

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, FEBRUARY 14, 2011

PRESENT:

Mr. J. Murray, Chairperson, Dr. L. Ross, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, 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.

The meeting started at 7:00 p.m. The Chairperson welcomed all visitors to the meeting. The meeting began with a selection of songs performed by the Neelin High School Send-a-Serenade Singers, in honour of Valentine's Day.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

The Chairperson referenced the Division's Mission and Vision Statement for all present.

1.02 Approval of Agenda

Secretary-Treasurer, Mr. Barnes, noted he had one item for In-Camera discussions regarding the 2011/2012 budget and the recently held meeting with representatives from the Schools' Finance Branch.

Trustee Karnes requested the addition of one item under "Reports" regarding his visit to a school in Punta Cana.

The Chairperson noted that Trustee Inquiries were not part of the approval of the agenda but included in the agenda each meeting.

Mr. Kruck – Mr. Bartlette

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 24, 2011 were circulated.

Mr. Kruck – Mrs. Bowslaugh

That the Minutes be adopted.

Carried.

- b) The Minutes of the Special Board Meeting held January 31, 2011 were circulated.

Mr. Bartlette – Mr. Karnes

That the Minutes be adopted.

Carried.

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

- a) Education Committee Minutes

The written reports of the Education Committee meeting held January 19, 2011 were circulated.

Trustee Sefton noted the meeting was held on Wednesday, January 19, 2011 and not Thursday. He also noted the next meeting was to be held on Thursday, February 17, 2011 and not Wednesday.

Mr. Sefton – Mrs. Bowslaugh

That the Minutes be approved as amended.

Carried.

- b) Workplace Safety & Health Committee Minutes

The written report of the Workplace Safety & Health Committee meeting held January 19, 2011 was circulated.

Mrs. Bowslaugh – Mr. Bartlette

That the Minutes be approved as circulated.

Carried.

c) Policy Review Committee Minutes

The written report of the Policy Review Committee meeting held February 1, 2011 was circulated.

Concern was expressed that individual Trustees were requesting review of policies outside of the regular review process. Clarification as to whether or how a policy review was to proceed was requested. It was noted the intent of the trustee request was to discuss policy and receive clarification, not to necessarily review and change policy outside of the regular review process.

Mr. Bartlette – Mr. Snelling

That the Minutes be approved as circulated.

Carried.

Trustee Kruck exited the meeting at 7:30 p.m. and returned at 7:33 p.m.

d) Divisional Futures and Community Relations Committee Minutes

The written report of the Divisional Futures and Community Relations Committee meeting held February 4, 2011 was circulated.

Mrs. Bowslaugh – Mr. Snelling

That the Minutes be approved as circulated.

Carried.

e) Facilities and Transportation Committee Minutes

The written report of the Facilities and Transportation Committee meeting held February 8, 2011 was circulated.

Trustee Snelling invited the chairperson of the Facilities and Transportation Committee meeting to attend the next Committee meeting of the Joint Division/City Task Force, to help clarify a number of issues regarding the Joint Use of School Facilities.

Discussions were held regarding the proposed consultation to take place in the spring with respect to the use of school facilities after hours. It was agreed the consultation would follow Policy 1021 and the Board gave its consent to the Facilities and Transportation Committee to determine the framework of that consultation working within Policy 1021.

Further discussions were held regarding whether or not individual trustees could alter the format of Committee agendas without the full Board consent. It was noted the trustee request for change was to include the addition of the approval of the agenda on future Committee agendas. The Board agreed to allow this change.

Mr. Karnes – Mr. Kruck

That the Minutes be approved as circulated.

Carried.

f) Other

- Trustee Karnes reported on a private open-area school he visited in Punta Cana, while on holidays. He noted his daughter-in-law was a school administrator there and provided him with a tour of the school and information on its operation.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) David Yeo, Director of Education Administration Services, Manitoba Education, January 17, 2011 regarding 2011-2012 School Bus Purchase and providing information regarding the Central Tender Process arranged by the Department for those Divisions who wish to register.

Referred Business Arising.

- b) Mr. D. Hardy, President, Brandon Teachers' Association, January 26, 2011, noting the BTA is concerned with the actions taken regarding Workplace Safety and Health Training. He notes BTA members have a right to attend training as outlined in the Manitoba Workplace Safety and Health Act. Furthermore, the only entity that has the authority to make decisions regarding training and courses is the Workplace Safety and Health Committee. Mr. Barnes made the decision to not register for the training in Virden, a decision that was not his to make as it lies outside the jurisdiction of the office of the Secretary-Treasurer. Only the committee has the authority to decide what training BTA members should attend. The BTA asks for an explanation of these actions from the Chairperson of the Board and assurance that in the future the committee will make all decisions regarding training.

Referred Business Arising.

- c) Nancy Allan, Minister of Education and Gord Mackintosh, Minister of Family Services and Consumer Affairs, January 25, 2011, providing background information about the partnership between schools and early learning and child care, as well as a new protocol for school principals and child care centre directors to use. *Early Learning and Child Care Programs Located in Schools – An Evolving Partnership* and *The Safe Schools Charter/The Child Care Safety Charter – Protocol for Controlling Visitor Access and Responding to Threatening Behaviour* have been enclosed. They ask that the information be reviewed and Superintendents share the information with school principals and appropriate staff.

Referred Superintendent's Office.

- d) Mr. Bob Lee, Organizing member of the Division Wide MY Oratorical Event, February 1, 2011, requesting support of the Division Wide Middle Year's Oratorical Event to take place on May 12, 2011 at the Lorne Watson Recital Hall at Brandon University. A copy of last year's program and breakdown of last year's expenses have been included.

Referred Motions.

2.05 BUSINESS ARISING

- From Previous Delegations

- From Board Agenda

- a) The correspondence from David Yeo, Director of Education Administration Services, Manitoba Education, from Communications for Action 2.04a) regarding the 2011-2012 School Bus Purchase and providing information regarding the Central Tender Process arranged by the Department for those Divisions who wish to register was discussed. The Secretary-Treasurer provided the Board of Trustees with the history and background of the Central Tender Process and it was agreed that in accordance with a Motion passed in March 1998, the Division continue to participate in the central purchase of school buses for the 2011-2012 budget year.
- b) The correspondence from Mr. D. Hardy, President, Brandon Teachers' Association, January 26, 2011, noting the BTA's concern with the actions taken regarding Workplace Safety and Health Training and the decision of the Secretary-Treasurer was discussed. Mr. Barnes noted the issue appeared to revolve around a difference in the interpretation of the Act. He noted the employer must provide the training. Therefore in order to save costs he had made arrangements for the same training that was scheduled for Virden to be held in Brandon. He noted he had not denied access to the training, merely the location. He confirmed a legal opinion on the matter could be obtained if that was the desire of the Board.

The Chairperson noted the Workplace Safety and Health Committee was a legislated committee and not a Board committee and invited the BTA President to the Board table to participate in the discussions. Mr. Hardy felt it would cost more money to obtain a legal opinion than it would have cost to send employees to the training in Virden, he therefore suggested the Committee and the Employer needed to work together to resolve the matter and make any future decisions. Discussions were held with Trustees speaking for and against obtaining a legal opinion. It was agreed the matter would be referred back to the Workplace Safety and Health Committee for further discussion. If an agreement could not be reached at that level, the Board agreed to obtain a legal opinion on the matter.

- MSBA issues (last meeting of the month)

NIL

- From Report of Senior Administration

- a) School Reports – NIL
- b) Instructional Reports – Empower Reading Program – B. Howell

Betty Howell, Principal, St. Augustine School, provided the Board of Trustees with a presentation on the Empower Reading Program. Mrs. Howell began her presentation by addressing the path of the struggling reader versus the path of the good reader. She spoke about the three levels of literacy instruction in the classroom, noting the Brandon School Division currently provided effective “tier two” interventions such as Reading Recovery, Early Years Literacy Support, Middle Years Literacy Support and Grade 3-4 Transition programming. She then referenced the learning disabilities research program developed at the Hospital for Sick Children in Toronto which addressed learning disabilities in reading and provided interventions for reading disabilities. Mrs. Howell spoke in detail about reading disabilities in children from Preschool through to High School and the work needed to be done with these students in order to ensure a child retains the skills required to read and understand what they are reading. She noted the Empower Reading Program works with students to improve their phonological processing, metacognitive processing and rapid retrieval skills. The Empower Reading Program takes place at three levels – Early years (grades 2-5), Middle years (grades 6-8) which is still in the research phase, and High School (grades 9-12). Mrs. Howell provided information on the work and intervention conducted at the Early years and High School levels in this program. She further noted the training model used to train teaching staff in the Empower Reading Program. Mrs. Howell highlighted her visit to Toronto to observe the program in operation. She provided information regarding the implementation of the program in the Brandon School Division noting two schools had agreed to train teachers for a pilot project. The Learning Disabilities Specialist was also trained and upon her leave of absence, two other teachers were trained to take over her teaching assignments. A presentation to the Senior High School Principals and Student Support Services staff is being considered for the possibility of offering the program at the High School level. Mrs. Howell concluded her presentation with information regarding the budget enhancement proposal on this item.

The Trustees asked a number of questions for clarification including the percentage of children who would require this form of intervention; the length of time required for the intervention; the amount of the training costs; parental involvement; space required to implement program; the mid and long term outcomes of the program. The Chairperson thanked Mrs. Howell for her presentation.

- c) Items from Senior Administration Report
 - Brandon Career Symposium – Request for Funds – Referred Motions.
 - The Brandon Assiniboine Kiwanis Club Scholarship – Referred Motions.
 - Trade Experience – M. Bolech – Referred Motions.
 - Vincent Massey High School Off-Site Activity Request – March 21-30, 2011 – Referred Motions.
 - Vincent Massey High School Off-Site Activity Request – April 18-23, 2011 – Referred Motions.

Trustee Bowslaugh exited the meeting at 9:06 p.m. and returned at 9:10 p.m.

2.06 Motions

- 10/2011 Mr. Karnes – Mr. Sefton
That the request of the Brandon Career Symposium 2011 for financial support be approved in the amount of \$2,000.

Carried.

- 11/2011 Mr. Kruck – Mr. Sumner
That the Agreement between The Brandon Assiniboine Kiwanis Club and the Brandon School Division to provide for three bursaries in the amount of \$500.00 each to be awarded annually to one student from each of the Division's three senior high schools be approved and the Chairperson and Secretary-Treasurer be hereby authorized to sign the agreement.

The Board directed that a letter of thanks be forwarded to the Brandon Assiniboine Kiwanis Club for their contributions to student scholarships.

Carried.

- 12/2011 Mr. Sefton – Mr. Karnes
As per Article 8 of the Collective Agreement, that Michael Bolech, Vocational Education Teacher, be granted 3 (three) increments for the first 3 years of trade experience and an additional 1 (one) increment for the remaining 3.6875 years of trade experience, providing him with a total of 4 increments.

Trustee Bartlette requested clarification as to how the increments are arrived at.

Carried.

- 13/2011 Mr. Sumner - Mr. Kruck
That the trip involving 21 high school French students from Vincent Massey High School to London, England and Paris, France from March 21, 2011 to March 30, 2011 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustees inquired as to how many students in this trip would also be attending the trip to Chicago during April and what challenges, if any, with respect to fundraising the students faced. Trustees requested clarification regarding the costs to the Division that are involved on such trips and why, if the events are planned two years in advance they do not hear about the trip until a month before. Mr. Malazdrewicz, Associate Superintendent, noted there were no costs to the Division for such trips as any costs there might be are worked into the amount required for each student to participate. He also noted that there is a great amount of paper work and detail required before a trip can be approved a lot of which cannot be completed until closer to the date of the trip and therefore, in order to provide the Board with a detailed report of the proposed trip, the request is not brought to the Board until closer to departure time.

Carried.

- 14/2011 Mr. Karnes – Mr. Sefton
That the trip involving 84 high school music students from Vincent Massey High School to Chicago, Illinois from April 18, 2011 to April 23, 2011 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
Carried.
- 15/2011 Mr. Sumner – Mr. Kruck
That support for the Division Wide Oratorical Event for Grades 5-8 in the amount of \$500.00 be approved.
Carried.
- 16/2011 Mr. Sefton – Mr. Karnes
That the proposed Foundational Statements to serve as introductory Governance direction for each of the nine sections of the Brandon School Division's Policies as presented at the Policy Review Committee meeting held February 1, 2011, be approved.
Carried.
- 17/2011 Mr. Kruck – Mr. Sumner
That Procedures 5026 – "Harassment" be amended as follows:
On page 2 of "Appendix A to Policy and Procedures 5026 Harassment – Definitions" under the heading "Harassment Defined" change Section 1 from "A source of abusive and unwelcome conduct..." to read "A course of abusive and unwelcome conduct..."
Carried.
- 18/2011 Mr. Karnes – Mr. Sefton
That HSB Engineering be appointed engineers for the Betty Gibson Boiler Replacement project.
Carried.

2.07 Bylaws

2nd Reading

Dr. Ross – Mr. Sumner

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 and further that By-Law 3/2010 be repealed, be now read for a second time, having first been read on January 24, 2011.

Carried.

3rd Reading

Dr. Ross – Mr. Sumner

That the rules be suspended and By-Law 3/2011 be now read a third time, taken as read and finally passed.

Trustee Karnes inquired why a third reading was required at this time. Mr. Barnes, Secretary-Treasurer, noted the matter was simply a result of replacing the old by-law with a new by-law due to a 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)****2.09b) Trustee Inquiries**

1. Trustee Kruck made the following request:

“I request that Senior Administration research and report on the Ends Statements and the Executive Limitations policies and committee structures from three School Divisions in Canada who operate on a Carver Model including its adaptations.”

Trustees expressed concern with this request noting they felt further clarification of the request was required as there were a number of governance models available. Mr. Kruck noted he had consulted with Senior Administration prior to making this request and felt that they understood what he was asking and why. The Board asked for a timeline to complete this request. Superintendent, Dr. Michaels, felt that Senior Administration could have the information collected for the first Board meeting in April.

2. Trustee Karnes made the following request:

“With the consent of the Board, I request a committee review of current policy or create policy guidelines to obtain private sponsorship from local businesses or professional organizations for items such as, but not limited to:

- Playground equipment;
- Scoreboard clocks for gyms;
- Music equipment;

as well as a way to become proactive in obtaining support.”

The Board agreed to refer the matter to the Policy Review Committee for review and discussion.

3. Trustee Bowslaugh requested a verbal update on the sale of Fleming School.

Mr. Barnes, Secretary-Treasurer, noted the matter was currently with the lawyers. He confirmed that the purchaser had until the beginning of March to confirm financing and to date he had not heard anything regarding financing. He also confirmed that anything stored in Fleming School, by the Division, would need to be removed by the end of June.

Trustee Ross exited the meeting at 9:37 p.m. and returned at 9:43 p.m.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels, highlighted the Student Voice Survey, Strategic Plan Review update and the Senior High School staff session on school safety in the Report of Senior Administration. She also circulated a letter received from Dr. Gerald Farthing, Deputy Education Minister, regarding a province-wide consultation process titled "Manitoba's Conversation About Education" and seeking input from the public about ways to continue to improve our education system.

Secretary-Treasurer, Mr. Barnes, reviewed Appendix B – Funding of Schools Program 2011-2012, of the Report of Senior Administration. He clarified for Trustees that the Division's per pupil funding had gone down by \$2.00 per pupil. Mr. Barnes also walked the Board through their budget binder in preparation of the all-day budget deliberations to take place on Tuesday, February 22, 2011.

Dr. Ross – Mr. Snelling
That the report be received and filed.
Carried.

Trustee Kruck exited the meeting at 10:03 p.m. and returned at 10:06 p.m.

3.02 Communications for Information

- a) Jean-Vianney Auclair, Assistant Deputy Minister, Manitoba Education, Bureau de l'éducation française Division, January 14, 2011, issuing an invitation to attend a conference entitled *French Immersion Students in Manitoba: Proud, Engaged, Global Citizens*, which will take place on March 18, 2011 at the Victoria Inn in Winnipeg. The day's activities will be held in both official languages. There are no registration fees and lunch will be served on site. Registration forms can be found at: www.edu.gov.mb.ca/k12/proflearn/fr_imm_conf.html. To help support participation, the BEF will reimburse school divisions, outside of Winnipeg, to a maximum of \$250.00.

Trustee Ross inquired as to whether anyone from the Brandon School Division would be attending, noting it was being held at the same time as the Manitoba School Boards Association's Annual Convention.

Ordered Filed.

- b) Rick Dedi, Executive Director, The Public Schools Finance Board, January 17, 2011, enclosing a copy of the Annual Report of The Public Schools Finance Board for the period ending June 30, 2010.

Ordered Filed.

- c) Donald Cochrane, Chairman, Park West Board of Trustees, January 20, 2011, nominating Paulette Koroscil for the position of MSBA Director, Region 1.

Ordered Filed.

3.03 Announcements

- a) Personnel Committee Meeting – 10:00 a.m., Tuesday, February 15, 2011, Board Room.
- b) Education Committee Meeting – 11:00 a.m., Thursday, February 17, 2011, Board Room.
- c) Divisional Futures & Community Relations Committee – 12:00 noon, Friday, February 18, 2011, Waverly Park School.
- d) All Day Budget Meeting – 9:00 a.m., Tuesday, February 22, 2011, Board Room.
- e) Divisional Futures & Community Relations Committee – 11:30 a.m., Friday, February 25, 2011, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 28, 2011, Board Room.

Point of Privilege: Trustee Sefton noted he had received a letter from the MSBA appointing him to the Technical/Vocational Committee. Trustee Bowslaugh noted she had received a letter from the MSBA appoint her to the Leadership and Education Committee. The Chairperson congratulated both Trustees on their recent appointment noting it was great to have two representatives of the Brandon School Division appointed to MSBA Committees.

Mr. Snelling – Mr. Kruck

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA (10:15 p.m.)

4.00 IN CAMERA DISCUSSION:**4.01 Student Issues**

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.

- Trustee Inquiries

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

- a) Confidential #2 – information on a legal matter was reviewed. The circulated information was discussed. It was agreed that the Division solicitor be invited to a future meeting for follow-up on this matter.
- b) Confidential information regarding the 2011/2012 Budget and the Provincial Funding was circulated. G. Barnes, Secretary-Treasurer, reviewed the information. Trustees discussed the information providing direction for follow-up with the Schools Finance Branch.

- Trustee Inquiries

Mr. Snelling –Mr. Kruck

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

Carried.

IN BOARD (11:05 p.m.)

5.00 ADJOURNMENT

Mr. Sefton – Mr. Karnes

That the meeting do now adjourn (11:10 p.m.)

Carried.

Chairperson

Secretary-Treasurer