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, AUGUST 27, 2012

PRESENT:
Mr. M. Sefton, Chairperson, Mr. M. Snelling, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Mr. J. Murray, Dr. L. Ross, Mr. K. Sumner.

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

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

REGRETS:
Mr. G. Malazdrewicz, Associate Superintendent

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

Point of Privilege: The Chairperson noted the recent passing of Ms. Jan Carriere, a long time employee of the Division. Mr. Sefton spoke about Ms. Carriere's career with the Division and offered condolences to the family.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer confirmed he had one personnel item for discussion In-Camera.

The Superintendent confirmed she had one personnel item for discussion In-Camera.

Trustee Sefton requested a meeting with Trustees following the Board meeting.

Trustee Kruck requested In-Camera discussions regarding an organizational item.

Mr. Kruck – Mr. Snelling
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

a) The Minutes of the Regular Board Meeting held July 9, 2012 were circulated.

Mrs. Bowslaugh – Mr. Karnes
That the Minutes be approved as circulated.
Carried.

2.00 GOVERNANCE MATTERS:

a) The Chairperson noted a request had been received from the Minister of Education to meet with the Brandon School Division Board of Trustees regarding the 20K-3 Class Size mandate. He confirmed that a date had yet to be set.

2.01 Presentations For Information

2.02 Reports of Committees *(Video Streaming 5 minute mark)*

a) Personnel Committee Minutes

The written report of the Personnel Committee meeting held on August 20, 2012 was circulated.

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

b) Other

- Trustee Snelling reported on the B.J. Hales Ad-Hoc Committee's meeting with representatives from both the International Peace Gardens and the Brandon General Museum to view the B.J. Hales artifacts and answer questions raised by the Board of Trustees at their Regular Meeting held July 9, 2012. Mr. Snelling noted discussions included clarification of insurance coverage; transportation costs; clarification of ownership; and sharing the exhibit. Mr. Snelling stated the International Peace Gardens Board would be meeting to discuss the exhibit on September 19, 2012. Discussions were also held regarding certain items which need to be repaired; clarification about the ownership of the Native Collection and rules and regulations regarding the collection; as well as the need to record and detail the collection better. The report would be referred to the Facilities and Transportation Committee.

2.03 Delegations and Petitions

2.04 Communications for Action *(Video Streaming 15 minute mark)*

a) Trustee Snelling, August 8, 2012, regarding the International Day of the Girl to be held on October 11, 2012, and hosted by the Minister of Family Services and Labour. Nominations for girls ages 12 to 17 from across the Province are sought to participate at this event. A Fact Sheet and Nomination Form have been attached. Deadline for nominations is August 15, 2012. More information can be found at the Manitoba Status of Women website at http://www.gov.mb.ca/msw/.

Referred to Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

a) The correspondence from Trustee Snelling, from Communications for Action 2.04a), regarding the International Day of the Girl to be held on October 11, 2012, and hosted by the Minister of Family Services and Labour was discussed. Secretary-Treasurer, Mr. Zabowski, confirmed he had received correspondence from the organization regarding the possibility of submitting a late nomination. The Board was advised late nominations will not be accepted. Mr. Zabowski also confirmed that the organization putting forth the request for nominations will, in the future, attempt to circulate the information earlier in the year. Senior Administration was directed to diarize the matter for spring.

- MSBA issues (last meeting of the month) *(Video Streaming 17 minute mark)*

Trustee Bartlette asked if Senior Administration had received any response from MSBA regarding the collection of information from school divisions with respect to the amount of funding received from the Provincial Government for the 20K-3 Initiative. Secretary-Treasurer, Mr. Zabowski, confirmed the request for information had been made however he was not aware of school divisions receiving anything from MSBA on this topic to date.

- From Report of Senior Administration *(Video Streaming 18 minute mark)*

a) School Reports – NIL

b) Learning Support Services Presentation – NIL

c) Items from Senior Administration Report –
- Tender – Roof Replacement – Vincent Massey Gym – Referred Motions.
- Five-Year Capital Plan 2013/14-2017/18 – Referred Motions.

- Tender – Roof Replacement – Valleyview – Referred Motions.

Secretary-Treasurer, Mr. Zabowski provided background information regarding the motions being presented to the Board for approval with respect to emergency roofing projects and the Five-Year Capital Plan. Mr. Zabowski reviewed the Five-Year Capital Plan noting a new school had been requested for the south of Brandon as the Division's first priority.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions *(Video Streaming 24 minute mark)*

99/2012 Mr. Bartlette – Mr. Karnes
That the low Tender from Oakwood Roofing in the amount of $379,918.00 (PST included, GST & RST excluded) for Roof Replacement of Vincent Massey High School Gym be accepted, subject to approval by the Public Schools Finance Board.
Carried.

100/2012 Mr. Karnes – Mr. Bartlette
That the Five-Year Capital Plan 2013/14-2017/18 be approved for submission to the Public Schools Finance Board.

Trustee Bartlette asked if the request for a new school had been listed as the Division's first priority on the Five-Year Capital Plan. Mr. Zabowski confirmed that, as per Board direction, he had listed a new school for the south of Brandon as the first priority in the Five-Year Capital Plan.
Carried.

101/2012 Mr. Sumner – Mrs. Bowslaugh
That the low Tender from Allied Roofing Inc. in the amount of $191,455.00 (PST included, GST & RST excluded) for the emergency Roof Replacement of Valleyview Centennial School be accepted, subject to approval by the Public Schools Finance Board.

Trustee Bowslaugh requested clarification regarding the start time for the two emergency roofing projects. Secretary-Treasurer, Mr. Zabowski, confirmed both projects were set to start this fall. Trustee Bowslaugh asked if there were any safety concerns with respect to smell and the work being conducted on the roofs. Mr. Zabowski noted the contractors would do their best to minimize the smell. He was confident the contractors would do whatever it took to minimize risks and confirmed the repair of roofs had been undertaken throughout the Division for many years now. Trustee Bowslaugh asked if parents would be informed about the upcoming repairs. Mr. Zabowski confirmed he will talk to the Director of Facilities and Transportation about it.
Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

NIL

2.10 Inquiries *(Video Streaming 28 minute mark)*

1. Trustee Kruck requested the following from the Office of the Superintendent:

   "With regards to the Division's Year End Progress Report September 2011 – June 2012, it was noticed that some schools had student achievement scores which were quite low. I would like to know what factors may have contributed to the low scores and what is being done to increase those achievement scores."

   Governance Goal: Student Achievement
   Nature of Information Requested: Current Information

2. Trustee Bartlette requested the following from the Secretary-Treasurer's Department:

   "The description of Insurance Coverage is clear but not understandable in all cases. Who counsel us on selecting levels of insurance? What are our most likely usages?"

   The Secretary-Treasurer confirmed the Division's representative at Western Financial Group provides the Division with information regarding the level of insurance required. He also provided a detailed description of the type of insurance carried by the Division.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration *(Video Streaming 34 minute mark)*

Superintendent, Dr. Michaels, reviewed in detail the Superintendent's Report to the Board of Trustees regarding the Relationship of Board Governance and the Divisional Strategic Plan (2011-2014). Dr. Michaels also highlighted the School Opening Meeting held on August 27, 2012. She thanked Trustee Sefton for attending. Dr. Michaels concluded her report by announcing her recent appointment to the Manitoba Arts Council.

Trustee Sefton congratulated Dr. Michaels on her appointment to the Manitoba Arts Council.

Trustee Kruck referring to Appendix C of the Report of Senior Administration, under "Quality Learning – Academic Development" asked the Superintendent how close the Division was to achieving the goal noted for student achievement. Dr. Michaels confirmed there are still some challenges which need to be addressed in Grades 3 and 4 with respect to writing, as it relates to literacy. However, she noted the Division was pleased with the growth shown in Grade 9 literacy and numeracy.

Trustee Snelling requested clarification regarding the Social Media policy which is currently being developed. Dr. Michaels, Superintendent, noted there will be two policies, one for students and one for staff. She also confirmed she is working with the Division solicitor on this matter.

Trustee Karnes thanked the Secretary-Treasurer for providing a detailed summary on the FRAME report.

Mr. Murray – Mr. Snelling
That the report be received and filed.
Carried.

3.02 Communications for Information *(Video Streaming 47 minute mark)*

a) Brandon Food For Thought, undated, thanking the Board of Trustees of the Brandon School Division for their support this year in the offerings of in-kind services for the 2011-2013 school year. They note your support has changed the lives of many children in Brandon and strengthened the future of the community.

Ordered Filed.

b) Paul Birston, Manager of Architectural Services and R. John Weselake, Deputy Executive Director, The Public Schools Finance Board, July 11, 2012, noting Brandon School Division is authorized to proceed with the Valleyview Centennial School Emergency Roof Replacement. They confirm the project is to be tendered using the plans and specification provided by the Public Schools Finance Board. Upon receipt of the tenders a letter is to be submitted recommending the qualified low bidder and requesting project support. As well, the project is to be debentured.

Referred to the Secretary-Treasurer's Department.

c) Gerard Lesage, Project Leader and Rick Dedi, Executive Director, The Public Schools Finance Board, July 11, 2012, noting the Brandon School Division is authorized to enter a lease agreement with Lynn Hink and Vernon Hink for the lease of 2,200 sq. ft. of space at 729 Princess Avenue at the rate of $2,841.67 plus utilities and GST per month for the period of August 1, 2012 to July 31, 2013 to operate an At-Risk Youth Program. The division is to provide the Public Schools Finance Board with a copy of the executed lease agreement.

Referred to the Secretary-Treasurer's Department.

d) Gerald Barnes, undated, thanking the Board for the June long service evening and presentation of the watch he received. "All was enjoyed and appreciated."

Ordered File.

e) Barb Unrau, undated, thanking the Board for the lovely card wishing her well in her retirement. She notes it was an "absolute joy to have worked with all of you over the years". She was truly touched by the Board's thoughtfulness.

Ordered File.

f) Natalie Wright, undated, thanking the Board for sponsoring the "Language Arts Award" at Crocus Plains Regional Secondary School graduation. She was very honoured to receive the award. She thanks the Board for creating this award for students like her who "love to learn and wish to further their education."

Ordered File.

g) Cindy Swallow and Tracy Ramsey, each thanking the Board for continuing to support HALEP and providing them with the opportunity to attend "Confratute" in Connecticut. They each found it to be an amazing, inspiring and rejuvenating experience.

Ordered File.

h) Helen Robinson-Settee, Aboriginal Education Directorate undated, providing a copy of the "Making Education Work (MEW) Implementation Report". MEW was a five year research project jointly funded by the Province of Manitoba and the Canada Millennium Scholarship Foundation. MEW involved high school students in six sites across Manitoba, three First Nations and three public high schools. It was intended to evaluate whether the provision of additional in-school supports and services would assist Grade 10 to 12 Aboriginal students in staying in school, meeting graduation requirements and entering a post-secondary program. The report outlines a number of lessons learned and affirms the benefits that students obtain from sustained, trusting relationships with a caring adult.

Referred Education Committee.

i) Keith Thomas, Risk Manager, Manitoba School Boards Association, August 7, 2012, noting MSBA is again endorsing the Reliable Life Student Accident Insurance for the 2012-2013 school year. In an attempt to ensure that parents fully understand the various plan offerings and the importance of at least considering student accident insurance for their children, they have enclosed posters to be displayed in high traffic entrances areas of the schools. They ask that a link for Student Accident Insurance be available on the Division's website homepage.

Referred Secretary-Treasurer's Dept.

j) The Honourable Nancy Allan, Minister of Education, August 13, 2012, noting in June 2012, *Bill 9, The Public Schools Amendment Act (Community Use of Schools)*, requiring school boards to establish community use policies for school facilities when the facilities are not being used by students, received royal assent and comes into force January 1, 2013. To maximize the use of public schools, under Section 2 of *The Education Administration Act* and Subsection 41(1)(y) of *The Public Schools Act,* she directs schools be available for community use as much as possible during holiday and seasonal breaks (including the summer months) in addition to after school week day and weekend use. Maintenance of school facilities should be scheduled to ensure maximum use of facilities is

available to the public during holiday and seasonal breaks. Limited restrictions must be based on the safety and suitability of the activity to the facility. She looks forward to learning of the many valuable activities and programming occurring in schools as community access to schools is further facilitated.

Referred Facilities-Transportation Committee.

3.03 Announcements *(Video Streaming 54 minute mark)*

a) Welcome Back Breakfast – Grand Salon, Victoria Inn, 7:00 a.m., Tuesday, September 4, 2012.

b) Inaugural Board Meeting, 7:00 p.m., Tuesday, September 4, 2012, Board Room.

c) Special Board Meeting – Expulsion Hearing – 1:00 p.m., Thursday, September 6, 2012, Board Room.

d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 10, 2012, Board Room.

Mr. Bartlette – Mr. Murray
That the Board do now resolve into Committee of the Whole In Camera.
Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

a) Confidential #1 – Personnel Report was noted.

b) The Secretary-Treasurer distributed Confidential #2 regarding a report presented to the Personnel Committee. The matter was discussed at length and Sr. Administration was provided with direction.

c) Superintendent, Dr. Michaels provided an update regarding a personnel matter.

- **Trustee Inquiries**

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

a) Trustee Ross raised an issue with respect to labeling Special Board Meetings.

b) Trustee Kruck raised a Board operations matter which was discussed by Trustees.

- Trustee Inquiries

Mr. Murray – Mr. Bartlette
That the Committee of the Whole In Camera do now resolve into Board.
Carried.

IN BOARD

5.00 ADJOURNMENT

Mrs. Bowslaugh – Mr. Sumner
That the meeting does now adjourn (8:39 p.m.)
Carried.

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Chairperson Secretary-Treasurer