

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, AUGUST 29, 2011.

PRESENT:

Mr. M. Snelling, Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton, 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:

Dr. L. Ross, Vice-Chairperson

The Meeting started at 7:05 p.m. The Chairperson welcomed everyone back for a new school year. He noted Trustee Ross sent her regrets as she was attending a family wedding on the west coast.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Secretary-Treasurer, Mr. Barnes, noted the addition of a letter from the Manitoba School Boards Association regarding their proposed visit with the Board of Trustees on September 12, 2011 which would be included as item 2.04f) under "Communications for Action" and referred to MSBA matters under "Business Arising".

POINT OF PRIVILEGE: Trustee Kruck noted the special board meeting regarding discussions about Board Committees and Sub-Committees had been cancelled and never rescheduled. He asked that this matter be rescheduled as soon as possible. The Board agreed the matter would be discussed following the Inaugural Meeting when the Board meets to choose their Committees.

Superintendent, Dr. Michaels, confirmed she had one personnel item for In-Camera discussion and one student matter for In-Camera discussion.

Trustee Bowslaugh also requested the addition of one item for In-Camera discussion.

Mr. Sefton – Mrs. Bowslaugh

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 July 11, 2011 were circulated.

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

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

- a) Facilities & Transportation Committee Minutes

The written report of the Facilities and Transportation Committee meeting held August 18, 2011 was circulated.

Mr. Barnes, Secretary-Treasurer, was asked to speak to the Board of Reference Hearing held August 24, 2011.

Discussions were held regarding the playground report, clarification regarding the Harrison/George Fitton middle ground playground, and safety items to be attended to by the Maintenance Department. It was noted a motion would be brought forward releasing the report to the school parent councils.

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

- b) Finance Committee Minutes

The written report of the Finance Committee meeting held August 23, 2011 was circulated.

Trustees expressed disappointment in the lack of local bids received regarding the truck tender. It was noted the Board would have liked to support local business. Inquiries were made regarding why the bids the Division did receive were over budget. Mr. Barnes, Secretary-Treasurer, noted the original budget had been for a ½ ton truck, however, current prices for an extended cab were very good and so the tender had gone out for an extended cab and that was why the bids received were approximately \$2,000 over budget.

Trustees also discussed the lap top bids received and noted Trustee Sefton had found a better price for the same specifications on-line. It was noted the Board had a tender policy that had to be followed and therefore the recommendation that was

noted in the Committee Minutes was being brought forward. Trustee Murray inquired about the possibility of amending the tender policy to give Administration more flexibility. It was agreed to forward the Purchasing Authority Policy to the Finance Committee for review and possible amendment.

Mr. Sefton – Mr. Kruck

That the Minutes be received and filed.

Carried.

c) Other

NIL

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) Robert Rivard, President, Manitoba School Boards Association, July 13, 2011, attaching information regarding MSBA's Strategic Priorities for the three year period 2011-2014.

Referred Business Arising.

- b) Mark Boreski, Provincial Municipal Assessor, Manitoba Local Government Assessment Services, July 21, 2011, thanking the Division for their letter providing specific information about the School Division's concerns regarding the tax liability of vacant property. He notes the requirement for school divisions to pay property taxes on vacant land, when the land is not being used as a school, is long-standing in Manitoba. This requirement has been applied by Assessment Services based on legal direction they received on this issue. They continue to monitor court precedents that have been established in Manitoba and in other jurisdictions across Canada, which have confirmed their long-standing interpretation of the *Municipal Assessment Act*.

Referred Business Arising.

- c) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, August 9, 2011, thanking the Division for sharing the exciting news of the first place finish of Brandon's Golden Geckos Team in the National Formula One (F1) in Schools Technology Challenge. As the MSBA is a non-profit organization funded through voluntary membership of provincial school boards, they have developed a very strict policy regarding sponsorship of individuals, groups, organizations or outside agencies. Therefore, with regret, they advise that the Division's request for financial support to send the team to the World Championship in Malaysia falls outside the association's sponsorship policy parameters.

Referred Business Arising.

- d) Ramona Mattix, Assistant Deputy Minister, Manitoba Local Government – Community Planning and Development, August 19, 2011, noting the City of Brandon and the Province of Manitoba have committed to assisting Resland Developments in their redevelopment of the former McKenzie Seeds warehouses in downtown Brandon into a mixed-use development with two commercial and 94 condominium units. The Province intends to designate four properties as community revitalization properties under *The Community Revitalization Tax Increment Financing Act* for a period of 10 years. During the designated period, the Brandon School Division will continue to receive school taxes from the properties, based on the properties' assessed value prior to them being designated and when redevelopment occurs. The Division will also receive increases in assessment of these properties, and therefore taxes, that occur at a reassessment. The properties' assessments will be adjusted according to a formula established in the Act. When the designation period expires, the expanded tax base will be returned to the Division. They would appreciate receiving the Board's feedback, by September 7, 2011, on the designation of these properties under *The Community Revitalization Tax Increment Financing Act*.

Referred to Motions.

- e) Keith Thomas, Risk Manager, Manitoba School Boards Association, August 17, 2011, noting that MSBA is again endorsing the Reliable Life Student Accident Insurance for the 2011-2012 school year. In an attempt to ensure that parents fully understand the various plan offerings and the importance of at least considering student accident insurance for their children, they have enclosed posters to be displayed at all schools. Universal Student Accident Insurance compliments the voluntary Reliable Life Student Accident Insurance, providing coverage for all students while at school, while involved in school activities away from school premises, or while traveling to or from school or a school activity. A website has been developed regarding insurance and they ask that school divisions create a new link within the division and label it "Student Accident Insurance".

Referred to Motions.

- f) Robert Rivard, President, Manitoba School Boards Association, August 25, 2011 noting they would like to meet with the Brandon School Division Board of Trustees on Monday, September 12, 2011 at 6:00 p.m. He confirmed the meetings are approximately one hour in length, but could be extended if the school board wished. They will share their strategic priorities and goals of the Executive for the coming year and highlight some significant policy issues. They also invite the Board to share with them some of the issues and priorities being discussed around the Board's table as some may have provincial implications and the MSBA may be able to provide some assistance in bringing these issues to the attention of the government.

Referred Business Arising.

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

- a) The correspondence from Robert Rivard, President, Manitoba School Boards Association, from Communications for Action 2.04a), attaching information regarding MSBA's Strategic Priorities for the three year period 2011-2014 was discussed. Trustee Snelling stated that many of the MSBA's goals are in sync with the Brandon School Division Board of Trustee Governance Goals. Secretary-Treasurer, Mr. Barnes, noted the possible addition of an Education Director to the MSBA staff. He noted this appeared to be the reinstatement of a position the Association had in the past and asked the Board if they wished to discuss the position when they meet with the MSBA Executive on September 12, 2011. The Board agreed the matter would be added to the agenda for discussion with the MSBA Executive on September 12, 2011.

- MAST issues (last meeting of the month)

- a) The correspondence from Mark Boreski, Provincial Municipal Assessor, Manitoba Local Government Assessment Services, from Communications for Action 2.04b), thanking the Division for their letter providing specific information about the School Division's concerns regarding the tax liability of vacant property was discussed. It was confirmed this matter had been brought forward to MSBA and approved as a resolution. The Board agreed to add this item to the agenda for discussion and follow-up with the MSBA Executive on September 12, 2011 to determine the status of the Resolution.
- b) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04c), advising that the Division's request for financial support to send the F1 team to the World Championship in Malaysia falls outside the association's sponsorship policy parameters was discussed. It was noted that the MSBA has sponsored other youth groups through advertising of their logo. The Board agreed to add this item first to the agenda when the Board meets with the MSBA Executive on September 12, 2011.
- c) The correspondence from Robert Rivard, President, Manitoba School Boards Association, from Communications for Action 2.04f) noting they would like to meet with the Brandon School Division Board of Trustees on Monday, September 12, 2011 at 6:00 p.m. was discussed. It was agreed the meeting would take place at 5:30 p.m. and that supper would be brought in for all in attendance.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Instructional Reports - NIL
- c) Items from Report
 - Giving of Notice – Rescind Policies – Referred Motions.
 - MacArthur Truck & Trailer Scholarship – Referred Motions.
 - Drug Strategy Community Initiative Fund – Referred Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Referred Motions.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

110/2011 Mrs. Bowslaugh – Mr. Kruck

That the following policies be rescinded:

- Policy 4007 – “Art Education Program”;
- Policy 4010 – “Physical Education Requirement”;
- Reference 4010 – “Physical Education Guidelines”.

Carried.

111/2011 Mr. Murray – Mr. Sefton

That the Agreement for the renewal of the scholarship to be known as “The MacArthur Truck & Trailer Scholarship” in the amount of \$500.00 annually over the next three years (2012 to 2014) 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.

112/2011 Mrs. Bowslaugh – Mr. Karnes

That the Amending Agreement #3 for the Contribution Agreement with Her Majesty the Queen in Right of Canada as represented by the federal Minister of Health for the Brandon Community Alcohol and Drug Education Coalition Drug Prevention and Mobilization Plan in the amount of \$178,764 to end June 30, 2012 be approved; and the Secretary-Treasurer be authorized to sign the required documents.

Discussions were held regarding extension of the grant.

Trustee Kruck requested a copy of the original agreement and a copy of the Committee Minutes wherein the Coalition agreed to pursue an extension of the grant.

Carried.

113/2011 Mr. Murray – Mr. Sefton

That the trip involving two high school students from Crocus Plains Regional Secondary School to Kuala Lumpur, Malaysia from September 15 to September 25, 2011 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Discussions were held regarding the status of the trip; who was going; the lack of financial support received from the requests forwarded to date; the need to send out more letters which would include business organizations; and the Board's past discussions on the matter. It was noted the Board had previously agreed to cover the costs of any money that was not raised by the students, the school, or through donation from other organizations.

Carried.

114/2011 Mr. Sumner – Mr. Murray

That the re-development of the McKenzie Towers project under The Community Revitalization Tax Increment Financing Act as related to incremental school taxes for a ten (10) year period be approved.

Trustee Sumner expanded on the program for revitalization. The Board appreciated being asked for feedback and agreed a letter would be forwarded acknowledging the request for feedback and that the Board was pleased to be a partner in this initiative.

Carried.

115/2011 Mr. Sumner – Mr. Murray

That the Student Accident Insurance Plan provided by Reliable Life Insurance Company, as carrier, as endorsed by the Manitoba School Boards Association, be approved for distribution to the students of the Division for the 2011/2012 school year.

Trustee Bowslaugh inquired about other policies, usage by parents and the numbers involved. The Secretary-Treasurer noted the information is sent out for the September 30th deadline. He confirmed the plan is the plan supported by MSBA and therefore in the past has been supported by the Division. Who uses the policy and how often it is used was not relevant to the Division and was a parent's personal choice. It was confirmed that the Student Accident Insurance link was included in the Division's web page.

Carried.

116/2011 Mrs. Bowslaugh – Mr. Karnes

That the Playground Report – July, 2011 be accepted and made available to the School Parent Councils/Playground Committees.

The Secretary-Treasurer noted the entire report will be available on the Division's website, following approval of the motion.

Carried.

117/2011 Mr. Sumner – Mrs. Bowslaugh

That the low tender from Vickar Community Chevrolet in the amount of \$22,882.49 plus taxes for the supply of a new 2011 ½ Ton 4X4 Truck funded by the 2011/2012 Capital and Maintenance budget be accepted.

Carried.

118/2011 Mr. Karnes – Mr. Kruck

That the low tender from Powerland Computers in the amount of \$179,600.00 plus taxes for the supply of Computer Laptops funded from the 2011/2012 computer replacement budget be accepted.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

Mr. Karnes

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 8002 – “Use of Expendable Equipment in Schools by Outside Organizations” and replace same with Policy and Procedures 8002 – “Use of Expendable Equipment in Schools by Outside Organizations”.

Mr. Karnes

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 Procedures 9056 – “Joint Funding of Recreation Facilities” and replace same with Policy 9056 – “Joint Use of Community Facilities”.

2.10 Inquiries

- Trustee Inquiries

a) Trustee Kruck requested the following from Senior Administration:

“For the last 2 completed budget years, I would like a breakdown by school as to the amount of the \$10,000 that was used for students with limited financial means.”

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels, highlighted information regarding the “Superintendent’s Report to the Board of Trustees”. Discussions were held regarding the 2011-2014 relationship and interconnectivity of the Board Governance Goals and the Divisional Strategic Plan.

The Superintendent also highlighted the suspension report provided in the Report of Senior Administration. Trustees inquired as to how the report compared to the previous school year's report. It was noted there had been a shift in the reasons for suspensions.

Mr. Kruck – Mr. Sefton

That the report be received and filed.

Carried.

3.02 Communications for Information

- a) Terry Osiowy, Principal, Crocus Plains Regional Secondary School, June 27, 2011, noting the school's graduation ceremony was held on June 27, 2011 at Westman Place. They celebrated the contributions and achievements of 199 graduates. This ceremony was greatly enhanced through the presentation of scholarships and awards to those young men and women who excelled in a variety of areas. On behalf of the graduating students, their parents/guardians, and the staff of Crocus Plains Regional Secondary School, he wished to thank the Division for their scholarship contribution.

Ordered Filed.

- b) Paul Birston, Manager of Architectural Services and Rick Dedi, Executive Director, Manitoba Public Schools Finance Board, June 29, 2011, authorizing the Division to proceed with the Vincent Massey High School Roof Replacement project according to the directions included in the letter.

Referred to Secretary-Treasurer's Department.

- c) Paul Birston, Manager of Architectural Services and Rick Dedi, Executive Director, Manitoba Public Schools Finance Board, June 29, 2011, authorizing the Division to proceed with the Crocus Plains Regional Secondary School Welding Shop Ventilation upgrade design according to the directions included in the letter.

Referred to Secretary-Treasurer's Department.

- d) Paul Birston, Manager of Architectural Services and Rick Dedi, Executive Director, Manitoba Public Schools Finance Board, June 29, 2011, authorizing the Division to proceed with the Neelin High School Steam Heating System Replacement design according to the directions included in the letter.

Referred to Secretary-Treasurer's Department.

- e) Rick Dedi, Executive Director, Manitoba Public Schools Finance Board, July 4, 2011, thanking the Division for their letter expressing disappointment at hearing that an elevator for Meadows School had not been approved in the projects approved for The Brandon School Division in the 2011/2012 capital budget. The PSFB capital budget has been fully allocated for the 2011/2012 budget year. A number of priority projects requested by the Division were included in the 2011/2012 budget and subsequent announcements. Had they been notified prior to the budget decisions of the immediate need regarding the special needs student, they many have been able to cancel other projects or reschedule projects for the division to be able to include the elevator in the 2011/2012 project allocation for the Division. The Meadows elevator project will require between \$400,000 and \$700,000 depending on the specific building circumstances. The

best solution would be for the PSFB and the Division to go forward with the design of the elevator addition and look to include consideration of the elevator construction in the 2012/2013 capital budget in the spring of 2012. Paul Birston will communicate with the Division on design authority for the project and the role of the PSFB in architect selection. Getting the project design underway should (1) assist the Division in any difficulties it may face regarding the access and equity issues noted in the letter and (2) ensure a design is in place and fully costed should project approval be granted in 2012/2013. Should there be a situation similar to this in the future where the Division has pressing concerns regarding individual student access, please contact the PSFB to make them aware of the concerns as soon as possible in the budget process as they do not have local information on individual students and must rely on the division officials to apprise the PSFB staff on matters of pressing concern or urgency.

POINT OF PRIVILEGE: Trustee Sumner strongly encouraged the Board to follow thru on this matter with further action. Trustee Karnes felt this was another example of a lack of funding by the Provincial Government to the Public Schools Finance Board for infrastructure.

Referred to Facilities and Transportation Committee.

- f) Paul Birston, Manager of Architectural Services and Rick Dedi, Executive Director, Manitoba Public Schools Finance Board, July 6, 2011, authorizing the Division to proceed with the Meadows School Elevator schematic design, design development and construction documents according to the directions included in the letter.

Referred to Secretary-Treasurer's Department.

- g) Joanne Muller, Secretary, Manitoba Education Board of Reference, July 12, 2011, attaching the Notice of Hearing for the Board of Reference to hear the request of Leslie and Jacqueline Keyes to transfer their land location in the Brandon School Division to the Rolling River School Division. The hearing will be held on August 24, 2011 at the Brandon School Division Administration Office.

Referred to Secretary-Treasurer's Department.

- h) Tony Romeo, Director, Small Business Development, Manitoba Entrepreneurship, Training and Trade, August 8, 2011, thanking the Board for its recent letter to the Honourable Peter Bjornson regarding financial support for The Golden Geckos Team from Crocus Plains Regional Secondary School to participate in the World Formula One Competition. He notes that the Department of Entrepreneurship, Training and Trade currently does not have any financial programs to fund the costs to attend this event.

Ordered Filed.

- i) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, August 10, 2011, attaching copies of their latest publication, *School Boards Matter to Everyone*. Additional pamphlets and flyers can be found on their website.

Ordered Filed.

3.03 Announcements

- a) Special Board Meeting – 1:30 p.m., Thursday, September 1, 2011, Board Room.
- b) Brandon School Division Annual Welcome Back Breakfast – 7:30 a.m., Tuesday, September 6, 2011, Victoria Inn, Brandon.
- c) Finance Committee Meeting – 8:30 a.m., Tuesday, September 6, 2011, Victoria Inn, Brandon. **NOTE:** It was noted this item had been deferred to either the week of September 12, or September 19, 2011 and Committee members would be advised of the date in the near future.
- d) Policy Review Committee Meeting – 11:30 a.m., Tuesday, September 6, 2011, Board Room.
- e) Inaugural Meeting – 7:00 p.m., Tuesday, September 6, 2011, Board Room.
- f) Joint Task Force Committee Meeting – 8:30 a.m., Thursday, September 8, 2011, City Hall.
- g) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, September 8, 2011, Board Room.
- h) Meeting with the Manitoba School Boards Association Executive – 5:30 p.m., Monday, September 12, 2011, McLaren Room.
- i) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 12, 2011, Board Room.

POINT OF PRIVILEGE: Trustee Kruck requested that he be phoned about any Special Board Meetings in the future as he does not always check his emails. Secretary-Treasurer, Mr. Barnes, confirmed that Trustees will be contacted earlier to confirm their attendance at Special Board Meetings.

Mr. Bartlette – Mr. Sumner

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. Michaels, Superintendent, informed the Board on two student matters.

- Trustee Inquiries

- a) A trustee inquiry on a student suspension was presented.

4.02 Personnel Matters**- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) Dr. Michaels, Superintendent, reported on an administrative personnel matter.

- Trustee Inquiries

- a) Dr. Michaels, Superintendent, responded to inquiries on two teacher personnel matters.

4.03 Property Matters/Tenders**- Reports****- Trustee Inquiries**

- a) A property matter was presented as information.

4.04 Board Operations**- Reports****- Trustee Inquiries**

Mr. Bartlette – Mr. Murray

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

Carried.

IN BOARD

5.00 ADJOURNMENT

Mr. Murray – Mr. Karnes

That the meeting do now adjourn (9:30 p.m.)

Carried.

Chairperson

Secretary-Treasurer