

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, APRIL 11, 2011

**PRESENT:**

Dr. L. Ross, Acting Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Mr. J. Murray, 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 7:06 p.m. The Acting Chairperson welcomed all visitors to the meeting. The Acting Chairperson invited Neelin High School Student, Lauren Lambkin, to the Board Table and presented her with a Manitoba School Boards Association award for Student Citizenship.

**AGENDA**

**1.00 AGENDA/MINUTES:**

**1.01 Reference to Statement of Board Operations**

**1.02 Approval of Agenda**

Trustee Sumner noted he had two notices under Section 2.08 - "Giving of Notice".

Trustee Kruck requested one item for In-Camera discussions.

Trustee Snelling noted he had a verbal report to speak to under Section 2.02 – "Reports of Committees".

Trustee Bowslaugh requested two items for In-Camera discussions.

Secretary-Treasurer, Mr. Barnes, requested an amendment to motion 41/2011 changing the wording of the motion from "\$68,645 including taxes" to read "\$62,900 (plus taxes)". He also noted the addition of Confidential #3 regarding teacher negotiations.

Mr. Murray – 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 March 28, 2011 were circulated.

Trustee Murray noted in his resignation he did not reference the political party that he was running for and requested the name of that political party be removed from the Minutes.

Mr. Karnes – Mr. Snelling  
That the Minutes be adopted as amended.  
Carried.

- b) The Minutes of the Special Board Meeting held April 4, 2011 were circulated.

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

**2.00 GOVERNANCE MATTERS:**

1. Election of Board Chairperson and Vice-Chairperson, if necessary.

The Secretary-Treasurer, assuming the position of Acting Chairperson, invited nominations for the position of Chairperson of the Board for the remainder of the 2010-2011 term, noting that a nominator only was required.

Trustee Murray nominated Trustee Snelling.  
Trustee Karnes nominated Trustee Sefton.

Mr. Kruck – Mr. Sumner  
That nominations do now cease.

Each of the candidates nominated for Chairperson presented a few words to the Trustees in support of their nomination.

An election for the position of Chairperson of the Board was held by secret ballot. The Acting Chairperson, with the Superintendent as witness, counted the ballots.

The Acting Chairperson declared Trustee Snelling to be duly elected as Chairperson of the Board for the remainder of the 2010-2011 term commencing April 11, 2011.

Mr. Murray – Mr. Bartlette  
That the ballots be destroyed.  
Carried.

Trustee Snelling assumed the position of Chairperson. He thanked the Board members for electing him as Chairperson for the remainder of the 2010-2011 term.

Superintendent, Dr. Michaels, congratulated Mr. Snelling on behalf of Senior Administration, noting they looked forward to working with him during his tenure as Chairperson.

## **2.01 Presentations For Information**

1. Phil Vickers, Principal, Betty Gibson School and Libbey Dempsey, Teacher, Betty Gibson School, spoke to the Board of Trustee about the EAL programming and the strengths and challenges of the program. Mr. Vickers began the presentation by providing the Board members with an overview of the demographics of the school community. He noted that 44% of the student enrollment at Betty Gibson School are English as an Additional Language students. Ms. Libbey Dempsey, an EAL teacher at Betty Gibson School, spoke to the Board about the two different approaches used when working with EAL students. She noted the "Direct Instruction", a pull out model, was used mainly for students in stages 1 and 2 with respect to comprehension of the English language. She further noted the "Co-Teaching" model was used when working with students in stages 3 and 4. Mr. Vickers, addressed the benefits and challenges faced by staff and students in both the direct instruction and co-teaching models.

The Board of Trustees asked a number of questions for clarification purposes. Discussions were held regarding the school's use of translators; transiency rates for both EAL and non-EAL students; teacher/student ratios; and EAL parent involvement in the school. The Chairperson thanked Mr. Vickers and Ms. Dempsey for their presentation.

## **2.02 Reports of Committees**

- a) Divisional Futures & Community Relations Committee Minutes

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

Mr. Snelling – Mr. Kruck  
That the Minutes be received and filed.  
Carried

The written report of the Divisional Futures & Community Relations Committee meeting held April 5, 2011 was circulated.

Mr. Snelling – Mr. Bartlette  
That the Minutes be received and filed.  
Carried.

b) Personnel Committee Minutes

The written report of the Personnel Committee meeting held March 29, 2011 was circulated.

Dr. Ross – Mr. Bartlette

That the Minutes be received and filed.

Carried.

c) Finance Committee Minutes

The written report of the Finance Committee meeting held April 4, 2011 was circulated.

The Secretary-Treasurer noted the Committee members had inquired about the tax component of the lowest tender's bid regarding cabling at Vincent Massey High School. Mr. Barnes confirmed he had looked into this and the motion had been amended to reflect the inclusion of taxes.

Dr. Ross – Mr. Sefton

That the Minutes be received and filed.

Carried.

d) Other

- Trustee Snelling circulated a copy of the Spring 2011 Brandon Resource Guide provided by the Brandon Neighbourhood Renewal Corporation to each member of the Board of Trustees and media. He noted an online copy could also be found at the following website: [www.brandonhomelessnes.ca](http://www.brandonhomelessnes.ca).

### **2.03 Delegations and Petitions**

### **2.04 Communications for Action**

- a) Manitoba News Release – "Province Reduces Education Property Tax for Manitobans", March 31, 2011, noting the Premier announces the basic Education Property Tax Credit will increase to \$700 in 2011 from the current \$650.

Referred Business Arising.

### **2.05 BUSINESS ARISING**

#### **- From Previous Delegations**

**- From Board Agenda**

- a) Manitoba News Release – “Province Reduces Education Property Tax for Manitobans”, from Communications for Action 2.04a), noting the Premier announced the basic Education Property Tax Credit will increase to \$700 in 2011 from the current \$650 was discussed. It was noted this was a departure from practice on the part of the Government. The changes in the education property tax credit is usually provided at the same time as the Provincial Budget announcement. Concerns were expressed that the Board had travelled to Winnipeg to meet with the Deputy Minister only to be told there was no money available and yet the Government was still able to increase the education property tax credit. It was also noted that other Divisions who had made cuts to accept the Tax Incentive Grant could have done things differently had they known about the proposed increase in the property tax credit. Discussions were held regarding the possibility of sending a letter to the Government expressing the Divisions concerns on this matter. It was noted the proposed increase in the Education Property Tax Credit had been an election promise of the current government. As there was not a majority consensus on sending a letter the matter was dropped.

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

- a) School Reports – NIL
- b) Instructional Reports – French Language – Delphine Holian.

Mr. Greg Malazdrewicz, Associate Superintendent, introduced Ms. Delphine Holian, the Division's French Language Consultant. Delphine spoke to the Board regarding the purpose of her role in the Division, her responsibilities as the French Consultant, the key aspects of her work and its progress to date. She highlighted the divisional professional development which has been undertaken, her work with the Bureau d'Education Française in Winnipeg, as well as the work undertaken to increase enrollment in basic French in the high schools. Trustees asked questions for clarification with respect to French language literacy interventions; HALEP programs in the French language programs; and student engagement in the French language programs. The Chairperson thanked Ms. Holian for her presentation.

- c) Items from Senior Administration Report
- Public Release of Vice-Principal Appointments – Referred Motions.
  - Trustee Inquiry
    - Response to Trustee Bowslaugh - “Parent Involvement in Transporting Students”.
    - Response to Trustee Kruck – High School Prep Time.

**2.06 Motions**

37/2011 Mr. Sefton – Mr. Karnes

That Confidential Report No. 3 adopted at the Regular Board Meeting on March 28, 2011 containing the following recommendations be now presented for public record: That Mr. Sean Brown, Vice-Principal at Crocus Plains Regional Secondary School be reassigned to Vice-Principal at Vincent Massey High School and Mrs. Elaine McFadzen, Vice-Principal at Vincent Massey High School be reassigned to Vice-Principal at Crocus Plains Regional Secondary School in accordance with Policy 6018 – “Role of the Vice-Principal” effective September 6, 2011.

Carried.

38/2011 Mr. Murray – Mr. Snelling

That the purchase of defibrillators for all Division facilities, in the approximate amount of \$50,000, be approved as an over-expenditure in the 2010-2011 fiscal year.

Trustees requested clarification regarding training for the defibrillators. Senior Administration noted part of the Professional Development budget was used for CPR and First-Aid and training on defibrillators was part of that training. It was also noted that the supplier provided training on the machines as well. Trustees inquired as to whether or not they could participate in the training and were advised that they could.

Carried.

39/2011 Mrs. Bowslaugh – Mr. Bartlette

That the amount of \$150,000 from the 2010/2011 projected surplus be allocated to the Computer Reserve Fund for internal re-cabling at Crocus Plains Regional Secondary School, subject to approval by Manitoba Education, Schools Finance Branch.

The Secretary-Treasurer explained to the Board why approval was required from the Schools Finance Branch to move money from surplus to a reserve fund.

Carried.

40/2011 Mr. Murray – Mr. Snelling

That an additional amount of \$100,000 from the 2010/2011 projected surplus be allocated to the School Bus Replacement Reserve.

Carried.

41/2011 Mr. Sefton – Mr. Karnes

That the low proposal from Hard Line Construction in the amount of \$62,900 (plus taxes) for the supply and installation of a communications cabling system at Vincent Massey High School be accepted.

Carried.

**2.07 Bylaws**

NIL

**2.08 Giving of Notice**

Mr. Sumner

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Policy and Procedures 1020 – “Parent/Division Liaison Advisory Committee” and replace with Policy and Procedures 1020 – “Parent/Guardian/Division Advisory Committee”.

Mr. Sumner

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to amend By-Law 1/2011 as follows:

In Section 3.1, Clause 2.09a - Remove the words “last meeting of each month”

Add 6.7 – “Any resident elector of the Division shall have the right to, without prior notice, ask a single question of the Board. The question must pertain to an item on the agenda of the current meeting.”

Add 6.8 – “Public Inquiries will be limited to 15 minutes unless extended by a majority vote of the Board members present.”

It was noted that the word “elector” did not allow for anyone under the age of 18 and therefore ruled out student participation. Discussions were also held regarding where the public inquiries would take place in the Board agenda. Trustee Sumner noted he would consider both changes a friendly amendment to his proposal noting his vision was to turn the inquiry section into a public question period.

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

1. Trustee Murray asked the Secretary-Treasurer if the Division’s mileage rate had been increased to meet rising gas costs. The Secretary-Treasurer noted the rates had not been increased at this time for a number of reasons including the fuel efficiency of newer vehicles, and that the current gas prices are may only be temporary. He confirmed that he would be looking at this item during the summer and will make any necessary changes at that time, resulting in bringing forth a motion to the Board if a change is needed.

### **3.00 ADMINISTRATIVE INFORMATION:**

#### **3.01 Report of Senior Administration**

Trustee Kruck inquired about the possibility of amending Procedures 4001 – “Off-Site Activities” regarding use of private vehicles, to include a statement that vehicles are not to go over the posted speed limit.

Trustee Ross spoke to the information provided regarding high school prep time. She asked the Board to consider writing to the Manitoba School Boards Association (MSBA) requesting they collect this sort of information and that the matter be brought to the attention of the Minister of Education. She noted the difficulty in obtaining this information, the variables included in the information, such as the length of school day and course hours. A discussion was held regarding the information presented by Senior Administration. Trustee Sefton referenced the context of the discussion on prep time had related to cost reductions. He stated he did not see a direct connection between course hours and cost reductions being accomplished by adjusting prep time, thinking they are separate and distinct issues to be dealt with. Trustee Sefton inquired of Dr. Michaels whether she believed that the prep time data presented supported the recommendation to reduce prep time to which the reply was yes. It was noted Senior Administration responded to the Board request for reductions by suggesting a \$722,000 prep time reduction as no other areas were identified to reduce. Trustee Kruck questioned the validity of previous information provided in a March 2 email and the February 28, 2011 report to the Board regarding prep time comparisons and asked why on March 10 was mixed data quoted for a second time which was known not to be valid for comparison purposes. Dr. Michaels responded that the information provided on March 10 was gathered through the Secretary-Treasurer's Office and by Mr. Malazdrewicz through contact with other school divisions with previous information coming from Collective Agreements as maintained by the Manitoba Teachers' Society. It was noted that the report presented is illustrative of the variances and differences school divisions are implementing. Trustee Kruck further inquired as to how the February 28 report was used on the basis of the Senior Administration recommendation at budget time to reduce prep time when the report was not created until several days after the recommendation. Dr. Michaels replied that the recommendation of the reduction in prep time for \$722,000 supplied by Senior Administration considered Collective Agreement information as put forward in the February 28 report which should have been brought forward during budget discussions and stating that Senior Administration did not fabricate any data. Trustee Ross stressed that the data received was only from approximately a third of divisions and any conclusion about our prep time is pre-mature as information from two-thirds of divisions is missing, thus the request to MSBA. She expressed disappointment with the Trustee implications that the data is somehow not to be trusted. Trustee Ross noted a concern with the variation in the amount of instructional time which should be standardized for students across the Province. It was also stated that the pieces cannot be looked at independently as it is now not a budget item but should be looked at in terms of instructional value for our students. Trustee Murray commented on Trustee statements regarding the integrity of the way the information was presented by Senior Administration noting the Board needs to be careful how those types of concerns are raised. Trustee Sumner noted the perception amongst many people regarding the



lateness, surprise and process when the original reduction in prep time was brought forward. Trustee Ross and Sefton commented on the budget reductions being considered late in the process and possible changes for the future. Trustee Bartlette referenced number 5 of the Trustee Code of Ethics related to the Trustee discussions that had taken place. Trustee Kruck stated if information does not add up, he will ask questions about it and noted he was not questioning the data released today but previous data was the issue. Chairperson Snelling ended the discussions stating how transparent Board discussions had been.

Mr. Murray – Mr. Sefton

That the report be received and filed.

Carried.

42/2011 Dr. Ross – Mr. Sumner

That Manitoba School Boards Association (MSBA) be requested to undertake a detailed review of teacher prep time, length of school day and individual class time for all Manitoba School Divisions, preparing a report to be provided to all Divisions, and that this matter be brought to the attention of the Minister of Education.

Carried.

Trustee Kruck exited the meeting at 9:17 p.m. to 9:20 p.m.

### **3.02 Communications for Information**

- a) Evelyn Myskiw, Board Chairperson and Brian O'Leary, Superintendent, Seven Oaks School Division, March 2011, providing a copy of their recently published monograph "Celebrating Strengths: Aboriginal Students and Their Stories of Success in Schools." The document is also available on their website at: [www.7oaks.org](http://www.7oaks.org).

Ordered File.

- b) Randy Stankewich, Schools' Finance Branch, March 23, 2011, enclosing copies of the 2010 Enrolment Report for information. The report summarizes enrolment by grade for all schools in Manitoba as reported on September 30, 2010. This report is also available at:

[http://www.edu.gov.mb.ca/k12/finance/sch\\_enrol/index.html](http://www.edu.gov.mb.ca/k12/finance/sch_enrol/index.html).

Ordered File.

- c) The Honourable Nancy Allan, Minister of Education and the Honourable Jim Rondeau, Minister of Healthy Living, Youth and Seniors, March 2011, regarding the use of public school and community facilities to maximize support for educational, recreational, social and cultural programming during school hours as well as outside the regular instructional day. The Province has developed a resource to support their optimal use: Community Use of Schools and School Use of Community Facilities: A Handbook for Reviewing and Developing Facility-Use Policies, Procedures and Agreements for Schools, School Divisions, Municipalities and Recreation Commissions. The Handbook can be viewed on the Government's website at: [www.edu.gov.mb.ca/K12/ocs/reports/use\\_facilities/](http://www.edu.gov.mb.ca/K12/ocs/reports/use_facilities/). A Policy Statement has been attached and the Province requests school divisions review, develop and implement policies that establish procedures, and

joint-use agreements, for the use of public school facilities that maximize their use by school and community users that align with the information provided in the Handbook. School Divisions are also required to post their divisional facility-use policy on the public side of their website and provide the information listed in the attached Policy Statement. Compliance is expected by September 1, 2011.

Referred to Facilities and Transportation.

POINT OF PRIVILEGE: Dr. Ross noted that Trustee Kruck had agreed to be the alternate on the Personnel Committee for the purposes of negotiations. Trustee Bartlette noted he was the alternate on the Committee and had not agreed to be a standing member of the Committee, however he had agreed to attend all Committee meetings until another standing member could be found. It was agreed the matter would be returned to the Personnel Committee for further discussion.

### **3.03 Announcements**

- a) Policy Review Committee – 7:30 a.m., Tuesday, April 12, 2011, Board Room.
- b) Facilities and Transportation Committee Meeting – 11:30 a.m., Tuesday, April 12, 2011, Board Room.
- c) BTA Negotiations - 7:00 p.m., Tuesday, April 12, 2011, McLaren Room.
- d) Support Labour Management Committee Meeting - 1:00 p.m., Wednesday, April 13, 2011, Conference Room.
- e) Parent – Division Liaison Advisory Committee - 7:00 p.m., Wednesday, April 13, 2011, Board Room/Conference Room.
- f) Job Evaluation Review Committee - 9:00 a.m., Thursday, April 14, 2011, Board Room.
- g) Personnel Committee Meeting – 4:00 p.m., Thursday, April 14, 2011, Conference Room.
- h) Education Committee Meeting – 11:00 a.m., Monday, April 18, 2011, Board Room.
- i) CUPE Negotiations – 6:00 p.m., Monday, April 18, 2011, Board Room.
- j) Joint Job Evaluation Review Committee – 9:00 a.m., Tuesday, April 19, 2011, Board Room.
- k) Personnel Committee Meeting **(In-Camera)** – 5:00 p.m., Tuesday, April 19, 2011, Conference Room.
- l) Joint Job Evaluation Review Committee – 9:00 a.m., Thursday, April 21, 2011, Board Room.
- m) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 25, 2011, Board Room.

Mr. Karnes – Mrs. Bowslaugh

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

Carried.

#### IN COMMITTEE OF THE WHOLE IN CAMERA

#### **4.00 IN CAMERA DISCUSSION:**

##### **4.01 Student Issues**

###### **- Reports**

- a) Mr. Malazdrewicz, Associate Superintendent, responded to Trustee inquiries on a student matter.
- b) Trustee Bowslaugh inquired on a student/Board matter that was referred to the Education Committee.

###### **- Trustee Inquiries**

##### **4.02 Personnel Matters**

###### **- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) Confidential #3 on Brandon Teachers' Association (BTA) negotiations was reviewed by Trustee Ross and the guidelines agreed to as outlined.

###### **- Trustee Inquiries**

##### **4.03 Property Matters/Tenders**

###### **- Reports**

###### **- Trustee Inquiries**

**4.04 Board Operations**

**- Reports**

- a) Confidential #2 – a Board Operations/Legal Matter was reviewed.

**- Trustee Inquiries**

Mr. Murray – Dr. Ross

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

Carried.

**5.00 ADJOURNMENT**

Mr. Bartlette – Mr. Karnes

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

Carried.

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Chairperson

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Secretary-Treasurer