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., TUESDAY, OCTOBER 11, 2016.

PRESENT:
Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlett, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton.

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, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Mr. Denis Labossiere, Secretary-Treasurer, noted he had one item under Board Operations for In-Camera.

Trustee Kruck noted he had one item for In-Camera.

Mr. Greg Malazdrewicz, Assistant Superintendent, noted he had one item under Student Matters for In-Camera.

Trustee Bowslaugh noted she had one item to add under Reports.

Mr. Sefton – 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 September 26, 2016 were circulated.

Mr. Kruck - Mr. Bartlette
That the Minutes be approved.
Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

a) Personnel Committee Meeting
The written report of the Personnel Committee meeting held on September 29, 2016 was circulated.

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

b) Finance Committee Meeting
The written report of the Finance Committee meeting held on September 29, 2016 was circulated.

Trustee Sumner noted two communication items that came out of the report:

1) Letter to be written to the Minister of Education regarding the Funding Announcement. The Board agreed that a letter be sent.

2) Strengths, Weaknesses, Opportunities, Threats (SWOT) Survey Results – submit to Manitoba School Boards' Association (MSBA). The Board agreed that these results be emailed to MSBA.

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

c) Trustee Bowslaugh provided a verbal report on Brandon Urban Aboriginal Peoples' Council (BUAPC) including dates and work the group is currently doing in the community.

Mrs. Bowslaugh – Ms. Bambridge
That the Minutes be received and filed.
Carried.

2.03 Delegations and Petitions

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters (last meeting of the month)

1) MSBA Ebulletin – September 28, 2016.

2) MSBA Committee Survey Results.

3) MASS-MTS "Educating for ACTion Conference".

- From Report of Senior Administration

a) Items from Senior Administration Report:
- NIL

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

118/2016 Mr. Bartlette – Mr. Sefton
That the Trustees be paid the appropriate indemnity for attending the MSBA Regional Meeting to be held in Brandon on October 24, 2016.

Trustees asked questions for clarification.
Carried.

119/2016 Mrs. Bowslaugh – Mr. Bartlette
That Policy 3023 – "MHSAA Activities" is hereby rescinded and replaced with updated Policy 3023 – "MHSAA Activities"..
Carried.

120/2016 Mr. Murray – Ms. Bambridge
That Policy/Procedures 4052 – "Assessment, Evaluation and Reporting of Student Learning and Achievement, Appendix A – Grade 5 to Grade 8, be rescinded.
Carried.

121/2016 Mr. Sefton – Mr. Bartlette
That the following guidelines be initiated for the 2017-2018 Preliminary Budget Preparation:

a) Inflationary increases be provided as advised by suppliers for non-controllable utilities;

b) A 1.5% inflationary increase be provided for controllable services and supplies;

c) A 1.5% inflationary increase on the school instructional supply budget;

d) A 1.5% inflationary increase be provided for the Capital and Maintenance Budget;

e) The 2017-2018 Budget provide for expected enrollment growth.
Carried.

POINT OF PRIVILEGE:
Trustee Bartlette asked questions regarding e) The 2017-2018 Budget provide for expected enrollment growth. He asked Mr. Labossiere why that statement is needed. Mr. Labossiere responded that expected enrolment growth is estimated for the following year based on this year's September EIS reports and birth rate information. The enrollment estimate is then used to calculate resources needed for the following year.

122/2016 Ms. Bambridge – Mr. Murray

That the Proposal from MTS Allstream Inc. in the amount of $104,903.50 (plus applicable taxes) for the supply of Cisco Networking Equipment be funded from the Disaster Recovery System Reserve.

Carried.

2.08 Bylaws

2.09 Giving of Notice

2.10 Trustee Inquiries

a) Trustee Kruck asked for an update on Trustees receiving a copy of the PowerPoint on the Tell Them From Me Survey results presented by Marnie Wilson to the Board in May 2016. He asked when the information will be ready to be released. Trustee Casavant responded that he can provide a copy of the presentation to the Board.

b) Trustee Sumner:
"Would it be possible to have an update to the report on information regarding the resources required to extend the hours of operation of the Neelin High School Off Campus program, which was originally presented at the January 11, 2016 board meeting, to reflect implementation of the first year of the two-year implementation process recommended by administration?"

Trustee Sumner added that he needs this information by the end of October due to the budget request deadline.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the October 11, 2016 Report of Senior Administration:

- Celebrations
  - Orange Shirt Day – September 30, 2016 – Neelin High School
  - BSD Matters – Issue One

(Trustee Sefton exited at 7:31 p.m. and returned at 7:34 p.m.)

- Community Connections – September 21, 2016 to September 30, 2016
- Manitoba Education and Training Correspondence
  - Minister Proclamation on School Support Staff Recognition Week: September 26-30, 2016
  - Minister Proclamation on School Library Day: October 24, 2016
  - The 2016 Grade 1 Book Giveaway Program
  - BSD Strategic Continuous Improvement Plan
  - LEAN and Project Management Training
  - 1968 Agreement Between Brandon School Division and Brandon Catholic School Board

Trustee Kruck noted that he likes the style of the Report of Senior Administration as it is concise and to the point. He noted there was a 15 day suspension given for cyberbullying and he commended Senior Administration for taking cyberbullying so seriously.

Trustee Sefton asked if the Board could have a September 30 enrolment update. Mr. Greg Malazdrewicz, Assistant Superintendent, responded that the numbers are being gathered and a package will be brought to the Board once available.

Dr. Ross – Mrs. Bowslaugh
That the October 11, 2016 Report of Senior Administration be received and filed.
Carried.

3.02 Communications for Information

a) Mr. Ian Wishart, Minister, Education and Training, September 8, 2016, sent to Board Chairs, School Divisions, with a reminder that *The Safe Schools Regulation, Manitoba Regulation 77/2005,* requires that :
   1) School principals review the school emergency response plan before the end of October in each year.
   2) Schools practice lockdown drills twice each year at minimum, at least once during each term or semester.
   3) Superintendents report to the department immediately after any school lockdown, except drills.

   Mr. Wishart adds that this protocol was implemented several years ago to facilitate the flow of information between divisions and the department when incidents of a serious nature occur at school. A revised **Serious Incident Report** document is attached for use by superintendents to report school lockdowns, hold-and-secure (lock-outs) incidents and other significant incidents. Form submission information and telephone contact information for serious incident reporting is also provided.
   Ordered filed.

b) Ms. Naomi Kruse, Executive Director, Manitoba Association of Parent Councils (MAPC), September 15, 2016, sent to Dr. Donna Michaels, former Superintendent, expressing appreciation to the Brandon School Division for it's 2016-2017 membership. Ms. Kruse indicates that by having schools join MAPC, they have access to the valuable support, skills and resources offered by their organization. Ms. Kruse adds that a letter of welcome will be sent to each school and invites members of parent councils to consider nominating an individual for the MAPC Board of Directors as they help strengthen parental involvement in Manitoba's education system.
   Ordered filed.

c) Mr. Jeff Elliott, Brandon's Community Sportsplex, September 26, 2016, sent to Mr. Denis Labossiere, Secretary-Treasurer, informing their community partners that due to unforeseen circumstances the Sportsplex track will not be available for use until approximately late spring/early summer. Mr. Elliott notes that if favourable weather conditions allow for the application of the rubber surface early, they will notify everyone as soon as possible.
   Ordered filed.

3.03 Announcements

a) Friends of Education Fund Meeting – 10:00 a.m., Monday, October 17, 2016, Conference Room.

b) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, October 17, 2016, Boardroom.

c) Workplace Safety and Health Central Committee Meeting – 1:00 p.m., Monday, October 17, 2016, Conference Room.

d) Finance Committee/Principals Stakeholder Meeting – 2:30 p.m., Tuesday, October 18, 2016, Boardroom.

e) Education Committee Meeting – 12:00 p.m., Wednesday, October 19, 2016, Boardroom.

f) Finance Committee/Parent Councils Stakeholder Meeting – 7:00 p.m., Wednesday, October 19, 2016, Boardroom.

g) Divisional Futures & Community Relations Committee Luncheon at École Harrison – 11:45 a.m., Thursday, October 20, 2016.

h) Finance Committee Meeting – 1:00 p.m., Thursday, October 20, 2016, Boardroom.

i) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, October 24, 2016, Boardroom.

Mr. Murray – Dr. Ross
That the Board do now resolve into Committee of the Whole In-Camera. (7:42 p.m.)
Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

a) Mr. Malazdrewicz, Assistant Superintendent, presented Confidential Report #2 and answered Trustee questions.

- Trustee Inquiries

4.02 Personnel Matters

- Reports

a) Confidential #1 – Personnel Report was presented.

Trustees asked questions for clarification.

- **Trustee Inquiries**

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports

a) The Secretary-Treasurer provided information on a Board Operations matter.

- Trustee Inquiries

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

123/2016 Mr. Sefton – Mr. Bartlette
That Confidential #2 and the recommendations therein be approved.
Carried.

5.00 ADJOURNMENT

Mr. Buri – Mr. Murray
That the meeting does now adjourn (8:20 p.m.)
Carried.

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Chairperson Secretary-Treasurer