



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL 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 9:00 A.M., TUESDAY, FEBRUARY 17, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. K. Sumner, Vice-Chairperson, Ms. S. Bambridge, 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. K. Boklaschuk, Live Streaming Video Operator.

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Associate Superintendent, Ms. Eunice Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources (arrived 10:22 a.m.).

CALL:

The Chairperson called the meeting to order at 9:01 a.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

a) Budget Estimates for 2015-2016

Chairperson, Mark Sefton, provided opening remarks. He explained the process of the budget deliberations including debating and discussing the actual proposals. He noted it would not be a short day as there was a lot of information to go through.

The Superintendent, Dr. D. Michaels, shared some key perspectives that would contextualize the Board's work. She spoke on the budget being a sustainability budget, and how the decisions made today are critical for the education of our children. She referenced the work the Senior Administration, Principals and Vice-Principals are doing using the Public Education Leadership Project (PELP) Coherence Framework. She asked the Board, when thinking about their budget deliberations, to think about the degree of coherence between what decisions they want to make and the experience of children in the classrooms. In conclusion, the Board's deliberations within this budget are directly and inextricably connected to our ongoing stability, strength and strategic directions. She thanked the Board and wished them well on behalf of the staff and students.

Trustee Sumner spoke and gave thanks to the Secretary-Treasurer, Assistant Secretary-Treasurer, the Finance Department staff and the Senior Administration team for their work on this budget. He noted the two governance goals directed to finance. He stated that each year brings new challenges and they owe it to their students, staff and the community to have a sustainable budget that allows them to continue to make progress towards long term objectives while also protecting the financial flexibility to respond to emerging concerns. He trusted that the Board could work together to ensure the end result is a budget that they can all stand proudly behind.

Mr. Labossiere, Secretary-Treasurer, reviewed the 2015-2016 Financial Budget document and noted that the objective of the day was for the Board to give tentative approval to the 2015-2016 Operating Budget. He noted the upcoming deadlines with respect to presentations by the public, voting on the budget, and forwarding the budget information to Municipalities and the Government.

Mr. Labossiere outlined the 2015-2016 Financial Budget document to be considered and highlighted the following:

- 1) 2014-2015 Budget impact on the 2015 Special Levy,
- 2) Enrolment changes,
- 3) Programs for increasing diversity of student learning needs,
- 4) Provincial Legislation,
- 5) Infrastructure and Support for Program Delivery,
- 6) Collective Agreement Costs,
- 7) Uncertainty of funding,
- 8) Facility Sustainability, and
- 9) Contingency Funds and Reserves.

Trustees asked questions for clarification regarding the scenarios, tax amounts and increases.

Ms. Kelli Boklaschuk, Communications and Technology Specialist, was invited to the Board Table to speak to the results of the Preliminary Budget Feedback Form. The four questions on the form were read by Ms. Boklaschuk and noted that as requested by the Board, responses were emailed to the Trustees verbatim. Trustee Ross asked if there would be any discussion on the feedback that was received. She commented that one form suggested that the current Superintendent should retire and someone younger should be hired. She stated that this is ageism and a violation of human rights, and we need to be cautious about what is said.

Trustee Sumner noted that 15 responses had been received and although he would have liked to have received more, he was appreciative that people took the time to let the Board know what they thought.

(Trustee Ross left at 9:53 a.m. and returned at 10:05 a.m.)

Mr. Sumner – Mrs. Bowslaugh

That the rules be suspended to allow people to speak more than once.

Carried.

BREAK: 9:54 a.m. to 10:05 a.m.

The Budget and Sustainability Requests recommended for consideration were presented by various Trustees and Senior Administration as follows:

Trustee/Board Committee Requests:

Human Resources

Additional Assistant Superintendent (FTE 1.00)	\$148,000
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Return to the student/teacher ratio before the reduction of 11 Teaching positions from 2015/16 Budget (FTE 11.00)	\$887,000
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Increase Full Day/Every Day Kindergarten in two more

Classes (FTE 3.00)	\$140,900
Two additional teaching positions to Superintendent's Contingency (FTE 2.00)	\$161,400
Return EAL staffing to the previous level prior to the reduction of 11 teaching positions from 2015/16 Budget (FTE 2.50)	\$201,800
Replace \$40,000 for Teacher Professional Development	\$ 40,000
Increase Professional Development Budget	\$ 40,000
Supplies	
Anti-bullying Initiatives	\$ 50,000
Trustee/Board Committee Request Total:	<u>\$1,680,600</u>
<u>Senior Administration:</u>	
Business	
Core Switching Environment	\$451,100
Disaster Recovery System Plan	\$335,000
Student Achieve K-8 (Report cards and Longitudinal Data tracking)	\$ 92,600
Facilities	
Office Space at Convergys Building (FTE .38)	\$248,000
Upgrade Johnson Controls Energy Management Software	\$ 25,000
Replace 9 Pneumatic Controls at Vincent Massey High School	\$189,600
Expand Bus Bays from 1 to 3 bays and increase bus/staff Parking	\$859,600
Security Cameras, Mirrors and Card Access/Lock down for Schools	\$815,500
Spring Valley School – Connectivity	\$ 20,000
Human Resources	
Psychologist (FTE 1.00)	\$ 85,000
Speech Language Pathologist (FTE 1.00)	\$ 85,000
At Risk Youth Program (ARYP) – Additional Teacher and Educational Assistant (FTE 2.00)	\$104,500

Social Workers (FTE 3.00)	\$255,000
BSSAP Workers (FTE 2.18)	\$ 70,800
Home School Liaison, K-8 Change in Hours (FT 3.73)	\$ 88,700
Full Day – Every Day Kindergarten at Earl Oxford School (FTE 3.00)	\$134,500
Noon Activities Coordinator (FTE 2.25)	\$181,600
Reading Recovery – Itinerant (FTE 1.00)	\$ 80,700
Vice-Principals (FTE 2.75)	\$221,900
Accountant (FTE 1.00)	\$ 55,400
Professional Development funds for Out of Scope Staff	\$ 20,000
Provide remaining schools with Coquitlam Formula (FTE 1.39)	\$ 46,800
Facilities/Transportation Assistant (FTE 1.00)	\$ 65,300
Mechanic (FTE 1.00)	\$ 62,300
Executive Assistant for Human Resources (FTE 1.00)	\$ 57,900
Job Evaluation – Executive Secretary (FTE 0.50)	\$ 27,700
Management Information System & Technology Network Services Specialist/Project Manager (FTE 1.00)	\$ 84,800
Professional Development for Student Achieve/Grade Book K-8	\$ 15,000
Executive Secretary for Communications (FTE 1.00)	\$ 59,200
Senior Administration Sustainability Request Total:	<u>\$4,838,400</u>
Total Trustee and Senior Administration Budget and Sustainability Requests for 2015-2016:	<u>\$6,519,000</u>

The Budget and Sustainability Requests recommended by individual Board Members/Committees and Senior Administration for consideration were discussed with Trustees speaking for or against each recommended enhancement item with the following results:

- 1) Assistant Superintendent – **AGREED - \$148,800**

Trustees unanimously agreed to this item noting that with the increase in students and degree of diversity the workload and overtime for the current Superintendents has increased.

- 2) Return to student teacher ratio before reduction of 11 – **REJECTED - \$887,700**

This item was deferred until later in the day.

- 3) Increase Full Day/Every Day Kindergarten in two more Classes – **AGREED (5-4) - \$140,900**

Discussions were held regarding arguments for and against this request. There were questions regarding which school(s) would benefit the most from this, and where the classroom space in certain schools would not be impacted as much as others. Trustee Sefton noted that the government would say that we are making decisions that are impacting our space and he cannot support. Allocation of the two classes will be determined by Senior Administration.

- 4) Two additional teaching positions to Superintendent's Contingency – **REJECTED (5-4) - \$161,400**

This item was deferred until later in the day.

(Trustee Kruck left the room at 11:09 a.m. and returned at 11:10 a.m.)

- 5) Return EAL Staffing to the previous level prior to the reduction of 11 teaching positions from 2015/16 Budget – **REJECTED (9-0) - \$201,800**

Trustees unanimously rejected this item. Denis Labossiere, Secretary-Treasurer, explained that the EAL funding has dropped by \$230,225 over 2 years. 1/3 of the costs are paid by the government, the other 2/3 are paid for by the local levy. Mr. Malazdrewicz added that the students are only funded for the first four years, and that since there have been immigration policy changes in requirements, more students coming into our schools have better English.

- 6) Replace \$40,000 for Teacher Professional Development – **AGREED (8-1) - \$40,000**

Trustees approved this request, with Trustee Bartlette noting he had understood it had been decided during last year's budget to remove this amount for one year only.

- 7) Increase Professional Development Budget – **AGREED (7-2) - \$50,000**

Trustees requested clarification regarding the current amount in the Professional Development Budget. Mr. Labossiere responded that the current budget is \$730,000 for teacher PD, with a 2% inflationary increase built into budget. Trustee Sefton recommended emphasis on anti-bullying initiatives, and Trustee Bambridge noted she would like the joint BTA/BSD portion for PD increased.

BREAK: 12:00 p.m. to 1:08 p.m.

Mr. Sumner – Dr. Ross

That the Board do now resolve into Committee of the Whole in Camera. (12:30 p.m.)

Carried.

Mrs. Bowslaugh – Ms. Bambridge

That the Committee of the Whole in Camera do now resolve into Board. (1:08 p.m.)

- 8) Anti-bullying Initiatives – **REJECTED (7-2) - \$50,000**

Trustee Bambridge asked Dr. Michaels to speak on how the money would be used. Dr. Michaels responded that there are 33 separate bullying initiatives currently in our schools and that work will continue. Marnie Wilson, Specialist – Research, Assessment and Evaluation Services spoke to the Board on the results from the Tell Them From Me surveys. She noted that she can tell different pieces of information from these surveys as far as bullying. Ms. Wilson noted that we are below national numbers, and that the bullying most often occurs outside of the school environment. If it does occur in the schools, it is in less monitored areas; verbal and social bullying reportedly occurs the most.

9) Core Switching Environment – **REDUCED - \$97,000**

Denis Labossiere, Secretary-Treasurer, noted that this item can be a debenture or a five year lease. Over five years, the yearly payments would be \$95,000; a yearly debenture payment would be just under \$97,000. Trustee asked questions for clarification regarding the lease versus debenture. Trustees unanimously agreed to this request and decided that they would like this project to be financed through a five year debenture or capital lease.

10) Disaster Recovery System Plan – **REDUCED - \$65,000**

Brent Ewasiuk, Director, Management & Information Systems Technology Department, spoke to this request and noted that he would need \$65,000 to begin the project in 2015-2016.

Trustees unanimously decided that this was something the Division needs to have in place. Trustee Sumner asked questions for clarification.

11) Student Achieve (Report Cards and data tracking) – **AGREED - \$92,600**

Trustees asked questions for clarification on whether the teachers testing this program have found it user friendly, and whether they see it as effective and something that will help them implement the provincial report card. Brent Ewasiuk, Director of the Management and Information Systems Technology Department, noted that all in all he believes that yes, teachers are seeing the effectiveness of this program and he is seeing positive buy-in. Mr. Malazdrewicz, Associate Superintendent, provided information on cohorts and tracking that can be done with this program.

12) Office Space at Convergys (McDiarmid) Building – **REJECTED (8-1) - \$248,000**

It was unanimously agreed to reject this request. The Board cannot justify this expense at this time.

13) Upgrade Johnson Controls Energy Management Software – **AGREED - \$25,000**

Trustee Murray noted that this request is a needed item. The Division has had to do upgrades to several of our systems and this is now required.

14) Replace 9 Pneumatic Controls at Vincent Massey High School – **REJECTED (5-4) - \$189,600**

Trustees asked questions for clarification regarding whether this was a one-time request. Denis Labossiere, Secretary-Treasurer responded that it is a one-time request and that the controls would be replaced at the same time the heating system is replaced by PSFB. Mel Clark, Director of Maintenance and Transportation, answered questions regarding cost savings and the cost to replace parts and the cost of replacement parts. Mr. Clark indicated that there would be some savings, but the current controls would probably work for several more years.

15) Expand Bus Bays from 1- 3 bays and increase bus/staff parking – **REDUCED (8-1) - \$100,000**

Trustees asked questions for clarification regarding the cost of this project. Mr. Labossiere explained the different payment options. Trustees agreed this was a needed project and preferred the idea of a 10 year debenture.

16) Security cameras, mirrors and card access/lock down for schools – **REDUCED (7-2) - \$58,000**

This item already has a current annual budget of \$150,000. The total project cost of \$965,500 can be debentured over 5 years and would require an additional \$58,000 above the current budgeted amount of \$150,000 per year. This would allow this project to be completed in approximately two years instead of over six years. Dr. Michaels spoke on the importance of safety of our students and the security of our schools.

17) Spring Valley School – Connectivity – **AGREED - \$20,000**

The Trustees voted unanimously that Spring Valley School needs to have access to the Division network.

(Dr. Michaels left at 2:46 p.m. and returned at 3:09 p.m.)

BREAK: 2:49 p.m. to 3:09 p.m.

18) Psychologist – **AGREED (5-4) - \$85,000**

Trustees gave arguments for and against this request. Trustee Sumner wondered about partnerships with other health authorities to provide these services. Trustee Sefton suggested that we are solving the problems of other agencies by providing this service. Trustees asked questions for clarification regarding the number of Division psychologists and where they are located.

19) Speech Language Pathologist – **AGREED - \$85,000**

Trustees unanimously agreed to this request. Mr. Malazdrewicz responded to questions regarding how many SLP's are currently employed by the Division and where they are located.

20) At Risk Youth Program (ARYP) – Additional Teacher and Educational Assistant – **AGREED - \$104,500**

Trustees asked questions for clarification and felt that this was a needed request.

21) Social Workers – **REDUCED (8-1) - \$85,000**

Trustees requested clarification as to the work of social workers as compared to school guidance counsellors. Mr. Malazdrewicz explained that the social workers are helping families move forward outside the school system, while the guidance counsellors work internally on the academics of the students. Schools are requesting social workers in balance with a guidance counsellor. Several Trustees noted that they would support the request for 1 social worker but they could not support the request for 3.

22) BSSAP Workers – **AGREED (8-1) - \$70,700**

Trustees asked questions for clarification regarding the role of the BSSAP Workers. Trustee Bambridge asked about the position requirements.

23) Home School Liaison, Change in Hours – **REJECTED (9-0) - \$88,700**

Trustees unanimously rejected this request.

24) Full Day – Every Day Kindergarten at Earl Oxford School – **REJECTED (6-3)- \$134,500**

As 2 additional Full Day – Every Day Kindergarten classes were already approved earlier in the budget deliberation process, this request was rejected by majority vote.

25) Noon Activities Coordinator – **REJECTED (6-3) - \$181,600**

Trustee Sumner noted that he would support .75 for more centrally located downtown schools. Trustees decided that this was not something they would support at this time.

(Mr. Labossiere left the room at 4:21 p.m. and returned at 4:22 p.m.)

26) Reading Recovery - Itinerant – **AGREED - \$80,700**

Dr. Michaels, Superintendent responded to questions and provided information on the Trademarked Reading Recovery Program, and explained the daily, weekly and monthly progress reporting. Mr. Malazdrewicz provided information regarding the current number of Reading Recovery staff in the schools – 16.625 FTE. Trustees unanimously agreed to support this request.

BREAK: 5:50 p.m. to 6:35 p.m.

27) Vice-Principals – **REDUCED (8-1) - \$80,700**

Trustees asked questions for clarification regarding the need for full-time vice-principals. Dr. Michaels gave background on the need for full-time positions and explained the part-time vice-principals are unable to do this job effectively in a part-time position. Trustee Murray suggested a policy be put in place regarding size of school, number of students, etc. to establish when a full-time vice-principal is required. Trustees decided that they would support 1.0 FTE instead of 2.75 and that the allocation would be determined by Senior Administration.

28) Accountant – **AGREED - \$55,400**

Trustees recognized the need for this request. Trustee Sumner spoke of his support of this request and also spoke about the Government cap on School Division Administrative costs. Trustees unanimously supported this request.

29) Professional Development funds for Out of Scope Staff – **AGREED - \$20,000**

Trustee Sumner asked for the current budget line amount for this item. Mr. Labossiere responded that the budget for PD for Out of Scope Support Staff is \$120,000 for approximately 500 staff members. He also spoke on the need for staff to keep their skills up to date and that this is something which may be appealing to some as it will assist them in earning further designations and certifications to assist them in their positions. Trustees unanimously supported this request.

30) Provide remaining schools with Coquitlam Formula – **AGREED - \$46,800**

Mr. Clark, Director of Facilities and Transportation, responded to questions regarding this item. Trustees felt this request needed to be supported to provide the final schools with the program. The Trustees unanimously approved this request.

31) Facilities / Transportation Assistant – **AGREED (7-2) - \$65,300**

Mr. Clark provided background into the role of this position and answered questions from Trustees for clarification.

32) Mechanic – **REDUCED - \$31,200**

Trustees unanimously agreed that, since they had approved expansion of the Bus Bays at the Transportation Garage earlier in the Budget Deliberations, they would need to hire an additional mechanic. Trustees requested clarification regarding when construction of the new bus bays would be completed. In light of the construction timelines, Mr. Labossiere indicated that 1.0 FTE was required, but that the position would start after construction is finished in January 2016, therefore it was decided to approve ½ the amount for the position.

33) Executive Assistant for HR 1.0 FTE, Job Evaluation – Executive Secretary 0.5 FTE, Executive Secretary - Communications 1.0 FTE – **REDUCED (8-1) - \$59,200**

Trustees decided that these three items should be discussed together. Trustee Sefton noted he is very concerned about the Government cap of 3.5% on Administrative costs, and the change in calculations to find this number. He noted the Minister's strong words on the matter and that the Minister had noted a possible decrease in the cap to 3.0%. Trustee Sumner spoke on this cap also, and requested to know which of the Administrative positions was seen as the most crucial. Dr. Michaels responded that the Executive Assistant for HR and the Executive Secretary for Communications are required positions as they provide direct support. Becky Switzer, Director of Human Resources, in response to questions from Trustees, explained the Job Evaluation position. Trustees decided that they would approve 1.0 FTE, with allocation to be determined by Senior Administration.

34) Management Information System & Technology Network Services Specialist/Project Manager – **AGREED - \$84,800**

Trustees asked Brent Ewasiuk, Director, Management Information System & Technology, questions for clarification regarding this position. Dr. Michaels spoke on this item and noted that it is a "2IC" position, which means second in charge. Currently there is no one in this type of position in the Management Information System & Technology department. Trustees unanimously agreed to this request.

35) Professional Development for Student Achieve / Grade Book K-8 – **AGREED (7-2) - \$15,000**

Trustee Bambridge felt that this should be called Inservicing not Professional Development since it is something that is required because of the Provincial Report Card, not learning the things that a teacher would bring to the classroom, which is called professional development.

Trustee Sefton confirmed the current total of the approved requests with Mr. Labossiere. He then directed everyone to the re-visit items:

Return to student teacher ratio before reduction of 11 – **REJECTED (6-3) - \$887,700**

Trustees discussed the currently ratio and unanimously rejected this item as there were other positions that were discussed and had been approved earlier in the day. A few Trustees initially suggested that they would support four (4) positions but not eleven (11), which does not meet the approval of the Board.

Add two teaching positions to Superintendent's contingency – **REJECTED (6-3) - \$161,400**

Dr. Michaels, Superintendent, and Greg Malazdrewicz, Associate Superintendent, both spoke to this request and Mr. Malazdrewicz explained the process that included watching class sizes and allocating which classes need to be split. Dr. Michaels responded to questions from Trustees.

Trustee Sefton stated that he assumed it was likely the 6 trustees who did not vote in favour of returning the teacher ratio to the number before the reduction of 11 would also be opposed to this request. The Trustees confirmed this.

Mr. Denis Labossiere, Secretary-Treasurer, spoke and noted that 19.57 FTE had been approved, at \$1,860,600, which translates to a special levy increase of 0.008%.

Trustee Sefton stated this process is never easy and that the Trustee's have a lot invested in this process. He congratulated the Board for their focus and also for their efforts and willingness to share their opinions.

Mr. Labossiere thanked the Board for their work and noted that this is a very sustainable budget. This also puts the Board in very good position for starting the budget process next year.

Dr. Michaels, Superintendent, heartily congratulated the Board and noted it was remarkable work. The increases in services that they have approved are in true balance with Coherence. There is strong focus on the change process as necessitated for the Division to move forward and the Board has taken into consideration a number of environmental concerns. Well done Trustees – Thank you. Dr. Michaels also commended Trustee Sefton on behalf of Senior Administration for his Stewardship of the process today.

Mr. Murray – Mr. Kruck
That the meeting do now adjourn (8:34 p.m.)

Chairperson

Secretary-Treasurer