

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, MONDAY, JANUARY 24, 2011

PRESENT:

Dr. L. Ross, Vice-Chairperson, Mrs. P. Bowslaugh, Mr. G. Kruck, Mr. M. Sefton, Mr. M. Snelling, Mr. K. Sumner.

Secretary-Treasurer, Mr. G. F. Barnes and Recording Secretary, Ms. S. Bailey.

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Associate Superintendent, Mr. K. Zabowski, Assistant Secretary-Treasurer.

REGRETS:

Mr. J. Murray Chairperson, Mr. P. Bartlette, Mr. D. Karnes

In the absence of the Chairperson, Mr. J. Murray, the Vice-Chairperson, Dr. L. Ross, assumed the position of Chairperson for the meeting. The Vice - Chairperson welcomed all visitors to the meeting. She noted Trustees Murray, Bartlette and Karnes all sent their regrets as they were unable to attend the meeting.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Secretary-Treasurer, Mr. Barnes requested the following additions to the agenda:

- 1) Under Section 3.03 – “Announcements”, he noted the Special Board Meeting scheduled for February 7, 2011 had been cancelled.
- 2) Two confidential items to be discussed In-Camera, one regarding CUPE Negotiations and the other regarding a Board Operations legal matter.

Superintendent, Dr. Michaels, requested the addition of two staff personnel matters and one student matter for In-Camera discussions.

Trustee Bowslaugh confirmed she had a verbal committee report.

Trustee Snelling noted he had one Trustee Inquiry.

Mr. Kruck – Mr. Snelling

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 January 10, 2011 were circulated.

Mr. Snelling – Mr. Sumner
That the Minutes be adopted.
Carried.

- b) The Minutes of the Special Board Meeting held January 13, 2011 were circulated.

Mrs. Bowslaugh – Mr. Snelling
That the Minutes be adopted.
Carried.

- c) The Minutes of the Special Board Meeting held January 17, 2011 were circulated.

Mr. Sumner – Mr. Kruck
That the Minutes be adopted.
Carried.

2.00 GOVERNANCE MATTERS:

- a) Board of Trustees Governance Goals 2010 – 2014

The Board agreed to discuss this item under “Business Arising”.

2.01 Presentations For Information

The K-6 Music Teachers provided the Trustees with an overview of the Division's music program including: highlighting the National Orff Conference; how numeracy, literacy and SmartBoards are incorporated into the programming; and the Winnipeg Symphony Orchestra Adventures in Music program. Trustees thanked the teachers for the information provided noting they appreciated learning how technology was being incorporated into music and the information provided on the research regarding math and music. Trustees asked questions for clarification regarding the Orff program and music's effect on the brain.

2.02 Reports of Committees

- a) Divisional Futures & Community Relations Committee Minutes

The written reports of the Divisional Futures and Community Relations Committee meeting held January 7 and January 14, 2011 were circulated.

Mr. Snelling – Mr. Kruck
That the Minutes of January 7, 2011 be received and filed.
Carried.

Mr. Snelling – Mrs. Bowslaugh

That the Minutes of January 14, 2011 be received and filed.

Carried.

b) Facilities/Transportation Committee Minutes

The written report of the Facilities/Transportation Committee meeting held January 11, 2011 was circulated.

Mrs. Bowslaugh – Mr. Kruck

That the Minutes be received and filed.

Carried.

c) Personnel Committee Minutes

The written reports of the Personnel Committee meetings held January 11 and January 17, 2011 were circulated.

Mr. Snelling – Mr. Sumner

That the Minutes of January 11, 2011 be received and filed.

Carried.

Mr. Kruck – Mr. Snelling

That the Minutes of January 17, 2011 be received and filed.

Carried.

d) Finance Committee Minutes

The written report of the Finance Committee meeting held January 13, 2011 was circulated.

Mr. Sefton noted that SmartBoards were listed in the Minutes and Appendix B of the Minutes with respect to additional resources required. He did not recall the original memo provided to the Finance Committee requesting additional resources including SmartBoards and requested clarification. Secretary-Treasurer, Mr. Barnes noted the request for SmartBoards had not been listed on the original report but had been discussed at the Committee and was to be included. Superintendent, Dr. Michaels, confirmed that the matter had been discussed at Senior Administration before Christmas and apologized to the Board that it had not perhaps been given the sufficient attention it deserved at the Committee level. Trustees Snelling and Ross confirmed that discussions regarding SmartBoards had taken place briefly at the Finance Committee although not included in the original written request received by the Committee.

Mr. Sefton – Mr. Snelling

That the Minutes be received and filed.

Carried.

e) Other

- Trustee Ross noted the Board had met with the Minister of Education on January 13, 2011 to discuss a number of items including: the Division's concerns regarding the Public Schools Finance Board and the Division's 5 Year Capital Plan; immigrant students; taxation of school property; the new Bill 13; and bussing students out of the Division under School of Choice.
- Trustee Ross also reported on the MSBA Region 1 Collective Bargaining meeting held in Minnedosa on January 18, 2011.
- Trustee Bowslaugh reported on the Workplace Safety and Health Committee meeting held on January 19, 2011. She noted some of the items discussed related to the issue of the number of washrooms in the schools, training that had taken place, workplace assessment, and the possibility of first aid training for school secretaries.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

NIL

2.05 BUSINESS ARISING**- From Previous Delegations****- From Board Agenda****- MSBA issues (last meeting of the month)**

Trustee Bowslaugh reported on the MSBA Region 1 meeting held earlier in the day at the Elkhorn Resort. She noted the resolutions proposed by the Division had been well received at the meeting.

- From Report of Senior Administration

a) School Reports – Riverheights

Mr. John Minshull, Principal, Riverheights School, provided information to the Board of Trustees regarding the school's profile, including enrollment, staffing and school configuration. He spoke about the school's partnership with Brandon University regarding student literacy intervention and the one to one literacy instruction provided for

designated students. Mr. Minshull also provided information regarding the school's life skills program including the transition process from program to program as well as the goals of the life skills program. Mr. Minshull concluded his presentation by introducing Mr. Marty Jordan who had been appointed Vice-Principal of Riverheights School. The Vice-Chairperson thanked Mr. Minshull for his presentation.

b) Instructional Reports – Numeracy – T. Timmerman

Ms. Teresa Timmerman, the Division's Numeracy Specialist, spoke to the Board of Trustees regarding her role in the Division. She noted she provided leadership, advice, support and assistance to staff in the Division in the area of K-12 Numeracy. She spoke about her work in the area of staff development, classroom implementation of best practices, implementation of curricula, assessment, and analysis of data and the development of a Numeracy Policy. Ms. Timmerman provided information regarding the different work taking place in Early Years, Middle Years and Senior Years and the results of the work taking. Trustees thanked Ms. Timmerman for her presentation and the incorporation of new technology into the presentation. Trustee Sefton requested the website regarding the virtual manipulatives discussed in Ms. Timmerman's presentation. Trustee Bowslaugh inquired about the information and assistance requested by staff in this area. Ms. Timmerman noted that teaching staff asked very specific questions while school administrators had more generic questions.

c) Items from Senior Administration Report

- Trustee inquiries: Response to Trustee Sumner – K-8 Class Size.

Trustees thanked Senior Administration for providing information regarding K-8 class sizes noting they appreciated having the information at their finger tips when questioned by parents in the Division on this matter. It was also noted class size had been discussed at the MSBA Region 1 meeting as well.

Superintendent, Dr. Michaels, reviewed the memorandum to the Board of Trustees, contained in the Senior Administration Report, regarding the Board's Governance Goal Session held January 7 and 8, 2011. Various Trustees spoke about the work that had been conducted at the planning session and the positive experience which had resulted. Trustee Ross noted this was the second time the Board had followed this procedure. She felt it had worked well for the previous Board in conducting their work and moving the Division forward and she looked forward to the new Board being able to do the same thing. Superintendent, Dr. Michaels confirmed that the Brandon School Division would be providing a workshop on this topic at the MSBA Convention to be held in March. The Board agreed to bring forth a motion approving the proposed Governance Goals. Trustees asked how Senior Administration would now be communicating these goals to the public. It was agreed the goals would be posted to the Division website, forwarded to schools for information as well as parent councils. The Board also directed Senior Administration to prepare a press release announcing the Board's Governance Goals 2010-2014.

2.06 Motions

- 05/2011 Mrs. Bowslaugh – Mr. Sefton
That the Letter of Understanding between the Brandon Teachers Association of Manitoba Teachers' Society and the Brandon School Division extending the leave of absence for executive duties for the 2010/2011 and 2011/2012 school years be approved and the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

- 06/2011 Mr. Sumner – Mr. Kruck
That the Lease of School property for O'Kelly School, DND Shilo, with the Government of Canada, Minister of National Defence which was to expire on the 31st of December, 2010, be extended to March 31st, 2011 with occupancy to continue on the same terms and conditions; and subject to approval of the Public Schools Finance Board.

Trustee Snelling asked if an extension to March 31, 2011 was long enough. Mr. Barnes, Secretary-Treasurer, advised that the DND hoped to have the transfer of property completed by the end of March.

Carried.

- 07/2011 Mrs. Bowslaugh – Mr. Sefton
That the amount of \$356,400 for additional teaching staff, educational assistants and SmartBoards to address appropriate educational programming, speech-language intervention, EAL enrolment growth, literacy enhancements and SmartBoards as presented at the January 13, 2011 Finance Committee Meeting be approved; and further that the expenditures be funded from the 2010/2011 increase in the Provincial Enrolment Change Grant and underexpenditures in teacher salaries for long term sick leave and maternity/parental leave.

The Board agreed to a friendly amendment to the motion changing the words "Grand" to "Grant" and "Financial" to "Finance".

Trustee Sumner expressed concern regarding the fact it appeared that the subject of SmartBoards had not been discussed properly at the Finance Committee meeting. Both Trustees Snelling and Ross confirmed that the matter had been briefly discussed. Trustee Kruck inquired about the possibility of breaking the motion into five separate motions and he requested further details regarding each additional resource requested. The Board discussed the process to be followed based on Mr. Kruck's request. The Secretary-Treasurer noted Appendix "B" attached to the Finance Committee Minutes did provide detailed information on each item requested and asked Trustee Kruck what other information he needed. Trustee Kruck asked Senior Administration to verbally expand on the memo attached as Appendix "B" to the Finance Committee Minutes. Trustees asked questions for clarification with respect to equity and the distribution of SmartBoards, parent council purchase of SmartBoards and the shortage of psychologists on staff. The Committee agreed to leave the motion as it stands and not include a list

of each item requested as that information was found in the Finance Committee Minutes from which the recommendation had been brought forth.

Carried.

08/2011 Mr. Sumner – Mr. Kruck

That Trustee Marty Snelling represent the Divisional Futures and Community Relations Committee on the City of Brandon Urban Aboriginal Peoples' Council for the 2010-2011 term.

Carried.

09/2011 Mr. Sefton – Mrs. Bowslaugh

That the Board of Trustees adopt the Governance Goals 2010-2014 as developed by Trustees at the January 7 and 8, 2011 Planning Session and as presented in the Senior Administration Report received at this meeting.

Carried.

2.07 Bylaws

Mr. Sumner – Mr. Snelling

That By-Law 1/2011 being a by-law to regulate the proceedings of the Board of Trustees of the Brandon School Division and repealing By-Law 1/2009 passed January 26, 2009 be now read for the second time, having first been read on January 10, 2011.

Carried.

Mr. Sumner – Mr. Snelling

That the rules be suspended and By-Law 1/2011 be now read a third time, taken as read and finally passed.

Carried.

Mrs. Bowslaugh – Mr. Snelling

That By-Law 2/2011 being a borrowing by-law in the amount of \$1,512,700.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of the following projects: Meadows School Grooming Room; Crocus Plains Roof Replacement; Crocus Plains Air Condensing Unit Replacement; Green Acres Roof Replacement; Kirkcaldy Chilled Water/Heat Exchanger; and Valleyview Emergency Roof Replacement be now read for the second time, having first been read on January 10, 2011.

Carried.

Mrs. Bowslaugh – Mr. Snelling

That the rules be suspended and By-Law 2/2011 be now read a third time, taken as read and finally passed.

Carried.

Mr. Sefton – Mrs. Bowslaugh

That By-Law 3/2011 for the purpose of authorizing the borrowing of monies upon the credit of the Division to meet expenditures for current operations for the fiscal period July 1, 2010 to June 30, 2011 be now read for the first time and further that By-Law 3/2010 be repealed.

Mr. Barnes, Secretary-Treasurer, confirmed this by-law was a result of the Division's change in bankers.

Carried.

2.08 Giving of Notice

NIL

2.09 Inquiries

2.09a) Public Inquiries (last meeting of each month – max. 15 minutes)

- 1) Mr. Darren Hardy, President, Brandon Teachers Association, thanked the Board for the motion approving the purchase of additional SmartBoards. He also asked the Board if a financial variance analysis would be provided on a regular basis. Both Trustee Ross and Secretary-Treasurer confirmed that variance analysis reports are provided to the Finance Committee on a monthly basis and that the Board directed that as of 2011 will now be attached to the Finance Committee minutes as an appendix. Mr. Barnes further noted that an estimated budget variance is included in the draft budget. Mr. Hardy also asked if a location had been determined for the Public Budget Consultation to be held on February 2, 2011. Mr. Barnes confirmed the consultation would be held at Linden Lanes School.
- 2) Ms. Deb Arpin, President of CUPE Local 737, noted she had two questions regarding the Board's proposed Governance Goals. She asked if the goal regarding professional training included support staff and for clarification regarding the term "public partnerships". Ms. Arpin was advised that training would include support staff and the term "public partnerships" was clarified as it related to the Board's Governance Goal relating to Division facilities.

2.09b) Trustee Inquiries

- 1) Trustee Snelling noted he had received information regarding "Active and Safe Routes to School" and upcoming workshops to be held in Brandon. In order for the Division to take advantage of this national program, he asked the Board what should be done with the information he received. It was agreed the information regarding "Active and Safe Routes to School" would be referred to the Superintendent's Office for follow-up.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Trustee Snelling requested clarification regarding the number of Immigrant Students the Division is still expecting.

Trustee Kruck commented on the dramatic drop in suspensions since the previous Board meeting.

Mr. Sefton – Mr. Kruck

That the report be received and filed.

Carried.

3.02 Communications for Information

- a) Paul Cuthbert, MASS President, January 12, 2011, addressed to the Honourable Steve Ashton, Minister of Infrastructure and Transportation expressing concern about issues of traffic within school zones.

- a. He notes the first issue relates to the current Highway Traffic Act which dictates motorists drive at a reasonable and prudent speed wherever children are present. He confirms this has effectively eliminated any enforcement of excessive speeds near schools. He notes in rural areas, schools are often on the main thoroughfare, thereby putting children at risk from vehicles which are not reducing speed at or near schools. MASS lists a number of recommendations that would help make school zones safer for children.

- b. He notes the second issue that is putting children at risk involves parents driving their children to school or picking them up from school which causes significant safety issues for other children who are walking to school, usually as a result of unsafe driving practices. MASS recommends a public education program on this matter and encouraging children to walk to school.

Ordered Filed.

3.03 Announcements

- a) Personnel Committee – CUPE Negotiations – 7:00 p.m., Wednesday, January 26, 2011, Board Room.
- b) Special In-Camera Board Meeting - Student Achievement – 2009-2010– 7:00 p.m., Monday, January 31, 2011, Board Room.
- c) Policy Review Committee Meeting – 7:30 a.m., Tuesday, February 1, 2011, Board Room.
- d) Public Budget Consultation – 7:00 p.m., Wednesday, February 2, 2011 – Linden Lanes School.
- e) Divisional Futures and Community Relations Committee Meeting – 11:30 a.m., Friday, February 4, 2011, Board Room.
- f) Facilities and Transportation Committee Meeting – 11:30 a.m., Tuesday, February 8, 2011, Board Room.
- g) Support Labour Management Committee Meeting – 1:00 p.m., Wednesday, February 9, 2011, Conference Room.

- h) School Division/ Parent Liaison Advisory Committee Meeting – 7:00 p.m., Wednesday, February 9, 2011, Board Room.
- i) Finance Committee Meeting - 2:00 p.m., Thursday, February 10, 2011, Board Room.
- j) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 14, 2011, Board Room.

Mrs. Bowslaugh – 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

- a) Dr. Michaels provided a verbal report on a student matter.

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.
- b) Dr. Michaels provided information verbally on a school administrator matter.
- c) An update on a teaching staff matter was presented by Superintendent, Dr. Michaels.
- d) Mr. Barnes, Secretary-Treasurer, referred to the Division negotiation package with CUPE Local 737.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

Mr. Sefton – Mr. Snelling

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

Carried.

IN BOARD

Mr. Sefton – Mrs. Bowslaugh

That it now being 11:00 p.m., the rules be suspended and the meeting continue in session until completion of business

Carried.

Mr. Sefton – Mr. Sumner

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA.

4.04 Board Operations

- Reports

- a) G. Barnes, Secretary-Treasurer, circulated confidential information on a Board operation/legal matter. The information was discussed and agreed to be considered at the next meeting.

- Trustee Inquiries

Mr. Snelling – Mr. Sumner

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

Carried.

IN BOARD

5.00 ADJOURNMENT

Mr. Snelling – Mrs. Bowslaugh

That the meeting do now adjourn (11:05 p.m.)

Carried.

Chairperson

Secretary-Treasurer