

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, NOVEMBER 26, 2012

PRESENT:

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

Secretary-Treasurer, Mr. K. Zabowski and 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, Mr. Denis Labossiere, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. M. Snelling

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance to the meeting.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer requested the addition of a personnel item and a Board operation matter for In-Camera discussions.

The Superintendent noted she had a personnel matter for In-Camera discussions.

The Chairperson confirmed he had a Board operation matter to discuss In-Camera.

Trustee Bowslaugh requested the addition of two In-Camera items.

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 November 12, 2012 were circulated.

Mr. Murray – Dr. Ross

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Special Board Meeting held November 16, 2012 were circulated.

Trustee Sumner noted the Minutes did not include the presence of Trustee Snelling who had attended the Special Meeting.

Mrs. Bowslaugh – Mr. Bartlette

That the Minutes be approved as amended.

Carried.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information (15 minute mark on video tape).**

- a) École Secondaire Neelin High School Student Council Representatives and Vincent Massey High School Representatives – The Benefits of Attending the Canadian Student Leadership Conference – Weyburn, Saskatchewan, September, 2012.

Several student council representatives from both École Secondaire Neelin High School and Vincent Massey High School under the supervision of teachers, Kerri Malazdrewicz, Lindsay Eckersley from Neelin, and Agnieszka Desjardins from Vincent Massey spoke to the Board of Trustees about their experiences at the Canadian Student Leadership Conference (CSLC). Students spoke briefly about the conference held in Newfoundland and in Weyburn, Saskatchewan and thanked the Board of Trustees for their support. Several students spoke about the benefits, experiences and skills they gained through their attendance at the Manitoba School Leadership Conference (MSLC) held this past October in Shilo, Manitoba. Students highlighted several speakers who appeared at the conference and the impact those speakers had on the students. Students felt the team building exercises and work completed at the conference would serve them well in their leadership roles at their respective schools. The students thanked the Board of Trustees for their support in helping them to host the conference and attend the conference.

2.02 Reports of Committees *(30 minute mark on video tape).*

a) Divisional Futures and Community Relations Committee Minutes

The written report of the Divisional Futures and Community Relations Committee meeting held on November 7, 2012 was circulated.

Trustee Bartlette requested clarification regarding the proposed partnership with the Chamber of Commerce. It was noted the Chamber was aware of the proposal to partner with the Division with respect to educational matters. Superintendent, Dr. Michaels, reminded the Board of Trustees that all lobbying of the Government must be done through the Board and not by individual Trustees and/or Committees.

Trustee Bartlette also requested clarification as to parents opting out of Synervoice. Superintendent, Dr. Michaels, confirmed there were exceptions and parents would still be receiving calls with respect to student attendance, emergencies and alerts.

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

Carried.

b) Friends of Education Committee Minutes

The written report of the Friends of Education Committee meeting held on November 14, 2012 was circulated.

Trustee Bartlette requested the Committee minutes be amended to reflect that the Committee did not have the right to establish a Foundation and that any such recommendation must be approved by the Board of Trustees. Trustee Bowslaugh recommended the Committee consider using the Brandon and Area Foundation to manage funds on behalf of the Division and thereby eliminate the need to hire separate staff by the Division to oversee a possible Division foundation.

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

Carried.

c) Education Committee Minutes

The written report of the Education Committee meeting held on November 19, 2012 was circulated.

Mr. Bartlette – Mr. Kruck
That the Minutes be received and filed.

Carried.

d) Other - NIL

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Heather Demetriooff, Associate Director, Manitoba School Boards Association, November 7, 2012, noting the theme of the Annual Convention in 2013 will be *"Preparing Students for Tomorrow: Teachable, Adaptable, Employable"*. They are inviting schools boards to share with colleagues their success stories in these areas by way of a convention workshop. Workshops will be held throughout the day on Thursday, March 14, and on the morning of Saturday, March 16, 2013. The attached form must be submitted no later than December 17, 2012.

Referred Business Arising.

- b) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, November 7, 2012, noting meetings with Association of Manitoba Municipalities (AMM) representatives took place on October 23, 2012. Discussion topics included provincial legislation re: planning and land dedication for school sites and speed limits in school zones, education funding and property taxation, joint use of facilities and proposed legislation regarding community schools. Three resolutions are coming forward at the AMM's convention which will have an impact on school divisions. Boards are encouraged to discuss the implications for their division and share those concerns with their respective MLA's.

Referred Business Arising.

- c) Heather Demetriooff, Associate Director, Manitoba School Boards Association, November 7, 2012, regarding booking of hotel rooms for the Manitoba School Boards Association's 2013 Annual Convention. She notes by following the procedures every board is guaranteed a minimum of six rooms. By making use of the waiting list component of the booking procedure, virtually all delegates who want to stay at the Delta will be able to do so. Additional rooms have also been booked at the Place Louis Riel.

Referred Business Arising.

- d) Hugh Coburn, Chair, Nominating Committee, Manitoba School Boards Association, November 14, 2012, requesting member boards submit names of potential candidates for the position of:

- President
- Vice President (Boards with 6,000 students or more)
- Vice President (Boards with fewer than 6,000 students)
- Directors for each Region (two from Region 5).

This written notice shall serve as the first call for nominations. A second call will be made at the January regional meetings, and a third and final call at the morning call to order of the Annual Convention on Friday, March 15, 2013.

Referred Business Arising.

2.05 Business Arising**- From Previous Delegation**

- a) Ms. Shirley McArthur, Parent, presentation regarding the Board's proposed four point plan to address school enrollment and capacity issues was discussed. The Board directed the Secretary-Treasurer to forward a letter to Ms. McArthur thanking her for her presentation.

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

- a) The correspondence from Heather Demetriooff, Associate Director, Manitoba School Boards Association, from Communications for Action 2.04a), noting the theme of the Annual Convention in 2013 will be "*Preparing Students for Tomorrow: Teachable, Adaptable, Employable*" and inviting schools boards to share with colleagues their success stories in these areas by way of a convention workshop was discussed. It was agreed Trustee Murray, together with another member of the Board, would provide a presentation on the Neelin High School Off-Campus Program, including the newly implemented "Upper Deck" program.
- b) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04b), noting resolutions are coming forward at the AMM's convention which will have an impact on school divisions were discussed. The Chairperson noted due to the timing of the Convention, he had signed letters, on behalf of the Board, to all municipalities in the Brandon School Division asking municipalities not to support the resolution to charge a 2% handling fee on school taxes.
- c) The correspondence from Heather Demetriooff, Associate Director, Manitoba School Boards Association, from Communications for Action 2.04c), regarding booking of hotel rooms for the Manitoba School Boards Association's 2013 Annual Convention was noted.
- d) The correspondence from Hugh Coburn, Chair, Nominating Committee, Manitoba School Boards Association, from Communications for Action 2.04d), providing the first call for nominations for executive positions on the Manitoba School Board Association for 2013 was discussed. Trustee Bowslaugh inquired about Trustee Murray allowing his name to stand for a position on the Executive. Trustee Murray thanked Trustee Bowslaugh for the inquiry, noting he had, in the past, served on the Executive for three years. He declined, but hoped that someone from the Board would be willing to step forward as he felt it was important for the Division to have a voice on the MSBA Executive.

- From Report of Senior Administration (1 hour and 15 minute mark on video tape).

a) School Reports – École O’Kelly School – Angela Voutier

Ms. Angela Voutier, Principal, École O’Kelly School, provided her school report to the Board of Trustees. Ms. Voutier highlighted the work of the school’s Literacy Committee. She noted the staff had participated in Professional Development opportunities on using Word Q and the Fountas and Pinnell Assessment Kits. Middle Years students at the school participated in additional activities to promote reading and writing through the HALEP program and events such as the Poetry Coffee House. She hopes this specific Literacy Committee will provide consistency in the school using the literacy resources available and teaching strategies that help students focus on reading and writing strategies across the curricula. Besides providing information regarding what this Committee is currently doing, Ms. Voutier also provided future steps the school will be implementing to work towards its Literacy Goals, including: following up on assessment data for this year to narrow the focus on particular outcome areas requiring focus and attention; proving Guided Reading strategies school wide; and seeking support for an Empower Reading teacher who would be able to provide more effective literacy support to struggling readers.

b) Learning Support Services Presentation – Full Day/Every Day Kindergarten Annual Report – 2011-2012 – T. Valloton, Numeracy Specialist. (1 hour and 25 minute mark on video tape).

Ms. Teresa Valloton, Division Numeracy Specialist, provided the Board of Trustees with a report on the data collected with respect to the Full Day/Every Day Kindergarten. Ms. Valloton’s report summarized student achievement in the areas of behavioural growth, social growth and academic growth. Ms. Valloton specifically highlighted information contained in the graph regarding the “Difference in Percent of Students Meeting or Exceeding by Reporting Periods and Schedule”, answering a number of Trustee questions for clarification. A video prepared by Ms. M. Wilson, Research and Evaluation Specialist, and Ms. K. Boklaschuk, Communications and Technology Specialist, highlighting comments by Grade 1 teachers on the growth and development of students who had participated in the Full Day/Every Day program was presented to the Board of Trustees. Ms. Valloton concluded her presentation by noting the increased percent of students participating in the Full Day/Every Day program who were meeting or exceeding expectations in each reporting period as compared to other schedules. She confirmed further investigations to determine the longitudinal impact of Full Day/Every Day programming would take place next as the Division continued to collect data.

Trustees thanked Ms. Valloton for her presentation noting this was the data and information they required when making budget decisions. Discussions were held regarding the possibility of providing this information at the MSBA workshop in March, 2013. It was agreed the Board would also submit the report and data received on Full Day/Every Day Kindergarten as a second workshop proposal for the 2013 Annual MSBA Convention.

c) Items from Senior Administration Report

- Policy 4001 – Off-Site Activities – Referred Motions.
- Policy 2001 – Trustee Code of Conduct – Referred Motions.
- Policy and Procedures 2021 - Recording and Broadcasting of Regular and Special Board Meetings – Referred Motions.
- Rescind Policy 9053 – German Saturday School – Referred Motions.
- November 12, 2012 – Report of Senior Administration – Referred to Section 3.01 – Report of Senior Administration.
- Trustee Inquiries:
 - o Trustee Sumner – Capacity in other divisions

Secretary-Treasurer, Mr. Zabowski noted the Report of Senior Administration dated November 12, 2012 had been included in the agenda and required approval from the Board to “Receive and File”.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions (2 hour mark on video tape).

146/2012 Mr. Kruck – Mr. Sumner

That Policy and Procedures 4001 – “Off-Site Activities” be rescinded and replaced with Policy and Procedures 4001 – “Off-Site Activities”.

Trustee Bowslaugh inquired as to the protocol to ensure all teachers in the Division were aware of the policy. The Chairperson confirmed following approval of the Policy and Procedures, Senior Administration would meet with principals who, in turn, would meet with their own staff, to ensure all teachers were aware of the policy.

Trustee Bowslaugh also inquired about the lack of consequences listed in the policy and procedures should a student not comply with the rules. It was noted the Procedures do reflect the responsibilities of the student as it pertains to other policies in the Division, including the Student Code of Conduct Policy 2009.

Carried.

147/2012 Mrs. Bowslaugh – Mr. Kruck

That Policy 2001 – “Trustee Code of Conduct” is hereby approved.

Carried.

148/2012 Mr. Karnes – Dr. Ross

That Policy and Procedures 2021– “Recording and Broadcasting of Regular and Special Board Meetings” is hereby approved.

Carried.

149/2012 Mr. Bartlette – Mr. Murray

That Policy 9053 – “German Saturday School” be rescinded.

Carried.

150/2012 Dr. Ross – Mr. Bartlette

That a Joint Task Force Committee between the Brandon School Division and the Chamber of Commerce be established to pursue a partnership in promoting education and that Trustees Bowslaugh, Sumner and Sefton serve on the Committee for the 2012-2013 school year.

Carried.

151/2012 Mrs. Bowslaugh – Mr. Karnes

That a letter be forwarded to the three high school student councils advising that the Brandon School Division Board of Trustees and/or Divisional Futures & Community Relations Committee are available to meet with representatives of the three high schools to discuss any concerns of mutual interest.

Concerns were raised that this motion would be allowing students to bypass the school principal and thereby “break the chain of command”. Concerns were also expressed that the motion stated the Board was available “at any time”. Discussions were held regarding the possibility of disciplinary matters being brought to the Board that should be dealt with at the school level. It was suggested a friendly amendment to the motion to remove the words “at any time” and to include the words “with approval of the principal” would change the original intent of the motion. The Board agreed to remove the words “at any time” but would not add the words “with approval of the principal”. Discussions were also held that the Board needed to study the purpose of this motion further before making a final decision.

Defeated (0-8 – Unanimous)

152/2012 Mr. Bartlette – Dr. Ross

That the F1 initiative in the Technical Vocational Programming at Crocus Plains Regional Secondary School be nominated for the MSBA Premier Award for School Board Innovation for the Manitoba School Boards Association’s 2013 Convention.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

2.10 Trustee Inquiries

Prior to Trustee Inquiries, the Chairperson reminded Board members of the information required by Senior Administration in order to provide a full and completed response to the inquiry.

Trustee Kruck inquired as to when he would be receiving information he requested regarding what the Division is doing to address bullying. Superintendent, Dr. Michaels hoped to have the information to Trustees before the end of the calendar year.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration (Two hour and twenty minute mark on videotape).

Report of Senior Administration dated November 12, 2012:

Superintendent, Dr. Michaels noted the Annual Education Results report had been circulated to Trustees. She confirmed the report would now be forwarded to the Minister and Deputy Minister of Education. She also noted that 500 copies were being randomly mailed out. She congratulated Ms. Kellie Boklaschuk, Communications in Technology Specialist, and Ms. Marnie Wilson, Research and Evaluation Specialist for the work they had done on the report to give it “that extra punch”.

Ms. Becky Switzer, Director of Human Resources, spoke to the Substitute Teacher Report she had provided in the November 12th Report of Senior Administration. Trustees asked questions for clarification with respect to the number of teachers currently employed by the Division; the number of substitute teachers required on a daily basis; the current paper system for requesting substitute teachers and the new on-line request to be implemented in the new year; as well as information regarding preferred substitute teachers.

Mr. Murray – Dr. Ross

That the November 12, 2012 Report of Senior Administration be received and filed.

Carried.

Report of Senior Administration dated November 26, 2012:

Superintendent, Dr. Michaels noted the New Era/Earl Oxford Transition Committee had held its first meeting on November 21, 2012 to begin the transition process of moving students from École New Era School to Earl Oxford School beginning the fall of 2013.

Trustee Kruck thanked Senior Administration for providing further details with respect to school suspensions. He also requested clarification regarding the number of students moving out of Earl Oxford School at the end of the current school year.

Mr. Murray – Mrs. Bowslaugh

That the November 26, 2012 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information (Two hour and forty minute mark on videotape).

- a) Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch and Florence Girouard, Director, Educational Support Services Branch, October 2012, noting Manitoba Education has prepared parent brochures supporting the new provincial report card. The brochures are available on the Manitoba Education website. Enclosed in this correspondence is a letter to parents from the Department which schools may use, at their discretion. Parent Brochures in languages other than French and English will be available on the Department's website in early December.

Referred Superintendent's Department.

- b) Nancy Allan, Minister of Education, November 6, 2012, addressed to Dr. Donna Michaels, Superintendent, noting the Division's funding for Technical Vocation Education – Technical Vocational Equipment Upgrade Support has been approved in the amount of \$35,065 as follows:

Crocus Plains School

-	Equipment	Automotive Technology	\$ 6,000
-	Equipment	Building Construction Technology	\$12,500
-	Equipment	Culinary Arts	\$ 6,000
-	Equipment	Welding	\$10,565

Referred Secretary-Treasurer's Department.

- c) Herb Mahood P. Eng, Director of Regional Operations, Manitoba Infrastructure and Transportation, November 5, 2012, addressed to Mr. Kevin Zabowski, Secretary-Treasurer, thanking him for his letter of October 29, 2012 and accompanying survey results regarding the recognition of school zones. He notes the regulation outlining how traffic authorities will apply the new school zone speed legislation is currently being drafted. Once the regulation is complete they will have a better understanding of how and where the new school zone speed legislation will apply.

Ordered Filed.

- d) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, November 7, 2012, noting Janis Arnold will be joining the Manitoba School Boards Association in the capacity of Board Development consultant, effective January 2, 2013. This is a new position that was created to help meet the learning and development needs of school boards both at the local level, through the delivery of customized workshops and facilitated board sessions, and at the provincial level, by enabling them to expand their trustee education offerings.

Ordered Filed.

- e) Kurt Penner, Special Assistant to Honourable Steve Ashton, Minister of Infrastructure and Transportation, acknowledging receipt of a letter forwarded to the Minister dated October 29, 2012 and advising the correspondence will be brought to the Minister's attention.

Ordered Filed.

- f) Keith Thomas, Risk Manager, Manitoba School Boards Association, November 13, 2012, noting over the past year, the Manitoba Schools Insurance Program has surveyed the level of security in the schools. Attached are the results of the survey which are provided for discussion at the division level. Boards may, in future budget years, choose to upgrade security systems using newer technology.

Referred to Facilities and Transportation.

- g) Keith Behrmann, Chair, Board of Trustees, Swan Valley School Division, November 8, 2012, noting continuation of Campus Manitoba services to rural students is strongly supported by Trustees in Swan Valley. He notes in a letter dated August 21, 2012 they invited Dr. Dave Neele, Campus Manitoba Director, to visit them during a regularly scheduled meeting to discuss recent Campus Manitoba decisions that have affected students in their community. To date they have not received a response to that invitation. The purpose of this communication is to encourage School Division Boards to voice support for continuing services to post-secondary students in rural Manitoba.

Ordered Filed.

3.03 Announcements

- a) Divisional Futures and Community Relations Committee Meeting – 11:30 a.m., Wednesday, December 5, 2012, Board Room.
- b) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, December 6, 2012, Board Room.
- c) Personnel Committee Meeting – 12:00 noon, Monday, December 10, 2012, Board Room.
- d) Finance Committee Meeting – 2:00 p.m., Monday, December 10, 2012, Board Room.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, December 10, 2012, Board Room.

Point of Privilege:

Trustee Sumner announced that the Neelin Spartans Varsity Girls Volleyball Team had just won the AAAA Varsity Girls High School Volleyball Provincial Championship in Winnipeg against the Mennonite Brethren Collegiate Institute Hawks.

The Board directed the Secretary-Treasurer to send the team a letter of congratulations.

Mrs. Bowslaugh – Mr. Karnes

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA (Three hour and forty-seven minute mark on videotape).

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- a) Confidential #2 regarding a student matter was presented to the Board of Trustees. It was agreed a motion would be brought forth on the matter at the conclusion of In-Camera discussions.

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.
- b) The Division solicitor attended the In-Camera meeting to discuss Confidential #3 and answer any questions the Board may have. Direction was provided to the Senior Administration with respect to this matter.
- c) The Superintendent provided information on a personnel matter.
- d) A recommendation by the Education Committee with respect to the MSBA Excellence in Teaching Award was discussed. It was agreed a motion would be brought forth at the conclusion of In-Camera discussions.

- Trustee Inquiries

- a) The Chairperson provided information regarding a personnel matter.

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

Mr. Karnes – Mr. Sumner

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

Carried.

IN BOARD

- 153/2012 Mr. Karnes – Mr. Sumner
That it now being 11:00 p.m., the rules be suspended and the meeting continue in session until completion of business.
Carried.

Mr. Kruck – Mrs. Bowslaugh
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) A letter received on a Board Operations matter was provided and discussed as Confidential #4. The Secretary-Treasurer and Division Solicitor were directed to prepare a letter to be signed by the Chairperson on the Board's behalf.

- Trustee Inquiries

- a) The Chairperson inquired about a Board Operations matter.

Mr. Kruck – Mr. Sumner
That the Committee of the Whole In Camera do now resolve into Board.
Carried.

IN BOARD

- 154/2012 Mr. Sumner - Mr. Kruck
That the recommendation of the Education Committee for the MSBA Excellence in Teaching Award be approved.
Carried.

- 155/2012 Mr. Sumner – Mr. Kruck
That the request for financial aid to support a student identified in Confidential #2 for the cost of four nights in a hotel be approved in full, less the student's share of the cost of that cost.
Carried.

5.00 ADJOURNMENT

Mr. Murray – Mr. Karnes
That the meeting does now adjourn (11:22 p.m.)
Carried.

Chairperson

Secretary-Treasurer