

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, MARCH 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, Association Superintendent, Mr. K. Zabowski, Assistant Secretary-Treasurer.

The meeting started at 7:00 p.m. The Chairperson welcomed all visitors to the meeting.

**AGENDA**

**1.00 AGENDA/MINUTES:**

**1.01 Reference to Statement of Board Operations**

**1.02 Approval of Agenda**

The Chairperson confirmed the addition of a student delegation, under Section 2.03 – “Delegations and Petitions”.

Secretary-Treasurer, Mr. Barnes, noted the following additions:

- The inclusion of the Minutes from the Special Board Meeting which had taken place earlier in the day.
- Discussions regarding the proposed MSBA Resolutions under Section 2.05 – “Business Arising”.

Superintendent, Dr. Michaels, requested the addition of a personnel matter for In-Camera discussions.

Mrs. Bowslaugh – Mr. Karnes

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 February 28, 2011 were circulated.

Mr. Snelling – Mr. Bartlette

That the Minutes be adopted.

Carried.

- b) The Minutes of the Special Board Meeting held March 7, 2011 were circulated.

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

- c) The Minutes of the Special Board Meeting held March 14, 2011 were circulated.

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

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

### **2.02 Reports of Committees**

- a) Divisional Futures & Community Relations Committee Minutes

The written report of the Divisional Futures & Community Relations Committee meeting held February 25, 2011 was circulated.

Mr. Snelling – Mrs. Bowslaugh  
That the Minutes be approved as circulated.  
Carried.

- b) Policy Review Committee Minutes

The written report of the Policy Review Committee meeting held March 8, 2011 was circulated.

Mr. Bartlette – Mr. Kruck  
That the Minutes be approved as circulated.  
Carried.

- c) Facilities and Transportation Committee Minutes

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

Mr. Karnes – Mr. Snelling  
That the Minutes be approved as circulated.  
Carried.

## d) Personnel Committee Minutes

The written report of the Personnel Committee meeting held March 9, 2011 was circulated.

Dr. Ross – Mr. Bartlette

That the Minutes be approved as circulated.

Carried.

## e) Other

NIL

**2.03 Delegations and Petitions**

1. Ms. Danielle Harkness, student, presented the Board of Trustees with a Petition signed by 669 students from both Crocus Plains Regional Secondary High School and Neelin High School, opposing the proposed budget reduction to high school teacher prep time.

**2.04 Communications for Action**

NIL

**2.05 BUSINESS ARISING****- From Previous Delegations**

- a) The presentation by Mr. D. Hardy, President, Brandon Teachers Association, regarding the proposed 2011/2012 budget was referred to budget discussions.

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

- a) School Reports – NIL
- b) Instructional Reports - NIL
- c) Items from Senior Administration Report
  - 2011/2012 Final Budget – Referred to Motions.

The Secretary-Treasurer reviewed Appendix "A" in the Senior Administration report summarizing the decisions the Board made at the all day budget meeting held February 22, 2011. Mr. Barnes reviewed the Tax Incentive Grant (TIG) which had been offered to the Division as well as the revised TIG, noting its effect on the proposed budget should

the Board decide to accept the revised TIG. Mr. Barnes also confirmed the discussions he had with the Provincial authorities over the last several days regarding the TIG and the Division's requests for more funding in order to meet the needs of the Division. Mr. Barnes stated there were two questions the Board needed to answer before proceeding with their final budget decisions: 1) Whether or not to make additional reductions to the current budget in order to accept the TIG; and 2) What reductions would be made in order to add High School teacher prep time back into the budget. A list of proposed reductions from Senior Administration was circulated to all Trustees for their review.

The Chairperson confirmed the Board would not be accepting the TIG, however, the Board would be revisiting high school prep time.

Trustee Sefton noted everyone wished they could take the TIG, however the Brandon School Division received \$990. less per student than the average school division. If the divisions were dealt with equally the Board could have accepted the TIG. Mr. Sefton asked that the prep time be put back.

Trustee Kruck stated Senior Administration had never provided data regarding their claim with respect to prep time, while the Brandon Teachers Association had provided data. As a result, he no longer supported the reduction in prep time.

Trustee Bowslaugh noted she has reconsidered her decision regarding prep time and what it is used for, based on the data received from the Brandon Teachers Association. She asked the MTS President to consider renaming prep time to something that is more relevant to what really takes place in order to help the public understand what happens during prep time.

Trustee Snelling referenced the meetings the Divisional Futures and Community Relations Committee had held with students, especially the AP students at Vincent Massey, the IB students at Neelin and the Vocational students at Crocus Plains. He noted the value of prep time for teachers with respect to resources, follow-up and contact time with students. He agreed the Board should keep prep time and take something else out of the budget.

Trustee Karnes confirmed he supported the removal of prep time from the list of reductions. He asked that prep time be the same for both K-8 and high school teachers.

Trustee Sumner referencing the preliminary budget, noted the Board had received lots of information to assist in their decision making. He supported the removal of the reduction of prep time.

Trustee Ross continued to support the reduction in prep time because there was not enough money to do it all. She knows there are ways to manipulate numbers to suit the outcome desired. She hoped everyone could work together on this matter. She confirmed she is on the Board to advocate for students, noting the BTA advocates for teachers. She knows teachers work more than five hours a day however, the proposed reduction worked out to 20 minutes a day. Dr. Ross confirmed there are students with needs in the Division and reducing the budget by \$722,000 in order to put back prep time would mean that the money must come from someplace else and will impact

students. She felt prep time would have less of an impact than the other supports which will now need to be removed.

Trustee Murray thanked the BTA President for the respectful presentations made on this topic. He confirmed the Board's responsibility in budget is to look at reductions as well as enhancements. Senior Administration cannot be blamed for providing reductions as that is what the Board asks Senior Administration to do. Ultimately it is the Board that makes the final decisions with respect to budget enhancements and reductions. Although he agreed with many of the statements made by Trustee Ross, he supported the removal of prep time from the list of reductions.

The Board agreed to remove high school prep time from the list of proposed reductions and agreed to off-set the prep time through \$722,000 in other reductions.

Secretary-Treasurer, Mr. Barnes reviewed the proposed suggestions of Senior Administration noting the Board can also look at other suggestions as well.

Discussions were held as to whether or not to increase taxes in order to accommodate the \$722,000 increase. The Board unanimously agreed not to increase taxes in order to accommodate the \$722,000 increase.

Trustees made numerous alternate suggestions for possible reductions to off-set the sum of \$722,000. However it was agreed to review the recommendations of Senior Administration first before providing any further suggestions.

The Additional Budget Reductions, 2011/2012 recommended for consideration were presented as follows:

Crocus Plains traffic/parking	\$ 100,000
Lunch supervision – high schools	216,600
Payroll allocation (adjustments, sick leave, etc.)	268,800
Food Sales – Crocus Plains	15,000
Provincial Grant – Stay in School Initiatives	25,000
Library Technician (internal reallocation)	13,600
Diversified mobile computing	63,000
Custodial Services	20,000
Utilities – heat	94,100
Capital & Maintenance – aging building support	21,000
Capital & Maintenance – custodial services	10,000
Professional Development – teachers	45,000
School Bus Allocation	100,000
K-8 Literacy Support – King George	36,100
Education Assistance Support - AEP	<u>23,600</u>
	<u>\$1,051,800</u>

1. Crocus Plains traffic/parking - \$100,000 - **Agreed - out of surplus.**

Trustees agreed this reduction would be paid for out of surplus funds.

2. Lunch supervision – high schools - \$142,500 - **Agreed (5-4 with Trustees Kruck, Sumner, Bowslaugh and Ross opposing).**

Trustees spoke for and against the removal and reduction of this enhancement. Safety was cited as the biggest concern. It was agreed to leave one FTE in this budget line to be funded from a \$74,100 reduction in heating utility costs.

3. Payroll allocation (adjustments, sick leave, etc.) - \$268,800 – **Agreed (7-2 with Trustees Kruck and Bowslaugh opposing).**

Trustees spoke for and against the removal of this item from the proposed budget. Trustees requested clarification as to what other Divisions were doing in this area. Discussions were held regarding whether or not the removal of this item put the Division at risk.

4. Food Sales – Crocus Plains - \$15,000 – **Agreed.**

As this item was an expected increase in revenue rather than a reduction, it was agreed to unanimously.

5. Provincial Grant – Stay In School Initiatives - \$25,000 – **Agreed.**

As this item was an increase in provincial grant funds rather than a reduction, it was agreed to unanimously.

6. Library Technician - \$13,600 – **Agreed.**

As this item was to be funded internally, it was agreed to unanimously.

7. Diversified mobile computing - \$63,000 – **Agreed (7-2 – with Trustees Snelling and Kruck opposing).**

Associate Superintendent, Mr. Malazdrewicz, addressed this proposed reduction noting the Division would continue with the enhancement at the K-8 level and delay implementation at the high school level for two years.

8. Custodial services - \$20,000 – **To be paid from Utilities-heating.**

Trustees agreed to keep this item however it would be paid for from the accumulated funds in utilities.

9. Utilities – Heating - \$94,100 – **Agreed.**

\$74,100 was to be applied towards 1 FTE position for lunch supervision at the high schools. The remaining \$20,000 was to be applied towards the custodial services to assist in stripping and cleaning floors throughout the summer months.

10. Capital & Maintenance – aging building support - \$21,000 - **Rejected.**

11. Capital & Maintenance – custodial services - \$10,000 – **Rejected.**

12. Professional Development – teachers - \$45,000 – **Rejected.**
13. School Bus Allocation - \$100,000 – **Rejected.**
14. K-8 Literacy Support – King George - \$36,100 – **Rejected.**
15. Education Assistance Support – AEP - \$23,600 – **Rejected.**

Discussions were held regarding the possibility of re-establishing the aboriginal learning specialist and reducing the principal positions. It was agreed to leave the budget as it stands with the proposed changes agreed to in order to off-set the inclusion of prep time in the amount of \$722,000.

## **2.06 Motions**

26/2011 Dr. Ross – Mr. Sumner  
That the Final Budget for 2011/2012 and the 2011 Special Levy be approved as follows:

Total Operating Expenditures	\$72,482,400
Total Capital Expenditures	<u>\$ 2,296,600</u>
Total Expenditures	<u>\$74,779,000</u>
2011/2012 Special Requirement	<u>\$35,144,400</u>
2011 Special Levy to be raised from Municipalities	<u>\$32,068,594</u>

Trustee Sumner noted the Board had responded to the TIG and the funding formula. He confirmed that he stood behind the Board's proposed budget.

Trustee Ross agreed that the funding formula needed to be addressed in collaboration with other stakeholders and requested a motion on this topic be added to the next agenda.

Trustee Bowslaugh agreed noting the Division needed to work with stakeholders in order to address the inequity in the funding.

Trustees Kruck supported the budget and asked that the request for stakeholder collaboration be added to the agenda with respect to the meeting with City Council.

Trustee Snelling supported the budget noting the Division could not afford to compromise the education of its students.

Trustee Sefton noted that the Board's number one responsibility continues to be to students and regretted the Government had put the Board at odds with the taxpayer. He felt the Board did the right thing by rejecting the TIG.

Trustee Bartlette was proud of the decisions made by the Board noting the Board stayed the course when it came to the Province. He confirmed the Board did what needed to be done for the students of the Division.

Trustee Murray thanked everyone who participated in the budget process for their respectful comments noting it made the position of Chair easier. He stated the Board was not prepared to put it all on the taxpayer and had no appetite to move beyond the 5.3 % tax increase. He confirmed the Board would have taken advantage of the TIG if the funds were enough to meet the needs of the Division. Mr. Murray thanked Senior Administration and in particular the Secretary-Treasurer for the hard work in preparing the budget.

Superintendent, Dr. Michaels noted it has been a challenging and difficult budget for the Board. She commended the Board for their hard work noting the budget they have agreed to will help the Board to meet their Governance Goals.

Carried.

27/2011 Mr. Karnes – Mr. Sefton

That a school bus be provided to the YMCA 2011 Summer Day Camp, for the weeks of July 5<sup>th</sup>, 2011 to August 27<sup>th</sup>, 2011, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Motor Transport Board.

Carried. (Trustee Snelling abstained).

28/2011 Mr. Sumner – Mr. Snelling

That the Breemers family be reimbursed mileage at the current mileage allowance rate to transport their child from Meadows School to home at the end of the school day on an ongoing basis as approved by the Supervisor of Transportation.

Carried.

## **2.07 Bylaws**

NIL

## **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**

NIL



**3.00 ADMINISTRATIVE INFORMATION:****3.01 Report of Senior Administration**

Superintendent, Dr. Michaels, highlighted the upcoming principal prep programs, the implementation of the school wide enrichment model for High Ability Learners, and the meeting with Jennifer Howard, Minister of Labour and Immigration, recently held at Assiniboine Community College.

Secretary-Treasurer, Mr. Barnes, noted the Board required a seconder for each of their proposed MSBA resolutions. He reviewed the proposed resolutions, recording the name of the Trustee who volunteered to second the motion and speak to it if necessary.

Mr. Barnes also provided the Board with an update regarding the Fleming School sale noting he had received confirmation of financing.

Mr. Kruck – Dr. Ross

That the report be received and filed.

Carried.

**3.02 Communications for Information**

- a) Andrew Clark, Special Assistant to the Honourable Nancy Allan, Minister of Education, February 22, 2011, acknowledging receipt of the Board's letter dated February 10, 2011 regarding the establishment of the Board's Governance Goals for 2010-2014.

Ordered Filed.

- b) Maggie Lonsdale, Correspondence Secretary, February 25, 2011, on behalf of Minister of Local Government, the Honourable Ron Lemieux, acknowledging receipt of the Board's letter dated February 3, 2011.

Ordered Filed.

- c) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, February 28, 2011, thanking the Board for sharing their governance goals for 2010-2014. She congratulates the Board for its strong focus on student learning and achievement and for the community outreach and engagement work to be undertaken over its current term of office. The goals as articulated embody those elements cited in the research literature as being the hallmarks of high functioning, high impact school boards. She wishes the Board and its staff every success in pursuing the governance goals over the coming years.

Ordered Filed.

**3.03 Announcements**

- a) Workplace Safety & Health Committee Meeting – 1:00 p.m., Wednesday, March 16, 2011, Conference Room.
- b) MSBA Annual Convention – March 17-19, 2011, Delta Inn, Winnipeg, Manitoba.

- c) Divisional Futures & Community Relations Committee Meeting, 11:30 a.m., Friday, March 25, 2011, Board Room.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 28, 2011, Board Room.

Point of Privilege: Trustee Bowslaugh referenced the Strategic Planning session which had taken place on March 10 and 11, 2011 at the Victoria Inn.

Mr. Karnes – Mr. Snelling

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

- a) The Superintendent responded to a Trustee inquiry on a student matter.

##### 4.02 Personnel Matters

###### - Reports

- a) Confidential #1 – Personnel Report was noted.
- b) Confidential #3 – Report from Superintendent was deferred to March 28<sup>th</sup>, 2011.
- c) Dr. D. Michaels, Superintendent/CEO, reported verbally on a school administrator matter.

###### - Trustee Inquiries

##### 4.03 Property Matters/Tenders

###### - Reports

###### - Trustee Inquiries

##### 4.04 Board Operations

###### - Reports

- a) Confidential #2 – Budget matter was referred to under budget deliberations.

###### - Trustee Inquiries

Mr. Kruck – Mr. Sefton

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

Carried.

IN BOARD

**5.00 ADJOURNMENT**

Dr. Ross – Mr. Kruck

That the meeting do now adjourn (10:30 p.m.).

Carried.

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Chairperson

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Secretary-Treasurer