



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, AUGUST 24, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Ms. S. Bambridge Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. J. Murray, Dr. L. Ross.

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

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. K. Sumner, Vice Chairperson, Mr. G. Kruck.

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance and also welcomed Mr. Mathew Gustafson to his first Board Meeting as Assistant Superintendent.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer noted he had one late motion and one item for In-Camera.

The Superintendent noted she had two items for In-Camera.

Trustee Ross noted she had one item for In-Camera.

Trustee Sefton noted he would have three or four items for In-Camera.

Ms. Bambridge – Mr. Buri
That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held July 6, 2015 were circulated.

Mr. Murray – Dr. Ross
That the Minutes be approved.
Carried

- b) The Minutes of the Special Board Meeting held July 10, 2015 were circulated.

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

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

2.03 Delegations and Petitions

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- a) Brandon Neighbourhood Renewal Corporation (BNRC)

Trustee Sefton asked if Trustees had any follow-up comments to last week's delegation. He asked if it is the will of the Board to participate in the BNRC focus groups. Response from the Trustees indicated that yes, they would like to participate.

Trustee Sefton once again thanked the BNRC for taking the time to meet with the Board.

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports:

- Year End Progress Report, September 2014 – June 2015. Dr. D. M. Michaels, Superintendent/CEO – for review.

- b) Learning Support Services Report - NIL

- c) Items from Senior Administration Report:

- Audit Engagement Letter – Refer Motions.
- Lease Agreement for At-Risk Youth Program – Refer Motions.

Mr. Labossiere spoke on the Lease Agreement for At-Risk Youth Program between BSD and Lynn and Vernon Hink for the property at 729 Princess Avenue. The lease is for the term of August 1, 2015 to July 31, 2017, at an annual rent of \$35,100 + GST and utilities. The Annual rental rate increased by 2.9%, or \$1,000 before GST over the previous agreement.

Mr. Labossiere noted the Audit Engagement letter has been received from BDO Canada LLP, a motion to approve the signing of this letter has been included in Agenda.

Mr. Labossiere spoke on a late motion for the Employment Agreement with Sioux Valley Dakota Nation for a Native Elder. Mr. Labossiere noted since August 29, 2000, the Brandon School Division (BSD) has had an employment agreement with The Dakota Ojibway Tribal Council (DOTC) to employ a Native Elder, Kevin Tacan, to deliver a Native Elders Program for the BSD. The DOTC has informed the Division that they will not be renewing the Employment Agreement with the BSD and that the final payment will be issued on August 29, 2015. The Sioux Valley Dakota Nation has agreed to enter into a similar employment agreement which BSD had with the DOTC for the Native Elders Program effective August 31, 2015

Dr. Michaels spoke to the Year End Progress Report that was distributed to Trustees at the meeting. She indicated that the report contains individual school reports and department reports. Dr. Michaels noted this report is a work in progress and that the progress is well documented and very clear in schools and the Division. Dr. Michaels asked that the report be tabled and questions will be entertained at the September Board meeting once the Trustees have had time to review the report's contents. Dr. Michaels indicated this report will also be sent to the Minister of Education.

Trustee Sefton thanked Dr. Michaels for the report and noted that the Trustees will bring any questions to the next Board Meeting.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

99/2015 Mr. Buri – Ms. Bambridge
That the Auditor letter regarding the audit engagement for the June 30, 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.

Carried.

100/2015 Ms. Bambridge – Mr. Buri
That the Lease Renewal Agreement between The Brandon School Division and Lynn Hink and Vernon Hink to rent the property commonly known as 729 Princess Avenue for the period August 1, 2015 to July 31, 2017 at an annual rent of \$35,100.00 plus GST and utilities for operation of the At-Risk Youth Program be approved; and the Secretary-Treasurer is hereby authorized to affix his signature and the seal of the Division thereto.

Carried.

101/2015 Dr. Ross – Mr. Bartlette
That the Employment Agreement between The Brandon School Division and Sioux Valley Dakota Nation to employ a Native Elder to deliver a Native Elders Program for the Brandon School Division be approved; and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Trustee Bowslaugh asked questions for clarification regarding the Native Elder's Job Description. Dr. Michaels responded that there is a generalized job description which has been aculturalized so that schools use the services of said person for classroom work, individual counselling and the Division as a whole uses the person for professional development and growth. Dr. Michaels noted that the services are very important to the Division as they help in understanding another way of living and

the cultural heritage that goes along with it. She noted there is no formal assessment but there is feedback that goes along with the position.

Carried.

2.08 Bylaws

By-Law 8/2015

Mr. Bartlette – Mr. Buri

First Reading:

That By-law 8/2015 being a borrowing by-law in the amount of \$1,131,000.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

School

Betty Gibson School

George Fitton School

George Fitton School

Harrison School

Meadows School

Meadows School

Neelin High School

Vincent Massey High School

Waverly Park School

Betty Gibson School

Project

One un-linked modular classroom

K3 Two Classroom Renovation of Existing Gymnasium

New Gym and Daycare Addition

Roof Replacement of Area A1

Three Classroom & Elevator Access Addition

Elevator

Roof Replacement of Area G1

Renovation of Two Science Classrooms

Two Classroom Addition

Grooming Room

be now read for the first time.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 8/2015

Bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of \$1,131,000.00 and issuing debentures therefor.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$1,131,000.00 upon the credit of the Division by the issue and sale of debentures to meet partial costs for construction of the following:

School

Betty Gibson School

George Fitton School

George Fitton School

Harrison School

Meadows School

Meadows School

Project

One un-linked modular classroom

K3 Two Classroom Renovation of Existing Gymnasium

New Gym and Daycare Addition

Roof Replacement of Area A1

Three Classroom & Elevator Access Addition

Elevator

Neelin High School	Roof Replacement of Area G1
Vincent Massey High School	Renovation of Two Science Classrooms
Waverly Park School	Two Classroom Addition
Betty Gibson School	Grooming Room

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 \$1,131,000.00 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 30th day of September, 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 \$81,389.13 each, including principal and interest at the rate of 3.75 per cent per annum, payable annually on the 30th day of September as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 30th day of September, 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 _____, 2015.

SECOND READING: _____

THIRD READING: _____

Chairperson

Secretary-Treasurer

CERTIFIED a true copy of Bylaw
No. 8/2015 of The Brandon School Division
given first reading on the _____ day of
_____, 2015.

Secretary-Treasurer

2.09 Giving of Notice

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Mr. Labossiere spoke to the Manitoba Schools' Insurance program renewals. He noted that property values have increased by 6.2% and that the overall cost of insurance increased by 13.2% for 2015-2016. The details of the insurance renewal were provided in the Report of Senior Administration. He noted that there were 2 significant fire losses in other divisions in 2014-2015 and combined with other normal losses experienced throughout the year, this exhausted the property self-insured retention loss pool of \$2M and resulted in excess insurers incurring \$12M in losses.

Trustees asked questions for clarification regarding the insurance cost increases.

Dr. Michaels, Superintendent, reviewed the Report of Senior Administration from August 24, 2015 and highlighted the following items:

- Office of the Superintendent – Outline of the Duties and Responsibilities 2015-2016.
 - Board of Trustees
 - Leadership
 - Strategic Planning
 - Organization & Operation
 - Divisional Staff
 - Policy & Programs
 - Parents & Community
 - Financial Operation
 - Educational Development and Research

Trustee Murray noted that both Dr. Michaels and Mr. Gustafson are sitting on the Personnel Committee Meetings. He asked if this is as an 'alternate' situation, or if both the Superintendent and Assistant Superintendent would attend the meetings.

Dr. Michaels responded that both she and Mr. Gustafson will be at the Personnel Committee Meetings as it is important for Mr. Gustafson to understand the full operation of the School Division as the Assistant Superintendent.

Trustee Murray asked if one of the Assistant Superintendents will be sitting in at every Board Committee Meeting.

Dr. Michaels confirmed that if time allows, one of the Assistant Superintendents will be attending each Committee meeting.

Trustee Murray asked what percentage of time the two Assistant Superintendents would spend in schools/classrooms.

Dr. Michaels responded that she expects the Assistant Superintendents will spend 20% of their time in the schools.

Trustee Bowslaugh asked questions for clarification regarding public consultations.

- Correspondence:
 - Stacy Thorarinson-Hoff, Registrar, Manitoba Institute of Trades & Technology, RE: Grade 11 student Arianne Lobster, giving notice to the School Division that Ms. Lobster has been accepted into MITT High School Effective September, 2015.

- Darryl Gervais, Director, Manitoba Education and Advanced Learning, RE: Dianne Kullberg, Teacher, Crocus Plains Regional Secondary School, informing that Ms. Kullberg has been selected as a member of the Grade 12 English Language Arts Test Development Committee for the 2015/2016 school year.
- Darryl Gervais, Director, Manitoba Education and Advanced Learning, RE: Sukhminder Bath, Teacher, Vincent Massey High School, informing that Mr. Bath has been selected as a member of the Grade 12 Applied Mathematics Test Development Committee for the 2015/2016 school year.

Trustees asked questions for clarification regarding a Division student attending the Manitoba Institute of Trades and Technology (MITT) in Winnipeg.

Mrs. Bowslaugh – Mr. Murray

That the August 24, 2015 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Card from Ms. Janie McNish, Teacher (retired), Linden Lanes School, addressed to Mark Sefton, Board Chair, July 2015, thanking the Board of Trustees for the lovely retirement dinner and gift. Ms. McNish notes that she thoroughly enjoyed her 27 year career with the Brandon School Division in the business community as the Work Placement Coordinator for the past 19 years. She states being very fortunate to have such great support from the community partners for important initiatives such as “Take our Kids to Work Day, High School Apprenticeship, Community Service and other work experience situations.

Ordered filed.

Correction: Ms. Becky Switzer, Director of Human Resources, noted that Ms. McNish was at Crocus Plains Regional Secondary School, not at Linden Lanes School.

- b) Card from Ms. Katie Bonk, Teacher (retired), Crocus Plains Regional Secondary School, addressed to Bernadene Sangster, Executive Assistant, July, 2015, conveying her sincere appreciation to all those at the Brandon School Division involved in providing the lovely retirement dinner and evening on June 19, 2015. Ms. Bonk indicates that the engraved clock she received will remind her of many wonderful memories of times spent with BSD staff and students.

Ordered filed.

- c) Correspondence from Mr. James Allum, Minister of Education and Advanced Learning, addressed to Mr. Mark Sefton, Board Chair August 7, 2015, informing Mr. Sefton that the Green Acres School - New Gymnasium, Ministerial Award, is approved. The Division has been instructed to proceed with the construction of this project according to the terms and conditions of the award outlined in an enclosed “Terms of the Award” Document. Mr. Allum notes that this project is part of the Province’s five year Active School Fund. Mr. Allum also asks that representatives from Brandon School Division continue to meet with the Public Schools Finance Board, in the design and review process, with respect to policies and guidelines related to the Board’s school building program.

Ordered filed.

3.03 Announcements

- a) Finance Committee Meeting – 6:00 p.m., Wednesday, September 9, 2015, Boardroom.
- b) Inaugural Board Meeting – 7:00 p.m., Wednesday, September 9, 2015, Boardroom.

- c) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 14, 2015, Boardroom.

Mrs. Bambridge – Mr. Buri

That the Board do now resolve into Committee of the Whole In Camera. (7:44 p.m.)

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) The Superintendent provided information on a Personnel matter.
 - c) Trustee Ross spoke on a Personnel matter.
 - d) Trustee Sefton requested information on two Personnel matters.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) The Secretary-Treasurer spoke on a Board Operations matter.

- Trustee Inquiries

Mr. Murray - Mr. Buri

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

Carried.

102/2015 Mr. Murray – Mr. Buri

That a School Administrator Selection Committee, as per Policy/Procedures 5002, be established and further Trustees Ross, Sefton and Bowslaugh be appointed to the Committee and that the Committee remain in effect until all administrator vacancies which may arise for the months of September to December 2015, have been filled.

Carried.

103/2015 Mr. Murray – Mr. Buri

That the Trustees participating on the School Administrator Selection Committee be paid the appropriate indemnity for all meetings of this Committee to be scheduled for the months of September to December, 2015.

Carried.

5.00 ADJOURNMENT

Mr. Buri – Ms. Bambridge

That the meeting does now adjourn (8:34 p.m.)

Carried.

Chairperson

Secretary-Treasurer