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, JANUARY 23, 2012.

**PRESENT**:
Mr. M. Sefton, Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Mr. J. Murray, Mr. K. Sumner.

Secretary-Treasurer, Mr. K. Zabowski and Recording Secretary, Ms. S. Bailey.

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

**REGRETS:**
Mr. M. Snelling, Vice-Chairperson, Dr. L. Ross

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance to the meeting. He noted the artwork on the wall had been provided by the students of Green Acres and George Fitton Schools. He confirmed Trustees Ross and Snelling sent their regrets as they were unable to attend the meeting this evening. Mr. Sefton noted the recent passing of Ms. Jo-Ann Saville, Crocus Plains Regional Secondary High School teacher. He requested a brief moment of silence in her honour.

## AGENDA

### 1.00 AGENDA/MINUTES:

### 1.01 Reference to Statement of Board Operations

### 1.02 Approval of Agenda

Secretary-Treasurer, Mr. Zabowski, noted the addition of two late motions coming from the Facilities and Transportation Committee Meeting: 14/2012 regarding the appointment of Pinchin Environmental Ltd. to provide the Asbestos Survey Component of the École Neelin High School Heating System Replacement project; and 15/2012 regarding the low tender of Ben Wiebe Construction for the Vincent Massey High School Roof Reinforcement project.

Mr. Bartlette – Mr. Murray
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 January 9, 2012 were circulated.

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

b) The Minutes of the Special Board Meeting held January 16, 2012 were circulated.

Mr. Murray – Mr. Kruck
That the Minutes be approved as circulated.
Carried.

**2.00 GOVERNANCE MATTERS:**

**2.01 Presentations For Information**

**2.02 Reports of Committees**

a) Divisional Futures and Community Relations Committee Minutes

The written report of the Divisional Futures and Community Relations Committee meeting held on January 10, 2012 was circulated.

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

b) Facilities & Transportation Committee Minutes

The written report of the Facilities and Transportation Committee meeting held January 11, 2012 was circulated.

Trustee Bowslaugh noted she was not at the meeting and wished her regrets recorded.

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

c) Education Committee Minutes

The written report of the Education Committee meeting held January 12, 2012 was circulated.

Trustee Bartlette requested the following be included in the Minutes under discussions about Career Connections:
- The cost of the assessment was $725.00;
- The assessment tools can be used for any and all students, and not just for students with needs.

Mr. Bartlette – Mrs. Bowslaugh
That the Minutes be received and filed as amended.
Carried.

e) Finance Committee Minutes

The written report of the Finance Committee meeting held January 16, 2012, was circulated.

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

g) Other

- Trustee Sefton reported on the Board Retreat held January 13 and 14, 2012 at the Victoria Inn, Brandon. He confirmed the main focus of the retreat was the working relationship between the Board of Trustees and the new Secretary-Treasurer's Department. He highlighted the topics which had been discussed at the retreat. Mr. Sefton concluded his remarks by thanking the members of Senior Administration for giving up their time on a weekend to join the Board in their Retreat.

- Trustee Murray reported on the MSBA Region 1 meeting which had taken place earlier in the day at the Victoria Inn, Brandon. He noted the Board's seven resolutions had been presented and discussed by the membership. He advised the Board of the status of those discussions as follows:

| | |
|---|---|
| i) Bill 13 – Preparing Students for Success Act | Passed |
| ii) Membership in CSBA | Passed |
| iii) Occupational/Physiotherapy Health Services | Passed |
| iv) Full/Day Every/Day Kindergarten | Amended and Passed |
| v) School Bus Safety | Passed |
| vi) Funding for Equity | Defeated |
| vii)Tax Incentive Grant | Defeated |

Mr. Murray also spoke to the concerns raised regarding the increase in membership fees. He further noted the two round table discussions which had taken place during the meeting.

## 2.03 Delegations and Petitions

## 2.04 Communications for Action

a) David Yeo, Director of Education Administration Services, Manitoba Education, January 11, 2012 regarding the 2012-2013 School Bus Purchase and providing information regarding the Central Tender Process arranged by the Department for those Divisions who wish to register. The deadline for participation in the Central Tender Process is February 17, 2012.

Referred Business Arising.

b) R. John Weselake, Deputy Executive Director, Public Schools Finance Board, January 13, 2012 reminding divisions the deadline for requests for portable classroom units for the 2012-2013 year is no later than January 31, 2012.

Referred Business Arising.

c) Gwyn Pickering, Support Group Facilitator, Epilepsy & Seizure Association of Manitoba, January 16, 2012, noting she has been facilitating a monthly support group for individuals with epilepsy and their family members since 2002. In 2008, a nine year old Nova Scotia girl, Cassidy Megan, started a campaign to recognize the need for support for this life-altering neurological disorder. Cassidy continues to spread the word globally by asking supporters to wear purple on March 26th of each year. This year March 26th falls on the Monday of Spring Break, therefore as an alternative, it would be appreciated if students and staff would honour this event by wearing something purple on Friday, March 23rd. She is requesting that she be allowed to present this information to the resource teachers and the counselors in their monthly meeting on February 1, 2012 so that each school may present this to their children.

Referred Business Arising.

## 2.05 Business Arising

**- From Previous Delegation**

**- From Board Agenda**

a) The correspondence from David Yeo, Director of Education Administration Services, Manitoba Education, from Communications for Action 2.04a) regarding the 2012-2013 School Bus Purchase and providing information regarding the Central Tender Process arranged by the Department for those Divisions who wish to register was discussed. The Secretary-Treasurer provided the Board of Trustees with the history and background of the Central Tender Process and it was agreed that in accordance with a Motion passed in March 1998, the Division continue to participate in the central purchase of school buses for the 2012-2013 budget year.

b) The correspondence from R. John Weselake, Deputy Executive Director, Public Schools Finance Board, from Communications for Action 2.04b) reminding divisions the deadline for requests for portable classroom units for the 2012-2013 year is no later than January 31, 2012 was discussed. Trustee Karnes, Chairperson of the Facilities and Transportation Committee, confirmed a motion would be coming forward requesting three portables.

c) The correspondence from Gwyn Pickering, Support Group Facilitator, Epilepsy & Seizure Association of Manitoba, from Communications for Action 2.04c), requesting that she be allowed to present information on "Wear Purple Day" to the resource teachers and the counselors in their monthly meeting on February 1, 2012 so that each school may present this to their children was discussed. The Board agreed to Ms. Pickering's request and referred the matter to the Superintendent's Office.

**- MSBA issues (last meeting of the month)**

a) MSBA Region 1 Meeting – January 23, 2012.

This item was reported on and discussed under Section 2.02 "Report of Committees".

**- From Report of Senior Administration**

a) School Reports – Green Acres and George Fitton Schools.

Green Acres School

Mr. Craig Manson, Principal of Green Acres School, together with teachers Meredith Walker, Kathryn Svistovski and Bonnie Beveridge spoke to the Trustees about the infusion of art based learning in Green Acres School. They addressed the link between art and critical thinking, as well as the link between art and other areas of the curriculum. They spoke about the success of "Art Days" and the engagement of children throughout the school on those days. They highlighted what parents thought of the "Art Days", as well as teacher reflections. They concluded their report by showing a power point presentation on "Art Days" which had been produced by students of the school. The Board of Trustees thanked Mr. Manson and his staff for their presentation, noting they school was to be congratulated for their efforts in this area. The Board of Trustees were invited to attend the next "Art Day" at Green Acres School.

George Fitton School

Ms. Gail McDonald, Principal of George Fitton School, provided her school report to the Board of Trustees. She noted the change in the school demographics and enrollment due to the reconfiguration of the school. She confirmed the school, in keeping with the focus of the Division's Strategic Plan to improve student achievement, concentrated on five key areas as follows: Learners of Aboriginal Heritage; Disengaged and Behaviourally Challenged Learners; English as an Additional Language Learners; High Ability Learners; and Learners with Difficulties and Disabilities. She confirmed what the school is currently doing to support the learners recognized in each area. She also spoke to the actions being taken in the various areas. The Chairperson thanked Ms. McDonald for her presentation. The Trustees asked questions for clarification regarding use of the Student Voice survey; and engaging parents in their child's learning. Superintendent, Dr. Michaels, noted both Green Acres School and George Fitton School had successfully undergone significant configuration changes during the past year. She also acknowledged the Divisional work that is done by Ms. McDonald and Mr. Lombaert, Vice-Principal, George Fitton School.

b) Learning Support Services Presentation – NIL

c) Items from Senior Administration Report
- Giving of Notice – Policy 4059 – Numeracy – Referred Motions.
- Giving of Notice – Policy 1008 – Communications – Referred Motions.
- Motion – Trustee Kruck – Letter to Minister of Family Services – Referred Motions.
- Facilities and Transportation Committee Request for Portables – Referred Motions.
- Trustee Inquiries:
  - Policy 4044 – G. Kruck.

**2.06 Public Inquiries (max. 15 minutes)**

Ms. Linda Stiles, Director of Mental Health Services, Brandon Regional Health Authority spoke to the Board about the need for safe and affordable housing in Brandon. She cited several population health facts in this area and the effects on the learning environment. She asked the Board of Trustees for support regarding this matter and taking a "Team Brandon" approach in addressing this matter with Government officials. Trustee Sefton noted this matter was already being brought forth as motion 9/2012.

**2.07 Motions**

07/2012 Mr. Murray – Mr. Bartlette
That Policy 4059 – "Numeracy" is hereby approved.

Trustee Kruck raised concerns with the difficult wording and language of the policy. He also felt the policy held budget implications as it referenced the hiring of a Numeracy Specialist. Trustee Kruck was asked if he wished to table the motion.

Mr. Kruck – Mr. Karnes
That motion 07/2012 be tabled and sent back to the Education Committee for further review.

Defeated (3-4, Trustees Sumner, Bowslaugh, Sefton and Bartlette Opposed).

Superintendent, Dr. Michaels, reminded the Board of Trustees that the Division does have a Numeracy Specialist who has made three presentations to the Board to date.

Trustee Sumner confirmed he did not believe the policy was in conflict with the budget as the Division already had a .5 FTE position and the policy made no reference to the position being 1.0 FTE or .5 FTE.

The Chairperson asked for the question.

Carried (6-1, Trustee Kruck Opposed).

08/2012 Mr. Bartlette – Mr. Murray
That Policy 1008 – "Communications Protocol" be rescinded and replaced with Policy 1008 – "Communications" with the understanding that the paragraph referring to the Communications and Technology Specialist be removed.

Trustee Sumner requested a friendly amendment to the motion to remove the paragraph referencing the Communications and Technology Specialist as this was a budget item still to be discussed. He noted the paragraph could be discussed and added following budget deliberations if required.

The Board agreed to the friendly amendment.
Carried.

09/2012 Mr. Kruck – Mr. Karnes
That the Brandon School Division Board of Trustees send a letter to the City of Brandon's Poverty Committee regarding inadequate Social Assistance rates for low income families in the Division.

Trustees spoke for and against this motion.

Trustee Murray stated this was a very delicate matter. He was aware of the difficulties faced by many of the students from low economic backgrounds. He noted there was a City of Brandon Poverty Committee and suggested the Board consider forwarding a letter to them in support of their advocacy in this area rather than to the Minister. He did not see this matter as within the purview of the School Division. Although he had empathy for people in this situation, he encouraged the Board of Trustees to stay within the purview of education. He confirmed the Division writes many letters to the Government, as it relates to education. He did not believe this matter should be at the Board's table.

Trustee Sumner agreed with Trustee Murray's concerns. He confirmed he would be supportive of a letter to the Poverty Committee. Trustee Sumner was asked if he wished to make a friendly amendment to the motion to remove the words "Minister of Family Services" and replace them with "City of Brandon's Poverty Committee".

It was agreed to make the change as a friendly amendment.

Trustee Bowslaugh confirmed she has total empathy and understanding for the people caught in this situation. She spoke about equity noting the Division cannot get enough funds to service all of the children in their Division. While she did not support sending a letter to the Government, she could support sending a letter to the Poverty Committee.

Trustee Kruck referenced the message he received at the MERN Conference regarding housing and its relationship to education. He noted MASS has made poverty a school issue. He provided numerous facts and figures to support the need for adequate funding in this area. He stated the Board was

not being asked to lobby the Government, but rather send a letter of support on the issue.

Trustee Bartlette confirmed this was a difficult matter to deal with and noted everyone around the table felt strongly about it. However, it was not part of the Division mandate and therefore he could not support it.

Trustee Karnes confirmed he could support sending a letter to the Poverty Committee, but he would not support sending the letter to the Ministry.

Trustee Sefton confirmed he did not support the motion. He noted the Board's job was to advocate on education issues. He noted a number of advocacy initiatives the Board had undertaken and encouraged Trustees to vote against the motion.

Defeated (3-4, Trustees Bowslaugh, Sefton, Bartlette and Murray Opposed.)

10/2012 Mr. Karnes – Mr. Murray
That the Brandon School Division request three portable classroom units for the 2012-2013 school year from the Public Schools Finance Board.

Trustee Kruck noted the previous Secretary-Treasurer said the Division did not need to order portables for this fall. He referenced discussions which had taken place at the Board Retreat regarding this matter and expressed concerns the Division will be "stuck" with portables when what the Division needs is a new school.

Trustee Bowslaugh supported the motion as a temporary intervention. She expressed concern about specific schools receiving the portables.

Trustee Karnes supported the motion. He felt it was a "stop-gap" method until the Division receives action on their Five Year Plan. He noted the deadline for ordering portables was January 31, 2012. He confirmed the portables would be used for other uses in order to free up classroom space in the schools.

Trustee Sumner noted he did not like portables, but confirmed this is a growing Division and therefore the Board needed to provide for flexibility in planning.

Trustee Bartlette reiterated what the Board has heard to date from the Government regarding funding for infrastructure. He confirmed he did not like portables but also did not like moving communities either. Therefore he would support the motion as it was the prudent thing to do.

Carried. (5-2, Trustees Kruck and Sefton Opposed).

11/2012 Mrs. Bowslaugh – Mr. Sumner
That MCW/Age be hired as the electrical engineering contractor for the École Neelin High School Steam Heating System Replacement project to prepared the electrical design for a maximum fixed fee of $5,900 plus applicable taxes.
Carried.

12/2012 Mr. Kruck – Mr. Sumner
That the Neelin High School Off-Campus Program be nominated for the Manitoba School Boards Association 2012 Premier Award for School Board Innovation.

Trustees inquired about the possibility of having students attend as the Board's guests, to answer any questions those at the Showcase may have on the Off-Campus program. Dr. Michaels, Superintendent, confirmed Administration would follow-up on the request.
Carried.

Prior to discussion of Motion 13/2012, Trustees Karnes and Murray removed themselves from the Board Room due to a possible conflict of interest.

13/2012 Ms. Bowslaugh – Mr. Sumner
That the request for proposal from BDO Canada LLP for auditing services for the period of five (5) years commencing with the 2011/2012 audit in the following amounts (plus PST & GST), be accepted:

| 2011/2012 | 2012/2013 | 2013/2014 | 2014/2015 | 2015/2016 | Total |
|---|---|---|---|---|---|
| $18,900 | $19,000 | $19,500 | $20,000 | $20,500 | $97,900 |

Carried.

Trustees Karnes and Murray returned to the Board Table.

14/2012 Mr. Kruck – Mr. Sumner
That Pinchin Environmental Ltd. be hired to provide the Asbestos Survey Component of the École Neelin High School Heating System Replacement project in the amount of $3,450 plus applicable taxes.
Carried.

15/2012 Mr. Karnes – Mr. Murray
That the low tender of Ben Wiebe Construction in the amount of $179,007.00 (including PST & RST) for the Vincent Massey High School Roof Reinforcement project be accepted.
Carried.

## 2.08 Bylaws

NIL

## 2.09 Giving of Notice

NIL

## 2.10 Inquiries

- Trustee Inquiries

a) Trustee Kruck requested the following information:

"I would like to be informed as to how parents and students at Crocus Plains, Vincent Massey and Neelin are informed that a financial hardship will not prevent a student from playing a sport and that mechanisms are in place to allow these students to participate.

I would like to know how the above information is communicated to parents and students in the above high schools before student sports teams are organized for the school year."

b) Trustee Kruck also asked when the Division will have a communications pamphlet that provides information regarding Policy 4044. Dr. Michaels confirmed it is hoped the pamphlet will be ready by the middle of March.

c) Trustee Murray referencing the Board's MSBA resolution on Health Care Services, requested the following information:

He asked Senior Administration to "examine the possibility of billing health related costs of students to health care insurance providers of those parents so insured".

## 3.00 ADMINISTRATIVE INFORMATION:

## 3.01 Report of Senior Administration

Superintendent, Dr. Michaels, highlighted the following items in the Report of Senior Administration: correspondence from the Minister of Healthy Living, regarding Manitoba Grants for Innovation in Citizenship Education; an update on English as Additional Language enrollments; correspondence from Ms. Penner regarding request for additional funding for the Brandon Drug and Alcohol Coalition; the partnership between the Brandon School Division and the Brandon Teachers Association; and a meeting with the Brandon Regional Health Authority Chief Executive Officer.

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

## 3.02 Communications for Information

a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, January 4, 2012, noting MSBA will be honouring long service trustees at its March Convention. Member boards are asked to submit the names and addresses of current trustees who have served a minimum of 12, 16 or 20 years as of December 31, 2011. Letters of nomination are to be forwarded to Carolyn Duhamel, no later than February 10, 2012.
Referred to Secretary-Treasurer's Office.

b) The Honourable Jim Rondeau, Minister of Healthy Living, Youth and Seniors and the Honourable Nancy Allan, Minister of Education, January, 2012, addressed to School Superintendents and announcing the continuation of the *Low Cost Bike Helmet Initiative.* The Materials Distribution Agency will assist once again in distributing more affordable Consumer Protection Safety Council approved bike helmets to Manitoba families. Both parents and students can order helmets which are being offered at prices under $15.00. Up to 10 free helmets per school will be supplied for students facing financial barriers. Schools are encouraged to identify students who could benefit from receiving a free helmet. In January all schools will receive an information package, a sample of which has been attached to the letter.

Referred to Superintendent's Office.

c) Heather Demetrioff, Associate Director, Manitoba School Boards Association, January 11, 2012, providing a list of deadlines and contacts for various activities and programs related to the Manitoba School Boards Association Annual Convention.

Referred to Secretary-Treasurer's Office.

**3.03 Announcements**

a) Joint Meeting with Minister of Education, Minister of Immigration and Multiculturalism, – Chairperson of the Board of Trustees and City of Brandon Mayor – 2:00 p.m., Wednesday, January 25, 2012, Winnipeg, MB.

b) Divisional Futures and Community Relations Committee Meeting – 11:45 a.m., Thursday, January 26, 2012, King George School.

c) Joint Division City Task Force – 5:00 p.m., Tuesday, January 31, 2012, Board Room.

d) Divisional Futures and Community Relations Committee Meeting – 11:30 a.m., Thursday, February 2, 2012, Board Room.

e) Meeting with Deputy Minister of Education – 5:30 p.m., Thursday, February 2, 2012, Board Room.

f) Policy Review Committee Meeting – 11:30 a.m., Tuesday, February 7, 2012, Board Room.

g) Friends of Education Committee Meeting – 11:30 a.m., Wednesday, February 8, 2012, Conference Room.

h) Facilities and Transportation Committee Meeting – 1:30 p.m., Wednesday, February 8, 2012, Board Room.

i) Budget Public Consultation – 7:00 p.m., Wednesday, February 8, 2012, École Harrison.

j) Education Committee Meeting – 11:30 a.m., Thursday, February 9, 2012, Board Room.

k) Finance Committee Meeting – 1:00 p.m., Monday, February 13, 2012, Board Room.

l) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 13, 2012, Board Room.

Mr. Karnes– Mr. Sumner
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**

a) Trustee Sefton spoke to a student matter. It was discussed and direction given to the Secretary-Treasurer.

### 4.02 Personnel Matters

**- Reports**

a) Confidential #1 – Personnel Report was noted.
b) Superintendent, Dr. Michaels, spoke to a teacher personnel matter.

- **Trustee Inquiries**

### 4.03 Property Matters/Tenders

**- Reports**

a) The Chairperson spoke to a property matter discussed at the Board Retreat and to be revisited following the budget.

**- Trustee Inquiries**

## 4.04 Board Operations

**- Reports**

a) The Chairperson provided a verbal update on Board Operations matter.

**- Trustee Inquiries**

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

IN BOARD

## 5.00 ADJOURNMENT

Mr. Murray – Mrs. Bowslaugh
That the meeting does now adjourn (9:57 p.m.)
Carried.

Chairperson Secretary-Treasurer