



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, JULY 6, 2015.

PRESENT:

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

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. T. Curtis, Live Streaming Video Operator.

Senior Administration:, Mr. G. Malazdrewicz, Acting Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Ms. S. Bambridge, Dr. D. M. Michaels, Superintendent/CEO.

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance and those viewing the proceedings online.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Sefton noted he had one item for In-Camera.

Mr. Bartlette – Mr. Kruck
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held June 22, 2015 were circulated.

Trustee Bowslaugh indicated that she was noted as “absent” from this meeting but she was in fact in attendance. The minutes will be revised as noted.

Mr. Bartlette – Mr. Buri
That the Minutes be approved as amended.
Carried

- b) The Minutes of the Board Meeting held June 22, 2015 were circulated.

Mr. Buri – Ms. Bartlette
That the Minutes be approved.
Carried

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Finance Committee Meeting

The written report of the Finance Committee meeting held June 18, 2015 was circulated.

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

- b) Friends of Education Committee Meeting

The written report of the Friends of Education Committee Meeting held June 18, 2015 was circulated.

Trustee Murray had a question for the Board regarding t-shirts and/or a banner to promote the Friends of Education. If money is to be used to purchase clothing or a banner promoting the Friends of Education profile, should it come from the Friends of Education or the Board? The Board indicated that this matter will be brought to the Education Committee in the fall.

Mrs. Bowslaugh provided information regarding having a banner made at Crocus Plains High School.

Mr. Labossiere, Secretary-Treasurer, indicated that the advertising budget for the Friends of Education is \$3,000 per year.

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

- c) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee Meeting held on June 22, 2015 was circulated.

Trustee Kruck asked questions for clarification regarding the Bus Garage Addition. Mr. Labossiere indicated he would speak to this item during the Report of Senior Administration portion of the Agenda.

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

2.03 Delegations and Petitions

- a) Mr. Marty Snelling and Naomi Leadbeater of the Brandon Neighbourhood Renewal Corporation (BNRC) attended the meeting and provided information on the Corporation. Ms. Leadbeater noted that the BNRC, as a non-profit organization, strives through advocacy, capacity building, provision of knowledge and sustainable funding from various sources to challenge and empower all citizens of the neighbourhood.

Mr. Snelling indicated the BNRC is entering their planning for the next 5 years and thought this would be a good time to meet with the Trustees. He and Ms. Leadbeater had met previously with Mr. Malazdrewicz, Acting Superintendent, and spoke about getting student input into what youth want as they are a big focus for the BNRC. They recently had their first focus group at Betty Gibson School with grades 7 & 8 students. Ms. Leadbeater noted that the students' perspective was really interesting to hear. There were comments on crime and safety, as well as on entertainment and free recreation. The students indicated they need somewhere to hang out and they also recognize that to live in Brandon, they must have a job to buy the home and have the kind of lifestyle they want.

BNRC is requesting feedback from the Trustees and Students to inform the next 5 year plan for the BNRC. They are hoping to do 3 or 4 focus groups with students at École secondaire Neelin High School, Neelin Off-Campus, and École New Era and King George Schools, which are centrally located and in the BNRC zone.

Ms. Leadbeater indicated that from July to mid-September the BNRC will be gathering feedback from the community with surveys, focus groups and public consultations. Meetings with youth would occur in September and a draft of the plan would be presented to the public for final feedback in October. The final plan will be approved by Neighbourhoods Alive in December or early January 2016.

Mr. Snelling noted programs that are funded by Neighbourhoods Alive and wondered if there is a partnership opportunity between the BNRC and the BSD. The Red Cross gangs and bullying programs were brought to the schools by Neighbourhoods Alive. Are there other programs that Trustees want so that for future years' funding, they can be proactive about making the submission and getting supports in place. An informal partnership was discussed regarding the grants that are given out by BNRC. The BNRC Board has made a commitment that 50% of the community grants are to go to aboriginal, immigrant and youth programming.

Mr. Snelling and Ms. Leadbeater had recently suggested to City Council that a task force workgroup between the City of Brandon and the Brandon School Division may be a good focus group, enabling the BNRC to meet with representatives from the City and School Division at the same time. They would like to hear back from the Trustees in the fall.

Trustee Kruck stated he is very interested in listening to the results of the focus groups, and he commended Mr. Snelling and Ms. Leadbeater on the work they're doing and is looking forward to reading about it.

Mr. Snelling would like to come back in October to present a report to the Board.

- b) Ms. Leadbeater spoke on the Community Garden Network and provided an update. The Network received \$70,000 funding for a coordinator over 2.5 years, while École New Era School received \$10,000 towards projects. The Network is hoping to work with the Crocus

Plains Principal to organize use of the vacant Greenhouse space at Crocus Plains Regional Secondary High School. The Network would like feedback regarding this partnership idea. Trustee Sefton indicated that a greenhouse at Crocus Plains to provide food for the Culinary Arts program is genius.

Trustee Sumner felt it was important to acknowledge programs already in the school and felt it is an excellent opportunity for BSD as a partner.

Trustee Bowslaugh asked questions for clarification.

Trustees congratulated the organization on the good work.

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

a) School Reports – NIL

b) Learning Support Services Report - NIL

c) Items from Senior Administration Report –

- Brandon Schools Instrumental Music Association (BSIMA)-Agreement– Refer Motions
- Brandon School Division and the City of Brandon – Joint Use Agreement – Refer Motions.

d) Late items from Senior Administration –

- Memo regarding the Maintenance Garage Addition (Bus Bays) – Refer Motions.
- Memo regarding the Crocus Plains Culinary Arts Ventilation and Ductwork Replacement – Refer Motions.

Mr. Labossiere spoke to the BSIMA and City of Brandon Joint Use Agreements. Mr. Labossiere spoke to the Maintenance Garage Addition (Bus Bays) and reviewed the memo provided to Trustees. The memo contained information regarding this project, including updated costs and tenders received. Mr. Labossiere also spoke to the Crocus Plains Culinary Arts Ventilation and Ductwork Replacement and reviewed the information provided in his memorandum to the Trustees.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

90/2015 Mr. Murray – Mr. Kruck

That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the financial support to be provided by the

Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

Carried.

91/2015 Mr. Buri – Mr. Kruck

That the amended Joint Use Agreement between the Brandon School Division and the City of Brandon be approved; and the Secretary-Treasurer and Chairperson are hereby authorized to sign same.

Carried.

92/2015 Mr. Sumer – Mr. Bartlette

That the Board agrees in principle with councilors from the City of Brandon regarding changes suggested for the southwest corner of 18th Street and Victoria Avenue that would have BSD move the fence at Earl Oxford School to allow for the sidewalk to be widened. The Division would be responsible for the cost of moving the fence and the City would be responsible for the reconstruction of the roadway, sidewalk and re-grading.

Carried.

93/2015 Mr. Sumner – Mr. Bartlette

That the low tender from Ben Wiebe Construction (1985) Ltd. for the Betty Gibson Modular Classroom Site Development/Delivery and Installation, as recommended by Stantec Architecture Ltd. be accepted and the Architect be authorized to forward the tender to the PSFB for approval.

Carried.

94/2015 Mr. Bartlette – Mr. Buri

That Senior Administration accept the tender for the Betty Gibson Grooming Room, as recommended by MCM Architects Inc., and the Architect be authorized to forward the tender to PSFB for approval.

Carried.

95/2015 Mr. Bartlette – Mr. Buri

That the low Tender from Horizon Builders Ltd. for the Maintenance Garage Addition (Bus Bays), as recommended by MCM Architects Inc., be accepted.

Trustee Kruck stated he was not in favour of this expenditure and noted he would be voting in opposition of this motion.

Trustee Sumner also noted concern in hearing of the increase in costs of the Bus Garage Addition. If it were not for the fact that the Board is in a position to put funds into reserves, he would not be in favour of this. He noted it's disappointing that the costs are what they are. This money could be allocated to other things within the Division. The benefits however are in league with the costs and he grudgingly, with some small reservations, stated his favour of this motion.

Trustee Bowslaugh indicated concern about the costs, but as the original bus garage has been existence for a long time, and the fleet of buses has increased because there are no schools in appropriate areas, students need to be bused. Trustee Bowslaugh notes that the Board's hands are tied and it's not a luxury – it's a necessity.

Trustee Bartlette spoke to the funding for Facilities and Transportation. He indicated that from the side of equity, the needs of the entire Division need to be met, and he feels this is a need that is being fulfilled and has a cost attached to it and feels this is the right decision.

Trustee Kruck asked if rental costs have been explored for 2 bays, until a time when the ACC question has been decided. Mr. Labossiere responded that at one time City of Brandon mechanics used to do work for BSD. That stopped several years ago as their mechanics no longer had time to work on BSD buses. Buses are now taken across the city to have mechanical work performed on them by 3rd parties. Mr. Labossiere stated BSD has one bus bay to wash and fix buses, and the Division now has 44 buses. Mr. Labossiere indicated that the building will not lose value, it will be brought up to safety code and current standards. He indicated that to transport buses to other garages now would require movement of staff to another space.

Trustee Sefton noted he is in support of this motion. He indicated the bus bays definitely need to be expanded and BSD is spending quite a few dollars every year farming out maintenance work. This may help to keep more buses on the road on the cold days. This may also be a cautionary tale to BSD regarding the ACC campus. Ultimately Trustee Sefton feels this is the best thing for the Division and students going forward.

Carried.

96/2015 Mrs. Bowslaugh – Mr. Bartlette

That the amount of \$450,000 from the Operating Fund Accumulated Surplus be allocated to the Maintenance Garage Addition Capital Reserve Fund for the Maintenance Garage Addition (Bus Bays), subject to PSFB approval.

Carried.

97/2015 Mrs. Bowslaugh – Mr. Bartlette

That the appointment of HSB Engineering Consultants Ltd. to design and tender the Crocus Plains Regional Secondary School Kitchen Exhaust Fan and Ductwork Replacement Project, be approved.

Trustee Sumner indicated that he supports this motion, with some great regrets. He feels this cost should not be borne by the taxpayers of Brandon, and that this expenditure should be covered by the Public School Finance Board. The only reason this is coming out of taxpayer's pockets, is because the PSFB, despite knowing that this upgrade would threaten an entire program offered at Crocus Plains, has failed to approve the necessary renovations. There was a real risk up until a week ago that the Division was going to lose this program for the upcoming year because it appeared the Division was not going to receive the extension from the Fire Department. Trustee Sumner thanked the inspectors from the Brandon Fire Department for working with the Division on this matter.

Trustee Ross hopes that these costs incurred will at some point be reimbursed by the Province and feels it is appalling that even with the notice given to the Province that the Division needed this work done, the PSFB has not seen fit to fund this project in Brandon. In the meantime a new culinary arts program in a new school in Winnipeg, on top of new skills schools they are building in Winnipeg, where there are declining enrolments. Trustee Ross supports this motion, but it pains her that this cost is to be borne by taxpayers of Brandon rather than by the taxpayers of Manitoba.

Trustee Bartlette asked questions regarding the normal procedure to appoint an engineering firm to move a project forward. Mr. Labossiere responded that once PSFB approves a project, we would receive approval to hire a consultant, who then designs the work and provides cost estimates. At that time it goes to the tender phase. At this point we are being proactive in this case as we have promised the Fire Department that this would be changed next year and this was the only way we would get a 1 year extension. This will give us a good estimate on what the system will cost. Trustee Bartlette suggested the bill that accrues from this be sent to the appropriate destination, as it should not be assumed the Division will take this on.

Trustee Murray wondered if insurance carrier has been notified that part of the building does not meet code.

Mr. Labossiere responded that the 1 year extension had just been received on Friday July 3, 2015. It has been cleaned and will be cleaned again during Christmas Break and at Spring Break.

Trustee Murray wanted to ensure that the extinguisher nipples be cleaned by the one company in Manitoba that is qualified to do this cleaning.

Mr. Malazdrewicz clarified that in terms of the exhaust system at Crocus Plains, this system meets or met code of when it was originally constructed. The issue is that the collection of grease and the age of the building means the system would not meet contemporary code if repairs were performed. We can keep the exhaust system clean to meet a safety standard that the Fire Department is looking for, and the new design will incorporate a heavier gauge of ductwork as well as welded ducting which allows the system to be cleaned in an entirely different fashion and makes it easier to clean and maintain and keep safe.

Trustee Buri noted he is grateful to the Fire Department for the extension. The fact that the Division has to agree to have the repairs done by next August leaves the Division no option but to go ahead. He still believes that this is the responsibility of PSFB and the Board should keep on that. Trustee Buri believes this program is valuable and one that must be kept in our Division.

Trustee Sefton then spoke to this matter and feels that the Division is stuck. It is an award winning program at Crocus Plains and the Board cannot allow this program to be shut down. Many students have gone on to become chefs because of this program. We owe a debt of gratitude to the Brandon Fire Department for being willing to work with the Division, and it's disappointing that while the Fire Department is willing to work with BSD, the government of Manitoba has not been willing to work with BSD up until this point. This item has been on the Division's 5 year capital plan and has been included in Skill Build. A few weeks ago local MLA's were given extra notice giving them an opportunity to work on it. Trustee Sefton confirmed that he supports this motion.

Trustee Bowslaugh asked questions for clarification.

Carried.

Trustee Sefton asked if it is the will of the Board to raise the issue of the Crocus Plains Culinary Ventilation with the Minister of Education the following week? The Board responded that yes they would like this issue raised.

2.08 Bylaws

By-Law 7/2015

Mr. Kruck – Mr. Buri

Second Reading:

That By-law 7/2015 being a borrowing by-law in the amount of \$381,200.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

School

Harrison School

Meadows School

Meadows School

Project

Roof Replacement of Area A1

Elevator

Three Classroom & Elevator Access Addition

Neelin High School	Roof Replacement of Area G1
Vincent Massey High School	Roof Replacement Areas D and G
Waverly Park School	Two Classroom Addition
Valleyview Centennial School	Heating and Ventilation Systems Replacements

be now read for the second time, having been first read on June 22, 2015.

Carried.

3rd Reading

That the rules be suspended and By-law 7/2015 be now read for a third and final time, and taken as read, finally passed.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 7/2015

Bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of \$381,200.00 and issuing debentures therefor.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$381,200.00 upon the credit of the Division by the issue and sale of debentures to meet partial costs for construction of the following:

<u>School</u>	<u>Project</u>
Harrison School	Roof Replacement of Area A1
Meadows School	Elevator
Meadows School	Three Classroom & Elevator Access Addition
Neelin High School	Roof Replacement of Area G1
Vincent Massey High School	Roof Replacement Areas D and G
Waverly Park School	Two Classroom Addition
Valleyview Centennial School	Heating and Ventilation Systems Replacements

NOW THEREFORE, pursuant to the provisions of The Public Schools Act, the Board of Trustees of The Brandon School Division, duly assembled, enacts as follows:

- 1) That it shall be lawful for the said School Trustees to borrow the sum of \$381,200.00 by the issue and sale of debentures of the said School Division as set out below.
- 2) That the said debentures shall be issued at Brandon, Manitoba and shall be dated the 15th day of July, 2015 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows: the debenture shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$26,519.17 each, including principal and interest at the rate of 3.375 per cent per annum, payable annually on the 15th day of July as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 15th day of July, 2016.

4) That each debenture shall be signed by the Chairperson of the Board and the Secretary-Treasurer of the said School Division and the coupons, if any, attached thereto, shall be signed by the Secretary-Treasurer, whose signature may be lithographed thereon.

5) That provisions shall be made for the payment of the said debentures, and such provision shall form part of, and be included in, the annual statements of monies required for the purpose of the School Division.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division assembled at Brandon, in the Province of Manitoba, this _____ day of _____ A.D., 2015.

SECOND READING: _____

THIRD READING: _____

Chairperson

CERTIFIED a true copy of Bylaw
No. 7/2015 of The Brandon School Division
given first reading on the _____ day of
_____ A.D. 2015.

Secretary-Treasurer

Secretary-Treasurer

2.09 Giving of Notice

2.10 Trustee Inquiries

Trustee Bowslaugh noted the approval of the BSIMA program and the concern with equity among the students and schools. She indicated she felt strongly about the 3 schools that do not have access to the instrumental music program due to their distance (Alexander, O'Kelly and Spring Valley Colony). She is wondering if there is anything that can be done – like an itinerant person who could go from school to school on a part time basis.

Mr. Malazdrewicz responded that there is nothing in the works with regard to providing an instrumental music program to these schools, but we do respond in that we have provided additional music and arts support to Alexander and O'Kelly Schools already in terms of what would be their base allocation – so we provide extra time for music for those programs to support choral programs. Instrumental music is not a requirement of a music and arts program.

Trustee Bowslaugh asked if the Board could look after the Spring Valley Colony School students in this manner also.

Trustee Sefton asked if it's the will of the Board that this inquiry go forward as to the viability of music at Spring Valley School go forth to Senior Administration? The Board indicated that yes they would like this matter to go to Senior Administration.

Trustee Ross asked questions for clarification.

Trustee Kruck asked questions regarding the graduates at the Off-Campus graduation not wearing caps and gowns.

Mr. Malazdrewicz noted that the costs associated with renting a cap and gown are the responsibility of the graduate and that the Division covers the cost of the tassels for all graduates.

Trustees asked questions for clarification.

(Trustee Murray exited at 8:39 p.m. and returned at 8:42 p.m.)

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Mr. Greg Malazdrewicz, Acting Superintendent, reviewed the Report of Senior Administration from July 6 2015 and highlighted the following items:

- Graduation information.
 - Overall graduation rate was 95.48%
- Suspension reports (for the 2014- 2015 School Year)
- EAL reports
- Brookwood/Bellafield Developments/enrolments
 - Pressure on Linden Lanes and Riverheights catchment areas from these areas
 - Anticipated that this area will grow by 50-60 students
- Patricia heights
 - The area is divided into three section where students attend George Fitton, King George and Riverheights School
 - 112 students are transported to Riverheights School at this time.
 - 40-50 students are transported to King George School
 - New housing is being built which will double the number of students to 250 students to the west of 9th Street, within the next 3-5 years.
 - To the east of 9th Street, South of Crocus Plains is being rapidly developed and within 3 years it will change the number of 56 students to 250 students coming from that area. Now sitting at 500 students in this catchment. Approx. 100 are enrolled in FI programming.
 - In 3-5 years, over 750 students in that area, with 2/3 being bused to a school outside of their catchment.
 - Buses are driving by the empty school site at 9th and Maryland.
 - Need to think about 'walkable schools'
- If the province had announced a new school yesterday, by the time the school was built, the Division would be oversubscribed and looking to put the students somewhere else
- Prairie Mountain Health – birth population results show between 750-800 children, between the ages of 2-3 and will be enrolling in Kindergarten in less than 3 years
- 550 grade 8 students will be moving out of schools, and 800 Kindergarteners will be coming in; there is a seat deficiency of 250 kids per year in K-8 buildings for the next 5-6 years
- Due to the significant rise in Kindergarten numbers, there will be a crunch in 2017-2018
- It is important to note the new school is essential
- These children are here right now and not coming through immigration

Trustee Sefton provided a recap:

- There are 400 non-French Immersion K-8 students in the neighbourhood with a school site, and the Division is anticipating that the number of students will grow to approximately 700-750 in the next three years.

Trustee Sefton asked if it was the will of the Board that Mr. Malazdrewicz present this report to the Minister of Education on Friday? The Board responded that yes they would like this information brought forward and Mr. Sefton asked Mr. Malazdrewicz if he would present this information and Mr. Malazdrewicz confirmed that he would.

Mr. Sumner – Mr. Murray

That the July 6, 2015 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Correspondence from Ms. Dawn Lyons, Teacher, Linden Lanes School, addressed to Mark Sefton, Board Chair, June 24, 2015, thanking the Board of Trustees for all of their hard work and dedication. Ms. Lyons notes that without such supports, teachers would not be able to grow and develop to provide a caring, learning environment for the children in our community. She is proud to have been part of a “the best we can be” team. Ms. Lyons states that she will miss the amazing children, parents and colleagues who have made her a better teacher and person in general, and has many cherished memories that she will take with her into her new adventure in life.

Ordered filed.

- b) Correspondence from Ms. Debra Mason, Teacher, retired, addressed to the Board of Trustees, June 2015, thanking them for hosting a lovely Long Service Retirement Evening at the Victoria Inn. Ms. Mason and her guest enjoyed the meal and catching up with everyone. She also appreciate the retirement gift of a Brandon School Division keepsake watch which will assist in ensuring she reaches her Zumba classes on time!

Ordered filed.

3.03 Announcements

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, August 24, 2015, Boardroom.

Mr. Kruck – Mr. Sumner

That the Board do now resolve into Committee of the Whole In Camera. (8:58 p.m.)

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 presented.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) Trustee Sefton spoke on a Board Operations matter.

- Trustee Inquiries

Dr. Ross - Mrs. Bowslaugh

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

Carried.

5.00 ADJOURNMENT

Dr. Ross – Mr. Kruck

That the meeting does now adjourn (9:14 p.m.)

Carried.

Chairperson

Secretary-Treasurer