



BRANDON SCHOOL DIVISION

February 6, 2019

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

TO BE HELD MONDAY, FEBRUARY 11, 2019
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, January 28, 2019.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report.
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – February 11, 2019.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

07/2019 That the Trustees be paid the appropriate indemnity for attending Budget Deliberations on February 25, 2019.

08/2019 That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2019 Convention to be held March 14 and 15, 2019 at the Delta Hotel, Winnipeg, Manitoba.

09/2019 That the low Tender from Fresh Projects in the amount of \$22,679,187 (plus GST) for the construction of the new K to 8 Maryland Park School be approved.

5.06 Bylaws

5.07 Giving of Notice

- a) I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 2/2019, for the purpose of borrowing to meet partial costs for various construction projects in the Division.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, February 19, 2019, Boardroom.
- b) Personnel and Policy Committee Meeting – 3:30 p.m., Tuesday, February 19, 2019, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, February 25, 2019, Boardroom.
- d) **Upcoming Budget Dates:**
 - Budget Presentations – 7:00 p.m., Thursday, February 21, 2019, Boardroom.
 - Budget Deliberations – 10:00 a.m. (Public), Monday, February 25, 2019, Boardroom.
 - Public Budget Consultation – 7:00 p.m., Monday, March 4, 2019, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 11, 2019, Boardroom.

7.00 ADJOURNMENT



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. (Public), JANUARY 28, 2019.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. D. Kejick, Ms. L. Letain, Mr. S. Montague, Mr. J. Murray, Mr. K. Sumner.

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

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Ms. E. McFadzen, Acting Assistant Superintendent.

REGRETS:

The Chairperson called the meeting to order at 6:02 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added seven (7) items for In-Camera.

Mr. Bartlette - Ms. Bambridge
That the agenda be approved as amended.
Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held January 14, 2019 were circulated.

Ms. Fallis – Mr. Murray
That the Minutes be approved.
Carried.

Ms. Letain - Mr. Murray
That the Board do now resolve into Committee of the Whole In-Camera. (6:03 p.m.)
Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues**- Reports**

- a) Dr. Marc Casavant, Superintendent/CEO, provided information on a Student Matter.

- Trustee Inquiries**2.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) The Superintendent/CEO provided an update on a Personnel Matter and received direction from the Board.
- c) The Superintendent/CEO provided information on a Personnel Matter.
- d) Mr. Denis Labossiere, Secretary-Treasurer, provided an update on a Personnel Matter.

- Trustee Inquiries**2.03 Property Matters/Tenders****- Reports**

- a) The Secretary-Treasurer provided an update on a Property Matter.
- b) The Secretary-Treasurer provided an update on a Property Matter and answered Trustee questions.

- Trustee Inquiries**2.04 Board Operations****- Reports**

- a) The Superintendent/CEO provided an update on a Board Operations Matter.

- Trustee Inquiries

Mr. Murray – Mr. Sumner

That the Committee of the Whole In-Camera do now resolve into Board. (6:59 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:06 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:**3.01 Presentations For Information****3.02 Communications For Information****3.03 Communications For Action****4.00 REPORT OF SENIOR ADMINISTRATION**

The Superintendent/CEO provided highlights on the following items from the January 28, 2019 Report of Senior Administration:

- Celebrations
 - Grand Chief Arlen Dumas – Betty Gibson School
 - Report on Round Table on Sexually Exploited Children and Youth in Brandon
- Information Items

- Funding Announcement for 2019-2020
- Presentations
 - Continuous Improvement at École New Era School – P. Vickers, A. Patsack, N. Olson

Trustees asked questions for clarification.

Ms. Bambridge – Mr. Murray

That the January 28, 2019 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Education and Community Relations Committee Meeting
The written report of the Education and Community Relations Committee meeting held on January 16, 2019 was circulated.

Ms. Fallis – Ms. Letain

That the Report be received and filed.

Carried.

- b) Personnel and Policy Committee Meeting
The written report of the Personnel and Policy Committee meeting held on January 17, 2019 was circulated.

Mr. Murray – Mr. Bartlette

That the Report be received and filed.

Carried.

- c) Finance and Facilities Committee Meeting
The written report of the Finance and Facilities Committee meeting held on January 22, 2019 was circulated.

Trustee Bartlette asked questions for clarification.

Mr. Sumner – Mr. Montague

That the Report be received and filed.

Carried.

5.02 Delegations and Petitions

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- Ebulletin – January 9, 2019
- Letter re: Candidacy for MSBA Vice President for Boards Under 6,000
- K-12 Education News Release January 2019
- MB's Commission on K-12 Education Review January 2019
- Letter to Board Chairs re 2019 Meeting with the Minister – Bear Pit Session

Trustees discussed *The Leadership Mandate* to take place in Brandon on February 6, 2019. Trustees Bartlette and Montague both indicated they are interested in attending.

Trustees were asked by Chairperson Ross to bring their Bear Pit Meeting question suggestions to the February 11, 2019 Board Meeting, as the deadline for submissions to MSBA is February 15th.

5.04 Public Inquiries (max. 15 minutes)

(Trustee Sumner exited at 7:41 p.m. and returned at 7:56 p.m.)

- a) Mr. Issa Qumsieh asked the Board various questions.

Trustee Ross advised Mr. Qumsieh that Board meetings are not appropriate forums for Personnel matters and encouraged him to read Board By-Law 13/2017, Section VI, which provides information on Public Participation at Board Meetings, which includes Delegations & Petitions and Public Inquiries. Suggestion was made that Mr. Qumsieh notify the Secretary-Treasurer of his plans to attend a future Board meeting under Delegations & Petitions, where he would submit a written brief or letter of questions for inclusion in the agenda package. Mr. Qumsieh indicated he will forward information in advance to Mr. Labossiere under Delegations & Petitions and attend the February 25, 2019 Board meeting.

5.05 Motions

04/2019 Ms. Fallis – Mr. Bartlette

That the School Calendar for the 2019-2020 School Year be established, as proposed.

Carried.

05/2019 Mr. Montague – Mr. Murray

That the low RFP from Primespec Inc. in the amount of \$81,763.21 (including taxes) to supply 64 UPS units funded through the 2018-2019 Operating Budget be accepted.

Carried.

06/2019 Ms. Bambridge – Ms. Kejick

That Trustees Bartlette and Montague be paid the appropriate indemnity for attending The Leadership Mandate on February 6, 2019.

Carried.

5.06 Bylaws

Mr. Murray

By-Law 1/2019

2nd Reading:

That By-law 1/2019, being a borrowing by-law in the amount of \$146,200 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Earl Oxford Middle School

Green Acres School

École Harrison

Project

One Modular Classroom Unit

Gymnasium Addition

Steam Heating System Replacement

be now read for the second time, having been first read on January 14, 2019.

Carried.

3rd Reading:

That the rules be suspended and By-Law 1/2019 be now read for a third and final time, and taken as read, finally passed.

Carried.

5.07 Giving of Notice**5.08 Trustee Inquiries**

- a) Trustee Sumner:
"Eight years ago, BSD began to partially implement All-Day/Every Day Kindergarten in our schools, with these classes being implemented in schools with the lowest average EDI school preparedness scores. Do more recent EDI reports continue to support the same schools as being most in need?"

Trustee Sumner noted he would appreciate a response to this inquiry before September 2019.

- b) Trustee Bartlette asked if the Division has an Administrative Procedure regarding teachers who are coaching teams in which his or her own child is participating.

Dr. Casavant indicated that Senior Administration will review and respond to this inquiry at a later date.

6.00 ANNOUNCEMENTS

- a) Support Personnel Labour Management Committee Meeting – 1:30 p.m., Tuesday, February 5, 2019, Conference Room.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, February 11, 2019, Boardroom.
- c) **Upcoming Budget Dates:**
- Budget Presentations – 7:00 p.m., Thursday, February 21, 2019, Boardroom.
 - Budget Deliberations – 10:00 a.m. (Public), Monday, February 25, 2019, Boardroom.
 - Public Budget Consultation – 7:00 p.m., Monday, March 4, 2019, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 11, 2019, Boardroom.

Mr. Montague - Ms. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (8:05 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA (8:06 p.m.)

Mr. Murray – Mr. Bartlette

That the Committee of the Whole In-Camera do now resolve into Board. (8:15 p.m.)

Carried.

7.00 ADJOURNMENT

Ms. Fallis – Mr. Murray

That the Board do now adjourn. (8:16 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

February 11, 2019

A. Administrative Information

I. CELEBRATIONS

1. I LOVE TO READ MONTH

February is I Love to Read Month, aimed at encouraging literacy in the yearly years in order to build a strong foundation and open doors to opportunities. Many of our schools will host activities to promote books and a love of reading.

2. TEACHER AND STAFF APPRECIATION WEEK

February 10 – 16, 2019 is Teacher and Staff Appreciation Week. Please join us in sharing our appreciation and gratitude for teachers and staff and their dedicated work in support of Brandon School Division students.

3. BRANDON SCHOOL DIVISION CONTRIBUTIONS TO TERRY FOX FOUNDATION

Students and staff from 14 schools in Brandon School Division participated in Terry Fox events in 2018. Their combined efforts resulted in a donation in the amount of \$5975.97 in support of cancer research.

4. KINDERGARTEN INFORMATION MEETINGS

Kindergarten registration information meetings took place on January 29 and January 30, with more than 240 parents in attendance.

“Accepting the Challenge”

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from January 24, 2019 to February 5, 2019.

- January 25, 2019 – telephone meeting with Ms. Lee Cummins
- January 25, 2019 – telephone meeting with Mr. Roy Seidler, Roar Leadership Consultants
- January 28, 2019 – meeting with Mr. John Minshull, Director of Program for the Education of Native Teachers/Community Based Education (PENT/CBE) Program, Brandon University
- January 29, 2019 – meeting with Ms. Leah Phillips, Building Student Success with Indigenous Parents (BSSIP), Betty Gibson School
- January 30, 2019 – meeting with Brandon School Division staff regarding Responding to Diversity and Appropriate Educational Programming Review
- January 31, 2019 – Brandon Urban Aboriginal Peoples’ Council meeting
- February 1, 2019 – Brandon Police Board meeting
- February 4, 2019 – meeting with Brandon School Division substitute teachers
- February 5, 2019 – RCA Museum Board of Directors meeting

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	3 total	2 – 3 day	Unacceptable Behaviour
		1 – 4 day	Unacceptable Behaviour
High Schools	28 total	2 – 3 day	Drug and Alcohol Policy
		1 – 3 day	Assaultive Behaviour
		9 – 3 day	Unacceptable Behaviour
		6 – 5 day	Drug and Alcohol Policy
		5 – 5 day	Assaultive Behaviour
		4 – 5 day	Unacceptable Behaviour
		1 – 6 day	Assaultive Behaviour

IV. INFORMATION ITEMS

1. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

PROCLAMATION RE: INTERNATIONAL DEVELOPMENT WEEK IN MANITOBA

For Information Dr. Casavant

Correspondence has been received from The Honourable Brian Pallister, Premier of Manitoba, proclaiming February 3 – 9, 2019 as International Development Week.

International Development Week is a national initiative that seeks to inspire Canadians, and youth in particular, to learn more about and contribute to global issues initiatives. This year's theme is *Together for Gender Equality*.

2. KIRKCALDY HEIGHTS SCHOOL OFF-SITE ACTIVITY

For Information..... M. Casavant

Kirkcaldy Heights School submitted an off-site activity request for grades 7 and 8 students, consisting of seven (7) male and four (4) female students, to make a trip to Nova Scotia, New Brunswick and Prince Edward Island from May 19 to May 26, 2019. The purpose of the trip is to study the geographic landscape of Canada and to visit a number of historical sites and parks.

Mr. Jaime Lombaert, School Leader, Kirkcaldy Heights School recommended this trip for approval. Dr. Marc D. Casavant, Superintendent/CEO has given approval for this trip.

V. PRESENTATIONS

1. GENDER AND SEXUALITY ALLIANCE PROJECT AT ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL

For Information T. Leach, Kaie T., Marith B.

Ms. Tara Leach and students from the Gender and Sexual Alliance Group at École secondaire Neelin High School will present a video they created.

2. CONTINUOUS IMPROVEMENT AT ALEXANDER SCHOOL

For InformationL. Filewich, S. Kohut, K. Clayton, K. Denbow, L. Kirkup

The following staff members from Alexander School will present on Continuous Improvement initiatives currently in progress: Ms. Lindsay Filewich, Principal; Ms. Shannon Kohut, Continuous Improvement Coach, Literacy Support, Academic Support; Ms. Krista Clayton, Classroom Teacher; Ms. Katharine Denbow, Classroom Teacher and Reading Recovery Teacher; and Ms. Laura Kirkup, Classroom Teacher and Resource Teacher.

3. HIGH DEMAND KINDERGARTEN PROGRAMMING RANDOM SELECTION PROCESS UPDATE

For Information M. Gustafson

Mr. Mathew Gustafson, Assistant Superintendent, will provide an update on the high demand Kindergarten programming random selection process.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information K. Buchanan

Included in the agenda package as Confidential #1 is the Personnel Report, a listing of resignations and employment approved by the Superintendent/CEO and Secretary-Treasurer since the last meeting.

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

This report from members of the Brandon School Division Senior Administration is submitted respectfully for your consideration, action, and information.

**Dr. Marc D. Casavant
Superintendent/Chief Executive Officer**