survey was included in the report and she would be pleased to answer any questions Trustees had with respect to the information provided.

2.06 Public Inquiries (max. 15 minutes)

1. Mr. Darren Hardy, President, Brandon Teachers Association, noting that student numbers have increased and therefore teacher staffing had also increased. However, he confirmed substitute teacher staffing had not increased and there was currently a shortage of substitute teachers in the Brandon School Division. He noted this shortage effects professional development days and sick days for the teaching staff. He asked if the Division and the Association could work together to increase the substitute teacher list. Discussions were held and it was suggested that a joint media release between the Brandon Teachers Association and the Brandon School Division be developed and released to the public. It was also suggested that the Brandon Teachers Association talk to the media present at the Board Meeting about the current shortage of substitute teachers. A joint presentation to students through the Department of Education at Brandon University was also suggested. Inquiries were also made about the possibility of streamlining the hiring process for substitute teachers. Director of Human Resources, Ms. Switzer, spoke to the current system, noting it had been streamlined already. Further inquiries were made about a possible 10 month contract wherein substitute teachers would be moved around on an as needed basis. Superintendent, Dr. Michaels confirmed this had been discussed several years ago, however, could be reviewed again. Senior Administration was directed to review the matter and report back to the Board of Trustees in due course.

2.07 Motions

127/2012 Mr. Sumner – Mr. Kruck

That Policy 7018 – "Moving Pianos and Other Heavy Articles" is hereby rescinded.

Carried.

128/2012 Mr. Kruck – Mr. Sumner

That the Lease Agreement between the City of Brandon and Brandon School Division for the rental of five parking stalls on the land commonly known as 638 Princess Avenue from September 1, 2012 to August 31, 2013 be approved.

Carried.

129/2012 Mr. Snelling – Mr. Bartlette

That Senior Administration be directed to plan for an accumulated surplus that is no less than 2% of the operating budget.

Trustees clarified for the public why an accumulated surplus is required and why their accumulated surplus is so low. It was noted that this motion would provide Senior Administration with direction for budget purposes and the Board of Trustees with a resolution to which they must adhere to in the future. It was further noted that the motion states "no less than 2% of the operating

budget” and therefore does not restrict the Board to increasing the accumulated surplus to more than 2% of the operating budget.

Carried (8-1, Trustee Sumner opposed).

130/2012 Mr. Bartlette – Mr. Snelling

That the following guidelines be initiated for the 2013/2014 Preliminary Budget preparation:

- a) The Capital and Maintenance per capita school allocation remain at \$20.00 per pupil with \$3.00 being identified as second priority items;
- b) A 2% inflationary increase on the capita school amount be allocated to the Maintenance Department contingency;
- c) Maintain \$50,000 allocation for equity/aging buildings;
- d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;
- e) A 2.0% inflationary increase provided for controllable services and supplies;
- f) A 2.0% inflationary increase on the school instructional supply budget with an additional 7% to be allocated to the school equity account.

The 2013/2014 budget provide for expected enrollment growth.

Trustees discussed the possibility of changing the Capital and Maintenance per capita school allocation and the allocation for equity/aging buildings. It was noted this motion provided a guideline only for which the Secretary-Treasurer's Department could begin work on the budget. It was further noted the figures presented could be changed throughout the process but the initial figures were required to provide the Secretary-Treasurer's Department with some immediate direction.

Carried.

131/2012 Mr. Karnes – Mr. Kruck

That the Design Development Submission for the George Fitton School Daycare and Gymnasium addition be hereby approved and the Architect be authorized to forward same to the Public School's Finance Board for their approval.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

NIL

2.10 Inquiries

1. Trustee Bartlette inquired about the possibility of honouring staff in a monetary fashion when they receive an award such as the Prime Minister's Award for Excellence in Teaching. Discussions were held and it was agreed the matter would be referred to the Education Committee for further discussion and review. Trustees did note that they did not feel a monetary sum should be attached to this honour and also that the Division should honour more than just the teaching staff.
2. Trustee Murray asked if the Off-Campus staff had increased since September 2011 and if so by how many. Senior Administration advised that the following positions had been added: 1 FTE position had been moved from the lower deck to the upper deck; .5 FTE position had been added to the lower deck; 1 FTE Middle Years Support Services position had been moved from École New Era School to the Off-Campus Program; and .5 FTE vice-principal position had been added. Mr. Murray asked if there had been any discussions about moving the Off-Campus program to the Convergys Building and was advised there had not been.
3. Trustee Kruck thanked Senior Administration for providing a detailed report on the "Tell Them From Me" survey. He noted he had two requests resulting from the information in the report on bullying in the schools.
 - 1) "When a student reports being bullied, what processes are then followed by the School Division in order to deal with the issue?"
 - 2) "How many Division staff members have received a certificate for completing the "Respect in School" on-line training program?"

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

The Secretary-Treasurer noted Trustee Bartlette's inquiry about the Division's insurance policy holder had been included in the report.

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

- "Tell Them From Me" Survey data;
- School reports from Valleyview, Meadows and George Fitton Schools;
- Report from Ms. Lili Jardine regarding the Y Revolution upcoming parent forum.

The Board Chairperson noted the English as an Additional Language enrollment now sat at 1,309 students.

Mr. Murray – Mr. Kruck

That the report be received and filed.

Carried.

3.02 Communications for Information

- a) Mr. Kevin Zabowski and family, undated, thanking the Board of Trustees for the beautiful flowers. “Your thoughtfulness is truly appreciated at such a difficult time.”

Ordered Filed.

- b) Aileen Najduch, Assistant Deputy Minister, School Programs Division, and Jean-Vianney Auclair, Assistant Deputy Minister, Bureau de l'éducation française Division, September, 2012, noting the next *Youth Health Survey* (YHS) is being planned for the 2012-2013 school year and being administered through Manitoba's Regional Health Authorities (RHAs). Please note in addition to changes in the content, this year's survey will also involve the addition of student codes to allow results to be tracked over time. The purpose of adding these codes is to track data over the long term to assist with program planning and evaluation. All personal information and personal health information collected through the survey is authorized and protected by *the Healthy Child Manitoba Act (HCMA)*, *The Freedom of Information and Protection of Privacy Act (FIPPA)*, and *The Personal Health Information Act. (PHIA)* Prior to the implementation of the YHS, class lists containing the teacher name, student name, grade, MET number, gender, date of birth, PHIN and postal code will be collected directly from the schools by the RHAs to allow for the preparation of a coded questionnaire. They ask for the Division's assistance in ensuring that schools collaborate with RHAs when information is requested in accordance with The Healthy Child Manitoba Act in order to support this process.

Ordered Filed.

- c) Ms. Nancy Allan, Minister of Education, September 2012, inviting school divisions to take advantage of the Respect In School (RIS) on-line curriculum training program currently available to public schools at no cost. The RIS can be seen as part of a larger strategy intended to help create safer, more respectful educational environments by providing staff and volunteers with the information to better understand and respond to incidents of bullying, abuse, harassment and neglect.

Ordered Filed.

- d) Ms. Kelly Fuhr, EAL Reception Centre Classroom Teachers, noting she was present at the first of the three consultations and providing some comments in regards to the future of École New Era School.

Ordered Filed.

3.03 Announcements

- a) School Division Parent/Guardian Advisory Committee – 7:00 p.m., Wednesday, October 10, 2012, Board Room.
- b) Finance Committee Meeting with Out-of-Scope Employees – 2013/2014 budget preparations – 4:30 p.m., Thursday, October 11, 2012, Board Room.
- c) Education Committee Meeting – 11:30 a.m., Monday, October 15, 2012, Board Room.
- d) Education Committee Consultation with High School Students – 12:00 noon, Monday, October 15, 2012, McLaren Room.
- e) Board Planning Session – Growth and Sustainability – 5:00 p.m., Monday, October 15, 2012, Board Room.
- f) Joint City Task Force Committee Meeting – 4:30 p.m., Tuesday, October 16, 2012, Conference Room.
- g) Policy Review Committee Meeting – 11:30 a.m., Wednesday, October 17, 2012, Board Room.
- h) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, October 17, 2012, Conference Room.
- i) Finance Committee Meeting with Chamber of Commerce – 2013/2014 budget preparations, 11:30 a.m., Friday, October 19, 2012.
- j) Finance Committee Meeting – 12:00 noon, Monday, October 22, 2012, Board Room.
- k) Joint CUPE Pension Plan Committee Meeting – 5:00 p.m., Monday, October 22, 2012, Board Room.
- l) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, October 22, 2012, Board Room.

Mr. Murray – Mr. Sumner

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) Secretary-Treasurer, Mr. Zabowski, provided a verbal report on a support staff personal matter.
- c) Superintendent, Dr. Michaels, provided a verbal report on Policy 5026 matter.

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

- a) Confidential #2 being a draft report on the data collected through the public consultation process on growth and sustainability of facilities. This report will be discussed in detail at the Board Planning Session to take place on October 15, 2012.
- b) Secretary-Treasurer, Mr. Zabowski provided Confidential #3 being a response from the Division Solicitor with respect to trustee indemnities. It was agreed a motion would be brought forth prior to the close of the meeting on this matter.

- Trustee Inquiries

- a) Trustee Murray referenced the letter requesting nominations for the Excellence in Teaching award. The matter was referred back to the Education Committee for further discussion and review.

Mr. Murray – Mr. Kruck

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

Carried.

IN BOARD

132/2012 Mr. Murray – Mr. Bartlette

That Trustee Indemnities be approved for payment for the August 24 and 25, 2012 planning session and further that Trustee Indemnities be approved for payment for the October 15, 2012 planning session.

Carried.

5.00 ADJOURNMENT

Mr. Murray – Mr. Bartlette

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

Carried.

Chairperson

Secretary-Treasurer