



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., TUESDAY, NOVEMBER 12, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Mr. M. Snelling Mr. K. Sumner.

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

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Dr. L. Ross

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance. He noted Trustees had received the 2013-2014 Brandon School Division Staff Directory from the Brandon Teachers Association (BTA). He thanked the BTA for the annual directory, noting it was appreciated. Mr. Sefton also confirmed that Dr. Ross sent her regrets as she was unable to attend the meeting today.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer and the Superintendent confirmed they had one operational item for discussion In-Camera.

Trustee Bowslaugh noted she had an item to bring forth under reports.

The Chairperson confirmed he had the following additions to the agenda:

- One item under "Other" for reports; and
- Two items for In-Camera discussions.

The Chairperson also requested that the presentation by the Auditor be moved up in the agenda to take place under Section 2.01 – "Presentations for Information".

Mr. Kruck – Mrs. Bowslaugh

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 October 28, 2013 were circulated.

Mr. Bartlette – Mr. Snelling

That the Minutes be approved as circulated.

Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Auditor's Report

Mr. Todd Birkhan, Auditor and Representative of BDO Canada LLP, Chartered Accountants, joined the Board at the table and spoke to the 2012-2013 audited financial statements from Communications for Action 2.04d). He commended the Division's Secretary-Treasurer's Department for their work and commitment to completing the audit in as timely a manner as possible given the understaffed challenges currently facing the department. Mr. Birkhan noted a student enrollment report was also audited together with the financial statement and he was pleased to be able to provide his report to the Board of Trustees.

Mr. Birkhan spoke in detail about the accumulated surplus noting it was at 0.84% of the Division's operating budget, or approximately 3 days' worth of expenses. He spoke about why the Division needed to have a larger surplus noting there is always the fear of making a short term financial decision that is not in the best interest of the school division in the long term.

Mr. Birkhan confirmed that the audit process had gone well and assured the Board of Trustees that their finances are in good hands. He stated the Secretary-Treasurer's Department was to be congratulated on their professional work for the Division. He thanked the Board of Trustees for appointing BDO Dunwoody as their auditors.

The Chairperson thanked Mr. Birkhan for his presentation and echoed his sentiments regarding the hard work of the Secretary-Treasurer's Department, while short staffed. Trustees asked questions for clarification regarding the audit process and whether or not the use and cost of an actuarial audit would benefit the Division with respect to sick benefit and long service payouts. The cost of an actuarial audit would not be of benefit to the Division at this time. Mr. Birkhan clarified the purpose of the audit and noted it is not the responsibility of the auditors to find areas of efficiencies for the Trustees.

Superintendent Dr. Michaels noted that Senior Administration conducts an internal audit around where money is spent. She stated that the costs involved with respect to the workplace policy regarding bad behavior was a concern. She confirmed further education of staff was required in this area. Dr. Michaels also noted the costs associated with the Collective Agreements which had not been budgeted for when the agreements were negotiated.

Trustee Sumner, as Chairperson of the Finance Committee, noted that over \$600,000 had been used outside of the regular budget process, by the Board of Trustees, through various motions. He cautioned Trustees about continuing in this matter noting the Board must respect the budget process. Spending from the contingency fund impacts the Division's ability to meet emergency expenditures.

The Board Chairperson again thanked Mr. Todd Birkhan for his presentation. Mr. Birkhan then exited the Board Meeting.

NOTE: The Vice-Chairperson of the Board of Trustees briefly assumed the Board Chair position when the Chairperson vacated the Chair from 7:15 p.m. to 7:18 p.m.

2.02 Reports of Committees

a) Education Committee Meeting

The written report of the Education Committee meeting held on November 4, 2013 was circulated.

Clarification was requested as to whether or not any discussions were held regarding the possibility of offering new electives for Grade 7 and 8 students. Trustee Kruck noted that Senior Administration would be providing a report to the Committee regarding how best to proceed with the use of Assiniboine Community College facilities as well as without the use of the facilities.

Mr. Bartlette – Mr. Kruck

That the Minutes be received and filed.

Carried.

b) Other

- Trustee Bowslaugh reported on the Milestones Wellness Fair held in April. She confirmed she had a written report on the fair should any Trustee wish to review same. She also noted that the next fair would take place on April 23, 2014.
- Chairperson, Mr. Sefton, noted the new Minister of Education and Advanced Learning had visited Brandon on November 8, 2013. He attended a Remembrance Day Ceremony at Waverly Park School. As well, the Board of Trustees held an informal lunch with the newly appointed Minister. The meal had been prepared by the Life Skills students at École Secondaire Neelin High School. Mr. Sefton noted the Minister Allum is welcome to visit the Brandon School Division at any time and looked forward to working with him.

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 16, 2013, noting the Resolutions and Policy Committee is now seeking proposed 2014 convention resolutions. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards office no later than Friday, December 6, 2013.

Referred Business Arising.

- b) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 28, 2013, noting the MSBA will be sponsoring six student citizenship awards for public school students in Manitoba. School Boards are invited to nominate an outstanding student for these awards. The judging panel will select the winners, who will be invited to receive their awards on Thursday, March 13, 2014 in conjunction with the MSBA annual convention. The George Harbottle Memorial Award, sponsored by the Association of Manitoba Municipality will also be selected from among the regional award winners. This award recognizes contributions made by the student beyond his or her school, in the broader community. The deadline for submission is January 24, 2014.

Referred Business Arising.

- c) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 28, 2013, inviting School Boards to nominate an outstanding school-based program for the 2014 Premier Award for School Board Innovation. Each participating School Board will be given an opportunity to showcase its program on the evening of Thursday, March 13, as part of the MSBA annual convention. Judging will take place in advance of the Showcase itself, but participation in the Showcase is a prerequisite for receiving the award. The deadline for submission is Friday, January 31, 2014.

Referred Business Arising.

- d) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of the Brandon School Division, which comprise the consolidated statement of financial position as at June 30, 2013 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. They believe the audit evidence they obtained is sufficient and appropriate to provide a basis for their qualified audit opinion. In their opinion these consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards. The financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by them as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole.

Referred Motions.

2.05 Business Arising

- From Previous Delegation

- a) The presentation by Ms. Barb Gribben, Chair, CUPE Manitoba School Division Sector, regarding School Support Staff Recognition Week, November 18-23, 2013, was discussed. It was noted that the plaque presented to the Board of Trustees had been placed in the Administration Office foyer as requested.

- From Board Agenda

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a), noting the Resolutions and Policy Committee is now seeking proposed 2014 convention resolutions was discussed. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards office no later than Friday, December 6, 2013. The matter was referred to the Resolutions Committee for further discussion. Trustee Snelling asked the Committee to consider a resolution on early years education. By formalizing learning through child care, the resolution would address early years learning and the low EDI scores noted by Divisions when students enter Kindergarten. He confirmed he would be speaking to this same matter at a Conference next week and would bring back wording for the Committee's review.
- b) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04b), noting the MSBA will be sponsoring six student citizenship awards for public school students in Manitoba was discussed. The deadline for submission is January 24, 2014. The Board directed the correspondence be forwarded to the Superintendent's Office for distribution and discussion with School Administrators.
- c) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04c), inviting School Boards to nominate an outstanding school-based program for the 2014 Premier Award for School Board Innovation was discussed. The deadline for submission is Friday, January 31, 2014. The Board directed the correspondence be forwarded to the Education Committee for discussion and recommendation.

- MSBA issues (last meeting of the month)**- From Report of Senior Administration**

The Secretary-Treasurer spoke to the memo included in the Report of Senior Administration. He noted that the operations of the Brandon School Division for the year ended June 30, 2013, resulted in a net operating deficit of \$1,463,933 as reflected on the Operating Fund – Schedule of Revenue, Expenses and Accumulated Surplus. He confirmed this is a variance of approximately 1.86% from the total budget. Mr. Labossiere also spoke to the Accumulated Surplus Analysis which shows an undesignated surplus of \$661,327 or 0.84% of the 2012/13 Operating Budget. He stated this is a low operating contingency in relation to the Division's total budget and the uncertainties of the current budgeting process.

- a) School Reports – NIL
- b) Learning Support Services Presentation – Categorical Grants – G. Malazdrewicz, Associate Superintendent.

Mr. Malazdrewicz, Associate Superintendent, provided information to the Board of Trustees regarding the categorical grants received by the Division. He noted there is a review cycle with the Department of Education which takes place every three years. Following that review the Division holds a "face to face" meeting with representatives from the Department. Mr. Malazdrewicz noted

the various grants received by the Division and the Brandon School Division programs and initiatives which are supported through these grants. He confirmed that the Division receives \$2 million in categorical grants; however it costs the Division approximately \$3.7 million to run the programs and initiatives supported by the grants. Trustees asked questions for clarification regarding who applies for the grants; what other grants are applied for internally by Senior Administration or School Administrators; how Level 1, 2 and 3 grants are distributed; and Reading Recovery as a possible credit at Brandon University.

Trustee Murray also noted historically the Board of Trustees has opposed categorical grants requesting an increase in the base grant instead. He asked if a report could be provided to Trustees which would include the following:

- How much is underspent in categorical grants?
- How much is overspent in categorical grants?
- What impact does this have on the Board's budget?
- What impact would it have on programs/services if the Board was to only spend the grant money received in these areas?

Mr. Murray noted that this request be included has a "Trustee Inquiry".

c) Items from Senior Administration Report

- Giving of Notice – Policy 1001 – "Foundations and Commitments" – Referred Motions.
- Auditor's Report and Financial Statements – Referred Motions.

2.06 Public Inquiries (max. 15 minutes)

Mr. Jamie Rose, President, CUPE Local 737, asked if the Board of Trustees will be promoting Support Staff Recognition Week. The Chairperson noted that the Board will support CUPE with respect to Support Staff Recognition Week and confirmed that a copy of the Proclamation was displayed in the front foyer of the Administration Office. Superintendent, Dr. Michaels, also confirmed that a copy of the Proclamation was on the Division's webpage.

2.07 Motions

130/2013 Mr. Snelling – Mr. Karnes

That Policy 1001 – "Foundations and Commitments" be rescinded and replaced with revised Policy 1001 – "Foundations and Commitments".

Trustee Bartlette outlined the process of consultation with students which had taken place regarding Human Rights and led to the amendment of this policy.

Carried.

131/2013 Mr. Karnes – Mr. Snelling

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2013 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and seal of the Division thereto.

Trustee Kruck, noting the information provided through the audited Financial Statement regarding the accumulated surplus and asked that in the future the Board be provided with this information sooner rather than later. The Chairperson confirmed that the Finance Committee minutes and discussions regarding the accumulated surplus are available to Mr. Kruck at any time and that he does have access to the information he is requesting.

Carried.

2.08 Bylaws1st Reading

Mr. Kruck – Mrs. Bowslaugh

That By-law 7/2013 being a By-Law for the purpose of providing for the appointment of a Senior Election Official and repealing By-Law 3/2009, be now read for the first time.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 7/2013

BEING A BYLAW of The Brandon School Division to provide for the appointment of a Senior Election Official.

WHEREAS Section 10 (2) of The Municipal Councils and School Boards Election Act, , provides authority for the Board of Trustees to pass a Bylaw for the appointment of a Senior Election Official;

NOW THEREFORE the Board of Trustees of The Brandon School Division, duly assembled, enacts as follows:

1. That as per a Joint Agreement between the City of Brandon and the Brandon School Division, dated September 12, 2006, the Senior Election Official for The Brandon School Division, with duties as set forth in The Municipal Councils and School Boards Election Act, be the individual appointed by the City of Brandon for the 2014 election year.
2. That Bylaw No. 3/2009 passed by the Board of Trustees of The Brandon School Division on April 27, 2009 be and the same is hereby repealed.

DONE AND PASSED by the Board of Trustees of The Brandon School Division assembled at Brandon, in the Province of Manitoba, this _____ day of _____ A.D., 2013.

Chairperson

Secretary-Treasurer

Read a first time _____ A.D. 2013

Read a second time _____ A.D. 2013

Read a third time _____ A.D. 2013

I, Denis Labossiere, Secretary-Treasurer of The Brandon School Division, DO HEREBY CERTIFY THE ABOVE to be a true and correct copy of Bylaw No. 7/2013.

Secretary-Treasurer

1st Reading

Mrs. Bowslaugh – Mr. Kruck

That By-law 8/2013 being a borrowing by-law in the amount of \$359,400.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of the New Gym and Daycare Addition at George Fitton School, be now read for the first time.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 8/2013

Bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of \$359,400.00 and issuing debentures therefor.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$359,400.00 upon the credit of the Division by the issue and sale of debentures to meet partial costs for construction of the New Gym and Daycare Addition at George Fitton School.

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 \$359,400.00 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 15th day of December, 2013 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 \$26,738.82 each, including principal and interest at the rate of 4.1250 per cent per annum, payable annually on the 15th day of December as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 15th day of December, 2014.
- 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., 2013.

SECOND READING: _____

THIRD READING: _____

Chairperson

Secretary-Treasurer

CERTIFIED a true copy of Bylaw
No. 8/2013 of The Brandon School Division given first
reading on the _____ day of _____ A.D. 2013.

Secretary-Treasurer

2.09 Giving of Notice

Mr. Bartlette

I hereby give notice at the next Regular Meeting of the Board of Trustees, I or someone in my stead, will introduce a motion to rescind Policy 5012 - "Professional Staff Leaves and Absences" and replace same with revised Policy 5012 – "Professional Staff Leaves and Absences".

2.10 Trustee Inquiries

- a) Trustee Murray confirmed he had provided his "Trustee Inquiry" earlier following the presentation on Categorical Grants.

- b) Trustee Kruck requested the following:

"I would like to know how many other School Divisions in the province have their students pay for their coaches costs for their transportation, accommodation, and meals during off-site activities".

- c) Trustee Bowslaugh requested the following:

"What is the possibility of us considering an 'additional' coverage package for public school use by outside groups?"

Discussions were held as to where this information should be directed once collected. It was agreed the information should be discussed by the Board of Trustees and then taken to the Joint Meeting with City Council to be held in March. Trustee Kruck confirmed that the matter had been discussed at the last joint meeting and he had raised the exact same question. He noted the Secretary-Treasurer was to look into the matter and bring back information for the next joint meeting. Superintendent, Dr. Michaels, confirmed that a legal opinion would also be required when completing this trustee inquiry.

- d) Trustee Kruck, noting the Board had received a list of anti-bullying initiatives throughout the Division, asked if an update on the programs could be provided by Senior Administration.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

The Secretary-Treasurer spoke to the Insurance Rebate noted in the Report of Senior Administration.

The Superintendent highlighted the following items in the Report of Senior Administration:

- Quality Teaching at Waverly Park School;
- Quality Learning at École New Era School;
- Quality Support Services at Earl Oxford School;
- The Suspension Report;
- The Healthy Schools Meeting held October 2, 2013; and
- Various correspondence received.

Trustees requested clarification regarding an item noted in the Suspension Report.

Mr. Murray – Mr. Kruck

That the November 12, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Janis Arnold, Board Development Consultant, Manitoba School Boards Association, October 23, 2013, providing information and a registration form for “The Art & Science of Chairing Workshop” to be held in Brandon on Tuesday, November 19, 2013 at 6:00 p.m. at the Brandon School Division Administration Office. This is an ad hoc workshop, very narrow in focus and responding to an immediate need. They have limited registration to chairs and vice-chairs.

Ordered Filed.

- b) Danielle Parent, Education Officer, Bureau de l'éducation française Division, Manitoba Education and Advanced Learning, October, 2013, noting under the *Canada-Manitoba Agreement for Minority Language Education and Second Official Language Instruction*, school divisions, independent schools and non-profit organizations whose primary goals is to promote French as a Second Language have the opportunity again this year to submit requests for financial assistance for projects meeting the criteria of the *French Second Language Revitalization Program*. Project proposals will be accepted until January 31, 2014. Projects will then be evaluated by the Bureau de l'éducation française Division's selection committee. The 2014-2015 application forms are available on line at www.edu.gov.mb.ca/languages/index.html

Referred Superintendent's Office.

- c) James Allum, Minister of Education and Advanced Learning, October 29, 2013, addressed to Mr. Denis Labossiere, Secretary-Treasurer, advising that the Division has received funding for the Smaller Classes Initiative for the 2012-13 school year. He looks forward to providing the Division with the 2013-14 funding increase once it has been submitted and approved. This year the government is investing an additional \$4 million to hire new teachers across the province, bringing their total investment in operating support for smaller classes to \$7 million in 2013-14. So far this year, school

divisions have hired an additional 86 teachers bringing the total number of teachers hired through the initiative to 169. Last year's \$3 million investment resulted in a 21 per cent reduction in Kindergarten to Grade 3 classes with 24 or more students. He commends the Division for the efforts made in implementing this Initiative.

Referred Secretary-Treasurer Department.

- d) James Allum, Minister of Education and Advanced Learning, November 1, 2013, addressed to Superintendents of School Divisions and noting that the Government of Manitoba will once again recognize the commitment and excellent work of many in the community who work hard to reduce bullying in Manitoba. November 17-23, 2013, has been declared "Bullying Awareness Week". They thank divisions for their ongoing efforts to make schools safe and caring places of learning for all children and youth.

Ordered Filed.

3.03 Announcements

- a) Personnel Committee Meeting – 9:00 a.m., Monday, November 18, 2013, Board Room.
- b) Policy Review Committee Meeting – 11:00 a.m., Monday, November 18, 2013, Board Room.
- c) Special Board Meeting – Personnel Matter – 11:45 a.m., Monday, November 18, 2013, Board Room.
- d) Finance Committee Stakeholder Meeting – Parent Councils (School Division/Parent/Guardian Advisory Committee) – 7:00 p.m., Wednesday, November 20, 2013, McLaren Room.
- e) Joint City Council/Brandon School Division Task Force Committee – 4:30 p.m., Thursday, November 21, 2013, Brandon Neighbourhood Renewal Corp.
- f) Divisional Futures and Community Relations Committee Meeting – with Brandon University Representatives – 11:30 a.m., Friday, November 22, 2013, Board Room.
- g) Finance Committee Meeting – 2:00 p.m., Monday, November 25, 2013, Board Room
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 25, 2013, Board Room.
- i) Upcoming Budget Dates:
 - Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Monday, January 20, 2014, Board Room.
 - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 5, 2014 – École Harrison.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 18, 2014, Board Room.
 - Special Board Meeting – Public Presentations re: Proposed 2014-2015 Budget – 7:00 p.m., Monday, March 3, 2014.

Mr. Murray – Mr. Kruck

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 noted.
- b) The Board of Trustees was updated on the process of a personnel matter. The Board provided direction to Senior Administration, if required.

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

- a) The Secretary-Treasurer presented and discussed Confidential #2. This item was referred to Open Board for a motion.
- b) The Board of Trustees discussed a Board Operations matter for December.
- c) The Chairperson reported on discussions held with the Minister of Education.
- d) Discussions were held regarding a Board Operations matter and it was agreed an In-Camera Board meeting would be set for December 2, 2013 to discuss the matter further.

- Trustee Inquiries

Mr. Murray – Mrs. Bowslaugh

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

Carried.

132/2013 Mr. Bartlette – Mr. Snelling
That Confidential #2 and the recommendations therein be approved.
Carried.

5.00 ADJOURNMENT

Mr. Sumner – Mr. Kruck
That the meeting does now adjourn (10:02p.m.)
Carried.

Chairperson

Secretary-Treasurer