



# 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 16, 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, 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: Dr. D. M. Michaels, Superintendent, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. Eunice Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

## **CALL:**

The Chairperson called the meeting to order at 9:00 a.m. and referred to the Call.

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

### a) Budget Deliberations for 2016-2017

Chairperson, Mark Sefton, provided opening remarks and welcomed everyone to the meeting. He explained the process of the budget deliberations including debating and discussing the actual proposals. He recommended to Trustees that the normal rules be suspended to allow people to speak more than twice on any one item. The Board agreed to this recommendation.

Dr. Donna Michaels, Superintendent of Schools, spoke on the Board of Trustees Governance. She noted this Board has paid very close attention to what governance means and has taken actions to improve the relationship between Senior Administration's operation and the Board's legal role. She stated that this is the day when the Trustee's make the most important decisions that support the Division's students' learning. Equitable access is at the heart of democratic action and is the major goal of the Board of School Trustees. Dr. Michaels spoke to the Coherence in Education Leadership and the Boards' legal governance role. The current operating context of the Brandon School Division is clearly focused on three main themes that arise from Board goals and from the input from the School Division: Academic Preparedness, Global Citizenship and Health and Wellbeing. She noted that this information was being presented to the Board as a basis for their consideration of their decisions related to student wellbeing, to equity and to student achievement. Dr. Michaels concluded that the Board's deliberation within this budget process are clearly and inextricably connected to the ongoing stability, strength and strategic directions. Ultimately the Board's decisions have serious impact on the access of each student to quality personalized learning. Dr. Michaels noted that she and Senior Administration are very mindful of the financial context, realities, changes and challenges. On behalf of the School Division and Senior Administration, Dr. Michaels wished the Board very well in their deliberations and decision making.

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 input from the stakeholder groups and thanked everyone for providing input during those meetings and the Public Budget consultation on February 10, 2016. He noted the two finance governance goals for 2014-2018 are:

- Implement a multi-year budget strategy to plan for future sustainability; to achieve long-term goals.
- Subject to Provincial funding support attempt to limit special levy increases to the sum of inflationary pressures plus enrolment growth.

Mr. Labossiere, Secretary-Treasurer, reviewed the 2016-2017 Financial Budget document and noted that the objective of the day was for the Board to give tentative approval to the 2016-2017 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 2016-2017 Financial Budget document to be considered and highlighted the following:

- 1) 2015-2016 Budget impact on the 2016 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,
- 10) New School.

(Mr. Malazdrewicz exited at 9:22 a.m., and returned at 9:24 a.m.)

Trustees asked questions for clarification regarding Kindergarten enrolment, Off-Campus and Upper Deck student enrolment, school bus reserves, and emergency equipment replacement.

(Mr. Gustafson exited at 9:41 a.m., and returned at 9:43 a.m.)

The Board met In-Camera from 9:55 a.m. to 10:43 a.m.

**BREAK:** 10:45 a.m. to 11:00 a.m.

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

**Trustee/Board Committee Requests:**

**Facilities/Transportation**

New School	\$350,000
Deferred needs identified in the Ameresco Report	\$250,000

**Human Resources**

Comprehensive review and redevelopment of the job evaluation System be conducted by an external firm \$150,000

Full Day – Every Day Kindergarten at King George School (3.0 FTE) \$152,400

Full Day – Every Day Kindergarten at Valleyview Centennial School (1.5 FTE) \$ 76,200

Resources required to extend the hours of operation for the Neelin Off-Campus Program for year 1 of implementation (2.0 FTE) \$127,500

Additional 2 teaching positions to the Neelin High School Off-Campus Program (2.0 FTE) \$171,600

Social Worker to assist under-achieving Aboriginal and low Income students (1.0 FTE) \$ 90,100

Additional 2 teacher specialists in area of literacy and numeracy (2.0 FTE) \$171,600

Increase Professional Development budget \$250,000

International Anti-Bullying Conference in Dublin, Ireland \$ 10,000

Bus monitoring on every bus route and on buses used for Transporting band students (31.45 FTE) \$799,100

Support for Food for Thought Program (1.6 FTE) \$ 41,400

**Supplies**

Provide financial resources for Youth Revolution Activities \$ 30,000

Increase Friends of Education budget to \$5,000 \$ 2,000

Bullying prevention posters \$ 1,000

**Trustee/Board Committee Request Total: \$2,672,900**

**Senior Administration:****Facilities/Transportation**

Request for 2 new bus routes (3.0 FTE) \$112,000

Video surveillance hardware for bus fleet \$188,700

**Human Resources**

Additional Education Assistants-Appropriate Educational

Programming (AEP) (10.0 FTE)	\$257,000
Increase in Professional Development budget for Support Staff	\$ 192,500
Increase HSLs from 2.5 hours at Earl Oxford, Riverheights and Valleyview Schools (0.9 FTE)	\$ 21,000
Full time Administrative Assistant at Alexander School (0.5 FTE)	\$ 20,100
Library Technician at École secondaire Neelin High School (0.5 FTE)	\$ 13,100
Electrician with vehicle (1.0 FTE)	\$ 120,400
<b>Supplies</b>	
Transportation to Provincial athletic championships (MHSAA)	\$ 7,500
<b>Senior Administration Sustainability Request Total:</b>	<b><u>\$ 932,300</u></b>

**Total Trustee and Senior Administration Budget and Sustainability Requests for 2016-2017:** **\$3,605,200**

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) New School – **AGREED (9-0) - \$350,000**

Trustees unanimously agreed to this item.

2) Deferred needs identified in the Ameresco Report – **AGREED (9-0) - \$250,000**

Trustees unanimously agreed to this item. Trustees asked questions for clarification regarding what amount in the report is funded by the Province. Mr. Labossiere noted that some things are funded and some are not and explained some of the items that are covered by Public Schools' Finance Branch (PSFB). Dr. Michaels added that there is no formal agreement between divisions and the Government as far as what is covered.

3) Comprehensive review and redevelopment of the job evaluation system be conducted by an external firm – **REJECTED (7-2) - \$150,000**

Discussions were held regarding arguments for and against this request. Trustees agreed that funds are to be reallocated from an existing budget line for this request.

4) Full Day – Every Day Kindergarten at King George School – **AGREED (7-2) - \$152,400**

Trustees asked questions for clarification regarding space in the school and the breakdown of the 1.5 teacher positions. Trustee Sumner asked about the EDI test scores for these schools and where Senior Administration sees the greatest need for next year. Mr. Mathew Gustafson, Assistant Superintendent, responded that based on information calculated in the 2012-2013 EDI analysis of vulnerability by school and the 2014-2015 EDI analysis of vulnerability by school, King George is number one and third in those two

analysis in terms of vulnerability and Valleyview is seventh and seventh in those two analysis. Trustee Bartlette asked questions for clarification regarding the annual all-in cost for Full day – Every Day Kindergarten.

- 5) Full Day – Every Day Kindergarten at Valleyview Centennial School – **AGREED (5-4) - \$76,200**

Trustees asked questions for clarification on the EDI analysis.

(Mr. Malazdrewicz exited at 11:44 a.m. and returned at 11:47 a.m.)

- 6) Resources required to extend the hours of operation for the Neelin High School Off-Campus Program for year 1 of implementation – **AGREED (7-2) - \$127,500**

Trustee Sumner asked questions regarding whether these positions would be considered permanent positions. Mr. Gustafson responded that they would be permanent positions. Trustee Sefton asked how many FTE teachers are currently assigned to Off-Campus Upper Deck. Mr. Malazdrewicz responded that there are 6 FTE teachers at Upper Deck. Trustee Sefton suggested that this request be filled with existing staffing. Trustees approved the original request.

(Mr. Malazdrewicz exited at 12:14 p.m. and returned at 12:18 p.m.)

**BREAK:** 12:20 p.m. to 1:03 p.m.

- 7) Additional 2 teaching positions to the Neelin High School Off-Campus Program – **WITHDRAWN - \$171,600**

Trustee Sefton recommended that this request be withdrawn. The Board agreed to this recommendation.

- 8) Social Worker to assist under-achieving Aboriginal and low income students – **REJECTED (8-1) - \$90,100**

Trustee Kruck spoke on this item and noted that this request would mean speaking directly to under-achieving students and asking the questions regarding what the barriers are. He would also like the social worker to do exit interviews to find out why students are dropping out.

(Mr. Labossiere exited at 1:08 p.m. and returned at 1:09 p.m.)

- 9) Additional 2 teacher specialists in the area of literacy and numeracy – **REJECTED (8-1) - \$171,600**

Trustee Murray spoke on the benefits of the literacy and numeracy specialists.

- 10) Increase Professional Development budget – **REJECTED (8-1) - \$250,000**

Trustee Sefton asked for information regarding the PD budget amounts. Mr. Labossiere responded that the PD Budget for teachers is \$891,400 (85%) and the PD budget for support staff is \$152,500 (15%). Mr. Labossiere added that the PD budget was underspent by \$109,000 last year. Trustee Sumner asked questions for clarification regarding requests denied due to budget capacity. Dr. Michaels responded that very few requests are denied, and if they are it is mainly due to a lack of substitute teachers.

11) International Anti-bullying Conference in Dublin Ireland – **REJECTED (8-1) - \$10,000**

Trustees asked questions for clarification regarding whether this amount could be covered under the existing PD budget. Mr. Gustafson responded that there are limitations due to the high cost of the trip.

12) Bus monitoring on every bus route and on buses used for Transporting band students –  
**REJECTED (5-4)- \$799,100 AMENDED TO \$80,000 – REJECTED (5-4)**

Trustees asked questions for clarification on whether there are currently instances where monitors are on buses and what budget line is being used for these instances. It was requested that this item be added to the next Facilities and Transportation Committee Meeting agenda.

(Mr. Malazdrewicz exited at 2:07 p.m. and returned at 2:11 p.m.)

13) Support for Food for Thought Program – **AGREED (6-3) - \$41,400**

Trustees discussed reducing this amount to cover the request for \$8,000 to purchase supplies to serve the programs in our schools, such as disposable dishes that are required to meet certain health standards. Trustees approved the original request.

**BREAK:** 2:31 p.m. – 2:46 p.m.

14) Provide financial resources for Youth Revolution Activities - **AGREED (9-0) - \$30,000**

Trustees unanimously agreed to this item.

15) Increase Friends of Education budget to \$5,000 – **WITHDRAWN - \$2,000**

Trustee Buri asked that this request be withdrawn.

16) Bullying prevention posters – **WITHDRAWN - \$1,000**

Trustees asked questions for clarification and made suggestions regarding alternate methods for getting the message out. Trustee Kruck asked that this request be withdrawn and it was agreed that the matter be referred to Senior Administration.

17) Request for 2 new bus routes – **AGREED (9-0) - \$112,000**

Trustee Murray asked whether bus routes are required to come before the Board for approval. Mr. Labossiere noted that the last bus route two years ago did come through as a budget request for Board approval. Trustees unanimously agreed to support this request.

18) Video surveillance hardware for bus fleet – **AGREED (6-3) - \$188,700**  
**Trustees also agreed to fund a portion of the cost for three (3) new buses from the Bus Reserve – thereby reducing the operating budget by (\$188,700).**

Trustees discussed whether there would be sound as well as video and asked about the cost to add sound. Mr. Mel Clark, Director of Facilities and Transportation, noted that microphones would be required but this option has not been investigated. Mr. Sumner noted he sees the advantage of this but does not support the full fleet being outfitted in one year. He suggested the problem routes be covered this year. Trustee Kruck

asked questions for clarification regarding warranty and lifespan of the equipment. Mr. Clark responded that there is a 12 month warranty on the equipment. Trustees asked questions about the locations of cameras and their ability to withstand winter weather. Discussion took place whether to use funds from the School Bus Reserve.

Mr. Labossiere indicated that two (2) transactions can take place: 1) approve the budget request for video surveillance hardware through the operating budget; and 2) fund a portion of the bus purchases through the bus reserve thereby reducing the operating budget.

19) Additional Educational Assistants – Appropriate Educational Programming – **AGREED (5-4) - \$257,000**

Trustees gave arguments for and against this request. Mr. Malazdrewicz and Mr. Labossiere provided information on student needs and level 2 & 3 funding. Dr. Michaels noted that 63 students on the Autism spectrum are in the schools and not funded. Trustee Bowslaugh asked what amount was received through government funding. Mr. Labossiere responded that there was an increase in Level 2 funding of \$155,690 and Level 3 funding of \$131,677.

20) Increase in Professional Development budget for Support Staff – **REDUCED (5-4) - \$96,300**

Trustees asked questions for clarification. Mr. Labossiere stated that \$152,500 is the PD budget for support staff. Ms. Becky Switzer, Director of Human Resources, added that the budget was likely underspent partially because EAs did not attend PD events as they would not be paid for that day. This item was approved over two years.

21) Increase HSLs from 2.5 to 4 hours at Earl Oxford, Riverheights and Valleyview Schools – **AGREED (8-1) - \$21,000**

Trustees asked questions for clarification.

22) Full time Administrative Assistant at Alexander School – **AGREED (9-0) - \$20,100**

Trustees unanimously agreed to this item.

23) Library Technician at École secondaire Neelin High School – **AGREED (9-0) - \$13,100**

Trustees unanimously agreed to this item.

24) Electrician with vehicle – **AGREED (8-1) - \$120,400**

The Secretary-Treasurer noted that the cost of the vehicle (\$48,200) would be a one-time expense and having another electrician would give the ability to provide schools with a higher level of service. Trustees asked questions for clarification regarding what had been spent on outside contractors in past years and the number of current outstanding work orders.

25) Transportation to Provincial athletic championships (MHSAA) – **AGREED (9-0)- \$7,500**

Trustees asked questions for clarification regarding whether this amount was to go to MHSAA, or if it was to assist teams in paying travel costs. It was clarified that this money is to help pay travelling costs for teams going to the provincial championships. Trustees unanimously agreed to support this request.

**BREAK:** 4:21 p.m. to 4:39 p.m.

Trustee Sefton asked Trustees if they would like to revisit any of the requests. Trustee Sumner asked for every \$50,000 the Board reduces, what is the effect to the property taxes. Mr. Labossiere stated that for every \$100,000 reduced, it would lower the property taxes by 0.1% this year and 0.12% for next year. Trustees agreed to revisit any items that had a 5-4 vote to ensure there had not been a change of heart. After review of the All Day Every Day Kindergarten at Valleyview School, Additional Educational Assistants – AEP, and Increased PD for Support staff, there were no changes.

Mr. Denis Labossiere, Secretary-Treasurer, spoke and noted that 24.00 FTE had been approved, at \$1,674,900, which translates to a property tax increase of 5.41% for the average home valued at \$251,325.

Trustee Sefton said thank you to Mr. Labossiere, Secretary-Treasurer, and Ms. Eunice Jamora, Assistant Secretary-Treasurer on behalf of the Board for their diligent work. He also thanked the Superintendent's Department, and noted that the Trustees asked a lot of questions and Senior Administration provided quality answers, without which, they would not have been able to do their job. He also thanked the Trustees as it is not an easy day and they all have different views of what the priorities are and they do a good job of debating those items.

Dr. Michaels, Superintendent of Schools, provided some brief reflections on the process. She stated that having worked through about 100 budgets in this country, this is the best process she has seen and has participated in. She commended the Board for the policy on budget preparation, for the process and for the lead up to today. All of this work has been incremental through a number of reports and a number of committees and we would not be able to be where we are right now if it were not incremental. She noted that the Secretary-Treasurer and Assistant Secretary-Treasurer are the backbone of the financial operation in the division. Having worked with both of them she is very impressed with the quality and with the diligence and with the transparency. Dr. Michaels offered thanks to her colleagues in Senior Administration because what Trustees received in the Budget book in terms of recommendations was a consensus process that has been undertaken from October until January. She added she finds it very beneficial and to be of a high professional quality. She thanked her colleagues for their hard work.

#### POINT OF PRIVILEGE

Mrs. Bowslaugh advised that Joy Smith will be attending the Parent Guardian Division Advisory Committee meeting at the Division office on Wednesday, February 17, 2016 at 7:00 p.m. in the Boardroom. Ms. Smith is involved in forming an organization that assists girls who have been swept into the sex trade.

Mr. Buri – Mr. Kruck

That the meeting do now adjourn (5:33 p.m.)

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Chairperson

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Secretary-Treasurer