



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, NOVEMBER 9, 2015.

PRESENT:

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

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

Senior Administration: Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Dr. D. M. Michaels, Superintendent/CEO.

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

Trustee Bowslaugh noted she had one item for In-Camera.

Trustee Sefton noted he had one item for In-Camera.

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 Board Meeting held October 26, 2015 were circulated.

Mr. Bartlette – Mr. Sumner

That the Minutes be approved.

Carried

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Students and teacher advisors from Crocus Plains Regional Secondary School, Neelin High School and Vincent Massey High School presented on their experiences at the Canadian Student Leadership Conference in Halifax, Nova Scotia in September, 2015.

Highlights from the presentation:

- Words of Wisdom
- Awareness. Everyone is always watching the leaders (you).
- Ideas! Vincent Massey:
 - Viking Fan Card
 - Motivational Monday
 - No One Eats Alone! (Lunch with a purpose)
- Ideas! Neelin:
 - Leadership Lessons for Youth
 - Humans vs. Zombies (a tag game to die for)
 - Tri-High Events
 - Leadership Lunches
 - Spartan “buy outs”
 - Mental Health Awareness
 - Lifeskills Incorporation
- Ideas! Crocus Plains:
 - CP Cultural Heritage Days
 - Service Component MDN (MDN – Miracle Dance Network)
 - The Elephant in the Room
 - Art Legacy Project
- Leadership Lessons
 - In Meetings: Use time Wisely, Build Relationships, Create Ideas, Make Decisions, Learn Leadership Lessons
 - PIES – Positive interdependence, Individual accountability, Equal participation, Simultaneous interaction
 - Storm Braining, Role Storming
 - The “Disney” Strategy – Dreamer, Realist, Critic
 - Lead like a PIRATE: Passion, Immersion, Rapport, Ask & analyze, Transformation, Enthusiasm
 - Advisor Leadership Levels

On behalf of the Trustees, Trustee Sefton thanked everyone for taking time out of their schedule to present to the Board. The Board appreciates the students taking the time to attend and to let them know that some of the investments made in things like the Canadian Student Leadership Conference are valued and appreciated by the students and teacher advisors.

Reports of Committees

2.02 Delegations and Petitions

2.04 Communications for Action

- a) Alison Johnston, President, Brandon Teachers' Association, October 8, 2015, addressed to Mr. Mark Sefton, Chairperson, Board of Trustees, noting that during the 2015-2016 Brandon School Division budget deliberations, a request to reinstate the 11 FTE teaching position eliminated from the previous year's budget was brought forward. Ms. Johnston writes that this

request was defeated, despite growing enrolment in the Division. Ms. Johnston referred to the Finance Committee Minutes of September 9, 2015, where Mr. Denis Labossiere, Secretary-Treasurer, reviewed and provided highlights of the 2014-2015 Preliminary Financial Statements and recommended money be allocated from the Operating Fund Accumulated Surplus to Capital Reserves for capital items that address both short-term and long-term needs of the Division. Ms. Johnston states that it is apparent that expenses have been far less than budgeted, and further notes that the announced accumulated surplus after transfers to capital represents approximately 19 FTE teaching positions. Ms. Johnston requests that the Brandon School Division please provide more detailed information as to which categories/functions were underspent in the budget.

Refer Business Arising.

- b) Alison Johnston, President, Brandon Teachers' Association, October 29, 2015, addressed to Mr. Mark Sefton, Chairperson, Board of Trustees, requesting clarification regarding under expenditures noted in the Variance Summary of Revenues and Expenditures, 2014-2015 as of June 30, 2015:
- With respect to the expenses listed under the "salary" heading, Educational Assistants was underspent by \$671,393.00. How much of this amount was from function 200 – "Student Support Services" and function 100 – "Regular Instruction (General Classroom Support)"?
 - With respect to the expenses listed under the "other expenses" heading, please provide further detail as to why the Professional Development and Textbook/Learning Resources was underspent by \$197,645.92?

Refer Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Alison Johnston, President, Brandon Teachers' Association, from Communications for Action 2.04 a), requesting that the Brandon School Division provide more detailed information as to which categories/functions were underspent in the 2014-2015 fiscal year.
- b) Correspondence from Alison Johnston, President, Brandon Teachers' Association, from Communications for Action 2.04 b), requesting clarification regarding under expenditures noted in the Variance Summary of Revenues and Expenditures, 2014-2015 as of June 30, 2015.

Trustee Sefton noted that for both of these items, he has responded to Ms. Johnston, President, Brandon Teachers' Association, with answers to the questions raised.

- MSBA issues (last meeting of the month)

- a) Trustee Bowslaugh suggested that Trustee Sefton and/or Mr. Greg Malazdrewicz, Assistant Superintendent, present at the next MSBA meeting on "Community Mobilization". Trustee Sefton noted that December 4, 2015 is the deadline for submissions so there is still some time to decide.
- b) Trustee Bowslaugh noted that the MSBA is always asking for gifts for draws at their Annual Convention and suggested that the Senior Years students be asked to donate items.

Trustee Bambridge asked if students would be asked to donate these items or would they be compensated? Trustee Sefton responded that these items are donated and then raffled off at the convention.

Trustee Bartlette stated if people have created something of great value that took great effort to do so, and we are going to ask them for items to donate under Brandon School Division's name as opposed to their own; on that basis he would see compensation as appropriate.

Trustee Sefton asked the Trustees if there is interest in canvassing the schools asking them to consider the possibility of donations. The Board agreed to this. Mr. Gustafson will send a letter to schools to request donations.

Trustee Sumner asked that the requests not be limited to art only.

- From Report of Senior Administration

a) School Reports:

- NIL

b) Learning Support Services Presentation:

- NIL

c) Items from Senior Administration Report:

- Giving of Notice - Policy 5012 – “Professional Staff Leaves and Absences” – Refer Motions.
- Giving of Notice - Policy 5039 – “Permanent Support Leaves and Absences” – Refer Motions.
- Tender for the Supply of Computer Laptops – Refer Motions.

Mr. Denis Labossiere, Secretary-Treasurer, spoke on the Tender for the Supply of Computer Laptops. The tender for the supply of Computer Laptops was advertised in the Brandon Sun on Saturday, October 21, 2015. Five firms submitted proposals as outlined in the attached cost and specification analysis. The lowest bid of \$786.40 per laptop (plus applicable taxes) was submitted by MyITSource. Mr. Brent Ewasiuk, Director of MIST, and Eunice Jamora, Assistant Secretary-Treasurer examined the proposals, verified conditions, and are satisfied with the submission from MyITSource. Mr. Labossiere noted that the costs of the laptops have gone up drastically, there is a 28% increase for the U.S. exchange rate.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

132/2015 Mr. Kruck – Mr. Bartlette

That Policy 5012 – “Professional Staff Leaves and Absences” is hereby rescinded and replaced with Policy 5012 – “Professional Staff Leaves and Absences”.

Carried.

133/2015 Mr. Bartlette – Mr. Buri

That Policy 5039 – “Permanent Support Staff Leaves and Absences” is hereby rescinded and replaced with Policy 5039 – “Permanent Support Staff Leaves and Absences”.

Carried.

134/2015 Mr. Bartlette – Mr. Murray

That the low tender from MyITSource in the amount of \$78,640.00 (plus applicable taxes) for the supply of 100 computer laptops funded from the 2015-2016 computer replacement budget be accepted.

Trustee Sumner made note that this motion was brought straight to the Board instead of through the Finance Committee as tenders are received in such a timeframe that it was decided that waiting for the next Finance Committee meeting would delay the purchase of the laptops by several weeks.

Carried.

2.08 By-Laws

2.09 Giving of Notice

- a) I hereby give notice that I, or someone in my stead will present an amendment to By-law 2.4, Emergency Meetings, at the next Board Meeting.

2.10 Trustee Inquiries

Trustee Bartlette:

- a) "Please bring the Board a report explaining why École Harrison does not use the multi-age programming used in other elementary schools."
- b) "Does the school have a hard cap of Kindergarten of 20? 20 is mandated for 2017. 3 turned away might as well have been accepted."

Trustee Bartlette asked for a response from Senior Administration as soon as possible.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Mr. Labossiere, Secretary-Treasurer, spoke on the Manitoba Schools Insurance Program. The 2014-15 Annual Financial Report on the operation on the Manitoba Schools Insurance Program has been received and is attached as Appendix D. As a result of the Manitoba Schools Insurance Program, an amount of \$560,766.49 is being rebated in respect to the property, liability and crime self-insurance funds, plus the current surplus amount of the MSI Risk Management Equipment Fund (loss prevention equipment, fire inspections and security patrols). Our Division's share of the rebate for liability coverage is \$15,642.55. Last year the Division received a rebate of \$31,548.00.

Mr. Gustafson, Assistant Superintendent, provided highlights on the following items from the November 9, 2015 Report of Senior Administration:

- School Development Plan Reviews
- Academic Preparedness – École Harrison
 - o École Harris has one primary goal – the school seeks to increase the number of students at or above level in French reading to 80% meeting (or above) by June 2017.
 - GB+ French Reading Assessment Tool
 - The School Resource teacher is working with groups of students at multiple grade levels, while the Literacy Support Teacher teaches specific strategies to groups of students in grades 2 and 3 to accelerate their reading achievement.

- Creation of 21st Century Classrooms
- Student Achievement
 - French language reward system called B.I.F. (Bureau d'instigation du français)
- Global Citizenship – École O'Kelly School
 - École O'Kelly School's main Goal in Global Citizenship is in the area of Personal Growth: increasing the academic and extra-curricular engagement level of their grades 5 to 8 students by 10%.
 - The Panther Leadership Group (PLG) has been a major school initiative implemented to help accomplish the improvements in this area.
 - This has given students more input in school activities and encouraged participation in Patrols, Panther Pals (peer tutors), school beautification, and extra-curricular opportunities.
 - Student Achievement
 - The students in the PLG also participate in the divisional YR program and attended We Day last year, and they are undertaking new projects to help revitalize our school spaces both inside and outside.
 - The first O'Kelly Yearbook arrived in September
 - Emily Planetta, a grade 6 student, was awarded the local and zone awards by the Royal Canadian Legion this fall for her poster to commemorate Remembrance Day
 - Daynah Hall won the Divisional grade 7/8 speech competition in the spring.

Mr. Malazdrewicz, Assistant Superintendent, provided highlights on the following:

- Health and Wellbeing – Waverly Park School
 - CN Railway tracks
 - Concerns were previously brought up by the Board regarding students crossing and playing near the tracks
 - In response to concerns expressed by parents and staff regarding the safety of their children and their students, arrangements have been made with the CN Police Service to deliver their Operation Lifesaver Program.
 - Mr. Mel Clark, Director of Facilities and Transportation, has had a section of the fence separating the railway and the green space repaired.
 - Educating Students about Bullying
 - Student Achievement
 - The Youth Revolution Leadership Team has been conducting a food drive as part of Free the Children's "We Scare Hunger" campaign.
 - Grades 7 & 8 students will once again be involved in Enrichment Clusters, which will run two hours per week for the next four weeks.

Mr. Malazdrewicz reviewed the Administrative and Statistical Information – Suspensions, and noted that the levels of suspensions are down significantly this year in frequency and severity of the nature of the issues the students are facing.

Mr. Malazdrewicz spoke on Community Connections and provided a Community Mobilization Update. He also reviewed his report on the Task Force on Special Needs (Level II) Funding - October 26, 2015.

Mr. Malazdrewicz spoke on a presentation he gave to Delta Kappa Gamma on Student Advocacy on October 26, 2015

Trustee Sumner asked if, in regards to Special Needs Funding, the responsibility for the classification of students would be the Division's, and that the Division would then be free to recognize the levels of need within our own Division without the Province's input.

Mr. Malazdrewicz responded yes; the responsibility for the classification of students would be the Division's. Mr. Malazdrewicz indicated that there will still be a level for extreme need that would be supported individually by the Province. The funding model and the language used frequently has been broad population based and more. It is hoped that to address the two pieces the Division is looking at will ensure that there will be adequate funding for support for students in schools but also the move away from an application base.

Trustees asked questions for clarification.

Trustee Bowslaugh asked for the predicted implementation date of the new model for Special Needs Funding.

Mr. Malazdrewicz responded that 2018-2019 is the year it is expected to be implemented.

Dr. Ross – Mr. Bartlette

That the November 9, 2015 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

3.03 Announcements

- a) School Catchment Area Public Consultation – 7:00 p.m., Tuesday, November 10, 2015, Waverly Park School Gymnasium.
- b) Finance Committee Meeting – Stakeholder meeting with Brandon Chamber of Commerce, 12:00 p.m., Thursday, November 12, 2015, Boardroom.
- c) Support Personnel Labour/Management Committee – 3:30 p.m., Thursday, November 12, 2015, Conference Room.
- d) Personnel Committee Meeting – 10:00 a.m., Tuesday, November 17, 2015, Boardroom.
- e) Facilities & Transportation Committee Meeting – 11:30 a.m., Tuesday, November 17, 2015, Boardroom.
- f) Policy Review Committee – Meetings re: Scent Consultation:
 - School Principals – 1:00 p.m., Tuesday, November 17, 2015, McLaren Room.
 - Employee Groups – 4:30 p.m., Tuesday, November 17, 2015, McLaren Room.
 - Parent Councils – 7:00 p.m., Wednesday, November 18, 2015, Boardroom.
- g) Policy Review Committee Meeting 12:00 p.m., Thursday, November 19, 2015, Boardroom.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 23, 2015, Boardroom.

Mr. Buri – Ms. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (8:25 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- a) Trustee Sumner requested follow-up on a student matter.
- b) Trustee Bartlette asked for information on a student matter.

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was presented.
- b) Trustee Bowslaugh requested information on a Personnel Matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- a) Trustee Sefton provided information on a Property Matter.

- Trustee Inquiries

4.04 Board Operations

- Reports

- Trustee Inquiries

Mrs. Bowslaugh - Mr. Sumner

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

Carried.

5.00 ADJOURNMENT

Mr. Buri – Mr. Bartlette

That the meeting does now adjourn (8:52 p.m.)

Carried.

Chairperson

Secretary-Treasurer