



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 13, 2015.

PRESENT:

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

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. G. Malazdrewicz, Associate Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance and those viewing the proceedings online.

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 late motion from the Facilities and Transportation Committee Meeting held April 13, 2015.

The Superintendent noted she had 2 personnel items for In-Camera.

Mr. Bartlette – Dr. Ross
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 March 23, 2015 were circulated.
Mr. Buri – Mr. Kruck
That the Minutes be approved.
Carried

- b) The Minutes of the Regular Board Meeting held March 23, 2015 were circulated.

Mr. Murray – Mr. Kruck
That the Minutes be approved.
Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.01 Reports of Committees

- a) Policy Review Committee Meeting

The written report of the Divisional Futures and Community Relations Committee meeting held on March 17, 2015 was circulated.

Trustee Sumner asked questions for clarification regarding the Kindergarten registration process at École Harrison. Equitability was discussed and the Policy Review Committee was asked to have another look at this practice and investigate other options.

Mr. Buri - Mrs. Bowslaugh
That the Minutes be received and filed.
Carried.

- b) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on March 23, 2015 was circulated.

It was noted by Trustee Kruck that the wording in the School Bus Purchase topic in the minutes was incorrect; instead of the word “decided”, it should have read “recommended that the additional money will be taken out of the bus reserve to purchase a propane school bus...”

Mr. Murray – Mr. Buri
That the Minutes be received and filed.
Carried.

- c) Finance Committee Meeting

The written report of the Finance Committee meeting held on March 26, 2015 was circulated.

Trustees asked questions for clarification regarding the date of the 2016-2017 Budget deliberations.

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

d) Education Committee Meeting

The written report of the Personnel Committee Meeting held on April 7, 2015 was circulated.

Trustee Bartlette noted that the two presenters listed in the minutes should be removed as they did not attend. Barb Miller and Stephane Touzin's names will be removed from the minutes.

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

Carried.

2.02 Delegations and Petitions

2.04 Communications for Action

- a) Correspondence from Mr. Bob Lee, Organizing Member of the Division Wide MY Oratorical Event, dated March 23, 2015, requesting support for the Division Wide Middle Year's Oratorical Event. This year's event takes place on May 6, 2015, in the Lorne Watson Recital Hall at Brandon University. A copy of last year's program and a breakdown of expenses are included. (Appendix "A")

Refer Motions.

- b) Correspondence from Kerri Malazdrewicz & Jamie Harrison, Student Council Teacher Advisors at École secondaire Neelin High School, dated March 26, 2015, requesting financial support in sending Neelin High School Student Representative Council (SRC) to the Canadian Student Leadership Conference to be held from September 22 – 26, 2015, in Halifax, Nova Scotia. The SRC is sending two student delegates, along with two teacher supervisors, which will incur a total cost of \$5,100.00. (Appendix "B")

Refer Motions.

- c) Samantha Shupe, Chair of the Block Parent Program, dated March 20, 2015, asking for the support of the Brandon School Division in bringing the Block Parent Program to Brandon to lend a hand to those who feel bullied, hurt, ill or scared. The Block Parent Committee Members are listed in the letter and Ms. Shupe thanks the Brandon School Division for their consideration of the Program and looks forward to working with the Brandon School Division. (Appendix "C")

Refer Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

The correspondence from Samantha Shupe, Chair of the Block Parent Program, dated March 20, 2015, asking for the support of the Brandon School Division in their goal of helping the community feel safe.

Trustee Sefton asked the Trustees if it was their will to support the Block Parent Program in principle. The Board indicated that they would support the program and a letter would be sent to Samantha Shupe.

- MSBA issues (last meeting of the month)

Trustee Sefton provided an update on the MSBA Director – Region 1 election, and noted that Trustee Buri was not elected to this position. He thanked Trustee Buri for putting his name forward.

- From Report of Senior Administration

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

2012-2013 Early Development Instrument (EDI) Results Report

Marnie Wilson, Research, Assessment and Evaluation Specialist, gave a presentation to the Board of Trustees to provide an overview of the Brandon School Division Early Development Instrument (EDI) Results Report 2012/2013.

Ms. Wilson reminded those in attendance that this data is collected from Kindergarten students every second year. The objectives are the developmental health of Kindergarten students half way through the year, and this information shows strengths, needs, and predicts how children will do in school.

This evaluation shows readiness in 5 domains:

- Physical Health and Well-being
- Social Competence
- Emotional Maturity
- Language and Thinking Skills
- Communication Skills & General Knowledge

Average scores of the Domains were reviewed. No historical data was included. Gender differences are statistically significant, with female students scoring higher than male students; Identity differences had Aboriginal students scoring lower. This was statistically significant.

If more than 30% of a division's students are 'very ready' in a given domain, it should be interpreted as an area of strength in the division. Results showed that less than 30% of students were 'very ready' in each domain. It is likewise suggested that a division should consider an area of need to be any domain in which it has greater than 10% of its students 'not ready.' This was the case for each of the 5 domains.

Compared with Manitoba, BSD student results show:

- Less developed school readiness overall
- Disproportionately greater numbers of 'not ready' children in all domains
- Significantly more children with multiple challenges

Specific Areas of Need:

Academic:

- Basic numeracy
- Complex literacy

Other:

- Gross and fine motor skills
- Prosocial and helping behaviour
- Communication skills

Trustees asked questions for clarification. Dr. Michaels noted that the schools collect student data on an individual and group bases. This data collection is ongoing.

The suggestion was made by Trustee Murray to share this report with the Department of Education noting that we don't have sufficient funding for All Day Every Day Kindergarten and literacy/numeracy early years. It was decided it would be the will of the Board to make a presentation on this matter to the Minister of Education during an upcoming meeting, and to provide a copy of the report to the Ministry.

Trustee Sefton asked Ms. Wilson what advice she would give parents of small children so their children are less vulnerable in Kindergarten? Ms. Wilson replied that everyone should read to their children from a young age, and also play and interact verbally with them.

- c) Items from Senior Administration Report –
- Vincent Massey High School Off-Site Activity Request (France and Spain) – Refer Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request (Brooklyn, Michigan) – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 43/2015 Mr. Buri – Mr. Kruck
That the trip involving grades 9, 10, 11 and 12 students, from Vincent Massey High School to make a trip to France and Spain from March 28 to April 4, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

- 44/2015 Mrs. Bambridge – Mr. Buri
That the trip involving six (6) grades 10, 11 and 12 design drafting students, from Crocus Plains Regional Secondary School to make a trip to Brooklyn, Michigan from May 14 to May 17, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Sumner asked questions regarding coverage of costs for this trip. It was indicated that Friends of Education assists with funds.

Carried.

- 45/2015 Dr. Ross – Mr. Bartlette
That support for the Division Wide Oratorical Event for Grades 5-8 in the amount of \$400 be approved.

Carried.

- 46/2015 Mr. Bartlette – Mrs. Bowslaugh
That the request for financial assistance for two (2) École Secondaire Neelin High School students to attend the Canadian Student Leadership Conference to be held in Halifax, Nova Scotia, from September 22 - 26, 2015 be approved in the amount of \$800.00.

Trustee Bowslaugh asked questions for clarification regarding fundraising for this trip. Mr. Malazdrewicz responded that Student Councils do the fundraising for their councils to participate in this conference.

Carried.

- 47/2015 Mrs. Bowslaugh – Mr. Bartlette
That the School Calendar for the 2015-2016 school year be established with the Christmas break occurring from December 21 to January 1, inclusive, and the ten (10) non-instructional days be five (5) professional development days and five (5) administrative days.

Carried.

48/2015 Mr. Sumner – Dr. Ross

That the proposed budget dates for the 2016/2017 budget deliberations be as follows:

Wednesday, February 3, 2016	Special Board Meeting (Preliminary Budget)
Wednesday, February 10, 2016	Public Budget Consultation Forum
Tuesday, February 16, 2016	All-Day Budget Meeting
Monday, February 29, 2016	Special Board Meeting – Public Presentations
Monday, March 7, 2016	Final Budget Approval

Carried.

49/2015 Mr. Sumner – Dr. Ross

That the dates for the Regular Board Meetings in March 2016 be changed from the 2nd and 4th Monday of the month, to the 1st and 3rd Monday of the month.

50/2015 Mr. Murray – Mr. Kruck

That the 2016-2017 to 2021-2022 Five-Year Capital Plan be approved for submission to the Public Schools Finance Board.

Carried.

51/2015 Mr. Murray – Mr. Kruck

That the Board support in principle the establishment of the Block Parents Program as outlined in correspondence from Samantha Shupe.

Carried.

2.08 Bylaws

Mr. Murray – Mr. Kruck

2nd Reading

That By-law 3/2015 being a borrowing by-law in the amount of \$1,349,500.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

School

Waverly Park School
 Vincent Massey High School
 George Fitton School
 Neelin High School
 Meadows School
 Meadows School
 Harrison School
 Crocus Plains Regional Secondary
 George Fitton School

Project

Two Classroom Addition
 Roof Replacement Areas D and G
 K3 Two Classroom Renovation of Existing Gymnasium
 Roof Replacement of Area G1
 Three Classroom & Elevator Access Addition
 Elevator
 Roof Replacement of Area A1
 Science Lab Renovation
 New Gym and Daycare Addition

be now read for the second time, having been first read on March 23, 2015.

Carried.

3rd Reading

That the rules be suspended and By-law 3/2015 be now read for a third and final time, and taken as read, finally passed.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 3/2015

Bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of \$1,349,500.00 and issuing debentures therefor.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$1,349,500.00 upon the credit of the Division by the issue and sale of debentures to meet partial costs for construction of the following:

School**Project**

Waverly Park School	Two Classroom Addition
Vincent Massey High School	Roof Replacement Areas D and G
George Fitton School	K3 Two Classroom Renovation of Existing Gymnasium
Neelin High School	Roof Replacement of Area G1
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Elevator
Harrison School	Roof Replacement of Area A1
Crocus Plains Regional Secondary	Science Lab Renovation
George Fitton School	New Gym and Daycare Addition

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 \$1,349,500.00 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 April, 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 \$90,707.60 each, including principal and interest at the rate of 3.000 per cent per annum, payable annually on the 30th day of April as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 30th day of April, 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 _____ A.D., 2015.

SECOND READING: _____

THIRD READING: _____

Chairperson

Secretary-Treasurer

CERTIFIED a true copy of Bylaw
No. 3/2015 of The Brandon School Division
given first reading on the _____ day of
_____ A.D. 2015.

Mr. Kruck – Mr. Buri

Secretary-Treasurer

3rd Reading

That By-law 2/2015, being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 4/2014 to make changes under "Section 56(2) (b)" to amend the statement regarding approval of indemnities, be now read for the third time, having been read for a second time on March 23, 2015.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 2/2015

BEING A BYLAW of The Brandon School Division to authorize payment of indemnities and mileage to Trustees and Bylaw No. 4/2010, October 25, 2010 (as amended by By-law 1/2012, June 11, 2012) shall be repealed.

WHEREAS The Brandon School Division is a school division as defined in The Public Schools Act;

AND WHEREAS The Public Schools Act, Chapter P250 of the Revised Statutes of Manitoba as amended, provides as follows:

"Section 56(1)

A school board may, by bylaw, provide for the payment of an annual indemnity to the chairman and to each trustee payable in such amount and at such times and under such conditions as provided in the bylaw.

Section 56(2)

In addition to the indemnity referred to in subsection (1), each member of the school board may be paid and may accept

- (a) such amount per mile as set by bylaw of the school board for each mile actually and necessarily travelled from his place of residence in the school division or school district to the place of meeting and return to his place of residence, allowable only once for each school board meeting;
- (b) such amount per hour as set by bylaw of the school board for each hour actually and necessarily spent by him under authority given by resolution of the school board in the performance of such duties, work or services as he is required or authorized under the resolution to perform, and;
- (c) such an amount per mile, as set out by bylaw of the school board, for each mile actually and necessarily travelled by him in the performance of the duties, work or services to which clause (b) applies;

but the remuneration or mileage mentioned in clauses (b) and (c) is not payable until an account showing the work or service performed, verified by statutory declaration, has been filed with the secretary-treasurer and payment thereof authorized by resolution of the school board.

Section 56(3)

A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine."

AND WHEREAS, pursuant to the provisions of The Public Schools Act and the amendments thereto, it is deemed expedient and advisable to provide for the payment of indemnities and mileage to the Chairperson of the Board and to each Trustee;

NOW, THEREFORE, the Trustees of The Brandon School Division, at a meeting duly called and held for the purpose, do hereby enact as follows:

1. That, the Chairperson and each member of the Board of Trustees be paid by equal monthly installments an annual indemnity of:

For a Trustee as Chairperson and Trustee - effective July 1, 2013	\$17,646.00
--	-------------

For a Trustee as Vice-Chairperson and Trustee - effective July 1, 2013	\$15,456.00
---	-------------

For each other Trustee - effective July 1, 2013	\$14,251.00
--	-------------

That the total annual indemnities for Chairperson, Vice-Chairperson and Trustees shall be adjusted each year effective July 1st by a percentage amount equal to the average percentage increase in wages and salaries for Brandon Teacher's Association and CUPE Local 737 for the immediately preceding twelve (12) months;

2. That absence from any regular meeting of the Board over six (6) in any one calendar year shall result in a loss of indemnity of One Hundred and Thirty Dollars (\$130.00) for each meeting beyond the said six (6) meetings, and further provided that, where any absence from a regular meeting of the Board, as indicated by motion authorizing the member to attend a conference or the like or to be absent, such absence shall constitute an authorized absence from meetings and does not apply against the six (6) meeting's absence as referred herein;

And That absence from a regular meeting of the Board by any Trustee by reason of said Trustee attending on the same day a meeting of the Executive of, or a Committee of or acting as a representative of The Manitoba School Boards Association (MSBA) as a member of same shall be deemed an "authorized absence" for the purpose of Section 37 of The Public Schools Act and Section 2 hereof;

And Further That it shall be the responsibility of the Trustee to furnish to the Secretary-Treasurer in a timely fashion proper verification of attendance at said MSBA meetings;

3. That it is hereby deemed that one-third (1/3) of the total indemnity, as provided for in the above-described sections, shall be deemed to be for expenses of and incidental to the discharge of the normal respective duties of the Chairperson, Vice-Chairperson, members of the Board of Trustees, and Chairperson of all designated Committees; such allotment shall not include out-of-the-ordinary expenses, which shall be approved by resolution of the Board in accordance with Section 56(3);
4. That the Chairperson and each member of the said Board shall be paid 40 cents per kilometer effective October 1, 2011 or such other amount as periodically approved by motion of the Board for each kilometer actually and necessarily travelled from his/her place of residence, when his/her place of residence is outside the boundaries of the City of Brandon, to the place of meetings and return for School Board and Committee meetings and other Board business authorized by resolution of the Board;
5. That, effective the 1st day of November, 2010, all Trustees shall be paid an additional indemnity, as provided by and in accordance with Section 56(2)(b), of thirteen (\$13.00) dollars per hour to a maximum of eight (8) hours per day each day plus travel and living expenses approved by the Board and necessarily incurred while acting on Board business and when authorized by resolution of the Board in accordance with Section 56(2) & (3) of The Public Schools Act;

6. That, effective November 1, 2010, a Trustee shall be entitled to receive an indemnity in addition to that set out in Article 1 herein at the rate of thirteen dollars (\$13.00) per hour to a maximum of eight (8) hours per day:
- for each hour actually attended at a Special Board Meeting or a meeting of a Board Committee on which the Trustee is a member, provided such a meeting is of a minimum of three (3) hours duration; or
 - for each hour actually attended at meetings as a member of the Committee of the Board charged with the responsibility of negotiating the terms and conditions of the collective agreements between the Division and the bargaining agents representing the employees of the Division with said meetings, for this purpose, being those attended at the Bargaining Table, Conciliation Meetings and Arbitration Hearings with the applicable bargaining agent.
7. That Bylaw No. 1/2010, passed October 25, 2010 as amended by Bylaw 1/2012, June 11, 2012 and the same is hereby repealed effective the date of passing this Bylaw.

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: _____ A.D. 2014

THIRD READING: _____ A.D. 2014

Chairperson

Secretary-Treasurer

Certified a true copy of Bylaw No. 4/2014 of the Board of Trustees of The Brandon School Division.

Secretary-Treasurer

2.09 Giving of Notice

2.10 Trustee Inquiries

a) Trustee Kruck requested an update on additional security measures and when a report will be provided. Mr. Denis Labossiere, Secretary-Treasurer, provided a verbal update and noted the following:

- Technology tracking has improved with monthly inventories and sign-offs sent to the Division Office on a monthly basis;
- Nothing has been reported missing since the measures have been in place;
- Each Principal has identified a location in the school for storing computer carts that can be locked. These rooms have been rekeyed and only Principals and those responsible for the equipment in the schools have keys to these rooms;
- Card key access to schools is being expedited;

- No stolen inventory has been recovered and all the equipment has been replaced in the schools.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Dr. Michaels reviewed the Report of Senior Administration from March 23, 2015 and highlighted the following items:

- School Visits
- Staffing
- Academic Preparedness – Linden Lanes
- Global Citizenship – St. Augustine
- Health and Wellbeing – Earl Oxford
- Administrative and Statistical information
- Correspondence:
 - Angela McGuire Holder, Brandon Community Drug and Alcohol Coalition Coordinator/Youth Revolution Coordinator
 - Peter Bjornson, Minister, Education and Advance Learning
 -

Dr. Michaels reviewed the Report of Senior Administration from April 13, 2015 and highlighted the following items:

- Academic Preparedness – Meadows School
- Global Citizenship – Spring Valley Colony School
- Health and Wellbeing – George Fitton School
- Principal/Leadership Prep Program
- Suspensions
- Community Connections
- Brandon University/Brandon School Division Meeting - March 26, 2015

Trustee Murray asked questions for clarification regarding the weapons suspensions.

Mr. Sumner – Mr. Kruck

That the March 23, 2015, and the April 13, 2015 Reports of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

3.03 Announcements

- a) Brandon School Division/City of Brandon Joint Meeting – 6:00 p.m., Tuesday, April 14, 2015, Riverbank Discovery Centre.
- b) Finance Committee - 10:30 a.m., Thursday, April 16, 2015, Boardroom.
- c) Policy Review Committee Meeting – 9:00 a.m., Tuesday, April 21, 2015, Boardroom.
- d) Facilities and Transportation Committee Meeting – 10:00 a.m., Monday, April 27, 2015, Boardroom.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 27, 2015, Boardroom.

Mr. Murray – 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

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was presented.
 - b) Dr. Michaels, Superintendent, spoke on two personnel matters.
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) Trustee Sefton updated the Board on one Board Operations matter.
- Trustee Inquiries

Mr. Sumner – Mr. Buri

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

Carried.

52/2015 Mr. Buri – Mr. Kruck

That a School Administrator Selection Committee, as per Policy/Procedures 5002, be established and further Trustees Bambridge, Bowslaugh and Ross be appointed to the Committee and that the Committee remain in effect until all administrator vacancies which may arise for the 2015-2016 school year have been filled.

Carried.

53/2015 Mr. Buri – Mr. Kruck

That the Trustees participating on the School Administrator Selection Committee be paid the appropriate indemnity for all meetings of this Committee to be scheduled for the months of April to June, 2016.

Carried.

5.00 ADJOURNMENT

Mr. Murray – Dr. Ross

That the meeting does now adjourn (9:51 p.m.)

Carried.

Chairperson

Secretary-Treasurer