



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 8, 2016.

PRESENT:

Mr. M. Sefton, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck (by phone), Mr. J. Murray, Mr. K. Sumner.

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

Senior Administration: Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant 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. and welcomed everyone in attendance.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Mr. Gustafson, Assistant Superintendent, noted he had two student matters for In-Camera.

Mr. Malazdrewicz noted he had one item for In-Camera.

Trustee Sefton noted he had one Board Operations matter for In-Camera.

Mr. Bartlette – Mr. Murray
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held January 25, 2016 were circulated.

Ms. Bambridge – Mr. Bartlette
That the Minutes be approved.
Carried.

- b) The Minutes of the Special Meeting held February 3, 2016 were circulated.

Mr. Denis Labossiere, Secretary-Treasurer, provided clarification in regards to the pupil/teacher ratio and spoke to his presentation of the FRAME comparison. Mr. Labossiere stated that the ratio of 12.8 that was included in the minutes does not include clinicians, which are psychologists, social workers, speech language pathologists and Division Administrators. It does include all teachers and curriculum consultants.

Mrs. Bowslaugh – Mr. Buri
That the Minutes be approved.
Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Ms. Cindy Swallow, Valleyview Centennial School teacher, presented on the school's participation in the Coles Book Store Adopt-A-School Program. Ms. Swallow provided background on how the school became involved in the program and played videos which included photos and two songs the students had written and performed. Ms. Swallow noted that the school won 3rd place in the voting and received a total of \$12,752 worth of whatever the school would like to buy from Chapters-Indigo. Out of this total, each classroom has received a \$500 gift certificate to start their library. Ms. Swallow thanked everyone who voted and supported the school and donated books.

Trustee Sefton thanked Ms. Swallow for attending the meeting and for her presentation.

- b) Ms. Amy Buehler, retired teacher, presented on the École New Era School Book Project. Ms. Buehler noted there are 13 books in this round of the book project, and she provided copies of the books for Trustees to review. Ms. Buehler highlighted the following from the project:
- 13 books
 - 37 students involved; 55 total with all the others involved (Editors, teachers, translators)
 - Thank you note in the back of all the books in 8 different languages – there were 4 languages in the first project
 - The thank you's are to the Brandon School Division, Westman Immigrant Services, Brandon University and the Brandon Teacher's Association
 - Books include: action/adventure, fiction, non-fiction, biography, fairy tales, bullying in schools and cyberbullying

Students read excerpts of the books they wrote, reading first in English and then in their first language. Ms. Buehler noted that the books are a teaching resource for teachers and a resource for students and a wonderful acknowledgement of our multicultural, multilingual, multi-talented students and our multicultural, multilingual schools and our city and our country. Ms. Buehler thanked the Board of Trustees for the opportunity and noted that it has been a highlight of her teaching career working with these wonderful students and these books are a treasure.

Trustee Sefton thanked Ms. Buehler and the students for attending the meeting. Mr. Sefton stated how proud the Division is of all the students and how proud the Board is to have the

students in the Brandon School Division and to have these books that will mean so much to so many other students. Trustee Sefton noted the students have set an excellent example for other students in Brandon and for that the Division thanks them. He noted that their parents must be very proud and the Division shares that pride with the parents.

Trustee Murray spoke on the project and how it is something the students will remember for a lifetime and how Ms. Buehler is a special teacher who has gone above and beyond in her position to do this work and have these books published. She has introduced the Brandon School Division the world as these books went everywhere. He added that as good as it is for the students and the parents, it's been fabulous for the Division. He noted it is something that has made the Division very proud and put the Division in the forefront and he would certainly get behind this project anytime it comes forward.

Trustee Bowslaugh spoke on Policy 1001.1 – Equity, and how it relates to the students in this project and expressed her thanks to Ms. Buehler and the students.

Ms. Buehler noted that there will be a book signing and celebration day on Thursday, February 25, 2016 at 4:15 p.m. in the New Era library. The students who were involved in this project will be signing their books and some of the books will be for sale. The set of books will be given to every school library in Brandon, and the City of Brandon Library will also receive a set. She thanked the Board of Trustees for their kind words.

Mr. Sefton thanked Ms. Buehler, the students, teachers and parents for attending the meeting.

2.02 Reports of Committees

a) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on January 21, 2016 was circulated.

Mr. Bartlette – Mr. Murray

That the Minutes be received and filed.

Carried.

b) Education Committee Meeting

Trustee Bambridge provided a verbal report on the Education Committee's visit to Alexander School on January 28, 2016.

Trustee Murray asked if the busing of band students from Alexander School could be looked at by the Facilities and Transportation Committee. Committee Chair Trustee Buri stated that the Committee will look into this matter.

c) Finance Committee Meeting

The written report of the Finance Committee meeting held on January 28, 2016 was circulated.

Mr. Sumner – Dr. Ross

That the Minutes be received and filed.

Carried.

2.03 Delegations and Petitions**2.04 Communications for Action****2.05 Business Arising****- From Previous Delegation**

- a) In response to the presentation by Ms. Kerri Lynn Gudz, École Harrison parent, regarding the French Immersion Kindergarten Registration Process, Trustee Sefton recommended that Mr. Denis Labossiere, Secretary-Treasurer, write a letter to Ms. Gudz thanking her for taking the time to come and meet with the Board and present her concerns and ideas to the Trustees and that the Board appreciates her taking the time to do so. The Board agreed to this recommendation.

Trustee Sumner noted one of the questions posed by Ms. Gudz regarded line-ups at other schools and he asked that the letter clarify the intent of Motion 05/2016 which was brought before the Board in January. In that motion the Board stipulated that any program that experienced considerable line-ups would be dealt with through the new policy that is being applied to École Harrison. Trustees agreed to this request.

- From Board Agenda**- MSBA issues (last meeting of the month)**

Trustee Kruck asked why the motions brought forward by the Board to the MSBA were declined.

Trustee Sefton responded that the response from the Region Coordinator was that only three or four questions were sent forward.

- From Report of Senior Administration

- a) School Reports:
 - NIL
- b) Learning Support Services Presentation:
 - NIL
- c) Items from Senior Administration Report:
 - Audit Engagement Letter – Refer Motions.
 - Giving of Notice – Policy 1023 – “Scent Controlled Facilities” – Refer Motions.
 - Giving of Notice – Procedures 1023 – “Scent Controlled Facilities” – Refer Motions.
 - Giving of Notice – Procedures 2019 – Electronic Meetings” – Refer Motions.
 - Aboriginal Youth Conference - School Bus Request – Refer Motions.
 - Prairie Mountain Health Agreements – Refer Motions.
 - Transfer of 2016-2017 Operating Budget to Board of Trustees – Refer Motions.

The Secretary-Treasurer spoke on items coming forward as motions, including a request for School Busing Services for an Aboriginal Youth Conference on February 20, 2016; two Prairie Mountain Health Service Purchase Agreements for Occupational Therapy and Speech Language Services and the transfer of the 2016-2017 Operating Budget to Trustees.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 10/2016 Mr. Sumner – Mr. Bartlette
That the Auditor letter regarding the audit engagement for the December 31, 2015 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Trustee Murray asked when was the last time this was put out to public tender and he noted he believed the term of the tender was five years. Mr. Labossiere confirmed that on January 23, 2012, a motion was approved for auditing services for five years commencing with the 2011–2012 audit.

Carried.

- 11/2016 Mr. Bartlette – Mrs. Bowslaugh
That Policy 1023 – “Scent/Fragrance Free Facilities” is hereby rescinded and replaced with Policy 1023 – “Scent Controlled Facilities”.

Carried.

- 12/2016 Mr. Bartlette – Mrs. Bowslaugh
That Procedures 1023 – “Scent Controlled Facilities” is hereby adopted.

Carried.

- 13/2016 Mrs. Bowslaugh – Mr. Bartlette
That Policy 2019 – “Electronic Meetings” is hereby rescinded and replaced with Policy 2019 – “Electronic Meetings”.

Carried.

- 14/2016 Mr. Buri – Ms. Bambridge
That a school bus be provided to the Aboriginal Youth Conference for their Conference on February 20, 2016, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

- 15/2016 Mr. Buri – Ms. Bambridge
That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of Occupational Therapy services for the 2015-2016 school year be approved in the amount of \$24,435.

Trustee Bartlette asked questions for clarification.

Carried.

16/2016 Mr. Murray – Ms. Bambridge

That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of speech language services effective September 1, 2015 be approved.

Carried.

17/2016 Ms. Bambridge – Mr. Buri

That Senior Administration transfer the 2016-2017 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.

Carried.

2.08 By-Laws

Ms. Bambridge

1st Reading – By-Law 1/2016

That By-law 1/2016, being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 4/2014 to make changes under "Section 56(3) 2." to amend the statement regarding meeting absences and resulting loss of indemnity, to align the By-law with Policy 2019 – "Electronic Meetings", be now read for the first time.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 1/2016

A By-Law of the Board of Trustees of The Brandon School Division for the purpose of amending By-Law 4/2014, to authorize payment of indemnities and mileage to Trustees.

WHEREAS it is deemed necessary to amend Section 56(3) 2. of By-law 4/2014 to amend the indemnity by-law statement, changing the statement regarding meeting absences and resulting loss of indemnity in said section;

NOW THEREFORE the Board of Trustees in session duly assembled enacts as follows:

2. That absence from any regular meeting of the Board over three (3) in any one calendar year shall result in a loss of indemnity of Three Hundred and Fifty (\$350) for each meeting beyond the three (3) meetings, and further provided that, where any absence from a regular meeting of the Board, is indicated by motion authorizing the member to attend a conference or the like or be absent, such absence shall constitute an authorized absence from meetings and does not apply against the three (3) meetings absence as referred herein. Exemptions to the provisions above may be granted by a two-thirds vote by the Board of Trustees on a case by case basis;

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this 8th day of February 2016.

SECOND READING: ____ day of ____ 2016

THIRD READING: ____ day of ____ 2016

Chairperson

Secretary-Treasurer

I, _____, Secretary-Treasurer of The Brandon School Division, DO HEREBY CERTIFY THE ABOVE to be a true and correct copy of Bylaw No. 1/2016

Secretary-Treasurer

Mr. Sumner

1st Reading – By-Law 2/2016

That By-law 2/2016 being a borrowing by-law in the amount of \$637,300.00 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Project

Betty Gibson School	Grooming Room
Betty Gibson School	One un-linked modular classroom # M426
George Fitton School	K3 Two Classroom Renovation of Existing Gymnasium
Riverview School	Furnace Replacement Ph II
Vincent Massey High School	Renovation of Two Science Classrooms
Vincent Massey High School	Roof Replacement Areas D and G
Waverly Park School	Two Classroom Addition
Crocus Plains Regional Secondary	Science Lab Renovation
Meadows School	Elevator
Meadows School	Three Classroom & Elevator Access Addition

be now read for the first time.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 2/2016

Being a bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of Six Hundred Thirty Seven Thousand Three Hundred Dollars (\$637,300.00) and of issuing a Debenture and/or Promissory Note (hereinafter called the Security) therefore.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$637,300.00 upon the credit of the Division for the purpose of payment to meet partial costs for construction of the following:

<u>School</u>	<u>Project</u>
Betty Gibson School	Grooming Room
Betty Gibson School	One un-linked modular classroom # M426
George Fitton School	K3 Two Classroom Renovation of Existing Gymnasium
Riverview School	Furnace Replacement Ph II
Vincent Massey High School	Renovation of Two Science Classrooms
Vincent Massey High School	Roof Replacement Areas D and G
Waverly Park School	Two Classroom Addition
Crocus Plains Regional Secondary	Science Lab Renovation
Meadows School	Elevator
Meadows School	Three Classroom & Elevator Access Addition

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 \$637,300.00 by the issue and sale of the Security of the said School Division as set out below.
- 2) That the said Security shall be issued at Brandon, Manitoba and shall be dated the 15th day of March, 2016 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows:
The Security shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$45,349.79 each, including principal and interest at the rate of 3.6250 per cent (%) per annum, payable annually on the 15th day of March as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 15th day of March, 2017.
- 4) That the Security shall be signed by the Chairperson of the Board and the Secretary-Treasurer of the said School Division.
- 5) That provisions shall be made for the payment of the said Security, 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 _____, 2016.

SECOND READING the __Day of _____, 2016.

THIRD READING the _____Day of _____, 2016.

Chairperson

Secretary-Treasurer

CERTIFIED a true copy of Bylaw No. 2/2016 of the Board of Trustees of the Brandon School Division given first reading, the day and year above written.

Secretary-Treasurer

2.09 Giving of Notice

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Mr. Greg Malazdrewicz, and Mr. Mathew Gustafson, Assistant Superintendents, provided highlights on the following items from the February 8, 2016 Report of Senior Administration:

- School Visits
- Academic Preparedness – Meadows School
 - Literacy Interventions – Brandon University course, and Meadows School work collaboratively together in the area of student observation and assessment.
 - Student Achievements:
 - Students donated over 650 food items to the Samaritan House Food Bank as part of their Scare Away Hunger Campaign
 - Caring Clover Club
- Global Citizenship – Valleyview Centennial School
 - Hour of Code during Computer Science Education Week
 - Personal Growth – Tell Them From Me Survey Results
 - Ethical Citizenship – Lunch and Learns; partnership with Valleyview Care Home
- Health and Wellbeing – George Fitton School
 - Kids in the Know, Roots of Empathy, Beyond the Hurt, Assiniboine Community College Police Mentorship Program, George Fitton Leadership Team, Youth Revolution, “Project of Heart”.
 - Student Achievements:
 - Kids for Saving Earth

Divisional Initiatives:

- Transitions of Students – Veronica Adams, Inter-Agency Articulation Specialist

- Administrative and Statistical Information
 - Correspondence
 - Angie Veilleux, Community Development Coordinator, City of Brandon

Dr. Ross – Ms. Bambridge

That the February 8, 2016 Report of Senior Administration be received and filed.

Trustee Ross asked how long students with special needs can stay in the school system. Mr. Malazdrewicz responded that depending on the program, students with special needs can stay in the school system until June of the year they turn 21 years old.

Carried.

3.02 Communications for Information

- a) Canadian Parents for French, January 22, 2016, addressed to Brandon School Division Trustees and Administration, in response to Motion 5/2016 that was passed on January 11, 2016, presenting points as feedback and for consideration. (Appendix "A")

Ordered filed.

3.03 Announcements

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Thursday, February 11, 2016, Conference Room.
- b) Personnel Committee Meeting – 10:00 a.m., Thursday, February 18, 2016, Boardroom.
- c) Policy Review Committee Meeting – 12:00 p.m., Thursday, February 18, 2016, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 22, 2016, Boardroom.
- e) Upcoming Budget Dates:
 - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 10, 2016, Meadows School Gymnasium.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 16, 2016, Boardroom.
 - Special Board Meeting – Public Presentations re: Proposed 2016-2017 Budget – 7:00 p.m., Monday, February 29, 2016, Boardroom.
 - Regular Board Meeting – Final Approval of 2016-2017 Budget – 7:00 p.m., Monday, March 7, 2016, Boardroom.

Mr. Murray – Mr. Sumner

That the Board do now resolve into Committee of the Whole In-Camera. (8:28 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues**- Reports**

- a) Mr. Mathew Gustafson, Assistant Superintendent, provided information on a student matter.
- b) Mr. Greg Malazdrewicz, Assistant Superintendent, provided information on a student matter.

- Trustee Inquiries**4.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was presented.

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

- a) Trustee Sefton provided information on a Board Operations Matter.
- b) Trustee Ross provided information on a Board Operations Matter.

- Trustee Inquiries

Mr. Buri – Dr. Ross

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

Carried.

5.00 ADJOURNMENT

Mr. Buri – Mrs. Bowslaugh

That the meeting does now adjourn (8:53 p.m.)

Carried.

Chairperson

Secretary-Treasurer