

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, JUNE 11, 2012.

PRESENT:

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

Secretary-Treasurer, Mr. K. Zabowski and Recording Secretary, Ms. S. Bailey.

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

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance to the meeting.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Snelling noted he had a verbal report regarding the recently held B.J. Hales Ad-Hoc Committee Meeting.

Trustee Bowslaugh noted she wished to provide follow-up information on an item referred to the Divisional Futures and Community Relations Committee.

Secretary-Treasurer, Mr. Zabowski, confirmed the Education Committee Meeting set for Thursday, June 14, 2012 had been cancelled.

Trustee Sumner confirmed he had one personnel item for discussion In-Camera.

Mr. Kruck – Mr. Snelling
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 May 28, 2012 were circulated.

Mr. Bartlette – Mr. Kruck
That the Minutes be approved as circulated.
Carried.

2.0 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

a) Divisional Futures and Community Relations Committee Minutes

The written report of the Divisional Futures and Community Relations Committee meeting held on May 25, 2012 was circulated.

Trustee Bartlette asked for further details regarding discussions on the public's lack of understanding of *The Youth Criminal Justice Act*.

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

Divisional Futures & Community Relations Committee Meeting Minutes

The written report of the Divisional Futures and Community Relations Committee meeting held on May 29, 2012 was circulated.

Trustee Kruck requested clarification regarding the discussions held about the Meadows School playground.

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

Trustee Bowslaugh also provided a verbal report relating to follow up on communications regarding use of City Transit to transport Grade 7 and 8 students to shop and home economics. Mrs. Bowslaugh confirmed she had spoken with Carla Richardson, Manager of Transportation Services at the City of Brandon. Ms. Richardson had provided her with a copy of the package that is sent to each school which includes the bus routes, the bus stops, the guidelines for behavior on the bus, and a personalized bus pass for each student. She confirmed this package is delivered to every single school. Trustee Karnes, Chairperson of the Facilities and Transportation Committee requested a copy of the information she received for review by the Facilities and Transportation Committee.

b) Personnel Committee Meeting Minutes

The written report of the Personnel Committee meeting held on May 28, 2012 was circulated.

Dr. Ross – Mr. Karnes

That the Minutes be received and filed.

Carried.

c) Policy Review Committee Meeting Minutes

The written report of the Policy Review Committee meeting held on June 5, 2012 was circulated.

Mr. Sumner – Mr. Kruck

That the Minutes be received and filed.

Carried.

d) Other

- Trustee Sefton reported on the Division's Employee Long Service Recognition Evening held on May 31, 2012 at City Hall. He noted employees who worked for the Division for 15, 20, 25, 30, 35 and 40 years had been recognized. Mr. Sefton confirmed a total of 63 employees were honoured.

- Trustee Snelling reported on the B.J. Hales Collection Ad-Hoc Committee meeting held earlier on June 11, 2012. He presented a list of follow-up actions the Committee wished to take and requested Board feedback on those actions. Trustees requested clarification regarding who owns the collection, who all could attend the committee meetings, and the definition of "no cost". The Board directed the Ad-Hoc Committee to pursue the proposed follow-up actions and to set up a meeting with both the Brandon Museum and the International Peace Gardens.

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, May 23, 2012, providing information on several pieces of education legislation currently before the Manitoba Legislature. The memo also includes action the association is or will take regarding the legislation and offers suggestion for action your Board may wish to consider.

Referred Business Arising.

- b) Carolyn Duhamel, Executive, Director, Manitoba School Boards Association, May 23, 2012, including several documents regarding *The Planning and Land Dedication for School Sites Act*, and including the following:
- Correspondence from Ministers Ron Lemieux and Nancy Allan, re: Call for feedback on the Preparation of Regulations Associated with *The Planning and Land Dedication for School Sites Act*.
 - Discussion Paper, re: Preparation of Regulations Associated with *The Planning and Land Dedication for School Sites Act*.
 - The Planning and Land Dedication School Sites Act* (Various Acts amended).

- d. Principles in the planning and land dedication for schools sites – jointly developed by MSBA, MASBO, MASS.

Individual School Divisions may also provide feedback respecting the content of regulations. Should your Board decide to submit feedback to Local Government on this matter, they respectfully request that the submission be copied to MSBA and sent to Ms. Duhamel's attention.

Referred Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a), providing information on several pieces of education legislation currently before the Manitoba Legislature was reviewed. The Board discussed each proposed Bill and provided the following direction:

- Bill 12 – *The Highway Traffic Amendment Act (Speed Limits in School Zones)*

This item was referred to Senior Administration to request feedback from school principals regarding concerns they may have at their school. Following receipt of feedback from school principals the matter would be reviewed with Brandon City Council.

- Bill 9 – *The Public Schools Amendment Act (Community Use of Schools)*

It was noted the Division was currently working on a Joint Use Agreement with the City of Brandon in this regard.

- Bill 21 – *The Public Schools Amendment Act (Code of Conduct for School Trustees)*

It was noted the Division currently has a Code of Ethics for Trustees. However, the matter was referred to the Policy Review Committee to review the procedures for sanctioning a Trustee who breaches the code of conduct.

- Bill 48 – *The Planning and Land Dedication for School Sites Act (Various Acts Amended)*

Trustees felt this required further in-depth conversation. Discussions were held regarding whether to set up a Special Board Meeting, wait for the regulations to be established before discussing further, or receive a report from Senior Administration on the matter at the next Board meeting. Concerns were expressed regarding the short time line provided to respond. It was agreed the Board would direct Senior Administration to provide a report on the matter for the next Board meeting.

- b) The correspondence from Carolyn Duhamel, Executive, Director, Manitoba School Boards Association, from Communications for Action 2.04b), including several documents regarding *The Planning and Land Dedication for School Sites Act*, and asking should the Board decide to submit feedback to Local Government on this matter, they respectfully request that the submission be copied to MSBA and sent to Ms. Duhamel's attention had been discussed previously under Communications for Action 2.04a).

- MSBA issues (last meeting of the month)

NIL

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – Full Day/Every Day Kindergarten Report – T. Vallotton.

Superintendent, Dr. D. Michaels, spoke about the work and data collected by Ms. Vallotton regarding the Full Day Every Day Kindergarten pilot. She then introduced Ms. Vallotton who reviewed the data collected. She spoke to the Parent Questionnaire which had been completed by parents. She highlighted two of the seven student profiles provided to the Trustees. As well, Ms. Vallotton reviewed the summary of data collected regarding student achievement. Ms. Vallotton concluded her presentation with a DVD which included comments by both principals and teachers regarding their experiences and their students' experiences in the pilot. The DVD noted students' growth both academically and socially and included information regarding play-based learning, school based community and student behavior and attitude. Trustees stated they were very impressed with the presentation and thanked Ms. Vallotton for her work. Discussions were held regarding EDI scores and the differences in the gains achieved by students in full day kindergarten and students in half-day kindergarten. Trustees inquired about how this information would be communicated to the public. Superintendent, Dr. Michaels, confirmed the information would be included on the homepage of the Division website; once School Bundle was in place the information would be distributed to those who have access to School Bundle; copies of the video would be sent to all the Division's partners; and, there was also the possibility of asking the Chamber of Commerce if the video could be presented at a Chamber luncheon provided a suitable sponsor could be found.

- c) Items from Senior Administration Report –
 - École Secondaire Neelin High School Science Lab – Referred Motions.
 - Crocus Plains Regional Secondary School Ventilation Upgrade – Referred Motions.
 - BSIMA Agreement – Referred Motions.
 - Brandon Friendship Centre Off-Campus Scholarship – Referred Motions.

Secretary-Treasurer, Mr. Zabowski provided background information regarding the four motions being presented to the Board for approval.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

77/2012 Mr. Murray – Mr. Karnes

That the Construction Documents for the École Secondaire Neelin High School Science Lab be approved and that the Architect be authorized to forward the plans to The Public Schools Finance Board.

Carried.

78/2012 Mr. Karnes – Mr. Murray

That the low tender from Brandon Heating & Plumbing, pending the approval of the Public Schools Finance Board, be approved for the Crocus Plains Regional Secondary School Ventilation Upgrade.

Carried.

79/2012 Dr. Ross – Mr. Murray

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.

Point of Privilege: Trustee Bartlette noted he was glad to see the BSIMA had met the Division's requirements in order to receive these funds. He confirmed this was the first step in moving forward towards a fully funded program.

Carried.

80/2012 Mrs. Bowslaugh – Mr. Snelling

That the Agreement for the establishment of a scholarship for an Aboriginal student graduating from the Neelin High School Off-Campus Program and enrolled in a post secondary program, to be known as "The Brandon Friendship Centre Scholarship" in the amount of \$500.00 be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Trustee Kruck asked if thank-you notes were sent to the various organizations providing scholarships. It was noted the letter including a copy of the signed scholarship thanked the organization for their support of the students of the Division.

Carried.

2.08 Bylaws

Mr. Kruck – Mrs. Bowslaugh

That By-Law 2/2012 being a borrowing by-law of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2012 to June 30, 2013 be now read for a second time, having first been read on May 28, 2012.

Carried.

Mr. Sumner – Mr. Snelling

That By-Law 1/2012 being a by-law to amend By-Law 4/2010 regarding the authorization of payments of indemnities to Trustees be now read for a third and final time taken as read and finally passed.

Carried.

2.09 Giving of Notice

NIL

2.10 Inquiries

1. Trustee Kruck requested clarification regarding the Community Transition Programming and the difference between it and the off-campus program.

Superintendent, Dr. Michaels, noted students in the Community Transition (CT) program were mainstreamed for 50% of the time. Their academic portion of the programming was done in smaller groups with one teacher or through work experience. These students are ready for the high school setting and generally do very well. Students in the off-campus program are students who have left school for one reason or another and have now chosen to return to school. The students in the off-campus program show a wide range of abilities.

2. Trustee Bartlette asked for Senior Administration to “provide the breakdown of allocation of budget line for Bill 13 and Upper Deck”. He confirmed that \$98,000 was allocated to Upper Deck and asked where “the remaining allocation of the \$500,000 had been designated to?”
3. Trustee Ross requested the following information from Senior Administration:
 - a) The amount currently in accumulated surplus;
 - b) Incremental cost for each Kindergarten class changed from half day to full day, every day Kindergarten;
 - c) Classroom capacity in schools identified at budget discussion for full day, every day Kindergarten.
4. Trustee Bowslaugh referencing the report by Gail McDonald, Principal, George Fitton School, in the Report of Senior Administration, asked when the Board would receive a final report. Superintendent, Dr. Michaels, confirmed a final report would be ready in the fall.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels, referenced the English as an Additional Language summary in the Report of Senior Administration. She confirmed there are now 1,251 EAL students in the Division as of May 30, 2012.

Dr. Michaels also highlighted Appendices "D" and "E" in the report and spoke to the Strategic Plan Review held on May 4, 2012 and the follow-up work currently being conducted by Senior Administration.

Mr. Murray – Mr. Snelling

That the report be received and filed.

Carried.

3.02 Communications for Information

- a) Aileen Najdich, Assistant Deputy Minister, Manitoba Education School Programs Division, May 31, 2012, addressed to Dr. Donna Michaels, and advising that the Learning to 18 Coordinator Grant Proposal the division submitted has been accepted. This Grant is intended to support programming to keep students, who are at risk of leaving school, engaged in education until graduation or age 18.

Referred to Superintendent's Office.

- b) Linda Grossart, President, BSIMA, May 29, 2012, addressed to Dr. Donna Michaels, Superintendent/CEO and advising that the Brandon Schools Instrumental Music Association had, at its May 23, 2012 Board meeting, approved a total of \$65,000 as the budgeted amount for instrument purchases for the 2012-2013 year, including the \$23,900 being contributed by the Brandon School Division. The substantial increase in the amount is due to the anticipated grade 7 enrollment increase in 2012-2013. The enrollment projections far exceed the number of instruments available for rent in their inventory. They will be required to purchase many new instruments to attempt to meet this need, as all grade 7 students rent instruments for the program from BSIMA. BSIMA's total committed contribution for instrument purchases for 2012-2013 will be a total of \$41,100. This is an increase of almost \$20,000 over the previous year. They have elected to budget the use of up to \$17,000 of reserve capital along with the projected rental revenue and fundraising revenue to attempt to fill the anticipated need.

Referred to Secretary-Treasurer's Department.

- c) Linda Grossart, President, BSIMA, undated, addressed to Dr. Donna Michaels, Superintendent/CEO and writing to ask the following with respect to the proposed agreement between the Division and the Brandon Schools Instrumental Music Association:

- a. Who is responsible to inform Band students and their parents that there will not be a band registration fee collected for the 2012-2013 school year?

- b. How will this communication be sent and who will be responsible for this?
- c. How will the registration information for Grade 7 & 8s, as well as for high schools be updated to inform all potential band students of this change?

The BSIMA would like to recommend a joint notice be sent to all band students in their June report cards. They ask the letter include updated information on the BSIMA instrument rentals, the BSIMA rental policies and the payment schedule and requirements for students to rent instruments from the BSIMA. They request the notice be developed jointly and then sent by the School Division. They also request the new information replace the current Band Program information in all Registration Guides for this programming. They have included a draft of the information they feel necessary to include.

Referred to Secretary-Treasurer's Department.

- d) Naomi Kruse, Executive Director, Advocacy Project Coordinator, Manitoba Association of Parent Councils, undated, addressed to Dr. Donna Michaels, Superintendent/CEO, noting it is once again time to renew the annual membership for schools in the Division. By joining the Manitoba Association of Parent Councils, parents and parent groups will have access to the valuable support, skills, and resources offered by their organization. The school membership fees of \$50.00 per school is a great value in these situations and a visible way for the Division to show support of the meaningful parental involvement in the Division.

Referred to Secretary-Treasurer's Department.

3.03 Announcements

- a) Divisional Futures & Community Relations Committee Meeting, 11:30 a.m., Tuesday, June 12, 2012, Board Room.
- b) Facilities & Transportation Committee Meeting, 1:30 p.m., Wednesday, June 13, 2012, Board Room.
- c) Brandon School Division Long Service Retirement Dinner, 6:00 p.m., Thursday, June 14, 2012, Victoria Inn, Brandon.
- d) Finance Committee Meeting, 1:00 p.m., Monday, June 18, 2012, Board Room.
- e) Friends of Education Committee Meeting, 11:30 a.m., Wednesday, June 20, 2012, Conference Room.
- f) Personnel Committee Meeting, 12:00 noon, Monday, June 25, 2012, Board Room.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, June 25, 2012, Board Room.

Mr. Karnes – Dr. Ross

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. Director of Human Resources spoke to the staffing process and how well it has gone this year. Ms. Switzer also spoke to the retirement listing.

- Trustee Inquiries

- a) Trustee Sumner requested clarification regarding an administrative personnel matter.
- b) Trustee Bowslaugh requested clarification regarding the addition of two vice-principal positions.

4.03 Property Matters/Tenders**- Reports****- Trustee Inquiries****4.04 Board Operations****- Reports**

- a) The Board agreed to host the Welcome Back Breakfast to start of the 2012-2013 school year.
- b) The Chairperson reminded the Board of Trustees of the upcoming Employee Long Service Retirement evening and the duties of the Board in hosting this event.

- Trustee Inquiries

- a) Trustee Bartlette requested additional information regarding a legal matter. Senior Administration was directed to arrange a meeting with the Division solicitor to seek clarification.

Mr. Murray – Mr. Snelling

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

Carried.

IN BOARD

5.00 ADJOURNMENT

Mr. Murray – Mr. Snelling

That the meeting does now adjourn (10:04 p.m.)

Carried.

Chairperson

Secretary-Treasurer