



# BRANDON SCHOOL DIVISION

February 18, 2015

NOTICE IS HEREBY GIVEN OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES

TO BE HELD MONDAY, FEBRUARY 23, 2015  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## **AGENDA**

### **1.00 AGENDA/MINUTES:**

#### **1.01 Reference to Statement of Board Operations**

#### **1.02 Approval of Agenda**

#### **1.03 Adoption of Minutes of Previous Meetings**

- a) Regular Board Meeting, February 9, 2015.  
Adopt.

### **2.00 GOVERNANCE MATTERS:**

#### **2.01 Presentations For Information**

#### **2.02 Reports of Committees**

- a) Divisional Futures and Community Relations Committee Meeting P. Bowslaugh

#### **2.03 Delegations and Petitions**

**2.04 Communications for Action**

**2.05 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA issues (last meeting of the month)
- From Report of Senior Administration
  - a) School Reports – NIL
  - b) Learning Support Services Presentation
    - “*Tell Them From Me*” Student Surveys Divisional Report – Marnie Wilson, Specialist – Research, Assessment and Evaluation Services.
  - c) Items from Senior Administration Report
    - Crocus Plains Regional Secondary School Off-Site Activity Request (Hawaii) – Refer Motions.

**2.06 Public Inquiries (max. 15 minutes)**

**2.07 Motions**

- 23/2015 That the trip involving nineteen (19) grades 11 and 12 photography students, from Crocus Plains Regional Secondary School to make a trip to Hawaii from March 23, 2016 to April 2, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

**2.08 Bylaws**

**2.09 Giving of Notice**

**2.10 Inquiries**

- Trustee Inquiries

**3.00 ADMINISTRATIVE INFORMATION:**

**3.01 Report of Senior Administration**

**3.02 Communications for Information**

**3.03 Announcements**

- a) Facilities & Transportation Committee Meeting - 10:00 a.m. Monday, February 23, 2015, Boardroom.
- b) Policy Committee Meeting – 9:00 a.m., Tuesday, February 24, 2015, Boardroom.
- c) Education Committee Meeting – 1:00 p.m., Wednesday, February 25, 2015, Boardroom.
- d) Special Board Meeting – Public Presentations re: Proposed 2015-2016 Budget – 7:00 p.m., Monday, March 2, 2015, Boardroom.
- e) Divisional Futures & Community Relations Committee Meeting – 10:00 a.m., Tuesday, March 3, 2015, Boardroom.
- f) Brandon Community Drug and Alcohol Education Coalition Meeting – 9:00 a.m., Thursday, March 5, 2015, Boardroom.
- g) Divisional Futures and Community Relations Committee Meeting at Spring Valley Colony School – 10:00 a.m., Friday, March 6, 2015, Spring Valley Colony.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 9, 2015, Boardroom.

**4.00 IN CAMERA DISCUSSION**

**4.01 Student Issues**

**- Reports**

**- Trustee Inquiries**

**4.02 Personnel Matters**

**- Reports**

- a) Confidential #1 – Personnel Report.

**- Trustee Inquiries**

**4.03 Property Matters/Tenders**

**- Reports**

**- Trustee Inquiries**

**4.04 Board Operations**

**- Reports**

**- Trustee Inquiries**

**5.00 ADJOURNMENT**



# 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, FEBRUARY 9, 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 (by phone).

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

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

## **REGRETS:**

Dr. D. M. Michaels, Superintendent/CEO

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

## **AGENDA**

### **1.00 AGENDA/MINUTES:**

#### **1.01 Reference to Statement of Board Operations**

#### **1.02 Approval of Agenda**

Trustee Sefton noted he had one In-Camera item.

Mr. Murray – Mr. Kruck

That the agenda be approved as amended.

Carried.

#### **1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Special Board Meeting held January 26, 2015 were circulated.

Trustee Kruck noted he was not listed as having attended this meeting, but he was in fact present. The Minutes will be amended to reflect his attendance.

Mrs. Bowslaugh – Ms. Bambridge

That the Minutes be approved as amended.

Carried.

- b) The Minutes of the Regular Board Meeting held January 26, 2015 were circulated.

Trustee Bambridge noted she was not listed as having attended this meeting, but she was in fact present. The Minutes will be amended to reflect her attendance.

Mr. Sumner – Mr. Buri

That the Minutes be approved as amended.

Carried.

- c) The Minutes of the Special Board Meeting held February 4, 2015 were circulated.

Mr. Bartlette – Mr. Kruck

That the Minutes be approved as circulated.

Carried.

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

#### **2.01 Reports of Committees**

- a) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on January 20, 2015 was circulated.

The date listed for the next meeting was incorrect and will be corrected in the Minutes.

Mr. Buri - Mrs. Bowslaugh

That the Minutes be received and filed as amended.

Carried.

- b) Finance Committee Meeting

The written report of the personnel Committee meeting held on January 26, 2015 was circulated.

Mr. Sumner – Mr. Buri

That the Minutes be received and filed.

Carried.

### **2.02 Delegations and Petitions**

#### **2.04 Communications for Action**

- a) Peter Bjornson, Minister of Education and Advanced Learning, January 29, 2015, letter to School Board Chairs, noting that our government will increase funding to education by \$25.0

million, or 2% in 2015-2016. To support the action plan of Closing the Achievement Gap: Success for Every Student, he announced targeted funding to improve math and literacy outcomes, as well as to provide enriched programming for students seeking challenging, high-level learning opportunities. An announcement on the government's commitment to reduce class sized will be made in the near future. This year, targeted funding will be provided to support the First-Year Now initiative, which will give students increased opportunities to take university and college courses in high school to earn dual credits. Also announced was the targeting of career development funding to enable school divisions to connect students directly with employers and career exploration opportunities.

He further notes that he expects school divisions will work hard within their own budgets to ensure front line education is fully protected while at the same time look to identify efficiencies in administration and other budget items.

#### Accumulative Surplus

Earlier this month a Ministerial directive was sent to school divisions regarding accumulated surpluses in excess of the 4.0% policy limit. There is concern that the amount of surplus in excess of 4.0% continues to grow and the accumulated surplus held by school divisions increased from \$84.6 million in 2012/13 to \$98.4 million in 2013/14. As of June 2013, 22 school divisions held \$18.9 million in excess of the 4.0% policy limit. Given the current fiscal circumstances, the Minister reiterated the importance of addressing this discrepancy to ensure resources are being appropriately budgeted and expended for educational purposes.

#### School Division Administrative Spending Limits

Regulations limiting administrative costs for school divisions was enacted last year. Effective July 1, 2015, the administrative expenses subject to the limit will be the costs reported in Function 500 (Divisional Administration). Further, the limits will range from 3.5% to 5.0% depending on the full time equivalent enrolment of the school division or northern location. Further detail of the calculation will be forthcoming from Schools' Finance Branch. Government will be reviewing the implementation of this new definition and the limits in the coming year, with plans to reduce the 3.5% limit to 3.0% for 2016/17.

Referred to Secretary-Treasurer.

## **2.05 Business Arising**

### **- From Previous Delegation**

### **- From Board Agenda**

### **- MSBA issues (last meeting of the month)**

### **- From Report of Senior Administration**

- a) School Reports - NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
  - Funding Announcement for 2015-16 – Refer Secretary-Treasurer
  - Trustee Indemnities – Refer Motions.
  - Transfer of 2015-2016 Operating Budget to Board of Trustees - Refer Motions.

- Crocus Plains Regional Secondary School Off-Site Activity Request (Finland/Sweden) – Refer Motions.

The Secretary-Treasurer spoke on the funding announcement received from Peter Bjornson, the Minister of Education and Advanced Learning, on January 29, 2015, highlighting the following:

- The province announced an increase of 2.0% or \$25 million in provincial funding to public schools for the 2015-16 school year, including a \$19.2 million increase for operating support and a \$5.9 million increase for capital supports.
- Tax Incentive Grant funding (TIG) the BSD continues to receive in amount of \$1.8 million.
- The announcement did not include funding for 20K3 – smaller class size initiatives - but an announcement is expected at a later date.
- Total increase in funding support is 2.9% for BSD for 2015-16, as compared to the funding announcement for 2014-15.
- Base support has increased 1.1%, or \$258,000, resulting primarily from enrolment growth.
- Information technology funding – increased from \$60 to \$62 per K – 12 pupil.
- Professional development has increased from \$39 to \$46 per K – 12 pupil.
- All other rates for base support have remained unchanged.
- Student Services grant was increased by \$94,000.
- Occupancy support decreased.
- Categorical funding – special needs support has decreased by \$322,000 over the 2014-15 funding announcement due to decreases in the eligible funded students for Level 2 and Level 3.
- EAL funding has decreased \$151,000 from the budget of 2014-15 due to EAL enrolment decreases in stage 1 – 4 students. Funding in this area has decreased for the last several years.
- Early childhood development initiative increased due to an increase in Kindergarten enrolments.
- Early literacy and numeracy – increase of \$194,000.
- Enrolment change grant – decreased by \$90,000 due to lower than projected enrolment increases.
- Aboriginal Academic Achievement grant pool has been increased by \$1 million; this has resulted in an increase for BSD of \$9,000.
- The remaining categorical grant rates remain unchanged from last year and any increases in funding are solely due to enrolment increases.
- Equalization support grant increased by 10.2% or \$1.3 million from last year's funding announcement.
- BSD recently received approval from Lynne Mavins, Director, Schools' Finance Branch, to transfer \$800,000 from Accumulated Surplus to a capital reserve for the Division's Enterprise Resource Planning System Replacement – Phase I.

Trustee Ross asked questions for clarification on the calculation of school building space.

Trustee Bartlette asked for the total of decreases, this year over last year. Mr. Labossiere responded that with increases and decreases included, the overall total for funding was \$1.3 million.

Trustee Kruck asked questions for clarification on the decrease in EAL funding.



**2.06 Public Inquiries (max. 15 minutes)****2.07 Motions**

19/2015 Mr. Murray – Mr. Kruck

That the Trustees be paid the appropriate indemnity for attending the two (2) day Board of Trustees Professional Development Session on October 29 and October 30, 2014; that the Trustees be paid the appropriate indemnity for attending the Board Governance Goal Setting Session held January 10, 2015; and that the Trustees be paid the appropriate indemnity for attending the MSBA Regional Meeting on January 26, 2015.

Carried. (7 – 2 Kruck and Sumner opposed)

20/2015 Mr. Kruck – Mr. Buri

That the Trustees be paid the appropriate indemnity for attending the All-Day Budget meeting on February 17, 2015.

Carried.

21/2015 Mr. Buri – Ms. Bambridge

That Senior Administration transfer the 2015-2016 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.

Carried.

22/2015 Ms. Bambridge – Dr. Ross

That the trip involving fifteen (15) to twenty (20) grades 10, 11 and 12 hockey students, from Crocus Plains Regional Secondary School to make a trip to Helsinki, Finland and Stockholm, Sweden from December 26, 2015 to January 4, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

Trustee Kruck asked questions for clarification regarding the hockey tournament.

**2.08 Bylaws**

2<sup>nd</sup> Reading

Mr. Sumner – Dr. Ross

That By-law 1/2015 being a borrowing by-law in the amount of \$1,676,800.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

**School****Project**

Harrison School	Roof Replacement of Area A1
Neelin High School	Science Lab Renovation
Crocus Plains Regional Secondary	Science Lab Renovation
George Fitton School	New Gym and Daycare Addition
Waverly Park School	Two Classroom Addition
Vincent Massey High School	Roof Replacement Areas D and G
Riverview School	Furnace Replacement Ph II
Neelin High School	Roof Replacement of Area G1
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Elevator

be now read for the second time, having been first read on January 26, 2015.

Carried.

3<sup>rd</sup> Reading

Mr. Sumner – Dr. Ross

That the rules be suspended and By-law 1/2015 be now read for a third and final time, and taken as read, finally passed.

Carried.

## THE BRANDON SCHOOL DIVISION

### BYLAW NO. 1/2015

Bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of \$1,676,800.00 and issuing debentures therefor.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$1,676,800.00 upon the credit of the Division by the issue and sale of debentures to meet partial costs for construction of the following:

<u>School</u>	<u>Project</u>
Harrison School	Roof Replacement of Area A1
Neelin High School	Science Lab Renovation
Crocus Plains Regional Secondary	Science Lab Renovation
George Fitton School	New Gym and Daycare Addition
Waverly Park School	Two Classroom Addition
Vincent Massey High School	Roof Replacement Areas D and G
Riverview School	Furnace Replacement Ph II
Neelin High School	Roof Replacement of Area G1
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Elevator

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

- 1) That it shall be lawful for the said School Trustees to borrow the sum of \$1,676,800.00 by the issue and sale of debentures of the said School Division as set out below.
- 2) That the said debentures shall be issued at Brandon, Manitoba and shall be dated the 15<sup>th</sup> day of February, 2015 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows: the debenture shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$117,981.45 each, including principal and interest at the rate of 3.500 per cent per annum, payable annually on the 15th day of February as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 15th day of February, 2016.

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

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

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

SECOND READING: \_\_\_\_\_

THIRD READING: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

CERTIFIED a true copy of Bylaw  
No. 1/2015 of The Brandon School Division  
given first reading on the \_\_\_\_\_ day of  
\_\_\_\_\_ A.D. 2015.

\_\_\_\_\_  
Secretary-Treasurer

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

- a) Trustee Sumner:  
*"Please present the policy committee with options for school and school-associated registrations that would eliminate parent wait times exceeding an hour, for consideration in the possible development of a registration policy. Also please provide them with a list of such situations resulting in such waits at our schools."*
- b) Trustee Kruck:  
*"The 2013-2014 Student Achievement Summary Report states that in grades 3, 5, 7 and 9 there are at least 20% fewer aboriginal students meeting expectations in reading, writing and numeracy. I request that Senior Administration prepare a report as to what additional resources are needed in order to improve these dramatically lower scores. Thank you."*

## **3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

Associate Superintendent, Greg Malazdrewicz, highlighted the following items from the Report of Senior Administration:

- Academic Preparedness – J.R. Reid School

- Global Citizenship – École O’Kelly School.
- Health and Wellbeing – Alexander School.
- Suspensions.

Trustee Murray asked questions for clarification regarding the 3 – 5 day suspensions for gangs.

Trustee Bartlette asked how many nations or nationalities are now in our schools.  
Mr. Malazdrewicz responded that it is over 30 now.

Mr. Sumner – Mr. Bartlette

That the February 9, 2015 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

### **3.03 Announcements**

- a) Board/BTA Liaison Committee Meeting – 4:15 p.m., Thursday, February 19, 2015, Conference Room.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 23, 2015, Boardroom.
- c) Upcoming Budget Dates:
  - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 11, 2015, George Fitton School Gymnasium.
  - All Day Budget Meeting – 9:00 a.m., Tuesday, February 17, 2015, Boardroom.
  - Special Board Meeting – Public Presentations re: Proposed 2015-2016 Budget – 7:00 p.m., Monday, March 2, 2015, Boardroom.

Mr. Buri – Mrs. Bowslaugh

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 presented.
- b) Trustee Bowslaugh asked questions for clarification re: staff evaluation.

**- Trustee Inquiries**

**4.03 Property Matters/Tenders**

**- Reports**

**- Trustee Inquiries**

- a) The Secretary-Treasurer updated the Board on a property matter, the Board provided direction to Senior Administration.

**4.04 Board Operations**

**- Reports**

- a) Trustee Sefton discussed one (1) Board Operations matter with the Board.

**- Trustee Inquiries**

Ms. Bambridge – Dr. Ross

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

Carried.

**5.00 ADJOURNMENT**

Mr. Sumner – Mrs. Bowslaugh

That the meeting does now adjourn (8:24p.m.)

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Divisional Futures & Community Relations Committee Minutes

Tuesday, February 3, 2015 10:00 a.m.  
Boardroom, Administration Office Building

Present: P. Bowslaugh (Chair), M. Sefton, K. Sumner, G. Buri (Alternate), G. Malazdrewicz, Associate Superintendent.

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### 1. CALL TO ORDER

The Divisional Futures & Community Relations Committee Meeting was called to order at 10:05 a.m. by Chair Pat Bowslaugh.

### 2. APPROVAL OF AGENDA

Trustee Sefton added one In-Camera item to the agenda.

Trustee Bowslaugh added two items to the agenda.

The agenda was approved as amended.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of January 6, 2015 were received as information.

Chairperson Bowslaugh has been unable to reach her contact at the City of Brandon regarding a meeting of the Joint Task Force Ad-hoc Committee. Further attempts to contact will be made by B. Sangster.

The upcoming visit to Spring Valley School was also discussed and the date of Friday, March 6, 2015 was tentatively chosen. B. Sangster will contact the Spring Valley School to organize the visit.

The school visits were discussed and it was decided that the Committee would meet at St. Augustine School on Friday, February 20, 2015 to have lunch with some of the students. B. Sangster will contact Principal, Chris Czarnecki to set up the visit.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### a) **Discussion and decision as to which new stakeholder groups and the process for identifying such over the next 3.5 years**

Discussion took place regarding new stakeholder groups – the Rural Municipalities that were discussed at the January meeting have been contacted but have not responded yet.

It was decided that the Committee would meet with Assiniboine Community College for discussions regarding programming partnerships only.

It was also decided that the Committee would meet with Brandon University for discussions regarding programming and shared facilities. Trustee Sefton noted that the agenda should be focused. Meetings with both of these stakeholder groups will be planned for after March 22, 2015, at which time budget will be completed.

**5. OTHER COMMITTEE GOVERNANCE MATTERS**

**a) Feedback from meeting with Canadian Parents for French (CPF) Brandon Chapter**

The minutes of the meeting with Canadian Parents for French were reviewed and updates/edits provided.

**b) Minutes of the Board/BTA Teacher Liaison Committee Meeting**

Trustee Bowslaugh noted there was a big focus on teacher wellness at this meeting. The Annual Wellness initiative will be held later in the school year.

**c) Brandon Urban Aboriginal Peoples' Council (BUAPC)**

Trustee Bowslaugh attends and cites things about the work in the School Division e.g. Building Student Success with Aboriginal Parents (BSSAP). She mentioned the article in the Brandon Sun regarding Kevin Tacan, and thought it was important to note that he has been involved with the Brandon School Division for many years and is our Elder.

**6. OPERATIONS INFORMATION**

NIL

The meeting adjourned at 11:34 a.m.

Respectfully submitted,

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P. Bowslaugh, Chair

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M. Sefton

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K. Sumner

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G. Buri (Alternate)



# BRANDON SCHOOL DIVISION

## Board/BTA Liaison Committee

Tuesday, January 13, 2015 – 4:00 p.m.  
Boardroom, Administration Office

Present: Dr. M. Michaels, Superintendent

Trustees: S. Bambridge, P. Bartlette, P. Bowslaugh

BTA: M. Davis, C. Dunbar, A. Johnston, G. Simard

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The meeting was called to order by A. Johnston, President, BTA at 4:02 p.m.

Each BTA member introduced themselves. Each Board Trustee representative and Superintendent Dr. Michaels introduced themselves.

The Liaison Committee is established in accordance with Article 28 – Consultation of the Board/BTA Collective agreement.

The Co-Chairs decided upon are: A. Johnston, BTA and P. Bowslaugh, Trustee.

A. Johnston expressed the importance of the Liaison Committee and its purpose to discuss mutually beneficial items in an informal manner. One of the major interests of the BTA is to further the wellness initiative begun with Trustee Bambridge in her former capacity as President, BTA in collaborating with the Brandon School Division. Discussion ensued with Trustee and BTA executive members sharing their perspectives.

### Key Points Raised:

- Considerable changes in culture/society are impacting education.
- Attention to wellness is very good economics as well teachers do not require sick days. Money is saved.
- Significant changes and initiatives are impacting teachers and causing much stress.
- BSD “Wellness Day” was established approximately six years ago. It has developed increasing “buy-in” amongst teachers. This year it will be held in May.
- “Teachers are fixers” and this raises concerns/pressures if all the student needs are not met. Guilt arises in people.
- Wellness activities require a “changing of the mind”. To legitimize wellness activities in the minds of the public requires ongoing communication. Changes (eg. Wellness) are not accepted immediately.
- Maintaining life-work place balance is essential. It’s the younger teachers who are experiencing the greater stressors given the current complexity of education and teaching.
- Since “Health and Well-Being” is a key part of the Divisional Strategic Plan it is important for staff wellness initiatives to be included in each School Development Plan.
- There are a number of factors that contribute to wellness in the school. Eg. Appropriate staff-room space.



- The initial Wellness Survey conducted in the Division (2006) concluded that “workplace politics” was the major source of “un-wellness”.
- Importance of the “duty-free” lunch for teachers to have a much needed break in the day.
- Current space limitations are problematic as the flexibility required in a school isn’t there in some situations.
- One of the Board’s key goals for 2014-2017 is to “advocate strenuously for new schools.”
- Report card writing and the lack of preparation time for such is a stressor for teachers.
- The BTA Ad-hoc Review Committee related to the implementation of the Provincial report card surveyed BSD teachers. The Report was reviewed in detail. The negative wellness factor is inherent in this reality. BTA recommendations included:
  - Additional release time
  - Professional development of Provincial Report Card
  - Accessible Software required

BSD is addressing these recommendations by providing additional preparation time; implementing “Students Achieve” software and related professional development sessions. The issue of preparation time needs to be addressed further.

In conclusion, A. Johnston shared other wellness items:

- MTS posters re: “violence”
- BTA newsletter
- BTA bonspiel on February 27, 2015 (32 teams)

She thanked Trustees and Superintendent Michaels for coming together with BTA representatives.

The next Board/BTA Liaison Committee Meeting Date is set for February 19, 2015 4:15 to 5:15 p.m.

Respectfully submitted,

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A. Johnston  
Co-Chair, Brandon Teachers Association

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P. Bowslaugh  
Co-Chair, Brandon School Division

**Divisional Futures and Community Relations Committee Meeting**  
**With**  
**Canadian Parents for French, Brandon Chapter**  
**January 27, 2015 – 7:30 p.m.**

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**PRESENT:**

Trustees Bowslaugh, Buri, Sumner & Sefton  
G. Malazdrewicz, Associate Superintendent  
CPF: Kerri Lynn Gudz, Terri-Lynne Hlady, Jana McCausland

**DISCUSSIONS:**

Trustee Bowslaugh read and explained the committee responsibilities for those present. Introductions were then made.

Ms. Gudz reviewed key points of her presentation from the June 9, 2014 Board Meeting. Since that date they have done presentations at French schools for teachers and staff. They also reached out to École O'Kelly School but with no success. Ms. Gudz corrected the previous Committee minutes and stated that there is a misunderstanding that their group is asking for a single track French immersion high school, but that is not the case. Those words have never been said and they are here to plan with the Division and wanted that correction to be stated for the record.

Ms. Gudz asked what their group can do to assist the Division in planning?

Trustee Sefton responded that the most important thing is to lobby the Minister of Education and Public Schools' Finance Board for a new school. That is near the top of the Board's governance goals for the next 4 years. Trustees have met with the current and previous 2 ministers and told them we need a new school. That would be the single biggest thing in taking the enrolment pressure off across the division. Once enrolment pressure is off, it would make things go a little better for everyone in every program. Trustee Sefton explained where the three (3) designated potential elementary school sites are in Brandon and how many students are currently bused to other schools from areas that don't have a school.

Trustee Sefton spoke on the upcoming crest of students that will be entering the French immersion high school, and said other options that may have to be looked at such as quotas of students, add one period to the day either at the beginning or end of day.

Trustee Sefton spoke to the French immersion staffing issue as this is a concern and has been difficult. He said to encourage children, nieces, nephews etc. if taking teaching to consider French immersion teaching. French immersion staffing was discussed and it is not just a local issue. There is competition everywhere and the Division is not able to offer incentives or bonuses to keep teaching students here.

All higher end content (biology physics etc.) French teachers are very difficult to find. Greg Malazdrewicz suggested that possibly CPF (provincial) could provide scholarships for teachers to make the transition to French and lobby the government on our behalf as we need teacher development.

Webcasting/teleconferencing was discussed and it was noted that we would be providing services out to other schools, as we are well staffed compared to other divisions.

Ms. Gudz asked if there has been discussion with Brandon University regarding the French language program. Greg Malazdrewicz responded that their French language program has been resetting so they don't have the personnel to do the training.

High school French immersion students and staffing was discussed. School needs to know they have solid registrations in a program - then the division will staff those positions. Student enrolments drive the programming.

Will there be any point in lobbying the province or having them evaluate changing the credits required for a high school French immersion diploma, in that then, is there an obligation on their end to find the staff; and/or does that then create the problem of capping of classroom size?

Trustee Sumner noted it can never hurt to put your voice forward to those who make the decisions.

There are two big issues – teachers and dollars.

With a new school – how do you staff? A new school would be a K-8 English school so staffing would be easier.

A new school could take a minimum of five years; taking on the ACC space could be a decade.

The Board is looking at innovative solutions over the next four years – example, year round schooling – 33% more kids into a school with this option. That would give us more space, flexibility and more programming.

One suggestion was partnering with Winnipeg French immersion high schools to offer programs.

Trustee Sefton stated that parents have a bigger and more active voice when it comes to lobbying politicians. It's different when parents with kids in the school system are speaking.

Trustee Bowslaugh suggested that MLA's need to know first-hand from the parents what is happening with the children and the community. Be proactive, assertive, etc.

Jana McCausland clarified that their group is the Canadian Parents for French, Brandon Chapter. They are not Harrison – they are CPF Brandon. They have been going to parent council meetings to try to recruit parents as they need to grow their group and it has been very difficult.

Trustee Sumner suggested it would be a good idea to speak with the parent council to bring items to the Teacher/Parent Liaison Committee, and also to work with the other French school parent councils so as not to be seen as just Harrison parents.

Terri-Lynne asked if she can email and update the committee on meetings that occur and Trustee Bowslaugh said that yes emails can be sent to her.

Terri-Lynne – 3-4 years, Neelin will experience a lot of growth. Will they be able to accommodate both the French and English students?

MS – yes, the school has capacity.

#### **WRAP-UP:**

Trustee Bowslaugh thanked everyone for attending the meeting and for their input.



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

February 23, 2015

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- II. Human Resources
- III. Secretary-Treasurer
- IV. Superintendent of Schools
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*“Accepting the Challenge”*

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• Correspondence Received From Peter Bjornson, Minister of Education and Advanced Learning.....	7

This report from members of the Brandon School Division Senior Administration is submitted respectfully for your consideration, action, and information.

Dr. Donna M. Michaels  
 Superintendent of Schools/  
 Chief Executive Officer

## **A. Business Arising for Board Action**

### **I. PRESENTATIONS**

### **II. HUMAN RESOURCES**

### **III. SECRETARY-TREASURER**

### **IV. SUPERINTENDENT OF SCHOOLS**

#### **1. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action.....G. Malazdrewicz

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix A for Board of Trustees consideration) for nineteen (19) grades 11 and 12 photography students, from Crocus Plains Regional Secondary School to make a trip to Hawaii from March 23, 2016 to April 2, 2016.

Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary School; Mr. Greg Malazdrewicz, Associate Superintendent; and Dr. Donna Michaels, Superintendent of Schools/Chief Executive Officer have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

#### ***RECOMMENDATION:***

*That the trip involving nineteen (19) grades 11 and 12 photography students, from Crocus Plains Regional Secondary School to make a trip to Hawaii from March 23, 2016 to April 2, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.*

### **V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

## **B. Administrative Information**

### **I. HUMAN RESOURCES**

#### **1. PERSONNEL REPORT**

For Information..... B. Switzer

Included in the agenda package as Confidential #1 is the Personnel Report, a listing of resignations and employment approved by the Superintendent of Schools and Secretary-Treasurer since the last meeting.

## **II. SECRETARY-TREASURER**

### **1. 2015/2016 BUDGET DELIBERATIONS**

For Information.....D. Labossiere

On February 17, 2015, the Board of Trustees held their all day budget meeting. Attached as Appendix B is the summary of the 2015-2016 preliminary budget decisions made by the Board together with the property tax implications for an average Brandon residential property assessed at \$222,000.

On February 19, 2015, we received the Kindergarten to Grade 3 Smaller Classes Initiative Funding (formally called 20K3) from Manitoba Education and Advanced Learning. Brandon School Division received no additional funding for 2015-2016; the total funding remains the same as in 2014-2015 in the amount of \$431,223. This amount was included in the preliminary budget.

Please contact me should you require further information.

## **III. SUPERINTENDENT OF SCHOOLS**

### **1. SCHOOL VISITS (JANUARY 19 – FEBRUARY 12, 2015)**

For Information..... D. Michaels

- February 3, 2015 – School Update Meeting with Michael Adamski, Principal, École secondaire Neelin High School
- February 10, 2015 – School Update Meeting with Chris Czarnecki, Principal, St. Augustine School

### **2. SCHOOL INFORMATION – IMPLEMENTATION OF STRATEGIC PLAN 2014-2017**

For Information..... D. Michaels

#### **A. ACADEMIC PREPAREDNESS**

##### **ACADEMIC PREPAREDNESS AT GREEN ACRES SCHOOL**

*Report prepared by Mr. Jaime Lombaert, Principal, Green Acres School*

One of Green Acres School's goals in the Academic Preparedness domain for the 2014-2015 school year is writing. During the school year Middle Years students have been working in literacy blocks focused on writing. The theme of the writing is the seven teachings, which are a set of teachings on human conduct towards others. The seven teachings include wisdom, love, respect, bravery, honesty, humility and truth. The writing blocks are assessment driven and goal oriented aimed to improve student writing.

Green Acres School is in the process of establishing Professional Learning Communities (PLCs). These PLCs have five main characteristics which include:

- shared values and vision;
- collaborative culture;
- focus on examining outcomes to improve student learning;
- supportive and shared leadership; and
- shared personal practice.

PLC meetings take place to discuss individual student programming based on the schools' Response to Intervention model. The academic growth of the student is the responsibility of the PLC and no longer just the responsibility of the classroom teacher.

Professional Resource Consulted:

Graham, P & Ferriter W. (2010). *Building a Professional Learning Community at Work: A Guide to the First Year*. Bloomington: Solution Tree Press

## **B. GLOBAL CITIZENSHIP**

### **GLOBAL CITIZENSHIP AT RIVERHEIGHTS SCHOOL**

*Report prepared by Mr. John Minshull, Principal, Riverheights School*

Students coming into grade seven at Riverheights have an option in terms of their elective courses registration. One such option is the choice between French and Community Issues. When a student selects Community Issues, they are selecting a variety of projects and initiatives relating to global awareness, volunteerism, and community involvement.

Examples of projects that the group has been involved with include:

#### Connecting Environment to the Community

In this theme, the students conducted a waste audit of the Riverheights School to determine the amount of waste that is created in our school community on a regular basis. From the information gathered, the students decided to become involved in a plastic bag collection initiative, and have been part of other waste reduction initiatives around the school.

#### Volunteer Learning in the Community

The class organized and participated in the annual FCC food drive and personally delivered the food, which was collected from classrooms around the school, to Samaritan House in Brandon.

They also took part in a three stage volunteer day where they sorted food at Samaritan House, helped to prepare food at the Helping Hands Soup Kitchen, and took part in a session on fair trade food on a global scale at 10000 Villages.



Through our Community Issues class, and through activities such as the ones above, our goal is to develop, in our students, a respect for diversity, a sense of community involvement, the need for volunteerism, and ultimately, the importance for global awareness.

## **C. HEALTH AND WELLBEING**

### **HEALTH AND WELLBEING AT BETTY GIBSON SCHOOL**

*Report prepared by Mr. Phil Vickers, Principal, Betty Gibson School*

One of the current goals at Betty Gibson School is “By 2017, eighty percent (80%) of students will report having a positive sense of belonging at Betty Gibson School and eighty percent (80%) of grade 7/8 students will report aspirations to complete high school”.

Given the historically high student mobility rate, an ongoing school-wide focus is increasing student connection to our school and having a strong sense of belonging.

To support this, the staff at Betty Gibson School has implemented a multifaceted approach including:

- during daily announcements, all students’ birthdays are celebrated;
- the staff has started to create ‘Welcome to Betty Gibson School Kits’. These kits are used when a new student arrives. The kits include work that students can work on that celebrates who they are and where they are from. Items in the kits might include self-portrait and ‘All About Me’ posters created by the student;
- the staff is planning a bulletin board that celebrates all students; and
- We have just implemented the Student Ambassador program at Betty Gibson School. Student Ambassadors are a small group of grades 5 to 8 students dedicated to the positive promotion of Betty Gibson School. They will be visible at many school events such as: Christmas dinner, Family Fun Night, Volunteer Tea, Christmas Store, Play Day. Student Ambassadors will develop and receive training in communication and public relations skills. Responsibilities will include positively representing Betty Gibson School to newcomers by giving building tours and acting as a classroom ambassador to provide student orientation in regards to class and school wide rules. This program will sharpen communication skills, improve interpersonal and conversational skills, enhance confidence and develop leadership skills of our students.

All of these initiatives are design to increase student self-esteem and compliment explicit classroom based instruction regarding bullying.

### Student Achievement

We would like to congratulate Adriana Rodriguez. She created a poster for the Royal Canadian Legion Contest called the Poppy Campaign Contest, Posters and Poems for Remembrance Day.

Adriana won first place in the Zone Level and the District level Contests. Now her poster is competing at the Provincial Level.

### **3. ADMINISTRATIVE AND STATISTICAL INFORMATION**

#### **SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	3 total	1 – 5 day 2 – 10 day	Unacceptable Behaviour Unacceptable Behaviour
Earl Oxford	1 total	1 – 5 day	Gangs
Kirkcaldy Heights	1 total	1 – 5 day	Unacceptable Behaviour

#### **SUSPENSION REPORT – SEMESTER ONE – 2014/2015**

There were one hundred sixty eight (168) suspensions reported in the first semester of 2014/2015; twenty two (22) in elementary schools and one hundred forty six (146) in senior high schools.

Appendix C includes details of the school suspensions breaking down by category and/or days of consequence.

#### **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / JANUARY 31, 2015**

The Brandon School Division Currently has 1349 English as an Additional Language (EAL) Students.

- 18 new registrations were received from January 1 - 31, 2015;
- 6 students left the Brandon School Division from January 1 - 31, 2015.

The number of new EAL registrations received to date for the 2014/2015 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2014	135
October 2014	13
November 2014	5
December 2014	13
January 2015	18
Total	184

The current school totals for *continuing students* are as follows:

	Current Total	Students who have left the Division 2014/2015	Students who have left the Division 2013/2014	EAL Discontinued (Stage 5+) 2014/2015	EAL Discontinued (Stage 5+) 2013/2014
Alexander	0	1			
Betty Gibson	131	6	20		
Crocus Plains	179	22	27	47	
Earl Oxford	56	6	4		
George Fitton	101	8	4		
Green Acres	23	2	1		
Harrison	0				
J.R. Reid	32	3			
King George	112	4	6		
Kirkcaldy Heights	31	2			
Linden Lanes	25		2		
Meadows	88	12	15		
Neelin	34	2	5		
New Era	109	4	20		
O'Kelly	31	2	5		
Riverheights	92	2	6		
Riverview	43	2	6		
Spring Valley	31				
St. Augustine	51		6		
Valleyview Centennial	14				
Vincent Massey	119	7	10	23	36
Waverly Park	47		2		
Total	1349	85	139	70	36

The number of students who left Brandon School Division from January 1 - 31, 2015 is six (6). Of these students:

- one (1) moved back to their home country;
- four (4) moved out of the Province; and
- one (1) withdrew (over the age of 18).

Four (4) students changed catchment area from January 1 – 31, 2015.

#### **4. CORRESPONDENCE**

For Information..... D. Michaels

##### **CORRESPONDENCE RECEIVED FROM PETER BJORNSON, MINISTER OF EDUCATION AND ADVANCED LEARNING**

The following correspondence has been received from Peter Bjornson, Minister of Education and Advanced Learning:

*I am pleased to proclaim February 8 – 14, 2015 as Teacher/Staff Appreciation Week.*

*This proclamation is meant to increase public awareness of the many services teachers and school staff provide to students, schools, and the communities in which they reside. It provides an opportunity to highlight the important work being done by teachers and school staff as they dedicate themselves to the education of students in our province.*

*The Teacher/Staff Appreciation Week was initiated by the Canadian Home and School Federation in 1988. They were interested in encouraging parents and the wider community to recognize the personal and professional contributions that teachers and school staff make to students and their education. It is our hope that in celebrating Teacher/Staff Appreciation Week in Manitoba, parents and community members will use this opportunity to acknowledge and thank teachers and staff for the important role they play in the lives of students.*

*On behalf of the Government of Manitoba, we would like to join those who will express their thanks and appreciation to all teachers and staff in Manitoba schools.*

##### **CORRESPONDENCE RECEIVED FROM PETER BJORNSON, MINISTER OF EDUCATION AND ADVANCED LEARNING**

The following correspondence has been received from Peter Bjornson, Minister of Education and Advanced Learning (as sent to Waverly Park School, St. Augustine School, and École Harrison):

*Thank you for your application for a Manitoba Music Month Grant. I am pleased to inform you that (\$400 – Waverly Park School; \$400 – St. Augustine School; and \$200 – École Harrison) has been awarded to your school. A cheque for this amount is enclosed.*

*An unprecedented number of qualifying Music Month grant applications were received for 2014/2015 and the available funding is being shared among the successful applications. The grant criteria along with consideration of previous grant funding were used to prioritize the funding requests. The positive,*

*enthusiastic response to the Music Month grant initiative is indicative of the creativity and commitment of Manitoba's music education.*

*I would like to express my appreciation for all your efforts and initiatives to support and celebrate Music Education in Manitoba. Your students, communities, and the professional musicians with whom you collaborate on this project benefit greatly from your hard work and dedication.*

**2015-2016 PRELIMINARY BUDGET  
SUMMARY OF BUDGET DAY DECISIONS**

**Brandon School Division Special Levy**

Special Levy 2015  
Special Levy 2014  
Net Dollar Inc.  
Net Percent Change

<b>Special Levy</b>	<b>Mill Rate</b>
41,542,952	15.51
40,665,635	15.50
877,317	0.00
2.2%	0.0%

<b>FTE</b>	<b>Approved</b>
<b>19.57</b>	<b>1,806,600</b>

AREA	ITEM(S)	COSTS		Budget Day Calculations		
		FTE	Total	FTE	Approved	Comments
Human Resources	<b><u>Trustee/Board Committee Requests</u></b>					
	Additional Assistant Superintendent	1.00	148,800	1.00	148,800	
	**Return to the student/teacher ratio before the reduction of 11 teaching positions from 2014/15 budget	11.00	887,700	-	-	
	Increase Full Day/Every Day Kindergarten in 2 more schools - King George & Valleyview School	3.00	140,900	3.00	140,900	2 - FDED Kindergarten classes approved, allocation to be determined by Senior Administration.
	Add 2 teaching positions to Superintendents contingency for addressing "hot spots" or problems during school year and at school startup.	2.00	161,400	-	-	
	**Return EAL staffing to the previous level prior to the reduction of 11 staff members in 2014/15 budget.	2.50	201,800	-	-	
	Replace the \$40,000 removed in the 2014/15 budget for Teacher Professional Development for out of country travel		40,000	-	40,000	
	Increase Professional Development budget		50,000	-	50,000	
		<b>19.50</b>	<b>1,630,600</b>	<b>4.00</b>	<b>379,700</b>	
Supplies	Antibullying initiatives		50,000	-	-	
		-	50,000	-	-	
	<b>Total Trustee/Board Committee Requests</b>	<b>19.50</b>	<b>1,680,600</b>	<b>4.00</b>	<b>379,700</b>	
Business	<b><u>Senior Administration Sustainability Requests</u></b>					
	Core switching environment (end of life replacement)		451,100		97,000	\$451,100 project financed through 5 year debenture or capital lease

**2015-2016 PRELIMINARY BUDGET  
SUMMARY OF BUDGET DAY DECISIONS**

AREA	ITEM(S)	COSTS		Budget Day Calculations		
		FTE	Total	FTE	Approved	Comments
	Disaster recovery system plan		335,000		65,000	
	Student Achieve K-8 (Report Cards & Longitudinal data tracking)		92,600		92,600	
		-	<b>878,700</b>	-	<b>254,600</b>	
Facilities	Office space at Convergys building for Learning Support Services Staff (Psychologist, Social Workers, Speech Language Pathologists, training centre)	0.38	248,000	-	-	
	Upgrade Johnson Controls Energy Management Software		25,000	-	25,000	
	Replace 9 pneumatic controls for air handlers at Vincent Massey School		189,600	-	-	
	Expand bus bays from 1 to 3 bays and increase bus/staff parking		859,600	-	100,000	\$859,600 project financed through 10 year debenture
	Security cameras, mirrors and card access/lock down for schools.		815,500	-	58,000	\$965,500 project financed through 5 year debenture
	SpringValley Connectivity		20,000		20,000	
		<b>0.38</b>	<b>2,157,700</b>	-	<b>203,000</b>	
Human Resources	Psychologist	1.00	85,000	1.00	85,000	
	Speech Language Pathologist	1.00	85,000	1.00	85,000	
	ARYP - additional Teacher and Educational Assistant	2.00	104,500	2.00	104,500	
	Social Workers	3.00	255,000	1.00	85,000	
	BSSAP workers for Green Acres, Meadows, George Fitton and Riverheights schools.	2.18	70,700	2.18	70,700	
	Home School Liaison - K-8 - change in hours	3.73	88,700	-	-	
	Full Day - Every Day Kindergarten at Earl Oxford School	3.00	134,500	-	-	
	Noon Activities Coordinator	2.25	181,600	-	-	
	Reading Recovery - Itinerant	1.00	80,700	1.00	80,700	
	Full Time Vice Principals at Meadows, Waverly Park, Riverheights, Kirkcaldy Heights and Linden Lanes Schools	2.75	221,900	1.00	80,700	Allocations to be determined by Senior Administration.



**2015-2016 PRELIMINARY BUDGET  
SUMMARY OF BUDGET DAY DECISIONS**

AREA	ITEM(S)	COSTS		Budget Day Calculations		
		FTE	Total	FTE	Approved	Comments
	Accountant	1.00	55,400	1.00	55,400	
	Professional Development funds for Out of Scope Staff		20,000		20,000	
	Provide remaining schools with Coquitlam Formula	1.39	46,800	1.39	46,800	
	Facilities Assistant/Planner (data management)	1.00	65,300	1.00	65,300	
	Mechanic	1.00	62,300	1.00	31,200	
	Executive Assistant for HR	1.00	57,900	1.00	59,200	1 FTE - Executive Secretary approved, allocation to be determined by Senior Administration
	Job Evaluation - Executive Secretary	0.50	27,700	-	-	see Executary Assistant for HR
	Management Information System & Technology Network Services Specialist/Project Manager	1.00	84,800	1.00	84,800	
	Professional Development for Student Achieve /Grade Book K-8		15,000		15,000	
	Executive Secretary for Communications	1.00	59,200	-	-	see Executary Assistant for HR
		<b>29.79</b>	<b>1,802,000</b>	<b>15.57</b>	<b>969,300</b>	
Total Senior Administration Sustainability Requests		<b>30.17</b>	<b>4,838,400</b>	<b>15.57</b>	<b>1,426,900</b>	
Total Budget and Sustainability Requests for 2015/2016		<b>49.67</b>	<b>6,519,000</b>	<b>19.57</b>	<b>1,806,600</b>	



**Brandon School Division**  
**Preliminary Budget 2015-2016**

**Education Property Tax on a Home valued at \$222,000 in 2015**



**Brandon School Division Tax**

Assessed Value\*

Mill Rate

**Total School Taxes**

Annual  
Monthly

2015-2016 Budget			
	2014	2015	Inc
Assessed Value*	\$ 222,000	\$ 222,000	0.000%
Mill Rate	15.504	15.505	0.008%
<b>Total School Taxes</b>	<b>\$ 1,548.85</b>	<b>\$ 1,548.97</b>	<b>0.008%</b>
Annual			\$ 0.12
Monthly			\$ 0.01

## K-12 Suspension Report Semester 1 2014/2015

Category of Suspension							
School	Weapons	Gangs	Drug and Alcohol	Assaultive Behaviour	Cyberbullying	Unacceptable Behaviour	Total # of Suspensions
Alexander	0	0	0	0	0	0	0
Betty Gibson	0	0	0	0	0	0	0
Crocus Plains	5	0	29	15	3	62	114
Earl Oxford	0	4	0	2	0	1	7
George Fitton	0	0	1	0	0	0	1
Green Acres	0	0	1	0	0	0	1
Harrison	0	0	0	0	0	0	0
J.R. Reid	0	0	0	0	0	0	0
King George	1	0	0	5	0	2	8
Kirkcaldy Heights	0	0	0	0	0	0	0
Linden Lanes	0	0	0	0	0	0	0
Meadows	0	0	0	0	0	0	0
Neelin	1	0	2	2	0	15	20
New Era	0	0	0	0	0	0	0
O'Kelly	0	0	0	3	0	0	3
Riverheights	0	0	0	1	0	1	2
Riverview	0	0	0	0	0	0	0
St. Augustine	0	0	0	0	0	0	0
Valleyview	0	0	0	0	0	0	0
Vincent Massey	1	0	5	0	1	5	12
Waverly Park	0	0	0	0	0	0	0
<b>Combined Total for K-12 Schools</b>	<b>8</b>	<b>4</b>	<b>38</b>	<b>28</b>	<b>4</b>	<b>86</b>	<b>168</b>

## Suspensions, According to # of Days Consequence

# of Days Consequence	Crocus Plains	Neelin	Vincent Massey	Total High School By # of Days	Total K-8 Schools By # of Days
3 Days	1	7	1	9	8
4-6 Days	79	12	7	98	13
7-10 Days	8	0	0	8	1
11-15 Days	8	0	3	11	0
16-20 Days	4	0	1	5	0
21-30 Days	14	1	0	15	0
<b>Total # of K-12 Suspensions</b>	<b>114</b>	<b>20</b>	<b>12</b>	<b>146</b>	<b>22</b>
<b>Combined Total (Total # of Suspensions K-12)</b>	<b>168</b>				



# 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
<b>Supplies</b>	
Anti-bullying Initiatives	\$ 50,000
<b>Trustee/Board Committee Request Total:</b>	<b><u>\$1,680,600</u></b>
<b><u>Senior Administration:</u></b>	
<b>Business</b>	
Core Switching Environment	\$451,100
Disaster Recovery System Plan	\$335,000
Student Achieve K-8 (Report cards and Longitudinal Data tracking)	\$ 92,600
<b>Facilities</b>	
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
<b>Human Resources</b>	
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
<b>Senior Administration Sustainability Request Total:</b>	<b><u>\$4,838,400</u></b>
<b>Total Trustee and Senior Administration Budget and Sustainability Requests for 2015-2016:</b>	<b><u>\$6,519,000</u></b>

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.)

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Chairperson

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Secretary-Treasurer