



# 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., MONDAY, JUNE 10, 2013.

## **PRESENT:**

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

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

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Assistant Secretary-Treasurer, Mr. Denis Labossiere, Ms. B. Switzer, Director of Human Resources.

## **REGRETS:**

Mr. G. Kruck, Mr. G. Malazdrewicz, Associate Superintendent,

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance to the meeting. The Chairperson noted the artwork on the Boardroom wall had been provided by grade 1 students at Kirkcaldy Heights School. He also noted Trustee Kruck sent his regrets as he was unable to attend the Board 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 late motion from the Facilities and Transportation Committee meeting regarding a tender for the Crocus Plains Regional Secondary School Science Lab Renovations. He also requested the addition of one personnel item for In-Camera discussions.

Trustee Bowslaugh noted she had one item for In-Camera discussions.

Mr. Snelling – Mr. Bartlette  
That the agenda be approved as circulated.

Carried.

**1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Regular Board Meeting held May 27, 2013 were circulated.

Mr. Murray – Mr. Snelling

That the Minutes be approved as circulated.

Carried.

**2.00 GOVERNANCE MATTERS:****2.01 Presentations For Information**

- a) The Chairperson recognized the following student accomplishments:
- Crocus Plains F1 in Schools Team members Daniel Van Heyst, Justin Buhr, Lee Gorowski, Tanner, Fardoe, Curtis Bauche, and Sabrina Slack, for their success at the North American F1 in Schools Competition.
  - Crocus Plains Manitoba Skills Competition Winners.

The Chairperson offered the opportunity for each honouree to speak following receipt of their recognition. The F1 students provided a power point presentation on their trip to Michigan to compete in the Nationals.

**2.02 Reports of Committees**

- a) Education Committee Meeting

The written report of the Education Committee meeting held on May 22, 2013 was circulated.

Mr. Bartlette – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

- b) Finance Committee

The written report of the Finance Committee meeting held on June 3, 2013 was circulated.

Trustee Bartlette requested clarification regarding timelines and the discussions which had taken place with respect to the proposed guidelines and directions to be provided to Senior Administration for the 2014-2015 budget.

Mr. Snelling – Dr. Ross

That the Minutes be received and filed.

Carried.

## c) Other

- The Chairperson reported on the Employee Long Service Recognition Evening honouring employees who have worked for the Division for 15, 20, 25, 30, 35 or more years. He noted the event had been held on Thursday, May 30, 2013 at City Hall and 23 honourees attended. He thanked the Crocus Plains Regional Secondary School Guitar Ensemble for providing entertainment as well as the Culinary Arts students for providing the dainties following the reception.

**2.03 Delegations and Petitions**

NIL

**2.04 Communications for Action**

NIL

**2.05 Business Arising****- From Previous Delegation****- From Board Agenda****- MSBA issues (last meeting of the month)**

Trustees agreed to postpone discussions on MSBA issues until after the presentation by students of École New Era School under Learning Support Services.

Trustees responded to the letter received from Mr. Floyd Martens with respect to the letter forwarded to MSBA regarding the proposed Extended Health Care Benefits package and the questions raised by CUPE Local 737. They expressed concern with the letter noting it had not answered any of the questions raised and appeared to lay blame on Senior Administration. Trustees agreed the MSBA was an association of school boards and therefore MSBA representatives needed to communicate with school trustees directly. Concern was expressed regarding the impact this proposed benefits package would have on support staff who were part of the current plan. Trustees also expressed dissatisfaction with the service provided to Trustees, noting that the Board does pay a considerable amount of money each year in fees to the Association. Trustees inquired as to whether or not any other school division had provided feedback on this matter. Mr. Sefton, Board Chairperson, noted feedback had been received unofficially, however, nothing formal had been received at this point in time. Trustees discussed the possibility of gathering information from other school divisions and drafting a motion requesting a meeting of all school boards and the Executive of MSBA to discuss this matter further. It was agreed a motion would be brought forth under the appropriate agenda item.

**- From Report of Senior Administration**

## a) School Reports – NIL

- b) Learning Support Services Presentation – Published Student Storybooks – Amy Buehler & École New Era School Students.

Ms. Buehler, teacher, École New Era School, provided the Board with background information regarding the project and thanked the Board of Trustees for their financial support which allowed the students to have their books published. She noted that 9 stories had been printed and all nine authors were present to speak to the project. She also noted the work of others who helped with illustration and translation and proof reading of the stories. Each of the students presented their finished story and spoke to the process involved and what it meant to them to complete the project.

Trustees spoke about how impressed they were with the student work, noting it was money well spent. They congratulated the students and Ms. Buehler on the success of the project. Trustees asked questions with respect to distribution of the books; reprinting the books so that each school could have copies; purchase of the books by the public; and any plans for a repeat of the project in the future.

Ms. Buehler confirmed that the students would be holding a book signing at École New Era School in the near future and all were invited to attend to celebrate.

- c) Items from Senior Administration Report
- Tabled Motion 46/2013 – Referred Motions.
  - Secondment of the President of the Brandon Teachers' Association – Referred Motions.
  - Scholarship Agreement – Juggernaut Computers – Referred Motions.

The Secretary-Treasurer spoke to the motion being brought forth by Facilities and Transportation Committee with respect to the Crocus Plains Regional Secondary School Science Lab Tender.

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

NIL

## **2.07 Motions**

### **Tabled Motion (April 22, 2013)**

46/2013 That effective the beginning of the 2013/2014 school year, all students shall have the opportunity to stay for lunch at school should they wish to do so.

As the Policy Review Committee was still gathering information on this matter, the Board agreed to allow this motion to die on the table.

63/2013 Mr. Sumner – Mrs. Bowslaugh

That the request of the Brandon Teachers' Association, that the President of the Association for the 2013/2014 school year, Ms. Alison Johnston, be seconded from the Division on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment, to the details of the release time being agreed upon between the Associate Superintendent, the affected school principal, and Ms. Johnston, and that upon the return of the teacher to the Division, the teacher shall be reinstated in the same or comparable position.

Carried.

Point of Privilege: Trustee Ross congratulated Alison Johnston on her election as President to the Brandon Teachers' Association. She also thanked Darren Hardy for his several years as President, noting the Board had enjoyed working with him. She wished Mr. Hardy well in his future endeavours.

Point of Privilege: Trustee Bowslaugh noted that Mr. Hardy had recently been elected to serve on the Executive of the Manitoba Teachers Society and congratulated him.

64/2013 Mrs. Bowslaugh – Mr. Sumner

That the Agreement for establishment of the scholarship to be known as "The Juggernaut Achievement Award" for a male or female student graduating from each of the three high schools be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

65/2013 Mr. Snelling – Mr. Bartlette

That the proposed changes to the budget process, as presented to the Board of Trustees on June 10, 2013, be adopted on a trial basis for the 2014/2015 operating budget.

Carried.

66/2013 Mr. Snelling – Mr. Bartlette

That the residual cost fees for the students from other divisions attending Special Education Programs, High School Academic, Academic Elementary Programs in the Division and Vocational Programs at Crocus Plains Regional Secondary School, during the July 2011 - June 2012 fiscal period, the July 2012 - June 2013 fiscal period, and for the July 2013 to June 2014 fiscal period (subject to adjustment to reflect the audited financial statements) be set as follows:

	2011/2012 Final	2012/2013 Estimated	2013/2014 Estimated
Academic Elementary Students	\$ 4,187	\$ 4,400	\$ 4,500
Academic High School Students	\$ 3,562	\$ 3,800	\$ 3,900
Vocational Students	\$ 4,826	\$ 5,100	\$ 5,300
Special Education Students	\$18,971	\$21,100	\$21,700

Trustee Bowslaugh requested clarification regarding "residual" and confirming that the local taxpayer did not pay for students from other Divisions to attend the Brandon School Division.

Carried.

67/2013 Mr. Bartlette – Mr. Murray

That the non-resident tuition fees for students from Sioux Valley Educational Authority Inc. and other First Nations students attending Brandon Division schools during the July 2011 - June 2012 fiscal period, the July 2012 - June 2013 fiscal period, and for the July 2013 to June 2014 (subject to adjustment to reflect the audited financial statements) be set as follows:

	2011/2012 Final	2012/2013 Estimated	2013/2014 Estimated
Academic Elementary Students	\$ 8,018	\$ 8,500	\$ 8,800
Academic High School Students	\$ 6,571	\$ 7,000	\$ 7,200
Vocational Students	\$ 8,284	\$ 8,800	\$ 9,100
Special Education Students	\$22,719	\$24,900	\$25,600
Modified Program Students	\$15,006	\$16,300	\$16,800
	<u>Carried.</u>		

## 68/2013 Mr. Murray – Mr. Karnes

That the non-resident tuition fees charged to foreign students for the 2013/2014 school year be set at \$10,000 per student and for the 2014/2015 school year be set at \$10,500 per student.

Carried.

## 69/2013 Mr. Bartlette – Mr. Murray

That the Tender for School Furniture for 2013-2014, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted:

The Accent Group Inc.	\$45,454.25
Christie's Office Plus	\$ 3,856.80
Allmar International	\$ 4,790.00
Supreme Office Products	\$ 2,791.50
Wintergreen	\$ 2,160.00

Carried.

## 70/2013 Mrs. Bowslaugh – Mr. Sumner

That the Proposal from AAA Alarms in the total amount of \$177,016.52 (including taxes) for the Supply and Installation of Security Management Systems for Crocus Plains Regional Secondary High School, École Secondaire Neelin High School, Vincent Massey High School, and the Administration Office, be accepted.

Trustee Bartlette inquired as to whether or not there was a budget line for this item. The Assistant Secretary-Treasurer confirmed that \$150,000 had been approved by Trustees in the 2013-2014 budget, \$9,000 was also coming for the Capital and Maintenance Budget with the remaining funds to be made up through savings on other tenders.

Carried.

## 71/2013 Mr. Murray – Mr. Karnes

That the low tender from myITsource.ca in the amount of \$176,886.50 plus taxes for the supply of 350 Computer Laptops to be funded from the 2013/2014 computer replacement budget be accepted.

Carried.

## 72/2013 Mr. Karnes – Mr. Murray

That the Tender from Ben Wiebe Construction (1985) Ltd. in the amount of \$554,602 (PST included, GST & RST excluded) for the Crocus Plains Regional Secondary School Chemistry Lab Renovations be accepted, subject to approval by the Public Schools Finance Board.

Trustees requested confirmation that the project would be debentured. Trustees also noted that the tender was higher than originally anticipated. The Secretary-Treasurer confirmed the higher than expected tender required approval from the Public Schools Finance Board.

Carried.

73/2013 Mr. Murray – Mr. Bartlette

That Brandon School Division Board of Trustees demand from Manitoba School Boards Association to call a general meeting to discuss the Extended Health Benefits Plan as it pertains to support staff to be held prior to June 30, 2013.

Trustees discussed the motion and requested a friendly amendment to include that the meeting be held prior to June 30, 2013.

Carried.

The Board directed that the letter be written by the Board Chairperson.

## **2.08 Bylaws**

NIL

## **2.09 Giving of Notice**

NIL

## **2.10 Trustee Inquiries**

NIL

## **3.00 ADMINISTRATIVE INFORMATION:**

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

Trustee Bartlette requested clarification regarding the budget line for the tender from myITsource.ca for laptops.

Trustee Sumner, referencing the car accident noted in the Report of Senior Administration, inquired about the condition of the staff member involved.

Superintendent Dr. Michaels provided highlights from the Report of Senior Administration as follows:

- Student involvement in the local food drive at École Secondaire Neelin High School;
- Painted Ladies Butterfly project at Valleyview Centennial School;
- Mini-water festival at Waverly Park School;
- RTI work taking place at George Fitton School;
- Suspensions
- Community Connections;
- A letter from Education Department regarding staff member involvement in curriculum training and marking.

The Board directed that letters of congratulations be forwarded to the staff involved with curriculum training and marking.

Trustee Ross inquired as to where exams are marked. Dr. Michaels, Superintendent, confirmed exams are marked locally.

Mr. Murray – Mr. Snelling

That the June 10, 2013 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

- a) Keith Thomas, Risk Manager, Manitoba School Boards Association (MSBA), May 29, 2013, enclosing the insurance availability for Community Use of Schools. He notes that if the Community group has access to their own insurance then this type of insurance will not be necessary. However, if they do not carry insurance, the Division may choose to provide them with the attached information.

Trustees requested clarification regarding insurance for smaller sized user groups. The Chairperson of the Facilities and Transportation Committee confirmed that the matter had been discussed in detail at the Committee meeting and a report would be coming through the Minutes of the meeting. He noted communication between the Division and the City was required as well as communication between the City and the group booking the facilities. Mr. Zabowski, Secretary-Treasurer, confirmed that he is in the process of contacting with Mr. Perry Roque of the City of Brandon, to discuss further.

Referred Secretary-Treasurer Office.

- b) Nancy Allan, Minister of Education, May 24, 2013, addressed to Superintendents of School Division, regarding Bill 18, *The Public Schools Amendment Act (Safe and Inclusive Schools)*. She notes Bill 18 provides educators and administrators with new tools to tackle the problem of cyberbullying. Bill 18 defines bullying and also sets out its characteristics and forms, which includes bullying by means of electronic communication. Bill 18 requires staff, when they become aware that a student has engaged in cyberbullying or been negatively affected by it, to take appropriate disciplinary measures when that activity is disruptive to maintaining a positive school environment. This Bill expands on the obligation of school personnel and those with care and charge of pupils to advise the principal when they become aware of a cyberbullying situation involving students. School Divisions need to review and amend their codes of conduct and appropriate use policies for the internet to be in compliance with this Bill when it has passed into law. Therefore, it would be prudent to begin work in these areas now.

Trustee Bowslaugh inquired about the possibility of forwarding a recent newspaper article to Nancy Allan on this matter. The Board agreed to discuss her request further In-Camera.

Ordered Filed.

### **3.03 Announcements**

- a) Employee Long Service Dinner – 6:00 p.m., Thursday, June 13, 2013, Victoria Inn.
- b) Education Committee Meeting – 11:30 a.m., Monday, June 17, 2013, Board Room.
- c) Policy Review Committee Meeting – 1:30 p.m., Monday, June 17, 2013, Board Room.
- d) Joint City Council/School Board Committee – 4:30 p.m., Thursday, June 20, 2013, BNRC Office.

POINT OF PRIVILEGE: Trustee Murray noted that the purpose of the Joint City Council/School Board Committee appears to have changed from a discussion group to a committee that is now directing the work of Senior Administration for both organizations. He felt it was therefore necessary for representatives from Senior Administration at both the City level and the Division level to be present at these meetings.

POINT OF ORDER: Trustee Sumner requested a point of order noting announcements was not the proper place to be holding such discussions.

- e) Finance Committee Meeting – 12:00 p.m., Monday, June 24, 2013, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, June 24, 2013, Board Room.

Mr. Murray – Mr. Bartlette

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) Confidential #2 was distributed and it was agreed a motion would be brought forth in open board at the conclusion of the meeting.
- Trustee Inquiries

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

- Reports
- Trustee Inquiries

**4.04 Board Operations****- Reports**

- a) A Board Operation proposal was brought forward by Trustee Bowslaugh. The matter was discussed and direction given. Trustee Murray will follow up and report back to the Board of Trustees in due course.
- b) Trustee Bowslaugh continued her discussions regarding Bill 18.
- c) Trustees discussed an MSBA issue. Instruction was provided to the Chairperson for follow-up.
- d) Trustees discussed the operations and work of a sub-committee. It was agreed this matter would be discussed further when the Board Committees were struck for the 2013-2014 school year.

**- Trustee Inquiries**

Mr. Murray – Mrs. Bowslaugh

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

Carried.

74/2013 Mr. Karnes – Mrs. Bowslaugh

That Confidential Report No. 2 be adopted; the recommendations of employment contained therein to be released to the public after 10:00 a.m., Tuesday, June 11, 2013.

Carried.

**5.00 ADJOURNMENT**

Mr. Sumner – Mr. Bartlette

That the meeting does now adjourn (10:00 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer