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 11, 2011

PRESENT:
Mr. M. Snelling, Chairperson, Dr. L. Ross, Vice-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.

REGRETS:
Mr. K. Zabowski, Assistant Secretary-Treasurer.

The Chairperson welcomed all in attendance to the meeting. He asked those in attendance to join him in a moment of silence in honour of Kayleigh Brugger, a 2011 Vincent Massey High School grad and Paul Tschuschba, a Crocus Plains Regional Secondary High School student, on their tragic passing during the July long weekend.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Secretary-Treasurer, Mr. Barnes, noted the following items:

- The addition of Motion 107/2011 appointing HSB Engineering as the consultants for the Crocus Plains Regional Secondary School – Welding Shop Ventilation Upgrade.
- Depending on the results of a discussion to be brought forward under "Other Reports", the possible addition of Motion 108/2011 to collaborate with the Brandon Teachers' Association to host a Provincial all candidates forum on educational matters.
- An In-Camera verbal update regarding a legal/tender matter.

Superintendent, Dr. Michaels, requested the addition of a Personnel Matter for In-Camera discussions.

Mr. Bartlette – Mr. Karnes
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, 2011 were circulated.

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

b) The Minutes of the Regular Board Meeting held June 27, 2011 were circulated.

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

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

Superintendent, Dr. Michaels, reviewed the Brandon School Division Year End Report – June 2011. Highlights from the report included the increased graduation rate; expansion of the AP program; the increase in enrollment in the IB program; implementation of Full Day/Every Day Kindergarten; a progress report from each school; student achievement results; and the Division's progress in the various areas of Learning Support Services. Trustees asked a number of questions for clarification regarding the data collected in the area of EAL student assessments results compared to any Provincial data; student assessment results and what initiatives are being taken to increase the results of schools with low assessment; 2011/2012 Kindergarten registration for Single Track French Immersion; All Day/Every Day Kindergarten and School of Choice. The Chairperson thanked Senior Administration for providing a detailed report and recognized the work and dedication of the Division staff who contributed to the report and education of students in the Division.

2.02 Reports of Committees

a) Education Committee Minutes

The written report of the Education Committee meeting held June 23, 2011 was circulated.

Discussions were held regarding the possibility of having Ms. Pam MacKay, GLBT Program Coordinator and Counsellor for the Sexuality Education Resource Centre present to the full board the information she provided to the Education Committee at their meeting of June 23, 2011. The Chairperson directed Senior Administration to place this item on a future Board agenda.

Mr. Sefton - Mrs. Bowslaugh
That the Minutes be received and filed.
Carried.

b) Personnel Committee Minutes

The written report of the Personnel Committee meeting held June 23, 2011 was circulated.

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

c) Facilities and Transportation Committee Minutes

The written report of the Facilities and Transportation Committee meeting held July 5, 2011 was circulated.

Trustees requested clarification regarding the proposed Neelin High School Off-Campus lease and use of the 2nd floor of the building to be rented.

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

d) Facilities & Transportation Committee Minutes

The written report of the Facilities & Transportation Committee meeting held June 14, 2011 was circulated.

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

e) Other

- Trustee Snelling reported on the success of the Division's "Thank-you BBQ", honouring those who had helped the Division during Brandon's High Water Event in the relocation of Kirkcaldy Heights School to Brandon University.

- Trustee Sumner requested that the motion to collaborate with the Brandon Teachers' Association to host a Provincial all-candidates forum on educational matters be brought back to the table for discussion.

  Trustee Murray noted he was uncomfortable sitting at the Board table during such discussions and requested permission to leave the room during the proposed discussions.

  Following a brief discussion, the Board of Trustees unanimously agreed to bring the motion back to the table.

(Trustee Murray exited at 7: 50 p.m. and returned at 7:53 p.m.)

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

a) Trustee Jim Murray, July 4, 2011, noting he has been nominated to run for the New Democratic Party in the provincial election slated for October 4, 2011. He asks the Board for a Leave of Absence from his duties as a duly elected trustee on the Brandon School Division Board of Trustees. He takes the responsibility of elected trustee very seriously and is extremely conscious of his obligation to the people who have elected him to be their voice and represent them on this Board. He has been informed that the soonest the writ can drop is August 30 and the latest is September 6. Therefore he requests a leave of absence effective the end of business of the August 29, 2011 meeting. He will miss only two meetings prior to the election date of October 4. This allows him to serve and represent the people who have placed their trust in him as a trustee to the best of his ability. He will stand ready to fulfill his duties as Trustee up to the time of his leave.

Referred Motions.

2.05 BUSINESS ARISING

- From Previous Delegations

- From Board Agenda

- MAST issues (last meeting of the month)

NIL

- From Report of Senior Administration

a) School Reports – NIL

b) Instructional Reports - NIL

c) Items from Report

- Big Brothers and Sisters of Brandon Mentoring Program Agreement - Referred Motions.
- Brandon Regional Health Services Agreement – Referred Motions.
- École Secondaire Neelin High School Off-Site Activity Request – Referred Motions.
- Tender - Supply of Wireless Equipment – Referred Motions.

2.06 Public Inquiries (max. 15 minutes)

a) Mr. D. Hardy, President, Brandon Teachers' Association, noting the Board of Trustees had just completed their first school year as a Board, felt it had been a good year and the Board has done some good things through some difficult times. He felt the Board had been very reasonable to deal with as a group and listened to the Brandon teachers. He stated Senior Administration and their departments had behaved in an exemplary fashion, noting it matters to staff how they are treated. He felt it was too bad that most of the Board's work regarding Personnel had to be dealt with In-Camera as the Board often made the right decision for the staff affected. On behalf of the Brandon Teachers' Association, he offered his sincere thanks to the Board of Trustees.

2.07 Motions

97/2011 Mr. Bartlette – Mr. Karnes
That the Agreement between the Division and Big Brothers and Sisters of Brandon Association Inc., providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, 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.

98/2011 Mr. Murray – Mr. Sumner
That the Service Purchase Agreement between the Brandon Regional Health Authority and Brandon School Division for the purchase of Occupational Therapy services for the 2011/2012 school year be approved in the amount of $22,349.

Carried.

99/2011 Mr. Bartlette – Mr. Kruck
That the trip involving 42 high school football students from École Secondaire Neelin High School to Belcourt, North Dakota from September 1, 2011 to September 2, 2011 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustees requested clarification regarding the Division's jurisdiction over trips that were taken outside of the school year. Assistant Superintendent, Mr. Malazdrewicz noted football starts in late August and therefore the trip to North Dakota does fall under the Division's jurisdiction.

Carried.

100/2011 Mr. Sumner – Mr. Murray
That the low proposal for the supply of Wireless Equipment in the amount of $95,014.37 (including taxes) from CORE Network Solutions Inc. be accepted.

Carried.

101/2011 Mr. Karnes – Mr. Sefton
That the Five Year Capital Plan Update 2012 – 2017 be approved for submission to The Public Schools Finance Board.
Carried.

102/2011 Mr. Sumner – Mr. Murray
That the lease agreement between Brandon School Division and Kelly Morris to rent the property commonly known as 118 – 10th Street for the period July 1, 2011 to June 30, 2014 for operation of the Alternative High School Program be approved subject to the approval of the Public Schools Finance Board; and the Chairperson and Secretary-Treasurer are hereby authorized to affix their signatures and the seal of the Division thereto.
Carried.

103/2011 Mr. Bartlette – Mr. Sefton
That the Job Evaluation Review results for the Management Information & Systems Technology positions be accepted effective July 1, 2011.
Carried.

Point of Privilege: Mr. Murray noted that should a recount be required following the October 4, 2011 election, he would not be attending the Board meetings until such time as the recount had been concluded. Mr. Murray then exited the room during discussion of the following motion.

It was agreed Motion 104/2011 and 108/2011 would be dealt with at the same time while Mr. Murray was out of the Board Room.

104/2011 Mr. Sefton – Mr. Sumner
That the request of Trustee Jim Murray for a Leave of Absence from August 30 to October 4, 2011, inclusive, to run as a candidate in the October 4, 2011 Provincial Election, be approved.
Carried.

Mr. Murray resumed his seat at the Board table.

105/2011 Dr. Ross – Mr. Bartlette
That Confidential #2 regarding Senior Administration salary adjustments for the period July 1, 2010 to June 30, 2014 be adopted.
Carried.

106/2011 Mr. Murray – Mr. Sumner
That Confidential #3 regarding Out-of-Scope salary adjustments for the period January 1, 2011 to June 30, 2014 be adopted.
Carried.

107/2011 Mr. Karnes – Mr. Sefton

That HSB Engineering Consultants Ltd. be appointed as the consultant for the Crocus Plains Regional Secondary School – Welding Shop Ventilation Upgrade as authorized by the Public Schools Finance Board and at the fee established by the Public Schools Finance Board for systems replacements projects dated January 12, 2011.

Carried.

The following motion had been dealt with immediately following Motion 104/2011.

108/2011 Mr. Sumner – Mr. Sefton

That the Brandon School Division Board of Trustees collaborate with the Brandon Teachers' Association to host a Provincial all candidates forum on educational matters; and provide a maximum of $2,500 financial support to host the forum.

Trustees spoke in favour of co-hosting the forum with the Brandon Teachers' Association (BTA) noting the forum would be non-partisan; all candidates would be invited; education dollars were at stake and the Board needed to provide a venue for the public to learn about each parties' vision of Education in Manitoba; holding such a forum was part of the Board's governance goals set back at the beginning of their term; the Board needed to get past any perceived optics noting the greater priority was participation in the forum to provide information to the electorate in the area of education. It was noted that the Divisional Futures and Community Relations Committee had already come up with draft questions to review with the BTA regarding the TIG, taxing authority, infrastructure and downloading of health care costs. Trustees requested clarification regarding the Division's cost with respect to co-hosting the forum. Secretary-Treasurer, Mr. Barnes, noted he had spoken with the BTA President who anticipated the cost for the forum to be between $4,000 and $5,000 for rental of the facility, advertising and refreshments. Mr. Barnes noted the motion reflected a maximum of $2,500, representing half of the anticipated costs. Further discussions were held regarding the possibility of inviting other stakeholders to participate such as the Brandon University and the Literacy Council. It was agreed the organization of the forum would be referred to the Teacher/Division Liaison Committee.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

Mr. Sumner

I hereby give notice that at the next meeting, I or someone in my stead will introduce a motion to rescind the following:

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

2.10 Inquiries

- **Trustee Inquiries**

a) Trustee Bowslaugh, referencing the recent increase in Grad Rates noted in the year-end report, inquired about the possible revision of the Board's governance goal related to increased graduation rates. She asked Senior Administration to provide guidance in revising this goal.

   Superintendent, Dr. Michaels, noted the goal was for 85%+ however she would be willing to look at rewording the goal.

b) Trustee Bartlette asked Senior Administration if the Division should now move towards the next phase with respect to graduation data. Associate Superintendent, Mr. Malazdrewicz confirmed there were two paths of action available: increase in performance rates and tracking on-time graduation rates.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Secretary-Treasurer, Mr. Barnes, noted he had circulated revised information regarding the Manitoba Schools Insurance Program. He noted the increase in the "retention deductible applicable to flood" resulting from the spring flooding which had occurred across the Province. He also noted the increases under Crime and Accident Insurance for Volunteers which had come about from resolutions presented at the MSBA Regional Meeting.

Superintendent, Dr. Michaels, spoke about a funding issue that had been brought to her attention on June 30, 2011 regarding the F1 students who were to represent Canada in the World F1 Competition. She noted the trip would cost $45,000. The school had been under the impression they would receive $29,000 from the Provincial Government. The students had therefore raised the remaining $16,000. The school has since been advised there would be no money coming from the Provincial Government. Following discussions with government officials, the Provincial Government has agreed to provide $16,000 from the Technical Vocational Initiative funding. This means the school still needs to raise an additional $13,000. She noted the matter would be addressed at Senior Administration, but advised the Board that additional financial assistance may be required.

Discussions were held regarding why the funding had been withdrawn and whether or not there was a precedent for this kind of funding in the past. The Board directed that letters be sent to the MSBA and the Manitoba Teachers Society to solicit funds. It was also agreed that the Board would financially support the students to ensure that they have the funds required to attend the International Competition.

Secretary-Treasurer, Mr. Barnes, noted he had been in contact with officials at the City of Brandon to review the 2012 meeting dates for both the City of Brandon and the Brandon School Division. He noted that except for an overlap in January, the regular meetings of City Council and the Board of Trustees are on opposite weeks during 2012. He confirmed any special meetings arranged by the Board during 2012 for Mondays would overlap with City Council meetings. He therefore recommended that no change to the Brandon School Division Board of Trustee meetings scheduled for 2012 be made at this time.

Mr. Karnes – Mr. Sefton
That the report be received and filed.
Carried.

3.02 Communications for Information

a) Myrna Shineton and Lana Kidd, Scholarship Committee, CUPE Local 737, June 7, 2011, addressed to Mr. Mathew Gustafson, Vincent Massey High School, advising that Danielle Sharanowski, is the recipient of the CUPE Local 737 Scholarship Award in the amount of $500.
Ordered Filed.

b) Patricia Cowan, undated, thanking the Board of Trustees for the wonderful dinner held in honour of the Division's retirees for 2010-2011. It was a special evening and very much appreciated. She also thanks the Division for the beautiful gift and wishes the best to all. She has a lifetime of terrific memories from her teaching career.
Ordered Filed.

c) George Marchildon, Manager, Mechanical Engineering Services and Rick Dedi, Executive Director, The Public Schools Finance Board, June 29, 2011, advising that the Division is authorized to proceed with the Crocus Plains Regional Secondary School Welding Shop Ventilation upgrade design as outlined in their letter.
Ordered Filed.

d) George Marchildon, Manager, Mechanical Engineering Services and Rick Dedi, Executive Director, The Public Schools Finance Board, June 29, 2011, advising that the Division is authorized to proceed with the Neelin High School Steam Heating System Replacement design as outlined in their letter.
Ordered Filed.

e) James Wilson, Treaty Commissioner, Treaty Relations Commission of Manitoba; Alan Schroeder, Chairperson, Council of School Leaders; Lorne Keeper, Executive Director, Manitoba First Nations Education Resource Centre; Stefan Delaquis, Dean, Faculty of Education, Collège Universitaire de Saint Boniface; Zana Lutifyya, Associate Dean, Faculty of Education, University of Manitoba; Ken McCluskey, Dean Faculty of Education, University of Winnipeg; Cam Symons, Acting Dean, Faculty of Education, Brandon University; Paul Little, Dean, School of Learning Innovation, Red River College; Karen Hargreaves, Dean, School of Health & Human Services, Assiniboine Community College; Al Gardiner, Dean of Health & Applied Sciences; University College of the North, June 6, 2011, inviting

their colleagues to participate in a joint education faculty seminar, *Reconciliation and Treaty Learning*, at the Manitoba Teachers' Society, December 1 and 2, 2011. An outline of the program has been attached. There is no cost for the event, but an RSVP is requested.

Ordered Filed.

f) Annette Gross, undated, thanking Trustees for recognizing her Distinguished Teacher Award from Brandon University. She notes it was a surprise and honour to receive the award. She thanks the Board for their support and well wishes noting the Board plays an important role in the education system.

Ordered Filed.

g) A. Grossart, undated, noting she was very honoured to have received the Language Arts Award. She is grateful of the assistance this award will provide for her university education.

Ordered Filed.

h) Jeremy McAlpine, undated, noting he appreciates receiving the Jack and Mary Hill Memorial Award. The money will go towards his education.

Ordered Filed.

i) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, June 13, 2011, addressed to Trustee Peter Bartlette, extending her appreciation for the time and care Mr. Bartlette took in reviewing the MSBA's School Board Member Handbook. His comments and suggestions will be helpful to MSBA in ensuring the handbook is a user friendly and effective communications tool for supporting trustees and developing their capacity to govern effectively in their respective jurisdictions.

Ordered Filed.

j) George Marchildon, Manager, Mechanical Engineering Services and Rick Dedi, Executive Director, Public Schools Finance Board, June 15, 2011, advising that the Division is authorized to proceed with the Betty Gibson School Boiler Replacement project.

Ordered Filed.

3.03 Announcements

a) Administrative Office will be closed on Fridays from July 15, 2011 to and including August 12, 2011.

b) Facilities and Transportation Committee Meeting – 10:30 a.m., August 18, 2011, Board Room.

c) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, August 29, 2011, Board Room.

Mr. Sumner – Mr. Murray
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 – Senior Administration Salary Review was considered in motions.
c) Confidential #3 – Out-of-Scope Salary Review was considered in motions.
d) Dr. Michaels, Superintendent, requested direction on a Senior Administration matter.

- **Trustee Inquiries**

4.03 Property Matters/Tenders

- Reports

a) Secretary-Treasurer, Mr. Barnes, informed the Board regarding a tender/legal item.

- Trustee Inquiries

4.04 Board Operations

- Reports

- Trustee Inquiries

Mr. Kruck – Mrs. Bowslaugh
That the Committee of the Whole In Camera do now resolve into Board.
Carried.

IN BOARD

109/2011 Mr. Kruck – Mr. Bartlette
That Trustees Sefton, Karnes and Bowslaugh be appointed as Board representatives on the Assistant Secretary-Treasurer Search Committee.
Carried.

5.00 ADJOURNMENT

Mr. Kruck – Mr. Karnes
That the meeting do now adjourn (9:20 p.m.)
Carried.

Chairperson

Secretary-Treasurer