BRANDON SCHOOL DIVISION

"Accepting the Challenge"

BRANDON SCHOOL DIVISION

September 5, 2012

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

TO BE HELD MONDAY, SEPTEMBER 10, 2012 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

K. Zabowski
Secretary-Treasurer

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) Special Board Meeting, August 24, 2012.
Adopt.

b) Regular Board Meeting, August 27, 2012.
Adopt.

c) Inaugural Board Meeting, September 4, 2012.
Adopt.

2.00 GOVERNANCE MATTERS:

a) Board of Trustees Governance Goals (2010-2014) – Update.

2.01 Presentations For Information

2.02 Reports of Committees

a) Divisional Futures & Community Relations Committee — P. Bowslaugh

b) Other
- Welcome Back Breakfast — M. Sefton

2.03 Delegations and Petitions

a) Mr. Kenneth Jackson, Vice-Chairperson, Brandon General Museum and Archives, presenting a Project Submission regarding the Temporary Exhibition of the B.J. Hales Natural History Collection.

2.04 Communications for Action

a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, August 22, 2012, noting in June 2012, the Manitoba legislature passed amendments to *The Public Schools Act* requiring school boards to adopt a code of conduct for school trustees. A document has been attached as a template which may assist school boards that are working to develop their own codes of conduct that reflect local priorities and organizational cultures. (Appendix "A")

Refer to Business Arising.

b) Karen Keilback, Secretary-Treasurer, Neelin Spartans Football Booster Club, August 23, 2012, addressed to the Facilities and Transportation Committee of the Board of Trustees, Brandon School Division, through Trustee Pat Bowslaugh, noting the Booster Club has reached their financial goal for the installation of a media/press box on the Neelin High School football field. Construction of this building will allow the school to meet the Winnipeg High School Football League Film Exchange Protocol. Their objective is to have the building available for the 2012 football season. Most details are in place, all that remains is the approval of the Brandon School Division. They note they are not asking for any funding from the Division, but request permission to move forward with this project as soon as possible. They further note they have left plans and engineered drawn blueprints with the school principal and have received his support. They have also submitted their plans to Brandon Area and Planning and expect a building permit shortly. They request the Board's approval at the August 27, 2012 Board Meeting. They understand the Facilities and Transportation Committee will not be meeting before the Board's meeting on the 27th of August and hope there is some way the Committee can look at the project before the August 27th Board meeting. They note if this matter does not go before the Board until September their group likely will not be able to complete the project until next year. The project will have a positive impact on Neelin High School student athletes as well as enhance the Spartan profile in the community for years to come. (Appendix "B")

Refer to Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

a) Correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a), noting in June 2012, the Manitoba legislature passed amendments to *The Public Schools Act* requiring school boards to adopt a code of conduct for school trustees. A document has been attached as a template which may assist school boards that are working to develop their own codes of conduct that reflect local priorities and organizational cultures.

b) Correspondence from Karen Keilback, Secretary-Treasurer, Neelin Spartans Football Booster Club, from Communications for Action 2.04b), addressed to the Facilities and Transportation Committee of the Board of Trustees, Brandon School Division, through Trustee Pat Bowslaugh, requesting permission to move forward with the construction of the media/press box on the Neelin High School football field.

- 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 –
- Student Support Services Agreement – Western Regional Health Authority – Refer Motions.
- Student Support Services Agreement – VON – Refer Motions.
- Discharge/Appoint Board Committees – Refer Motions.
- New Logo – Refer Motions.
- Public Consultation Process Document – Refer Motions.
- Trustee Inquiries:
  - Trustee Kruck – Increasing Student Achievement Scores.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

102/2012 That the Service Purchase Agreement between the Western Regional Health Authority (formerly the Brandon Regional Health Authority) and Brandon School Division for the purchase of Occupational Therapy services for the 2012/2013 school year be approved in the amount of $22,349

103/2012 That the Agreement between the Victorian Order of Nurses, Manitoba and the Division for the 2012-2013 school year to provide Registered Nursing Services for a student be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures and the seal of the Division thereto.

104/2012 That the following Committee and Board representatives set up during the 2011/2012 school year be and are hereby discharged with thanks:

Education	Facilities/Transportation
Personnel	Finance
Divisional Futures & Community Relations	Policy Review
MSBA Resolutions	Joint City Task Force
Trustee Professional Development	Teacher Liaison
Workplace Safety & Health	Friends of Education
Support Personnel Labour/Management	Food for Thought
School Division/Parent/Guardian Advisory	BNRC
Joint Job Evaluation Review	B.J. Hales Ad-hoc

Brandon Community Drug & Alcohol Education Coalition

105/2012 That Committees of the Board, effective September 10, 2012, be and are hereby approved as follows:

Education: P. Bartlette, P. Bowslaugh, M. Snelling & M. Sefton (alternate)
Facilities & Transportation: D. Karnes, J. Murray, K. Sumner & P. Bowslaugh (alternate)
Personnel: D. Karnes, G. Kruck, L. Ross & J. Murray (alternate)
Divisional Futures & Community Relations: P. Bowslaugh, M. Snelling, K. Sumner & D. Karnes (alternate)
Finance: L. Ross, M. Sefton, M. Snelling & G. Kruck (alternate)
Policy Review: P. Bartlette, G. Kruck, M. Sefton & K. Sumner (alternate)

106/2012 That Ad-Hoc Committees of the Board, effective September 10, 2012 be and are hereby approved as follows:

MSBA Resolutions: P. Bartlette and L. Ross
Trustee Professional Development: J. Murray and M. Sefton

107/2012 That the appointment of Trustee representatives to the following external committees be approved effective September 10, 2012:

Brandon Community Drug & Alcohol Education Coalition: P. Bartlette & L. Ross (alternate).
Joint Division/City Task Force: P. Bowslaugh, D. Karnes, M. Snelling, & K. Sumner (alternate).
Food for Thought: K. Sumner
Brandon Neighbourhood Renewal: G. Kruck

108/2012 That Sub-Committees of the Board, effective September 10, 2012 be and are hereby approved as follows:

Workplace Safety and Health: J. Murray
Teacher Liaison: P. Bowslaugh, J. Murray, K. Sumner, & M. Snelling (alternate)
Support Personnel Labour Management: G. Kruck & D. Karnes (alternate)
Friends of Education: P. Bartlette
School Division/Parent/Guardian Advisory: P. Bowslaugh, K. Sumner & M. Snelling (alternate)
Joint Job Evaluation Review: D. Karnes, L. Ross & J. Murray (alternate)

109/2012 That Senior Administration be authorized to review the design of the Division logo and slogan and report back to the Board of Trustees with possible suggestions in due course.

110/2012 That the Public Consultation Process Document presented to the Board of Trustees regarding the Development of Facilities for the Brandon School Division (2012-2016) be approved and released to the public.

111/2012 That Trustee Snelling be appointed as Board representative to the Brandon Urban Aboriginal People's Council, and Trustee Sumner as alternate, for the 2012-2013 school year.

112/2012 That Trustee Bowslaugh be appointed as Board representative to the Aboriginal Education Advisory Committee and Trustee Sumner as alternate, for the 2012-2013 school year.

2.08 Bylaws

2.09 Giving of Notice

I hereby give notice that at the next meeting, I or someone in my stead will introduce a motion to approve Policy and Procedures 1022 – "Aboriginal Education Advisory Committee".

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

a) Brittany Kuz, undated, thanking the Division for choosing her to receive the 81 Comty/Pool Character Scholarship. She notes it will be a "big help in paying my tuition for University".

3.03 Announcements

a) Education Committee Meeting – 11:30 a.m., Monday, September 17, 2012, Board Room.

b) Public Consultation – Growth & Sustainability – 7:00 p.m., Monday, September 17, 2012, École New Era School.

c) Meeting with Minister of Education – 11:30 a.m., Tuesday, September 18, 2012, Board Room.

d) Policy Review Committee Meeting – 11:30 a.m., Wednesday, September 19, 2012, Board Room.

e) Public Consultation – Growth & Sustainability – 7:00 p.m., Wednesday, September 19, 2012, Riverheights School.

f) Finance Committee Meeting – 12:00 noon, Monday, September 24, 2012, Board Room.

g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 24, 2012, Board Room.

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

MANITOBA
School Boards
ASSOCIATION

LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

August 22, 2012

Appendix A

TO: All School Board Chairs

FROM: Carolyn Duhamel, Executive Director

RE: ***Sample School Trustee Code of Conduct***

In June 2012, the Manitoba Legislature passed amendments to *The Public Schools Act* requiring school boards to adopt a code of conduct for school trustees. The legislation specified the minimum provisions for these codes of conduct, namely that a trustee is required to:

- act with integrity and in a manner that maintains the dignity of the office;
- respect others who may have differing opinions; and
- keep in confidence any personal or confidential information obtained in his or her capacity as a trustee and not disclose the information except when required by law or authorized by the school board to do so.

The attached document is a template that may assist school boards that are working to develop their own codes of conduct that reflect local priorities and organizational cultures. It includes clauses that respond to the minimum provisions, above, as well as additional provisions that school boards may find appropriate. As the legislation also anticipates that the Minister of Education may make regulations that will further define the mandatory content of codes of conduct, both this sample code and any locally developed ones may need to be modified at a later date to ensure that they continue to meet the legal requirements established by the provincial government.

CD/hd

2.04(a)

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Code of Conduct

The position of school trustee is one of responsibility and trust, and individuals holding that position must conduct themselves accordingly. Therefore, the school trustees of XYZ School Division:

- will abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, *The Public Schools Act*, and school division by-laws and policies.

- recognize that the school board's authority rests with the corporate body, not with individual trustees, and therefore will speak or act on behalf of the school board only if they have been authorized to do so.

- understand that their position may make them privy to confidential information about individuals including students or staff, or financial or other sensitive matters, and will keep any such information confidential.

- strive to attend all regular and special meetings of the board and those committees on which they serve, and if unable to do so, advise the appropriate individuals of their pending absence.

- review meeting agendas and other relevant information prior to board and committee meetings, and arrive at such meetings informed and prepared to contribute to the open and honest discussion about matters before the board or committee.

- listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits of these varying opinions.

- treat board colleagues, divisional and school staff, students and community members in a respectful and courteous manner, and refrain from using abusive or denigrating language in any dealings with them.

From: Pat Bowslaugh

September-05-12 12:02:17 PM

Subject: Neelin 1 of several

To: **Sheri Bailey**

Cc: **Kevin Zabowski**

Appendix B

August 23rd, 2012

To the Facilities and Transportation Committee Members on the Board of Trustees, Brandon School Division:

Mr. Doug Karnes (Chair)
Mr. Jim Murray
Mr. Marty Snelling
Ms. Pat Bowslaugh (Alternate)

The Neelin Spartans Football Booster Club has just recently reached our financial goal for the installation of a media/press box on the Neelin High School football field. We propose to build a 10ft. x 24 ft. two level building of wood construction. It will be situated on a concrete pad. The project will give the Neelin Spartans much-needed storage space, a permanent canteen and a spot for filming games. In order to comply with the Winnipeg High School Football League Film Exchange Protocol, teams in the league are obligated to film each game and to share a copy of the game film with the league. There are specific requirements to fulfill this protocol. We are hoping to be able to begin the work as soon as possible, as our objective is to have this building available for the 2012 fall football season. With most details in place, all that remains is the approval of the Brandon School Division. We are not asking for any funding from the Brandon School Division, however, we respectfully request your permission to move forward with this project as soon possible.

We have left our plans and the engineered drawn blueprints, for this project with Principal, Mike Adamski, and have received his support. Our plans have also been submitted to Brandon and Area Planning and we expect to be issued a building permit very shortly. Our next step is to have the approval of your Facilities and Transportation committee. Following your decision we would request approval from the Brandon School Division at the August 27th, 2012 Board Meeting.

It's our understanding that the Facilities and Transportation committee will not be meeting before the school board's August 27th meeting. We are really hoping there is some way that your committee could take a look at our plans before the August board meeting, so that, if approved, the project could begin next month. If it does not go before the board until September, our group likely won't be able to get this project completed until next year. The Neelin Spartans football season is over by mid-November, so the seniors this year would miss out on having a press box once again. This project will have a positive impact on Neelin High School's student athletes as well as enhance the Spartan profile in the community for years to come.

If you have any questions, please feel free to contact myself Keilback@westman.wave.ca or 2047286553 to arrange a meeting with the Neelin Spartans Football Booster Club.

Thank you in advance for your consideration,

Karen Keilback
Sec/Treasurer, NSFBC

Patricia E. Bowslaugh
Brandon School Division Trustee
C/O 1031 Sixth Street
Brandon, MB R7A 4K5
Home: 204-728-4924
Cell: 204-724-4794

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