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, SEPTEMBER 26, 2011.

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

Secretary-Treasurer, Mr. G. F. Barnes and Recording Secretary, Ms. S. Bailey.

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Associate Superintendent, Mr. K. Zabowski, Assistant Secretary-Treasurer.

REGRETS:
Mr. M. Snelling, Vice-Chairperson

The Chairperson welcomed everyone in attendance including the two nursing students observing the meeting from Brandon University. Mr. Sefton noted the art work displayed on the Board Room walls had been provided by the students of École Harrison School.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Secretary-Treasurer, Mr. Barnes, requested the addition of Confidential #2 to be discussed In-Camera regarding a Legal Matter.

Mr. Barnes also noted a correction to the agenda under Announcements: Item d) which should read Tuesday, October 11, 2011 and not Monday, October 11, 2011.

Trustee Sumner confirmed he had a verbal report regarding recent meeting held by Food for Thought.

Superintendent, Dr. Michaels, noted the item she had for In-Camera discussion was regarding the Legal Matter noted in Confidential #2.

Mr. Kruck – Mr. Bartlette
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 September 12, 2011 were circulated.

POINT OF PRIVILEGE: Mr. Kruck noted in the minutes that a question posed by Trustee Ross had been recorded but the answer not provided. He asked that in the future answers to questions be recorded.

Mr. Kruck – Mr. Bartlette
That the Minutes be adopted.
Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

a) Facilities and Transportation Committee Minutes

The written report of the Facilities and Transportation Committee meeting held September 14, 2011 was circulated.

Trustee Ross expressed concern regarding the capacity situation at École New Era School and asked when the matter would be reviewed. Superintendent, Dr. Michaels confirmed the matter would be discussed when the September 30th enrollment report has been received.

Mr. Karnes – Mr. Kruck
That the Minutes be received and filed.
Carried.

b) Education Committee Minutes

The written report of the Education Committee meeting held September 15, 2011 was circulated.

Mr. Bartlette – Mr. Kruck
That the Minutes be received and filed.
Carried.

c) Finance Committee Minutes

The written report of the Finance Committee meeting held September 19, 2011 was circulated.

Secretary-Treasurer, Mr. Barnes, requested a friendly amendment to the recommendation regarding the 2012-2013 budget by adding the following:

"g) new or additional items to be treated as add-ons and not included as part of the preliminary budget."

Dr. Ross – Mrs. Bowslaugh
That the Minutes be received and filed.
Carried.

d) Divisional Futures & Community Relations Committee Minutes

The written report of the Divisional Futures & Community Relations Committee meeting held September 20, 2011 was circulated.

Mrs. Bowslaugh – Mr. Kruck
That the Minutes be received and filed.
Carried.

e) Other

- Trustee Sefton spoke to the joint Brandon School Division/Brandon Teachers' Association Provincial Election Forum held on September 15, 2011 at the Victoria Inn. He noted how important it was to partner with the Teachers' Association on such an important event and thanked Trustee Sumner and Mr. Hardy, President of the Brandon Teachers' Association, for all their hard work to put the evening together.

- Trustee Sumner provided a verbal report on the Food For Thought meeting held on Thursday, September 22, 2011. He noted the public could make donations to Food For Thought through the Division's Friends of Education Fund or by contacting Food For Thought directly.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

a) Charles Carlson, Poppy Chairman, The Royal Canadian Legion, September 15, 2011, requesting the Board's continued support and participation in the Remembrance Day 2011 service to be held at Westman Place beginning at 10:40 a.m.

Referred Business Arising

b) Gerald F. Barnes, September 20, 2011, noting it has become necessary to change the effective date of his retirement from January 6, 2012 to December 30, 2011. This change is necessitated in consideration of the benefits under the MSBA Pension Plan.

Referred to Motions.

2.05 BUSINESS ARISING

- From Previous Delegations

- From Board Agenda

a) Correspondence from Charles Carlson, Poppy Chairman, The Royal Canadian Legion, from Communications for Action 2.04a), requesting the Board's continued support and participation in the Remembrance Day 2011 service to be held at Westman Place beginning at 10:40 a.m. was discussed. Trustee Bowslaugh agreed to represent the Board of Trustees at the annual ceremony.

- MSBA issues (last meeting of the month)

a) Trustee Sefton inquired about sending a letter to the Manitoba School Boards Association asking that the "Preparing Students for Success Act" be discussed collectively at Regional Meetings to determine what divisions will be doing to meet the requirements of the Act. The Board agreed that a letter be forwarded to MSBA on this matter and that the letter also ask that all Boards receive a copy of the discussions that take place at the Regional Meetings regarding the implementation of the "Preparing Students for Success Act".

b) Trustee Sumner inquired about sending a letter to the Manitoba School Boards Association enclosing the newspaper article regarding the joint Division/Brandon Teachers' Association Provincial Election Forum held September 15, 2011. It was agreed a letter would be forwarded to MSBA on this matter.

POINT OF PRIVILEGE:
For the viewing public, Trustee Kruck requested that the Board not use acronyms during Board meetings but rather spell out what the acronyms mean.

- From Report of Senior Administration

a) School Reports – École Harrison – Mr. C. Laluk, Principal and Ms. Julie Phillips, Teacher, École Harrison.

Mr. Laluk began his report by highlighting a number of events held at the school, or attended by students of the school, to promote the French culture. He noted the school was currently addressing their student needs in two primary goal areas: 1) improving student achievement in French Language Arts; and 2) developing more relevant instructional practices in order to promote excellence into the 21st Century. He confirmed in 2011-2012 the school would be focusing on oral comprehension and production and an exploration of assessment tools to better determine listening and speaking in French across the school. He also confirmed the school was participating in the Learning Bar survey in order to get specific student feedback about the school, its future and developing more relevant instruction to meet student needs and interests which they hope will help shape the School Development Plan and thematic content for the future. Mr. Laluk introduced Ms. Julie Phillips, who is the school's coordinator for the French as a Second Language Revitalization Program. Ms. Phillips spoke about the music program at the school noting that each grade receives 90 minutes of music a cycle. She spoke to the various specialty programs and clubs which take place at the school including ORFF, Glee Club and the École Harrison Chorale. Ms. Phillips also spoke about the fine arts initiative which uses funds from the grant to support travel to Winnipeg to attend the Festival du Voyageur; allow for up to three cultural artists to work in the school; and provide for day long workshops in the areas of drama, dance, make-up and costumes. She concluded her portion of the presentation by inviting the Board of Trustees to attend the school's Fine Arts Forum to be held June 7, 2011 at the WMCA. Mr. Laluk concluded the presentation by École Harrison by thanking the Single Track French Immersion Committee for their leadership and professional collaboration in the development of their school and the related smooth transition of students in the Brandon School Division.

Trustees asked a number of questions for clarification including the average size of classes; the number of EAL and/or Special Needs students in the school; the library resources available in the school for Grades 7 and 8 students; and the evaluation process to prove effectiveness of the French Immersion Programming. The Chairperson thanked Mr. Laluk and Ms. Phillips for their presentation.

b) Instructional Reports – NIL

c) Items from Report
- Vincent Massey High School Off-Site Activity Request – Referred Motions.
- Head Teachers 2011/2012 – Referred Motions.

<u>2.06 Public Inquiries (max. 15 minutes)</u>

NIL

2.07 Motions

POINT OF PRIVILEGE: Secretary-Treasurer, Mr. Barnes noted that due to the Special Board Meeting held earlier in the day and the motion which came out of that meeting, the motions in the current agenda would be renumbered when they appeared in the Minutes.

131/2011 Mrs. Bowslaugh – Mr. Sumner
That 50% of the material costs for installation of the additional staff washroom at St. Augustine School be recovered from St. Augustine Parish to a maximum of $4,000 with the remaining 50% of material costs of the material and labour costs assumed by the Division.

Trustee Kruck asked the Facilities and Transportation Committee Chairperson why the Division was paying 50% of the cost when it was noted in the Committee Minutes that the Division has not paid these costs previously as the church usually paid 100% of such costs. Mr. Karnes, Chairperson of the Facilities and Transportation Committee noted the Committee agreed to bring forth this recommendation because it was not a structural change but a change required due to the Workplace Safety and Health Act and that the change was for the Division's staff.

Carried.

132/2011 Mr. Karnes – Dr. Ross
That Policy 9015 – "Route Changes" is hereby amended as follows:

- Remove the word "that" in the second sentence of the first paragraph;
- Remove the words "at his/her discretion" in the first sentence of the second paragraph;
- Add the words "and principal" in the second paragraph after the words "parent/guardian;"
- Add the word "driver" before the word "time" in the last sentence of the second paragraph.

Trustee Sumner asked why the proposed changes were being made. Trustee Karnes, Chairperson of the Facilities and Transportation Committee, noted the proposed changes were housekeeping changes made to an over-aged policy to bring it up to current practice. He confirmed the changes did not change the operations of the Transportation Department. Trustee Kruck asked that the policies being changed be attached to the agenda for review by the Board. Secretary-Treasurer, Mr. Barnes confirmed the proposed policy changes are attached as Appendices to the Committee Minutes from which the recommendations are coming. The Board agreed to leave the policies attached to the Committee Minutes and not to add them to the agenda.

Carried.

133/2011 Mrs. Bowslaugh – Mr. Kruck
That the proposed budget dates for the 2012/2013 budget deliberations be as follows:

Wednesday, February 8, 2012	Public Forum
Tuesday, February 21, 2012	All Day Budget Meeting
Monday, March 5, 2012	Special Board Mtg. – Public Presentations
Monday, March 12, 2012	Regular Board Meeting – Approve Budget

Carried.

POINT OF PRIVILIGE: Secretary-Treasurer, Mr. Barnes, noted the addition of item g) to the motion.

134/2011 Mr. Bartlette – Dr. Ross
That the following guidelines be initiated for the 2012/2013 Preliminary Budget preparation:

a) The Capital and Maintenance per capita school allocation remain at $20.00 per pupil with $3.00 being identified as second priority items;

b) A 2% inflationary increase on the capita school amount be allocated to the Maintenance Department contingency;

c) Maintain $50,000 allocation for equity/aging buildings;

d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;

e) A 2% inflationary increase provided for controllable services and supplies;

f) A 2% inflationary increase on the school instructional supply budget with an additional 2% to be allocated to the school equity account;

g) New or expanded items be considered as add-ons to the preliminary budget.

The 2012/2013 budget provide for expected enrollment growth.

Trustee Karnes inquired about reductions and reallocations for the 2012-2013 budget. The Secretary-Treasurer noted this matter would be reviewed and discussed at the direction of the Finance Committee and the Board of Trustees. Trustee Kruck noted the Board had decided last year they would no longer be using the term “enhancements” but instead would use “additional school needs”, he asked if that was what an “add-on” would be. Mr. Barnes confirmed it was.

Carried.

135/2011 Mrs. Bowslaugh – Mr. Kruck
That the maximum meal allowance (including taxes and gratuities) be approved at $60.00 per day (Breakfast - $12.00, Lunch - $18.00, Supper - $30.00) effective October 1, 2011.

Discussions were held regarding whether or not receipts were required and when the allowances had been last increased. Mr. Barnes, Secretary-Treasurer confirmed receipts were not required as it was an "allowance". He also noted the allowance was not paid if a conference included meals. Mr. Barnes confirmed that the last increase had been 2 years ago. Discussions were held regarding the proposed 20% increase and suggestions were made to increase the rates by 10% only at this time.

Mr. Sumner – Mr. Kruck
That motion 135/2011 be amended by changing the amounts to $55.00 per day being Breakfast - $11.00, Lunch - $16.50 and Supper - $27.50.

It was noted by some Trustees that the amount proposed would not be enough as the cost of meals at Conference Hotels are expensive. It was also noted that the proposed allowance included taxes and gratuities.

Carried. (4-3 – Trustees Sefton, Ross and Bartlette opposed).

AMENDED MOTION
That the maximum meal allowance (including taxes and gratuities) be approved at $55.00 per day (Breakfast - $11.00, Lunch - $16.50, Supper - $27.50) effective October 1, 2011.

Carried (6-1 – Trustee Sefton opposed).

136/2011 Mr. Bartlette – Dr. Ross
That the car allowances and mileages rates for the Brandon School Division be increased from 38.0¢/km to 40.0¢/km; the reimbursement for travel to Winnipeg be increased from $161.00 to $170.00; and the reimbursement for travel to Shilo and Alexander be increased from $23.00 to $24.00 effective October 1, 2011.

Carried.

137/2011 Mr. Kruck - Mr. Karnes
That the cost of pea gravel for École Harrison and George Fitton School playgrounds in the maximum amount of $13,000 be approved.

Trustee Karnes requested clarification regarding this motion. Mr. Barnes confirmed it was a safety item and that new playgrounds were required at both schools. He noted there was supposed to have been a joint playground between the schools but that was no longer workable and so two playgrounds were required. Mr. Barnes also provided clarification regarding how the original $15,000 had been disbursed to the two schools.

Carried. (6-1 – Trustee Sefton opposed).

138/2011 Mr. Bartlette – Dr. Ross
That the election material supplied by Manitoba School Boards Association regarding educational issues be forwarded to the candidates representing the City of Brandon and Sprucewoods in the October 4, 2011 Provincial Election.

Carried.

139/2011 Mr. Kruck – Mr. Karnes
That the trip involving 60 high school music students from Vincent Massey High School to Beijing, China from May 18, 2012 to May 27, 2012 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Kruck noted he would be supporting the motion as he was pleased to see that a number of students had successfully fundraised for the entire cost of the trip.

Trustee Sumner noted he would be supporting the motion but expressed concern about the financial cost and burden being placed on families for such trips.

Carried.

140/2011 Mr. Karnes – Dr. Ross
That the people recommended by the Principals of the schools for the position of Head Teachers for the 2011/2012 school year be approved as identified in the Report of the Senior Administration.

Trustee Ross inquired about the number of Head Teachers representing some schools. Superintendent, Dr. Michaels noted it was a recognition by staff and principals that leadership opportunities are shared.

Carried.

141/2011 Mr. Kruck – Mr. Karnes
That the change in retirement date of Mr. Gerald Barnes from the position of Secretary-Treasurer from January 6, 2012 to December 30, 2011 be accepted.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

Mr. Karnes
I hereby give notice that at the next Regular Meeting of the Board of Trustees, I or someone in my stead will introduce a motion to rescind Policy and Procedures 9010 – “Use of School Buses for School Field Trips” and replace same with Policy 9010 – “Use of School Buses for School Field Trips.”

Mrs. Bowslaugh
I hereby give notice that at the next Regular Meeting of the Board of Trustees, I or someone in my stead will introduce a motion to rescind Policy 9019 – "Eligibility for Transportation" and replace same with Policy 9019 – "Eligibility for Transportation."

Mr. Karnes
I hereby give notice that at the next Regular Meeting of the Board of Trustees, I or someone in my stead will introduce a motion to rescind Policy 9055 – "Drivers' Pay and Expense Reimbursement – Field Trips" and replace same with Policy 9055 – "Drivers' Pay and Expense Reimbursement – Field Trips."

Mrs. Bowslaugh
I hereby give notice that at the next Regular Meeting of the Board of Trustees, I or someone in my stead will introduce a motion to approve Policy and Procedures 4053 – "Literacy Development of Students K-12."

2.10 Inquiries

- **Trustee Inquiries**

a) Trustee Kruck asked Senior Administration if there was a structural evaluation for the Full Day/Every Day Kindergarten. Superintendent, Dr. Michaels explained the evaluation process that would be taking place noting that an interim report would be provided to the Board late November/early December, with a second report to be provided in March and a final report to be provided in June.

b) Trustee Bartlette noted the discussions held at the joint meeting between City Council and the Board of Trustees regarding public signage for joint use areas. Secretary-Treasurer, Mr. Barnes confirmed the Division does not display signs except for under special conditions such as part of a grant requirement. He stated that playground rules posted at each playground could have the crest of each contributor on it and he would follow-up with the Maintenance Department on this matter.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels highlighted the school opening enrollment report. Revised enrollment numbers were circulated and Associate Superintendent, Mr. Malazdrewicz, reviewed the report for the Board. Concerns were expressed regarding capacity at École New Era School and the Facilities and Transportation Committee was encouraged to start planning now. Mr. Karnes, Chairperson of the Facilities and Transportation Committee confirmed that it is a part of the Division's five year plan. Mr. Barnes, Secretary-Treasurer, noted they would be looking at all the schools in terms of capacity once they have received the September 30th enrollment numbers.

Dr. Michaels also circulated and briefly reviewed the Strategic Plan 2011-2014. Trustees asked to review and study the Strategic Plan and discuss it at a future meeting.

The report prepared by Ms. Betty Howell, Principal, St. Augustine School regarding Empower Reading Training, as well as information regarding the United Way's "Tools for Schools" program were also referenced by Dr. Michaels.

Trustee Kruck inquired about the surplus and asked if final figures were now in place. Secretary-Treasurer, Mr. Barnes, noted the final figures were not confirmed yet and referred Trustees to Appendix A of the Finance Committee minutes for the projected surplus.

Mrs. Bowslaugh – Mr. Sumner
That the report be received and filed.
Carried.

Trustee Kruck exited the meeting at 9:15 p.m. and returned at 9:17 p.m.

3.02 Communications for Information

a) Peter Narth, Executive Director, Advanced Education and Literacy Education, Entrepreneurship, Training and Trade, September 6, 2011, advising of the 2011-12 Technical Vocational Initiative (TVI) Equipment Upgrade and/or Professional Development in the amount of $23,342.00 (including taxes) for Crocus Plains Regional Secondary School.
Ordered Filed.

b) Mayor Shari Decter Hirst, City of Brandon, September 13, 2011, congratulating Trustee Sefton on his successful election as Chairperson for the 2011-12 school year.
Ordered Filed

c) Brian P. O'Leary, Superintendent, Seven Oaks School Division, September 13, 2011, announcing their Chairperson and Vice-Chairperson effective September 12, 2011.
Ordered Filed.

d) Naomi Kruse, Executive Director, Manitoba Association of Parent Councils, September 9, 2011, expressing appreciation for the Division's 2011-2012 membership with MAPC. They will send a welcome letter to each of our schools inviting them to consider joining the MAPC Board of Directors to help strengthen parental involvement.
Ordered Filed

3.03 Announcements

a) Policy Review Committee Meeting – 12:00 p.m., Thursday, September 29, 2011, Board Room.

b) MSBA/MASS Info Session – TBA, Friday, September 30, 2011, Winnipeg.

c) Joint City/Division Committee Meeting – 8:30 a.m., Thursday, October 6, 2011, Conference Room.

d) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Tuesday, October 11, 2011.

e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Tuesday, October 11, 2011, Board Room.

Mr. Kruck – Dr. Ross
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.

- **Trustee Inquiries**

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

a) Confidential #2 on a Legal Matter was discussed.
b) The Secretary-Treasurer verbally referenced a Board operations matter.

- Trustee Inquiries

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

IN BOARD

5.00 ADJOURNMENT

Mr. Bartlette – Mr. Kruck
That the meeting do now adjourn (9:45 p.m.)
Carried.

_____ _____
Chairperson Secretary-Treasurer