

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 28, 2011.

**PRESENT:**

Mr. M. Sefton, Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Mr. J. Murray, Dr. L. Ross (entered at 7:15 p.m.), 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,

**REGRETS:**

Mr. M. Snelling, Vice-Chairperson, Mr. Denis Labossiere, Assistant-Secretary-Treasurer.

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance to the meeting. He noted the artwork on the Board Room walls had been supplied by the students of King George and Betty Gibson Schools.

**AGENDA**

**1.00 AGENDA/MINUTES:**

**1.01 Reference to Statement of Board Operations**

**1.02 Approval of Agenda**

Trustee Bartlette confirmed he had a Trustee inquiry.

Trustee Kruck, speaking on behalf of Trustee Ross who would be arriving shortly, noted she would be bringing forth one item for In-Camera discussion.

Trustee Sefton noted one personnel item for In-Camera discussion.

Secretary-Treasurer, Mr. Barnes, confirmed he had an additional piece of correspondence to be brought forward as Communication for Action 2.04c).

Superintendent, Dr. Michaels, confirmed she had several student matters to discuss In-Camera.

Mr. Kruck-Mr. J. Murray

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 14, 2011 were circulated.

Mrs. Bowslaugh – Mr. Kruck  
That the Minutes be adopted.  
Carried.

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

- a) Facilities and Transportation Committee Minutes

The written report of the Facilities and Transportation Committee meeting held November 9, 2011 was circulated.

Discussions were held regarding how students were funded for transportation at the grades 8-12 level. Trustee Murray was asked to explain his comments regarding “there are no exceptions to policy only precedent”. He noted that the Division has made exceptions to policy for individuals for a specific period of time, such as bussing students from a shelter; however, the Division did not historically make exceptions which would affect a large group of students. He noted no matter where the Division draws the line, there will always be someone on the other side of that line. Therefore, his feeling has always been, work within the policy or change the policy, but do not make exceptions for individuals.

Clarification was requested regarding the special needs student situation and bussing matter noted in the Committee minutes. Secretary-Treasurer, Mr. Barnes noted the matter had been referred to Student Support Services and would be on the next Committee agenda for follow-up.

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

- b) School Division/Parent/Guardian Advisory Committee Minutes

The written report of the School Division/Parent/Guardian Advisory Committee meeting held November 16, 2011 was circulated.

Discussions were held regarding the application process for the experiential grants; parents request for earlier notification regarding school activity costs; and

concerns regarding Bud, Spud and Steak Nights or similar fundraising activities which would serve alcohol.

Point of Privilege: Trustee Kruck noted the minutes for this meeting were very comprehensive and thorough and thanked the person who recorded the minutes.

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

c) Education Committee Minutes

The written report of the Education Committee meeting held November 17, 2011 was circulated.

Discussions were held regarding the presentation made to the Committee with respect to regulation changes to the Public Schools Act Bill 13 – “Preparing Students for Success Act”. Concerns were expressed regarding the costs to implement the mandate.

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

d) Finance Committee Minutes

The written report of the Finance Committee meeting held November 21, 2011 was circulated.

The Secretary-Treasurer noted Trustee Murray had requested his budget programming need regarding professional development be revised from \$150,000 to \$50,000 for the 2012/2013 budget deliberations.

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

e) MSBA Resolutions Committee Minutes

The written report of the MSBA Resolutions Committee meeting held November 21, 2011 was circulated.

It was agreed all discussions regarding the recommendation of the Committee would be held under motions.

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

## f) Policy Review Committee Minutes

The written report of the Policy Review Committee meeting held November 21, 2011 was circulated.

Mr. Sumner – Mr. Bartlette

That the Minutes be received and filed.

Carried.

## g) Other

- Trustee Sefton highlighted the topics discussed at the meeting with Brandon City Council on November 15, 2011. He noted the next meeting was scheduled for February, 2012.

**2.03 Delegations and Petitions**

NIL

**2.04 Communications for Action**

- a) Sharon Alexander, Community Member, November 16, 2011, responding to a radio broadcast where she heard that a Trustee had stated “no one in Brandon is saying to cut programs, they are all saying keep things as they are.” She wished to indicate that she has contacted every member of the school board in the past saying there should be a cut to programs.

Referred Business Arising.

- b) Hugh Coburn, Chair, Nominating Committee, Manitoba School Boards Association, November 16, 2011, inviting member boards to nominate potential candidates for positions on the MSBA Executive. This is the first call for nominations, a second call will be made at the January regional meetings, and a third and final call at the Annual Convention on Friday, March 16, 2012.

Referred Business Arising.

- c) Trustee Sefton, Chairperson, Board of Trustees, November 25, 2011, noting he had received a call from Dr. Gerald Farthing, Deputy Minister of Education regarding the Board's request to have a representative on the Committee studying the Government's announced intent to cap K-3 class size at 20. He noted Dr. Farthing confirmed the Committee has a full complement of members and there were no plans to expand the Committee. Dr. Farthing did extend an invitation to the Board to make an appearance at the Committee meeting in the new year to convey the Division's concerns with respect to the implementation of this initiative.

Referred Business Arising.

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

- a) The correspondence from Sharon Alexander, Community Member, from Communications for Action 2.04a), responding to a radio broadcast where she heard that no one is saying to cut programs and advising she has indicated to the Board Members that programs should be cut was discussed. Trustee Sefton noted the context of the radio broadcast had related to a public forum held at Crocus Plains Regional Secondary School inviting taxpayers to attend a meeting and provide input on the 2012/2013 budget. He confirmed no one had attended that meeting. Mr. Sefton also confirmed that Ms. Alexander had contacted trustees individually as it related to the 2011/2012 budget deliberations. The Secretary-Treasurer was directed to send a letter to Ms. Alexander thanking her for her concerns and explaining the context of the radio broadcast.
- b) The correspondence from Hugh Coburn, Chair, Nominating Committee, Manitoba School Boards Association, from Communications for Action 2.04b), inviting member boards to nominate potential candidates for positions on the MSBA Executive was discussed with no action being taken at this time.
- c) The correspondence from Trustee Sefton, Chairperson, Board of Trustees, from Communications for Action 2.04c) , noting he had received a call from Dr. Gerald Farthing, Deputy Minister of Education regarding the Board's request to have a representative on the Committee studying the Government's announced intent to cap K-3 class size at 20 was discussed. It was agreed the Board would accept Dr. Farthing's offer to appear before the Committee to make a presentation on this matter. The Secretary-Treasurer was also directed to confirm who was on the Committee.

**- MSBA issues (last meeting of the month)**

Secretary-Treasurer, Mr. Barnes, responding to a previous Trustee Inquiry regarding the length of term for the MSBA Executive, noted all positions were for a one year term.

**- From Report of Senior Administration**

- a) School Reports – Betty Gibson and King George Schools

**Betty Gibson**

Mr. Phil Vickers, Principal, Betty Gibson School began his school report by providing background information regarding the school's population, demographics and mobility. He reviewed the school's goals relating to Aboriginal Heritage; English as an Additional Language; Literacy; Response to Intervention; and Building a Community of Learners.

Mr. Vickers spoke in detail regarding the school's response to intervention model and in particular the literacy intervention model. He also highlighted several initiatives which had been implemented by the school to promote a building community, such as the Annual Christmas Dinner; the Triple P Parenting classes, held in Spanish; the Terry Fox Pancake Breakfast and the successful Clothing and Book "Freecycles". Trustees asked questions for clarification regarding the mobility of students who have moved more than once in the system. Mr. Vickers noted he can only track the movement in and out of Betty Gibson School and not the movement of students throughout the Division. Discussions were held regarding the Stage 1 EAL students who were pulled out of class for individual attention; the school's EBS program; and the school's Aboriginal Heritage goal. The Chairperson thanked Mr. Vickers for his presentation.

#### King George School

Mr. David Lim, Principal of King George School, provided information regarding the school Literacy Initiative and introduced Ms. Wanda Nicol, the school's K-8 Literacy Support teacher. Ms. Nicol noted the school's literacy initiative came about through the development of commonality. She noted the staff had begun by developing a common understanding of what they wanted to achieve in the area of literacy. From there a common language was developed within the school so that children would hear the same language from one grade to the next. Once these two commonalities were in place the staff worked to develop common practices and strategies. Ms. Nicol highlighted the co-teaching model used at the school. The EAL teacher is also included in the co-teaching model in the area of literacy. Ms. Nicol noted the school included EA's in the professional development once a month to help them understand the literacy goals in the school and how they can assist students. She also noted the school has been building their resource of materials to support the use of good classroom practices. In concluding the presentation, Ms. Nicol spoke to the development of a positive literacy community wherein parent information nights are held to provide parents with information regarding their part in building students' literacy skills. The Chairperson thanked Mr. Lim and Ms. Nicol for their presentation.

- b) Instructional Reports – NIL
- c) Items from Report
  - Strategic Planning in Manitoba School Divisions – Trustee Inquiry.

#### **2.06 Public Inquiries (max. 15 minutes)**

NIL

#### **2.07 Motions**

- 167/2011      Mr. Bartlette – Mr. Kruck  
That MCM Architects Inc. be appointed Architects for the Neelin High School Science Lab Renovations.  
Carried.

- 168/2011 Mr. Karnes – Mr. Bartlette  
That Samson Engineering Inc. be appointed Architects for the Crocus Plains Regional Secondary High School Science Lab Renovations.  
Carried.

- 169/2011 Mrs. Bowslaugh – Mr. Sumner  
That the proposal for a capital asset management plan from Ameresco be approved and that the software in the amount of \$38,000 be funded from accumulated surplus and the yearly contract services in the amount of \$12,000 be funded from the contracted services budget.

The Secretary-Treasurer was asked to provide detailed information regarding the benefits of using the proposed capital asset management plan. Inquiries regarding the possibility of the Government purchasing the program for divisions was raised. It was noted the Division could apply to the government as a pilot project. Trustees requested clarification regarding the report that would be provided and the length of term of the contract.

Proposed Amendment

Mr. Sumner – Mr. Karnes

That motion 169/2011 be amended to include the words “for four years with renewal to be considered at conclusion of the term.”

Carried.

Amended Motion

That the proposal for a capital asset management plan from Ameresco be approved and that the software in the amount of \$38,000 be funded from accumulated surplus and the yearly contract services in the amount of \$12,000 be funded from the contracted services budget for four years with renewal to be considered at conclusion of the term.

Carried.

- 170/2011 Dr. Ross – Mr. Bartlette  
That the Board submit resolutions to the Manitoba School Boards Association on the following:

- 1) Occupational/Physiotherapy Health Services
- 2) Membership in Canadian School Boards Association
- 3) Full Day/Every Day Kindergarten
- 4) School Bus Safety
- 5) Bill 13 – Preparing Students for Success Act
- 6) Funding for Equity
- 7) Tax Incentive Grant

The Board agreed to discuss each resolution separately. Trustee Murray and Trustee Ross spoke to the MSBA process with respect to resolutions noting the resolutions are forwarded to the various Regional Meetings for discussion and are often reworded by MSBA. Dr. Ross noted each proposed resolution had been discussed and brought forward to the Committee from the Board Table.

- 1) Occupational Health Services – The Board agreed to amend this resolution to read “Occupational/Physiotherapy Health Services”. The Comments section was also to include the amount of \$25,000 which was the current sum spent by the Division for consultants on these services.
- 2) Membership in Canadian School Boards Association – The Board agreed to move this resolution forward as it stands.
- 3) Full Day/Every Day Kindergarten – The Board agreed to move this resolution forward as it stands.
- 4) School Bus Safety – The Board agreed to move this resolution forward as it stands.
- 5) Bill 13 – Preparing Students for Success Act – The Board agreed to move this resolution forward as it stands.
- 6) Funding for Equity – Discussions were held regarding whether or not to change the word “additional” to “total”. It was agreed to move this resolution forward as it stands.
- 7) Tax Incentive Grant – Discussions were held regarding adding specifics to the comments section as it relates to the Division. It was agreed this could be done when the Division speaks to the resolution at the Convention.

The Board agreed to a friendly amendment to include Physiotherapy Health Services.

Carried.

171/2011 Mr. Kruck – Mr. Sumner  
That the sum of \$25,000 be allocated to the second floor of Neelin High School Off-Campus for start-up costs for programming mandated by Bill 13 for 16 to 18 year olds; and that the funds be approved as an over-expenditure.

Carried.

172/2011 Mr. Karnes – Mr. Bartlette  
That the low tender for Photocopy Paper for the Spring 2012 term in the amount of \$26,840 (plus PST & GST) from Christie's Office Plus F.O.B. Brandon, be accepted.

Carried.

## **2.08 Bylaws**

NIL

## **2.09 Giving of Notice**

Mr. Bartlette

I hereby give notice that at the next Board meeting, I or someone in my stead will introduce a motion to rescind Policy 3011 – “Purchasing Authority” and replace same with Policy and Procedures 3011 – “Purchasing Authority”.



## **2.10 Inquiries**

### **- Trustee Inquiries**

1. Trustee Kruck requested the following information:

“What specific activities have been done to date to implement Board Policy 4044 – Just the Appeal Part?”

Senior Administration requested clarification regarding this request. It was noted that Trustee Kruck requested the time lines involved to receive information back through the appeal process.

2. Trustee Bartlette requested the following information:

“I would like Senior Administration to compile and report to the Board information about the Culinary Arts Program support staff salaries. It is my understanding that the profits from the Crocus Plains canteen are used to pay the salaries of those support staff. I would like an accounting of monies earned annually by the canteen and the amounts paid for support staff salaries.”

## **3.00 ADMINISTRATIVE INFORMATION:**

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

Due to the lateness of the hour, Superintendent, Dr. Michaels, deferred highlighting any items from the Report of Senior Administration to the next meeting.

Trustee Sumner noting the high absenteeism at the recent Drug and Alcohol Coalition meeting inquired as to whether this was normal. Superintendent, Dr. Michaels, noted it was not.

Mr. Murray – Mrs. Bowslaugh  
That the report be received and filed.  
Carried.

### **3.02 Communications for Information**

- a) Danielle Parent, Education Officer, Manitoba Education, November 14, 2011, advising that requests for financial assistance for projects meeting the criteria of the French Second Language Revitalization Program can now be submitted. Criteria is provided in the correspondence. Project proposals will be accepted until January 31, 2012 and will be evaluated by the Bureau de l'éducation française Division's committee.

Referred to Superintendent's Office.

**3.03 Announcements**

- a) BSD/BTA Liaison Committee Meeting - 4:00 p.m., Tuesday, November 29, 2011, Conference Room.
- b) Joint City Task Force Ad-Hoc Committee Meeting – 5:00 p.m., Thursday, December 1, 2011, Conference Room.
- c) Divisional Futures & Community Relations Committee Meeting – 12:30 p.m., Thursday, December 1, 2011, Alexander School
- d) Policy Review Committee Meeting – 11:30 a.m., Monday, December 5, 2011, Board Room.
- e) Divisional Futures and Community Relations Committee Meeting – 7:00 p.m., Tuesday, December 6, 2011, Alexander School.
- f) Facilities & Transportation Committee Meeting - 1:30 p.m., Wednesday, December 7, 2011, Conference Room.
- g) Finance Committee Meeting – 3:00 p.m., Wednesday, December 7, 2011, Board Room.
- h) Education Committee Meeting – 7:00 p.m., Wednesday, December 7, 2011, Board Room.
- i) Education Committee Meeting – 11:30 a.m., Thursday, December 8, 2011, Board Room.
- j) Divisional Futures and Community Relations Committee Meeting – 11:30 a.m., Monday, December 12, 2011, Board Room.
- k) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, December 12, 2011, Board Room.

Dr. Ross – 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**

- a) Dr. D. Michaels, Superintendent/CEO, circulated and reviewed information related to school student data.
- b) Trustee Sefton advised of his discussion with a parent on a student matter.

**- Trustee Inquiries****4.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) Trustee Ross reported on a Senior Administration matter and a teacher staff matter.

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

Mr. Murray – Mr. Kruck

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

Carried.

IN BOARD

**5.00 ADJOURNMENT**

Mr. Murray – Mr. Kruck

That the meeting do now adjourn (10:50 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer