



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, SEPTEMBER 14, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. K. Sumner.

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

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer.

REGRETS:

Mr. G. Kruck, Mr. J. Murray, Ms. B. Switzer, Director of Human Resources.

The Chairperson called the meeting to order 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 two items for In-Camera – one for Facilities and one for Operations.

The Superintendent noted she had one student matter for In-Camera.

Ms. Bambridge – Mr. Buri
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, 2015 were circulated.

Mr. Bartlette – Mrs. Bowslaugh
That the Minutes be approved.
Carried.

- b) The Minutes of the Board Meeting held August 24, 2015 were circulated.

Mr. Bartlette - Ms. Bambridge
That the Minutes be approved.
Carried.

- c) The Minutes of the Inaugural Board Meeting held September 9, 2015 were circulated.

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

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Finance Committee Meeting

The written report of the Finance Committee meeting held September 9, 2015 was circulated.

Trustee Bambridge asked questions for clarification on what areas showed lower expenses. Mr. Labossiere, Secretary-Treasurer, indicated that the detailed variance report was attached to the Finance Committee Agenda. Some areas with under-expenditures are Education Assistants, lunchroom supervision, clerical and maintenance vacancies, job evaluation, retirement savings and maternity/parental leaves.

Trustee Bambridge asked if there is anything prohibiting the Board from using surplus money this year to fund Education Assistants for Level II and III Special Needs students.

Mr. Labossiere noted that the Operating Surplus goes into the accumulated surplus. Since the Division is over the 4% cap on the Accumulated Surplus, it is recommended that surplus funds are transferred to Capital Reserves. If the Board wishes to use some funds from Accumulated Surplus, then it is up to the Board. Typically for Special Needs, the Division waits for approval from the Province for Level II and Level III students, prior to hiring the Educational Assistant. Mr. Labossiere provided some background on the budget process and funding.

Dr. Michaels added that there is nothing stopping the Board from using the money that is in surplus to help the children for whom we do not have funding from the government.

Trustee Bowslaugh spoke about a group of people asking for full-time kindergarten in a school that is extremely needy. She feels that the school and parent group that came are justified and it is a school with a lot of needs. Trustee Bowslaugh stated she would like to see the Kindergarten at that school extended to full time. Trustee Buri also spoke in favour of this funding.

Trustee Sumner spoke on the Budget Process and funding requests that are brought to the Board table. He noted that to start approving items, especially major expenditures outside of our budget process, isn't fair to the Board's budgetary process. He indicated there is a great opportunity for Trustees to bring forward items for next year to build into a sustainable budget. He noted that when items are approved outside of the budget cycle, they are non-sustainable items and they have a way of catching up with the Board.

Trustee Bambridge indicated she is concerned that the surplus dollars are going to go into Capital when there are students who need an Education Assistant this year, who also needed an Education Assistant last year. She would like to see some of the money go to alleviating the stress going on in classrooms.

Trustee Sefton reminded Trustees that this was the time to ask questions of the Chair of the Finance Committee about the Finance Committee's report. He stated that if they would like to debate something, he suggested putting forth a motion and it would be debated.

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

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Dr. Mary Hall, Director, Safe Schools Manitoba, August 26, 2015, noting that the Tell Them From Me (TTFM) Survey is a critical component of Manitoba's Anti-Bullying Action Plan and schools throughout the province will be administering the survey in Grades 4 to 12 in order to give students the opportunity to share their perceptions of bullying and school safety. Beginning in September, Safe Schools Manitoba is available to conduct a comprehensive analysis of school-based survey data. This one-day workshop includes a review of students' responses which will ultimately provide direction for future action plans, with discussions on the key elements of a safe and caring schools template. Dr. Hall asks that she be contacted directly to schedule a workshop or presentation.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Dr. Mary Hall, Director, Safe Schools Manitoba, from Communications for Action 2.04 a), noting that the Tell Them from Me (TTFM) Survey is a critical component of Manitoba's Anti-Bullying Action Plan and schools throughout the province will be administering the survey in Grades 4 to 12. Dr. Hall notes that Safe Schools Manitoba is available to conduct a comprehensive analysis of school based survey data.

Trustee Sefton asked what the will of the Board was regarding Dr. Hall's message and whether there was any follow-up desire.

Trustee Bowslaugh asked if the Division has had these workshops previously. Dr. Michaels responded that the Division has conferences with the teachers before they administer the survey, then the Principals include that information in their school development planning. When the School Development Plans are presented to Senior Administration, the Principals are asked how that information has been included within their work. Trustee Bowslaugh asked if there is the potential or the need for the Principals to have another workshop. Dr. Michaels stated that Marnie Wilson, Research, Assessment & Evaluation Specialist, works closely with the School Principals on this so she does not believe an additional workshop is necessary. Dr. Michaels stated that the Principals will be asked if they wish to have an additional workshop.

Trustees asked questions for clarification regarding the use and analyzing of data and the benefit of a workshop.

Trustees decided that it is the will of the Board to ask the Principals if they would like an additional workshop.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

Dr. Michaels provided information to the Board regarding school start up. She indicated it had been an excellent school start-up. She noted it has been smooth, well organized at the school level and at the Division level, and there have been no parental complaints about school start-up. Dr. Michaels distributed the Preliminary Enrolments provided by Mr. Malazdrewicz, Assistant Superintendent.

Mr. Malazdrewicz reviewed the enrollment numbers as of the end of the school day. There are 8,514 students, about 35 students above the target enrolment. FTE enrolment is still above target at 8,205.5, Kindergarten students are counted as ½ an FTE.

Trustees asked questions for clarification regarding the Kindergarten student counts.

a) School Reports:

- Trustee questions from previously distributed Year End Progress Report, September 2014 – June 2015.

Trustee Bartlette asked how well we have done with what we said we have done. Dr. Michaels noted that the information will be provided at the September 28, 2015 Board Meeting.

Trustee Bartlette asked if this information is required by the Province. Dr. Michaels responded that the Division has provided this information to the Province for a number of years, but the Province does not ask for it.

Trustee Bowslaugh asked if this document is sent to any or many community connections. Dr. Michaels responded that this report is sent to some of them but not all of them. Dr. Michaels noted that the Division will ensure that all of those partners who are working together with the Division receive this report.

Trustee Sumner noted he would like to see more information in the Division Initiatives portion of the report. Dr. Michaels noted that she will make note of this request and thanked Trustee Sumner for this suggestion.

b) Learning Support Services Report:

- Personalized Learning Initiative – Presentation from Kelli Boklaschuk, Communications and Technology in Learning Specialist.

Ms. Boklaschuk provided information on Personalized Learning and reviewed the definition created for Brandon School Division around Personalized Learning Opportunities:

Personalized learning is a ***self-guided*** process that provides students with the opportunity to take ***ownership***, (based on curricular outcomes/student specific learning outcomes) of ***what*** they learn, ***how***, ***when***, and ***where*** they learn it. Learning is ***tailored*** to the students' ***needs, skills and interests***. The classroom ***planning, instruction, assessment and environment*** are designed for students to have ***voice and choice*** in their learning. In order to ensure academic preparedness, global citizenship and health and well-

*being, **flexibility, accountability, collaboration** and **mentorship** are vital from students, parents, teachers and other adults involved in personalized learning.*

Ms. Boklaschuk also shared the 'why' of Personalized Learning Opportunities, and read a paragraph pertaining to this subject from the book "*Learning Personalized*".

Ms. Boklaschuk provided a 10-minute video to showcase the work that was done last year in the cluster schools.

Trustee Buri noted that he thinks it's fantastic and as a teacher he always believed in personalized learning.

Trustee Bowslaugh thanked Ms. Boklaschuk for sharing that information.

Trustees asked questions for clarification regarding mentoring, outcomes, etc.

Melissa Lander, teacher, Meadows School, and Allison Greig, teacher, George Fitton School, spoke briefly on their experiences with Personalized Learning.

Dr. Michaels noted that personalized learning requires a very passionate and powerful vision about the possibilities of children and youth learning. She is pleased and enormously proud of what the Division's teachers have accomplished in the past 2 years.

Trustee Sefton thanked Ms. Boklaschuk, Ms. Lander and Ms. Greig for attending the meeting.

c) Items from Senior Administration Report:

- NIL

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

105/2015 Ms. Bambridge – Mr. Buri

That the amount of \$270,000 from the Operating Fund Accumulated Surplus be allocated to the Disaster Recovery System Capital Reserve Fund for the installation of a redundant computer server at Vincent Massey High School, subject to PSFB approval.

Carried.

106/2015 Mr. Buri – Ms. Bambridge

That the amount of \$220,000 from the Operating Fund Accumulated Surplus be allocated to the Administration Office - Roof Capital Reserve Fund for the replacement of the roof on the newer south portion of the Division Administration Office, subject to PSFB approval.

Trustee Bowslaugh asked when this replacement would take place. The Secretary-Treasurer responded it would likely be in the spring.

Carried.

107/2015 Mr. Buri – Ms. Bambridge

That the amount of \$100,000 from the Operating Fund Accumulated Surplus be allocated to the Emergency Equipment/Systems Replacement Capital Reserve Fund for emergency equipment/system replacements, subject to PSFB approval.

Trustee Bowslaugh spoke on the earlier question about the Kindergartens and asked when she could introduce a motion. Trustee Sefton responded that any Trustee can bring a late motion at any time.

Carried.

108/2015 Ms. Bambridge- Mr. Bartlette

That the amount of \$1,000,000 from the Operating Fund Accumulated Surplus be allocated to the New School Capital Reserve Fund for additional costs associated with a new school that is not covered by the Province, subject to PSFB approval.

Carried.

109/2015 Dr. Ross – Mr. Sumner

That the amount of \$150,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacements and expansion of the School Bus Fleet.

Trustees asked questions for clarification regarding reserves and designating amounts in accumulated surplus.

Carried.

110/2015 Mr. Sumner – Dr. Ross

That the following Committee and Board representatives set up during the 2014-2015 school year be and are hereby discharged with thanks:

Education
Facilities/Transportation
Personnel
Finance
Policy Review
Divisional Futures & Liaison
Workplace Safety & Health
Support Personnel Labour Management
Brandon Community Drug & Alcohol Education Coalition
School Division/Parent/Guardian Advisory
Food For Thought
Job Evaluation Review Committee
Aboriginal Education Advisory Committee
Brandon Urban Aboriginal People's Council
Teacher Liaison
Friends of Education
MSBA Resolutions
Joint Division/City Task Force

Carried.

111/2015 Mr. Bartlette - Mr. Buri

That the Committees of the Board, effective September 14, 2015, be and are hereby approved as follows:

Education: S. Bambridge, P. Bartlette, P. Bowslaugh, G. Buri

Facilities/Transportation: P. Bartlette, G. Buri, G. Kruck, J. Murray

Personnel: S. Bambridge, G. Kruck, J. Murray, L. Ross

Divisional Futures & Community Relations: P. Bowslaugh, L. Ross, M. Sefton, K. Sumner

Finance: P. Bowslaugh, L. Ross, M. Sefton, K. Sumner

Policy Review: S. Bambridge, P. Bartlette, M. Sefton, K. Sumner
Carried.

112/2015 Mrs. Bowslaugh – Mr. Bartlette

That Ad-Hoc Committees of the Board, effective September 14, 2015 be and are hereby approved as follows:

MSBA Resolutions: L. Ross, M. Sefton
Carried.

113/2015 Mrs. Bowslaugh – Mr. Bartlette

That the Sub-Committees of the Board, effective September 14, 2015 be and are hereby approved as follows:

Workplace Safety and Health: J. Murray, Alternate - G. Kruck
Teacher Liaison: P. Bowslaugh, M. Sefton, K. Sumner, Alternate - P. Bartlette,
Support Personnel Labour Management: G. Kruck, Alternate – L. Ross
Friends of Education: G. Buri, Alternate – P. Bartlette
School Division/Parent/Guardian Advisory: P. Bowslaugh, K. Sumner,
Alternate – M. Sefton
Job Evaluation Review: S. Bambridge, L. Ross, Alternate – G. Kruck
Aboriginal Education Advisory: G. Buri, Alternate – P. Bowslaugh
Brandon Community Drug and Alcohol Education Coalition: P. Bartlette,
Alternate – S. Bambridge
Carried.

114/2015 Mr. Sumner – Dr. Ross

That the appointment of Trustee representatives to the following external committees be approved for the 2015-2016 term:

Food For Thought: K. Sumner
Joint Division/City Task Force: P. Bartlette, G. Buri, J. Murray, Alternate – S. Bambridge
Brandon Urban Aboriginal People's Council (City): P. Bowslaugh
Carried.

115/2015 Ms. Bambridge – Mrs. Bowslaugh

That \$300,000 be allocated to the Superintendent's Discretionary budget, as a one-time allocation, from the 2014-2015 Operating Fund Accumulated Surplus.

Trustee Bartlette asked if the needs are one-offs or something that carries forward year after year. Trustee Bambridge responded that it was in the motion that it was for one-time. She noted it was earlier stated that some of the money that is in surplus is because money was not spent on EA's last year, and every year that a child has an EA or an extra teacher is a benefit to that student. If the money was there for educational assistance and was not used it in that area, and it is being put into surplus in capital, she struggles with that.

Trustee Ross asked the Secretary-Treasurer questions for clarification regarding the 2% Policy regarding Accumulated Surplus.

Trustees spoke for and against the motion.

Trustee Bambridge asked the Secretary-Treasurer where the money came from that was not spent on EA's this past year. Mr. Labossiere stated that 2 years ago, when the budget was a status quo

budget, the same FTE's were budgeted that were approved in the prior year. The funding from the Province for Special Needs students decreased hence the Division did not fill those positions. In July, the Division received additional funding from the Province for Special Needs students. Trustee Bambridge confirmed that extra funding was received from the Government of \$130,000 and asked if that money is being allocated for EA's or if that amount would be included in the amount going into Accumulated Surplus. Mr. Labossiere noted that the amount goes into Accumulated Surplus, but as the Division is over the 4% cap in accumulated surplus there are a couple of options: either carry it forward to reduce taxes in the future or look to the future needs of the Division and put it into capital reserves.

Mr. Greg Malazdrewicz, Assistant Superintendent, added to this and explained that the funding for the final block each year comes in late or early into the next year, so the \$130,000 received was to support students who were funded who entered into the Brandon School Division between January and June. Those EA's were hired and employed and the Division had the expenditure for those EA's last year. However the revenue did not come across until this point in time. The Division hired all the EA's that were authorized under Level II and Level III approved services last year.

Defeated.

Dr. Michaels spoke on the budget process. She noted the error that Senior Administration made this past year was to not include the unfunded needs in the School Division. She stated that is a hard assessment but it will be included in the 2016-2017 budget. She noted that was an oversight on Senior Administration's part, and it places Trustees in a difficult position.

116/2015 Mrs. Bowslaugh – Mr. Buri

That we acknowledge the request from King George School for all day/every day contact for their Kindergarten children by using surplus funds from the 2014/15 school year to establish said Kindergarten programs effective September 15, 2015.

Trustee Sumner asked questions on the assessment of the outcomes of the all-day every day Kindergartens. Dr. Michaels responded that the information is collected on an ongoing basis and that the question prompts a presentation.

Trustees then spoke for and against the motion.

Defeated.

2.08 Bylaws

By-Law 8/2015

Second Reading

Mr. Bartlette – Mr. Buri

That By-law 8/2015 being a borrowing by-law in the amount of \$1,131,000.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

School

Betty Gibson School

George Fitton School

George Fitton School

Project

One un-linked modular classroom

K3 Two Classroom Renovation of Existing Gymnasium

New Gym and Daycare Addition

Harrison School	Roof Replacement of Area A1
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Elevator
Neelin High School	Roof Replacement of Area G1
Vincent Massey High School	Renovation of Two Science Classrooms
Waverly Park School	Two Classroom Addition
Betty Gibson School	Grooming Room

be now read for the second time, having first been read on August 24, 2015.

The Secretary-Treasurer spoke to this item and noted that after the first reading of the by-law, he was advised by PSFB of an error made on the interest rate by the Treasury Board. He noted the interest rate should have been 3.25%, not 3.75%. The annual payment should be \$77,788.92, not \$82,389.13. This amendment will not change the borrowing amount or the payment dates, but will lower the payment amount. The Debenture By-law has been amended to reflect this correction.

Trustee Bowslaugh asked questions for clarification.

Carried.

3rd Reading

That the rules be suspended and By-Law 8/2015 be now read for a third and final time, and taken as read, finally passed.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 8/2015

Bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of \$1,131,000.00 and issuing debentures therefor.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$1,131,000.00 upon the credit of the Division by the issue and sale of debentures to meet partial costs for construction of the following:

School

Betty Gibson School
George Fitton School
George Fitton School
Harrison School
Meadows School
Meadows School
Neelin High School
Vincent Massey High School
Waverly Park School
Betty Gibson School

Project

One un-linked modular classroom
K3 Two Classroom Renovation of Existing Gymnasium
New Gym and Daycare Addition
Roof Replacement of Area A1
Three Classroom & Elevator Access Addition
Elevator
Roof Replacement of Area G1
Renovation of Two Science Classrooms
Two Classroom Addition
Grooming Room

NOW THEREFORE, pursuant to the provisions of The Public Schools Act, the Board of Trustees of The Brandon School Division, duly assembled, enacts as follows:

- 1) That it shall be lawful for the said School Trustees to borrow the sum of \$1,131,000.00 by the issue and sale of debentures of the said School Division as set out below.
- 2) That the said debentures shall be issued at Brandon, Manitoba and shall be dated the 30th day of September, 2015 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows: the debenture shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$77,788.92 each, including principal and interest at the rate of 3.25 per cent per annum, payable annually on the 30th day of September as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 30th day of September, 2016.
- 4) That each debenture shall be signed by the Chairperson of the Board and the Secretary-Treasurer of the said School Division and the coupons, if any, attached thereto, shall be signed by the Secretary-Treasurer, whose signature may be lithographed thereon.
- 5) That provisions shall be made for the payment of the said debentures, and such provision shall form part of, and be included in, the annual statements of monies required for the purpose of the School Division.

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 _____, 2015.

SECOND READING: _____

THIRD READING: _____

Chairperson

Secretary-Treasurer

CERTIFIED a true copy of Bylaw
No. 8/2015 of The Brandon School Division
given first reading on the _____ day of
_____, 2015.

2.09 Giving of Notice

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Dr. Michaels, Superintendent, reviewed the Report of Senior Administration from September 14, 2015 and highlighted the following items:

- Career Trek:
 - o \$16,000 was received from Manitoba Education for the Reading Apprenticeship Program. Dr. Michaels noted this area is now under Assistant Superintendent Mathew Gustafson's jurisdiction.

Secretary-Treasurer

Dr. Ross – Mr. Bartlette

That the September 14, 2015 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Darryl Gervais, Director, Instruction, Gilbert Michaud, Director, Curriculum Development and Implementation Branch, Manitoba Education and Advanced Learning, August 2015, sent to Trustee Sefton, Board Chair, advising that the *My Child in School* website has attracted growing interest from parent and educators alike since its launch in 2014. They will be sending informational postcards to schools to be distributed to Kindergarten to grade 12 students so that they may be taken home to parents. Promotional material is also available online at <http://manitoba.ca/mychildinschool/promo/>. They hope that *My Child in School* continues to be a useful resource to strengthen ties between parents and the school.

Ordered filed.

3.03 Announcements

- a) Education Committee Meeting – 10:00 a.m., Monday, September 21, 2015, Boardroom.
- b) Facilities & Transportation Committee Meeting – 11:30 a.m., Tuesday, September 22, 2015, Boardroom.
- c) Finance Committee Meeting – 4:30 p.m., Wednesday, September 23, 2015, Boardroom
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 28, 2015, Boardroom.

Mr. Buri – Mr. Sumner

That the Board do now resolve into Committee of the Whole In-Camera. (8:49 p.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.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
 - a) The Secretary-Treasurer spoke on a Facilities matter.

- Trustee Inquiries

4.04 Board Operations**- Reports**

- a) The Secretary-Treasurer spoke on a Board Operations matter.
- b) The Superintendent/CEO provided information on a student matter.

- Trustee Inquiries

Ms. Bambridge - Mrs. Bowslaugh

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

Carried.

117/2015 Mr. Buri – Ms. Bambridge

That the Proposal from Stantec Consulting in the total amount of \$66,719.00 (not including taxes) for the Assiniboine Community College, Facility Condition Assessment and Space inventory be accepted.

Carried.

118/2015 Dr. Ross – Mr. Sumner

That the amount of \$200,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacements and expansion of the School Bus Fleet.

Carried.

5.00 ADJOURNMENT

Mr. Buri – Dr. Ross

That the meeting does now adjourn (9:53 p.m.)

Carried.

Chairperson

Secretary-Treasurer