



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, JANUARY 14, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh (entered at 7:25 p.m.), Mr. G. Kruck, Dr. L. Ross, Mr. M. Snelling, Mr. K. Sumner.

Secretary-Treasurer, Mr. K. Zabowski and Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk.

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

REGRETS:

Mr. D. Karnes

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 Sefton confirmed there would be a "Trustee only" in-camera session at the end of the meeting.

Superintendent, Dr. Michaels, requested the addition of one personnel item under in-camera discussions.

Mr. Bartlette – Dr. Ross
That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings *(Video Streaming 3 minute mark)*

- a) The Minutes of the Special Board Meeting held December 10, 2012 were circulated.

Mr. Bartlette – Mr. Sumner

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Regular Board Meeting held December 10, 2012 were circulated.

Mr. Kruck – Mr. Bartlette

That the Minutes be approved as circulated.

Carried.

- c) The Minutes of the Special Board Meeting held December 20, 2012 were circulated.

Mr. Bartlette – Mr. Sumner

That the Minutes be approved as circulated.

Carried.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information**

- a) The Chairperson noted the recent passing of Division employee Ms. Val Rubenik, on December 26, 2012. Ms. Rubenik was a member of the Division's support staff for a number of years, most recently as the school bus driver for Green Route 5.
- b) The Chairperson recognized four staff members by presenting them with Certificates of Recognition for their achievements:
- Mr. Don Thompson, Teacher, École Secondaire Neelin High School who had been chosen the recipient of the MPETA Regional Award for the Westman Region 2011-2013.
 - Mr. Greg Beckwith, Teacher, Vincent Massey High School who had been chosen Coach of the Year by his coaching peers.
 - Mr. Bruce Bell, Teacher, Meadows School, who had been inducted into the Manitoba Sports Hall of Fame – Class of 2012, for his participation on the U of M Bison Volleyball team – 1978-1980.
 - Mr. Harry Crossin, Teacher, École Secondaire Neelin High School, who had been recognized by CISCO Systems for providing CISCO programming at Neelin for 10 years. Mr. Crossin's Certificate of Recognition was accepted by Mr. Michael Adamski, École Secondaire Neelin High School principal, on Mr. Crossin's behalf.

- c) Consultation Process Review – Ms. M. Wilson, Research & Evaluation Specialist. (Video Streaming 10 minute mark)

Ms. Wilson, the Division's Research and Evaluation Specialist, spoke to her report, attached to the Report of Senior Administration, regarding an evaluation of the consultation process with respect to the Growth and Sustainability consultations which had taken place in the fall. Ms. Wilson reviewed in detail the process including the measures of success and the possible indicators that success had or had not been achieved. She concluded her presentation by providing possible ways to improve the consultation process in the future, including: ways of improving sampling; ways to improve participant understanding; and ways to improve communication. The Trustees thanked Ms. Wilson for her detailed report noting it was a valuable piece of information and reference as they move forward.

2.02 Reports of Committees (Video Streaming 24 minute mark)

- a) Divisional Futures & Community Relations Committee Meeting

The written report of the Divisional Futures & Community Relations Committee meeting held on December 5, 2012 was circulated following the reports of the Personnel Committee and the Finance Committee.

Trustee Kruck requested clarification regarding the presentation on bullying and asked how the Division would go about "speaking the same language". Superintendent, Dr. Michaels, noted a coordination of programs was required as there was currently a variety of initiatives in schools. She confirmed someone was required who could oversee it all and provide continuity in this area throughout the Division.

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

- b) Personnel Committee Minutes

The written report of the Personnel Committee meeting held on December 10, 2012 was circulated.

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

- c) Finance Committee Minutes

The written report of the Finance Committee meeting held on December 10, 2012 was circulated.

Trustee Bartlette requested clarification regarding the Dr. Farthing's comment that the Government was open to private/public partnerships. The Secretary-Treasurer noted Dr. Farthing did not expand on the statement.

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

d) Facilities and Transportation Committee Minutes

The written report of the Facilities and Transportation Committee meeting held on December 13, 2012 was circulated.

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

The written report of the Facilities and Transportation Committee meeting held on January 3, 2013 was circulated.

Discussions were held regarding the number of portables requested and the need for portables at Earl Oxford School. Associate Superintendent, Mr. Malazdrewicz, noted the request for portables was based on the 20K-3 forecast for Earl Oxford School. Superintendent, Dr. Michaels, provided information regarding a conference call held with Dr. Farthing regarding portables.

Mr. Murray highlighted the school safety audit conducted by both Mr. Brad Langston and the MSBA. He noted the Brandon School Division is safe and the Division is proactive with respect to student safety. Discussions were held regarding upcoming budget items to further address this issue. Trustees requested clarification regarding primary access. Dr. Michaels confirmed primary access was in place at all three high schools and Alexander School. The rest of the schools used primary access on an as needed basis. She confirmed the Division is reviewing this practice and a discussion will take place with principals on January 29th regarding primary access and visitor sign in.

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

e) Education Committee Minutes

The written report of the Education Committee meeting held on December 17, 2012 was circulated.

The Committee Chairperson, Mr. Bartlette, asked the Associate Superintendent to provide an overview on the Grade 7 and 8 Electives Report attached as Appendix "A" to the Committee minutes. Mr. Malazdrewicz reviewed the report and answered Trustee questions for clarification.

Point of Privilege: Trustee Ross inquired as to when the Division might receive the funding announcement. The Secretary-Treasurer confirmed he had been advised the announcement would be released before February 1, 2013.

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

f) Policy Review Committee Minutes

The written report of the Policy Review Committee meeting held on December 19, 2012 was circulated.

Trustee Ross asked if the proposed Child in Care policy would help expedite registering students into school. It was noted the policy would provide clear guidelines regarding the process and thereby expedite matters.

Mr. Kruck – Mr. Murray

That the Minutes be received and filed.

Carried.

g) Other

- Nil

Trustees Kruck and Snelling exited the meeting together and returned separately.

2.03 Delegations and Petitions

2.04 Communications for Action

a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, January 2, 2013, noting the MSBA will be honouring long service trustees at its March Convention. Member boards are asked to submit the names and addresses of current trustees who have served a minimum of 12, 16, or 20 years as of December 31, 2012. Please forward letters of nomination to Carolyn Duhamel, Executive Director, no later than February 8, 2013.

Referred Business Arising.

2.05 Business Arising (Video Streaming 24 minute mark)

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a), noting the MSBA will be honouring long service trustees at its March Convention was discussed. It was noted Trustee Ross was eligible to receive recognition for 20 years of service as a Trustee for the Brandon School Division.

- From Report of Senior Administration (Video Streaming 30 minute mark)

a) School Reports - NIL

b) Learning Support Services Presentation – Physical Education/Health Initiatives – K-12 which support healthy schools - Ralph Clark, Physical Education Specialist.

Mr. Ralph Clark, Physical Education Specialist for the Brandon School Division provided information regarding his responsibilities as the physical education/health education specialist for the Division. He spoke to physical literacy and the importance it has on a student's general overall achievement

and well-being. He noted students who are physically literate “move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person.” He works with physical educators to help students develop the knowledge, skills, and attitudes to lead an active and healthy lifestyle now and into the future. Mr. Clark spoke to some of the Division initiatives regarding healthy lifestyles, including the use of Lunch Board kits which consists of five boards: milk and alternatives, drinks, entrees, vegetables and fruits, and grain products. He noted schools use these boards not just for classroom instruction, but community instruction as well by displaying at various school events throughout the school year. Mr. Clark provided information regarding his work with the community to nurture existing relationships while continuing to build new partnerships. He provided a snapshot of the number of participants in the various early and middle year jamborees which took place in the first half of the school year. He also provided information regarding high school athletics and the Division’s involvement with MHSAA.

The trustees thanked Mr. Clark for his presentation. Trustee Murray inquired about early childhood nutrition education for high school students. Mr. Clark noted the topic was addressed as part of the Grade 12 curriculum.

- c) Items from Senior Administration Report
- Rescind Policy 2009 – “Reporting Board Meeting Business” - Referred Motions.
 - Rescind Form 1007.2a – “Outlook Live User Agreement” – Referred Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – January, 2013 – Referred Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – May, 2013 – Referred Motions.
 - Trustee Indemnities – Administrator Selection Committee – Referred Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions (Video Streaming 40 minute mark)

01/2013 Mr. Sumner – Mr. Kruck
That Policy 2009 – “Reporting Board Meeting Business” is hereby rescinded.
Carried.

02/2013 Mr. Kruck – Mr. Sumner
That Form 1007.2(a) – “Outlook Live User Agreement” is here by rescinded.
Carried.

03/2013 Dr. Ross – Mr. Bartlette
That the trip involving twenty (20) grades 10 to 12 high school students from Crocus Plains Regional Secondary School to Tampa Bay, Florida from January 22, 2013 to January 28, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Snelling inquired as to why this approval was so late in coming to the Board. The Associate Superintendent noted it was because of timing as the request came too late to include before Christmas. He also confirmed the school principal had spoken with the staff involved as to the proper protocol for future requests.

Carried.

04/2013 Mr. Snelling – Dr. Ross

That the trip involving twenty-five (25) grade 11 and 12 high school Advertising Arts students from Crocus Plains Regional Secondary School to Vancouver, BC be approved in principle and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Kruck requested that future motions also include the date.

Carried.

05/2013 Mr. Kruck – Mr. Sumner

That the Trustees participating on the Administrator Selection Committee be paid the appropriate indemnity for meetings of this Committee which were held December 13, 18 and 19, 2012.

Carried. (Trustee Bowslaugh Abstained).

06/2013 Mr. Bartlette – Mr. Snelling

That all the current Brookwood Development area be included in the Linden Lanes Catchment area.

The Secretary-Treasurer brought forward a revised friendly amendment to the motion to provide clarification of the boundaries. The mover and seconder agreed to the amendment. Trustee Bowslaugh inquired about the bussing requirements to accommodate this change in catchment. The Associate Superintendent noted the revision works with the resources currently in place.

Friendly amendment:

That the Linden Lanes Catchment area be changed to include all residences located on the south side of Richmond Avenue in the Brookwood Estates, including all of Aurora Crescent; and East of Brookwood Drive, including Southview Drive, Lake view drive and Plateau Drive.

Carried.

07/2013 Mr. Bartlette – Mr. Snelling

That the Stickney area between 18th Street and 1st Street be moved from the École New Era School catchment to the Earl Oxford School catchment.

Trustees requested clarification regarding the students affected by the proposed change. Superintendent, Dr. Michaels confirmed that the changes would keep families together and allow for proper programming. The Board Chairperson confirmed the Grade 7 students had been given the option to move or remain at École New Era School for Grade 8.

Trustee Snelling was opposed to the motion and requested the motion be tabled until the Division has heard back from the Government with respect to the number of portables the Division would be receiving.

Mr. Snelling – Mr. Kruck

That Motion 7/2013 be tabled.

Trustee Murray was against tabling the motion as the Board had already held discussions regarding the changes to the École New Era School Catchment. He noted the Board had agreed to move students in that area in order to take the pressure off of École New Era

School. He did not feel discussions on whether or not the Division received portables changed that fact.

Trustee Bartlette asked if the number of school age children living in Massey Manor would impact decisions. The Chairperson ruled the motion currently being discussed was whether or not to table the motion and the impact of Massey Manor did not pertain to the current discussions.

Trustee Kruck supported the motion to table.

Trustee Ross stated a motion to table was not debatable and called for the question.

Defeated: (3 – 4 – 1 Trustee Bowslaugh abstained).

Original Motion:

That the Stickney area between 18th Street and 1st Street be moved from the École New Era School catchment to the Earl Oxford School catchment.

Superintendent, Dr. Michaels, advised the Board delaying the motion will mean the Division cannot open École New Era School with a reduced population in the fall. She confirmed the Division is currently in the process of registering and resourcing for the fall.

Trustee Kruck confirmed he has not supported this decision in the past and still will not be supporting this decision.

Carried: (4 – 3 – 1 Trustee Sumner abstained).

08/2013 Dr. Ross – Mr. Bartlette

That the students residing on Westaway Bay be included in the Riverheights School catchment.

It was noted that motion 08/2013 applied to Grade 7 and 8 students only.

Carried.

09/2013 Dr. Ross – Mr. Snelling

That the Board of Trustees request a meeting with the Minister of Education to discuss facilities and accommodation matters.

Trustees inquired about meeting with the Minister of Education on January 17th as she was already in Brandon at that time. Trustee Sefton stated it may be too short of notice but the Division could ask.

Carried.

10/2013 Mr. Snelling – Mr. Bartlette

That the Brandon School Division request twelve (12) portable classroom units for the 2013-2014 school year from the Public Schools Finance Board.

Trustee Bartlette inquired about the cost of each portable to the Division. The Secretary-Treasurer confirmed the portables are funded by the Public Schools Finance Board; however the Division must cover additional costs such as blinds, SmartBoard, ramps etc. at a cost of \$7,000 per portable.

Carried.

2.08 Bylaws

Mr. Sumner – Mr. Kruck

That By-Law 3/2012 being a borrowing by-law in the amount of \$3,510,700.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of the following projects: Betty Gibson Boiler Replacement, Waverly Park Boiler Replacement, Crocus Plains Welding Shop Ventilation Upgrade, Green Acres Roof Replacement, Vincent Massey Emergency Gym Roof Replacement, Neelin Steam Heating System Replacement, Vincent Massey Roof Replacement, Riverview Furnace Replacement, and Valleyview Emergency Roof Replacement, be now read for a second time, having first been read on December 10, 2012.

Carried.

Trustee Snelling asked if there were guidelines as to how much a Division can have in debentures; whether or not it was listed as a liability; and was interest involved. Secretary-Treasurer, Mr. Zabowski, confirmed there does not appear to be guidelines for Divisions, but the Public Schools Finance Board does have guidelines regarding how many debentures they will accept. He confirmed this is money the Division is getting back from the Government.

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

NIL

3.00 ADMINISTRATIVE INFORMATION:**3.01 Report of Senior Administration**

Superintendent, Dr. Michaels noted the Division's Quarterly Report had been included in the Report of Senior Administration for the Board's information.

Trustee Bartlette inquired about the HALEP programming and the implementation of Stage 2 of the programming. Dr. Michaels confirmed that all schools are to be using the school wide enrichment programming and enrichment clusters by the end of the year.

Senior Administration was directed to send a letter of thanks to the Supervisor of Transportation as recognition of his assistance to Mountainview School Division to address their recent bussing issue.

Mr. Murray – Mr. Snelling

That the January 14, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information (Video Streaming 2 hour mark)

- a) Mr. Harold Wiebe, Head Custodian, Earl Oxford School, December 11, 2012, responding to the meeting on November 26, 2012 regarding the Joint Use Agreement between the Brandon School Division and The City of Brandon attended by the majority of Custodians, Mr. Zabowski, Ms. Switzer and Mr. Clark. He notes custodians agree that City run programs

should have use of the Division facilities; however, they have concerns about the Health and Safety aspect of these groups. He notes custodial assistants are not trained to deal with emergencies such as fire alarm, power failure and boiler failure. Concerns regarding vandalism and other security risks are also a concern. In addition, they are also concerned about the loss of wages incurred due to the joint use agreement as many custodians rely upon this overtime as a second income.

Ordered Filed.

- b) Tracey Denbow Peasgood, December 6, 2012, noting she has made two presentations to the Brandon School Division Board of Trustees regarding bussing for Home Economics and Industrial Arts classes. It was her understanding that there was to be a survey initiated by the Brandon School Division Liaison Committee with the parent councils at each of the K-8 Schools. In the minutes from the meeting that took place April 23, 2012 on page 4 it does discuss the outcome to the petition she had submitted. She notes there seems to be a gap in this process as the presidents of the Parent Council groups were unaware of a survey. Trustee Sumner states October 22nd that most parents are happy with the current bussing arrangements. She feels the information collected from Kirkcaldy Heights School did not come to light at the divisional level. Kirkcaldy Heights School did send out a survey to grades 6, 7 and 8 back in May. These surveys show that many parents have an opinion. She asks that the Trustees take the time to read through the enclosed surveys as they do shed some light on some of the concerns parents do have in the transportation of their children. These surveys are available to all trustees to view through the Office of the Secretary-Treasurer.

Ordered Filed.

- c) Peter Narth, Coordinator, Technical Vocation Education Unit, School Programs Division/Instruction, Curriculum and Assessments Branch, Manitoba Education, December 3, 2012, providing details regarding the Division successful Technical Vocational Education – Technical Vocation Equipment Upgrade support as announced on November 1, 2012 by Honourable Nancy Allan, Minister of Education. Funding in the amount of \$12,500 for the Building Construction Program; \$6,000 for the Automotive Technology Program; \$6,000 for the Culinary Arts Program; and \$10,566 for the Welding Program at Crocus Plains Regional Secondary School was approved.

Referred to Secretary-Treasurer's Department.

Trustee Murray noted the disparity in the amount of money received from the Government for Technical Vocation Equipment Upgrades versus the true costs of items. He requested a budget line similar to the aging building fund be established and discussed on budget day to address vocational programming equipment needs. Trustee Bowslaugh requested information on the number of Bill 13 students who are enrolled in Technical Vocational Programming. The Secretary-Treasurer was directed to report back to the Board on these requests at a future date.

- d) John Spacek, Assistant Deputy Minister, Transportation Policy and Motor Carrier Divisions, Manitoba Infrastructure and Transportation, December 14, 2012, responding to Mr. Zabowski's letter of October 29, 2012 regarding the reduction of speed in school zones within the Brandon School Division. He notes in June 2012 the Government passed Bill 13 which is intended to enable local governments to have greater control over making school zones safer through speed reduction while providing a certain level of standardization across Manitoba through regulatory requirements that prescribe the processes to be followed in relation to the designation of school zones and speed reductions within them. The Policy Division of Infrastructure and Transportation is in the process of conducting consultations with key stakeholder groups regarding potential regulatory provisions which will include the parameters of a school zone, the type, size and position of signage, how high-speed roads

will be treated and related matters. Consultations that have taken place to date include the City of Brandon, Manitoba School Board Association, Manitoba Association of School Superintendents, Manitoba Association of School Business Officials, and Manitoba Education's Pupil transportation Unit. The information provided by the Brandon School Division is valuable in identifying the uniqueness of each school's traffic-related concerns and may assist your local council in its decision to develop by-laws reducing speeds in school zones in the future. In the meantime, they have reviewed the information received and will keep it on file for reference.

Ordered Filed.

3.03 Announcements

- a) Education Committee Meeting – 11:30 a.m., Tuesday, January 15, 2013, Neelin High School Off Campus Site.
- b) Workplace Safety & Health Committee Meeting – 1:00 p.m., Wednesday, January 16, 2013, Conference Room.
- c) Minister of Education to visit Crocus Plains Regional Secondary School – 2:00 p.m., Thursday, January 17, 2013.
- d) B.J. Hales Ad-Hoc Committee Meeting – 7:30 a.m., Friday, January 18, 2013, Victoria Inn.
- e) Manitoba School Boards Association – Region 1 Meeting – All Day, Monday, January 21, 2013, Elkhorn Resort.
- f) Special Board Meeting – Preliminary Budget – 7:00 p.m. – Monday, January 21, 2013, Board Room.
- g) Premier of Manitoba to visit Brandon School Division, Tuesday, January 22, 2013, time and place to be announced.
- h) Policy Review Committee Meeting – 11:30 a.m., Wednesday, January 23, 2013, Board Room.
- i) Finance Committee Meeting – 12:00 noon, Monday, January 28, 2013, Board Room.
- j) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 28, 2013, Board Room.

Mr. Kruck – 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.
- b) Confidential #2 regarding a personnel item was circulated and discussed. A motion was to be brought forward at the end of the meeting.

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

- a) A Board Operations Matter was discussed and directions provided.

- Trustee Inquiries

- b) Trustee Bowslaugh inquired about a Committee operations matter. Direction was provided and a motion is to be brought forward at the next regular meeting of the Board of Trustees.

Mrs. Bowslaugh – Mr. Sumner

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

Carried.

11/2013 Mr. Sumner – Mr. Kruck

That Confidential #2 and the recommendations therein be approved and the recommendations be released to the public upon acceptance of employment.

Carried.

5.00 ADJOURNMENT

Mr. Snelling – Mr. Sumner

That the meeting does now adjourn (10:31 p.m.)

Carried.

The Trustees, together with guest Mr. Jerry Storie, met with the Superintendent of Schools on a personnel matter.

Chairperson

Secretary-Treasurer