



BRANDON SCHOOL DIVISION

September 4, 2013

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

TO BE HELD MONDAY, SEPTEMBER 9, 2013
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Acting Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, August 26, 2013.
Adopt.
- b) Inaugural Meeting, September 3, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Student Achievement Results 2012-2013 – M. Wilson, Research and Evaluation Specialist.

2.02 Reports of Committees

2.03 Delegations and Petitions

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – NIL.
- b) Learning Support Services Presentation – NIL.
- c) Items from Senior Administration Report –
 - Giving of Notice – Scent/Fragrance Free Facilities – Refer Motions.
 - Discharge/Appoint Board Committees – Refer Motions.
 - Vincent Massey High School Off-Site Activity Request – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

102/2013 That Policy 1023 – “Scent/Fragrance Free Facilities” is hereby approved.

103/2013 That the following Committee and Board representatives set up during the 2012/2013 school year be and are hereby discharged with thanks:

- | | |
|--|---------------------------|
| Education | Facilities/Transportation |
| Personnel | Finance |
| Divisional Futures & Community Relations | Policy Review |
| MSBA Resolutions | Joint City Task Force |
| Trustee Professional Development | Teacher Liaison |
| Workplace Safety & Health | Friends of Education |
| Support Personnel Labour/Management | Food for Thought |
| School Division/Parent/Guardian Advisory | BNRC |
| Joint Job Evaluation Review | B.J. Hales Ad-hoc |
| Brandon Community Drug & Alcohol Education Coalition | |
| Aboriginal Education Advisory Committee (BSD) | |
| Brandon Urban Aboriginal People’s Council (City) | |

- 104/2013 That Committees of the Board, effective September 9, 2013, be and are hereby approved as follows:
Education: Peter Bartlette, Glen Kruck, Marty Snelling, Alternate – Kevan Sumner.
Facilities & Transportation: Pat Bowslaugh, Doug Karnes, Jim Murray, Alternate – Marty Snelling.
Personnel: Doug Karnes, Glen Kruck, Linda Ross, Alternate – Jim Murray.
Divisional Futures & Community Relations: Pat Bowslaugh, Mark Sefton, Marty Snelling, Doug Karnes – Alternate.
Finance: Linda Ross, Mark Sefton, Kevan Sumner, Alternate – Peter Bartlette.
Policy Review: Glen Kruck, Jim Murray, Kevan Sumner, Alternate – Mark Sefton.
- 105/2013 That Ad-Hoc Committees of the Board, effective September 9, 2013 be and are hereby approved as follows:
MSBA Resolutions: Linda Ross, Mark Sefton
Trustee Professional Development: Jim Murray, Mark Sefton
- 106/2013 That the appointment of Trustee representatives to the following external committees be approved effective September 9, 2013:
Brandon Community Drug & Alcohol Education Coalition: Peter Bartlette, Alternate – Linda Ross.
Joint Division/City Task Force: Pat Bowslaugh, Doug Karnes, Mark Sefton, Alternate – Marty Snelling.
Food for Thought: Kevan Sumner.
Brandon Neighbourhood Renewal: Glen Kruck.
Brandon Urban Aboriginal People's Council (City): Pat Bowslaugh.
- 107/2013 That Sub-Committees of the Board, effective September 9, 2013 be and are hereby approved as follows:
Workplace Safety and Health: Doug Karnes.
Teacher Liaison: Peter Bartlette, Pat Bowslaugh, Marty Snelling, Alternate – Glen Kruck.
Support Personnel Labour Management: Jim Murray, Alternate – Glen Kruck.
Friends of Education: Peter Bartlette.
School Division/Parent/Guardian Advisory: Pat Bowslaugh, Marty Snelling, Alternate – Doug Karnes.
Joint Job Evaluation Review: Doug Karnes, Linda Ross.
Aboriginal Education Advisory: Pat Bowslaugh.
- 108/2013 That the trip involving one (1) male and two (2) female grade 12 student council members, from Vincent Massey High School to make a trip to Prince Edward Island from September 17 – September 22, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

2.08 Bylaws

1st Reading

That By-law 6/2013 being a by-law for the purpose of amending part II of By-Law 1/2011, to make changes under "Meetings of the Board" of Trustees to include a statement regarding inclement weather and notice of cancellation of the meeting, be now read for the first time.

2.09 Giving of Notice**2.10 Inquiries**

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:**3.01 Report of Senior Administration**

Receive and File.

3.02 Communications for Information

- a) Jackie Buga, undated thanking the Board for the wonderful evening in recognition of her retirement. The dinner was delicious and enjoyed by both herself and her husband. She also thanks the Board for the engraved watch which will be a special keepsake of a very memorable evening.

Receive and File.

- b) Floyd Martens, President, Manitoba School Boards Association, August 20, 2013, addressed to Andrew Berard & Marc Proulx, Winnipeg Fire Paramedic Service and thanking them for the presentation to the Executive on June 3, 2013 regarding the establishment of a Children's Safety Village in Winnipeg. He notes the Executive found the proposal intriguing but were not well positioned to assess the level of likely usage by the divisions in the province. Therefore, he was sending the information shared during the presentation to the members boards and inviting them to provide feedback about the proposal either through the association or directly to the Winnipeg Fire Paramedic Service.

Receive and File.

- c) Floyd Martens, President, Manitoba School Boards Association, August 21, 2013, noting that at the MSBA Executive Regular Meeting in June, they received a delegation of the Winnipeg Fire Paramedic Service and listened to a proposal regarding the creation of a Children's Safety Village in Winnipeg. The goal of the proposed Safety Village open to all schools and school divisions in Manitoba and modeled along the lines of those established in other jurisdictions, is to provide hands-on learning experiences for school aged children (K-6) to reduce the leading causes of accidental death and injury among this age cohort. Included in this correspondence is a brief concept paper and a PowerPoint presentation. The MSBA is seeking to ascertain school boards' interest in this project and the likelihood that schools would, in fact, utilize the Safety Village in future years. They invite feedback to Regional Directors or communicate directly to with the Winnipeg Fire Paramedic Service.

Refer Superintendent's Office.

- d) Marg Friesen, August 25, 2013, addressed to Keith Thomas, Manitoba School Boards Association regarding school WiFi health concerns and providing an update on how some teachers, in Ontario, British Columbia and Los Angeles are responding when they have been informed about the health concerns regarding exposure to WiFi in schools.

Refer Superintendent's Office
in consultation with MSBA.

- e) Mr. Floyd Martens, President, Manitoba School Boards Association, August 22, 2013, addressed to Minister Kevin Chief, as Chair of the Healthy Child Committee of Cabinet and noting that during discussions with Minister Allan on June 3, 2013, she advised that the issue of Early Development Instrument results falls within the purview of Healthy Child Manitoba and that as such the MSBA resolution regarding this matter should be redirected to Mr. Chief as Chair of the Healthy Child Committee of Cabinet. They would welcome an opportunity to review this matter with Mr. Chief at his earliest convenience.

Receive and File.

- f) Mr. Floyd Martens, President, Manitoba School Boards Association, August 22, 2013 addressed to Minister Ron Lemieux, Minister of Local Government and noting that during discussions with Minister Allan on June 3, 2013, she advised that the issue of municipal special services levies falls within the purview of the Local Government and that as such the MSBA resolution regarding Municipal Special Services Levies should be redirected to Mr. Lemieux as Minister of this department. They would welcome an opportunity to review this matter with Mr. Lemieux at his earliest convenience.

Receive and File.

- g) Mr. Floyd Martens, President, Manitoba School Boards Association, August 22, 2013, addressed to Minister Jim Rondeau, Minister of Healthy Living, Seniors and Consumer Affairs and the Minister charged with the administration of The Liquor Control Act, noting that during discussions with Minister Allan on June 3, 2013, she advised that the issue of the proximity of liquor sales outlets to schools falls within the purview of Mr. Rondeau as the Minister charged with the administration of The Liquor Control Act. As such the MSBA resolution on this matter should be redirected to Mr. Rondeau. They would welcome an opportunity to review this matter with Mr. Rondeau at his earliest convenience.

Receive and File.

- h) Mr. Floyd Martens, President, Manitoba School Boards Association, August 22, 2013 addressed to Minister Andrew Swan, Minister of Justice and Attorney General and noting that during discussions with Minister Allan on June 3, 2013, she advised that the issue of exterior mounted cameras on school buses falls within the purview of the Minister of Justice and Attorney General and that as such the MSBA resolution regarding this item should be redirected to Mr. Swan as Minister of this department. They would welcome an opportunity to review this matter with Mr. Swan at his earliest convenience.

Receive and File.

3.03 Announcements

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 23, 2013, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- Trustee Inquiries

5.00 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., MONDAY, AUGUST 26, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Dr. L. Ross, Mr. Mr. Snelling, Mr. K. Sumner.

Acting Secretary-Treasurer, Mr. D. Labossiere, Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk.

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. G. Kruck.

The Chairperson called the meeting to order at 7:03 p.m. He welcomed everyone in attendance to the meeting.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Mr. Sefton, Board Chairperson, requested the addition of five in-camera items.

Trustee Bowslaugh requested the addition of one item for in-camera discussions.

Superintendent, Dr. Michaels, noted she had one item to discuss in-camera.

Trustee Ross also requested the addition of one item for in-camera discussions.

Mr. Bartlette – Mr. Snelling

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 July 8, 2013 were circulated.

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

- b) The Minutes of the Special Board Meeting held August 19, 2013, regarding Tenders, were circulated.

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

- c) The Minutes of the Special Board Meeting held August 19, 2013, regarding a CUPE Grievance, were circulated.

Dr. Ross – Mr. Karnes
That the Minutes be approved as circulated.
Carried.

2.00 GOVERNANCE MATTERS:

- a) Board of Trustees Governance Goals (2010-2014) Update.

Superintendent, Dr. Michaels, spoke to the Board of Trustees Governance Goals (2010-2014) update. She highlighted several areas of progress to date.

2.01 Presentations For Information

- a) The Chairperson recognized the following staff accomplishment immediately following approval of minutes and prior to Section 2.00 – Governance Matters:

- Mr. Ashley Dyson, teacher, Vincent Massey High School, on completing the Carleton College Summer Teaching Institute Chemistry: General Topics Workshop. It was noted the workshop focused on curriculum and teaching methods central to Advanced Placement courses.

The Chairperson offered the opportunity for the honouree to speak following receipt of his recognition. Trustees asked questions with respect to student enrollment in the advancement placement program at Vincent Massey High School.

2.02 Reports of Committees

NIL

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

NIL

2.05 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA issues (last meeting of the month)
- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report
 - Five Year Capital Plan – Referred Motions.
 - Waverly Park School – Two Classroom Additions – Referred Motions.
 - Lease Agreement for At-Risk Youth Program – Referred Motions.
 - Custom Truck Sales Scholarship – Referred Motions.
 - Extended Health Benefits Plan – Referred Motions.

The Acting Secretary-Treasurer spoke to the motions with respect to the Waverly Park School two classroom additions, the Lease Agreement for the At-Risk Youth Program, and the Five Year Capital Plan.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

95/2013 Mr. Karnes – Mr. Snelling

That the Five-Year Capital Plan 2014/15 – 2018/19 be approved for submission to the Public Schools Finance Board.

The Acting Secretary-Treasurer spoke briefly to the Five-Year Capital Plan. The Chair noted the Director of Facilities and Transportation had been invited to the Board Meeting to answer any questions Trustees might have with respect to the Five-Year Capital Plan. Trustee Snelling stated he agreed with the priorities listed. He suggested that the Division may want to include a second school on the north side of the river at some point in the future.

Carried.

96/2013 Mr. Karnes – Mr. Snelling

That MCM Architects Inc. be appointed as consultant to design a two classroom addition of 860 sq. ft. each (with link and ancillary space to be determined) for Waverly Park School.

Carried.

97/2013 Mr. Snelling – Mr. Karnes

That the Lease 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, 2013 to July 31, 2014 at an annual rent of \$34,100.00 plus utilities for operation of the At-Risk Youth Program be approved; and the Chairperson and Secretary-Treasurer are hereby authorized to affix their signatures and the seal of the Division thereto.

Trustees requested clarification with respect to how long into the future the Division may be able to rent the current location and the budget implications with respect to the lease.

Carried.

98/2013 Dr. Ross – Mr. Snelling

That the Agreement for the establishment of the scholarship to be known as “The Archie MacArthur Memorial Scholarship”, sponsored by Custom Truck Sales Inc., in the amount of \$500.00 annually over the next three years be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

The Board of Trustees directed the Secretary-Treasurer’s Department to forward a letter of thanks and appreciation to Custom Truck Sales Inc. for continuing the scholarship originally established by the late Archie MacArthur.

Carried.

99/2013 Dr. Ross – Mr. Snelling

That the Brandon School Division Board of Trustees approve the Collateral, Auxiliary Agreements and Letter of Understanding with respect to the Extended Health Benefits Plan endorsed by the Manitoba School Boards Association and the Manitoba Teachers Society; and the Chairperson and Secretary-Treasurer be authorized to sign same.

Trustees spoke to the motion noting they would vote in favour of the motion, but did so reluctantly. They spoke to their disappointment in the Manitoba School Boards Association’s handling of the process and lack of accountability in explaining their actions. They confirmed their previous defeating of the motion was not meant to punish the teaching staff but rather to attempt to initiate some kind of action from the MSBA regarding their handling of the matter. They noted this did not happen. Trustees recognized the urgency of approving the motion as the teaching staff’s current benefits plan expired at the end of the month. Trustees still requested an explanation from MSBA regarding this matter and that follow-up was still required. A motion requesting a meeting with the MSBA Executive to discuss this matter would therefore be brought forward.

Carried.

100/2013 Dr. Ross – Mr. Murray

That the Brandon School Division Board of Trustees request a meeting with the Manitoba School Boards Association Executive with respect to the Extended Health Benefits Plan.

Carried.

Following unanimous approval of the motion the Board directed the Chairperson to write the letter. The Board requested the letter be copied to all Manitoba School Divisions and include the following:

- a statement regarding the Board’s disappointment in the manner in which this item was handled and the MSBA Executive’s continued failure to accept responsibility regarding how the matter was handled;

- approval of the motion was done strictly out of respect for the teachers of the division as the Board is against the manner in which the matter was handled by the MSBA;
- the Board does not appreciate the position the Secretary-Treasurers across the province were placed in as the Secretary-Treasurers answer to their individual Boards and not the MSBA;
- the MSBA in future is not bargain on behalf of the school boards regarding collective bargaining items;
- the Board requests that the MSBA Executive attend in Brandon to meet with the Board of Trustees regarding the handling of this matter.

2.08 Bylaws

2.09 Giving of Notice

Mr. Murray

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 6/2013 for the purpose of amending part II of By-Law 1/2011 to make changes under "Meetings of the Board" of Trustees to include a statement regarding inclement weather and notice of cancellation of the meeting.

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 1023 – "Scent/Fragrance Free Facilities".

2.10 Trustee Inquiries

Trustees requested the following information:

a) Trustee Murray:

Trustee Murray referenced a recent incident in Ontario wherein a mentally challenged child was bullied by a neighbour. He noted during the course of the investigation it was determined that mental capacity did not constitute a hate crime. He felt that if the country did not recognize such behavior as a hate crime, then it was up to others to begin to change things. Therefore, he requested that the Division review their policies to include mental capacity in appropriate policies regarding bullying.

Superintendent, Dr. Michaels, confirmed that she and the Associate Superintendent would review the Division policies regarding bullying, inclusion and non-violent crisis intervention and bring back a report to the Board in due course. She thanked Trustee Murray for raising the issue.

b) Trustee Bartlette:

Questions were made by an individual who asked "When does the Board hire Principals and when does the Superintendent appoint principals?"

Superintendent, Dr. Michaels, confirmed that only one new principal had been hired for the upcoming school year. She also noted that the appointment of a school principal is done by the Board of Trustees and not the Superintendent. However, the Superintendent does have the right to have an opinion on any appointment of a school principal made by the Board of Trustees.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Acting Secretary-Treasurer, Mr. Labossiere, spoke to the 2013-2014 MSBA School Insurance Program and noting the increased costs and PST now charged on the insurance.

Trustees asked questions for clarification regarding the taxes charged; the impact on budget; and the possibility of considering alternatives to the current MSBA School Insurance Program. Discussions were also held regarding facilities assessment and replacement costs should a school be destroyed in a fire.

Trustee Ross requested the following information:

“What would be the cost of insurance comparable to the current one provided by MSBA, if provided via an alternate insurance provider?” The Board agreed to this inquiry.

Superintendent, Dr. Michaels noted the meeting she held with representatives from Brandon University, including a research initiative and a meeting with the new Dean of Education for the University.

Mr. Murray – Mr. Karnes

That the August 26, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Aileen Najduch, Assistant Deputy Minister, School Programs Division, and Jean-Vianney Auclair, Assistant Deputy Minister, Bureau de l'éducation française Division, Manitoba Education, June, 2013, noting Manitoba Education recently introduced a provincial report card with the goal of providing clear, consistent information to parents. Starting in the Fall of 2013, all public schools will be required to use the report card templates as provided by the Department. Therefore they are writing to provide updates on the provincial report card, including the following: implementation; policy and support documents; business requirements documents; and feedback from the report card implementation monitoring process.

Referred Superintendent's Office.

- b) Mr. Floyd Martens, President, Manitoba School Boards Association, addressed to Mr. Reg Klassen, MASS and dated July 9, 2013, thanking Mr. Klassen for his invitation to support the “National Inventory of Interventions for LGBTQ-Inclusive Schools” study. As the obligations of public school boards in Manitoba is to ensure the well-being and success of all gender diverse youth in provincial schools, MSBA supports this research effort to inventory relevant policies, programs, curricula and events/activities currently in effect in Manitoba public schools. Therefore the MSBA endorses the aims of this particular research endeavour and this endorsement will be communicated to Dr. Catherine Taylor, lead researcher for the project.

Ordered Filed.

- c) Mr. Floyd Martens, President, Manitoba School Boards Association, addressed to Teresa Rezansff, British Columbia School Trustees Association and dated July 9, 2013, congratulating the BSCTA for hosting the CSBA Congress 2013 in Vancouver. He asks that thanks and best wishes be forwarded to BSCTA members and staff for all their hard work in organizing and hosting a truly engaging and enjoyable conference experience.

Ordered Filed.

- d) Bailey Wright, undated, thanking the Division for a \$100 scholarship which will be put toward tuition at the University of Lethbridge in the fall.

Ordered Filed.

3.03 Announcements

- a) Board Planning Session – 5:00 p.m., Tuesday, August 27, 2013, Board Room.
- b) Welcome Back Breakfast – 7:30 a.m., Tuesday, September 3, 2013, Victoria Inn.
- c) Inaugural Board Meeting – 9:30 a.m., Tuesday, September 3, 2013, Board Room.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 9, 2013, Board Room.

Mr. Murray – Mr. Snelling

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

- a) The Parent Request contained in Confidential #3 was addressed by Sr. Administration. Direction was provided by the Board.
- b) Sr. Administration noted the Parent Request in Confidential #4 had been addressed.
- c) The Superintendent spoke to a student placement issue.

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.
- b) The Secretary-Treasurer Selection Committee presented and spoke to Confidential #5

Mr. Snelling – Mr. Karnes

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

Carried.

101/2013 Mr. Sumner – Mr. Bartlette

That Confidential #5 and the recommendation therein from the Secretary-Treasurer Selection Committee be approved and that the recommendation be released to the public upon acceptance of contract.

Carried.

Mr. Snelling – Mr. Karnes

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

Carried.

- c) The Superintendent provided information regarding a staffing matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) The Board Chair spoke to Confidential #2 regarding a response to Board Operations Matter.
- b) The Chairperson provided an update on two Board Operations Matters he had followed up on with legal counsel.
- c) Trustee Bowslaugh inquired about a Board Operations Matter. The Board directed Trustee Bowslaugh to obtain further information and report back at a future meeting.

- Trustee Inquiries

Mr. Bartlette – Dr. Ross

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

Carried.

5.00 ADJOURNMENT

Mr. Snelling – Mr. Murray

That the meeting does now adjourn (9:25 p.m.)

Carried.

Chairperson

Acting Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE INAUGURAL 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 9:30 A.M., TUESDAY, SEPTEMBER 3, 2013.

PRESENT:

Mr. Peter Bartlette, Mrs. Pat Bowslaugh, Mr. Doug Karnes, Mr. Glen Kruck, Mr. Jim Murray, Dr. Linda Ross, Mr. Marty Snelling, Mr. Mark Sefton, Mr. Kevan Sumner.

Acting Secretary-Treasurer, Mr. D. Labossiere, Recording Secretary, Mrs. S. Bailey, Live Streaming Video Operation, Ms. K. Boklaschuk

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Associate Superintendent, Ms. B. Switzer, Director of Human Resources.

The Acting Secretary-Treasurer, Mr. Labossiere, was in the Chair.

The Acting Chairperson called the meeting to order, followed by the singing of O'Canada.

CALL:

The Acting Chairperson advised that the Inaugural Meeting of the Board had been called for the purpose of organization for the ensuing year, as set forth in the Agenda.

ELECTION OF CHAIRPERSON OF THE BOARD:

The Acting Chairperson noted Trustee Mark Sefton had requested his name be brought forth for the position of Chairperson of the Board for the ensuing year.

The Acting Chairperson invited further nominations for the position of Chairperson of the Board for the ensuing year, noting that a nominator only was required.

Trustee Kruck nominated Trustee Snelling. Trustee Snelling declined the nomination.

Mr. Murray – Mr. Karnes
That nominations do now cease.

Carried.

The Acting Chairperson declared Mr. Mark Sefton to be duly elected by acclamation as Chairperson of the Board for the ensuing year commencing September 3, 2013.

ELECTION OF VICE-CHAIRPERSON OF THE BOARD:

The Acting Chairperson noted he had not received any requests from Trustees to bring their name forth for the position of Vice-Chairperson of the Board for the ensuing year.

The Acting Chairperson therefore invited nominations for the position of Vice-Chairperson of the Board for the ensuing year, noting that a nominator only was required.

Trustee Kruck nominated Trustee Snelling. Trustee Snelling declined the nomination. Trustee Snelling nominated Trustee Murray.

Mr. Snelling – Mr. Karnes
That nominations do now cease.

Carried.

The Acting Chairperson declared Mr. Jim Murray to be duly elected by acclamation as Chairperson of the Board for the ensuing year commencing September 3, 2013

The Acting Chairperson invited the newly elected Chairperson, Mr. Mark Sefton, to assume the Chair for the conduct of the remainder of the meeting.

CHAIRPERSON'S REMARKS:

Chairperson Sefton:

“Thank-you folks. I have very, very much enjoyed the last two years as Chair. It’s been a challenge, but I feel it has been a tremendous team effort. And it’s not one that any one person can do on their own. There are nine of us, plus the support staff of Administration. We couldn’t do it alone. We are a good team. I sure hope that continues. I see no prospect of it not continuing. As I have said before, we seem to be able to debate the issues without debasing each other. And that is very, very important that we can have a free exchange of ideas. And I haven’t seen any reticence on any body’s part to present an idea which seems to be contrary to the prevailing thoughts and that’s good. That’s the way it should be. We need to have that opportunity to share our opinions. It has been a great honour to serve as your chair for the last two years. I very much look forward to it for another year. But I would like to serve notice that as a personal, philosophical thing that next September, our chair should be someone who is not running again. Just because I think the chair provides a profile that may create an unfair advantage during an election. So that is just my thoughts. Thank-you very much.”

VICE-CHAIRPERSON'S REMARKS:

Vice Chairperson Murray:

“Thank-you Mr. Sefton. I would agree with everything that you have said. I think this Board has been a very good Board. We have accomplished a lot in the last few years and I look forward to the next year as well. I have always enjoyed providing a leadership role on this Board and it has been very enjoyable working with you

(Mr. Sefton) and I think we complement each other very well. We have had conversations about how things are going and that sort of thing and I look forward to that. And I appreciate the fact Trustees have allowed me to serve this Board once again as Vice-Chair. Like yourself, I look forward to another good year. Thank-you very much.”

SECRETARY-TREASURER’S DECLARATION OF OCCUPATIONS OF TRUST:

The Secretary-Treasurer read a letter addressed to the Board of Trustees wherein he advised, in accordance with the provisions of Section 53(5) of The Public Schools Act, that he holds no occupations of trust other than that of Acting Secretary-Treasurer of The Brandon School Division.

REMARKS:

Superintendent Dr. Michaels wished the new Chairperson well. She notes he made it look easy, when it is not. She stated the Chairperson managed the politics adeptly. It is much appreciated by employees, as messages the Board gives out filters to the classroom and if those messages are not positive or solid it can be unsettling to schools. She confirmed it has also been a pleasure working with the Vice-Chairperson over the years. She noted Senior Administration can always counted on Mr. Murray to give it to them straight. She felt the Chair and Vice-Chairperson work very well together. She noted the next school year will be a very busy one. She thanked the Board for working so well with Senior Administration noting Senior Administration feels like they belong at the Board Table with them. She offered her best wishes to the Board on the upcoming year.

Acting Secretary-Treasurer, Mr. Labossiere congratulated both the Chair and Vice-Chairperson on their appointments. He noted he looks forward to the next school year.

ADJOURNMENT:

Dr. Ross – Mr. Snelling
That the meeting do now adjourn (9:45 a.m.)
Carried.

Chairperson

Acting Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

September 9, 2013

A. Business Arising for Board Action

- I. Presentations
 - 1. From Learning Support Services 1
- II. Human Resources
- III. Secretary-Treasurer
 - 1. Policy 1023 – “Scent / Fragrance Free Facilities” 1
 - 2. Discharge / Appoint Board Committees 1
- IV. Superintendent of Schools
 - 1. Vincent Massey High School Off-Site Activity Request..... 1
- V. Senior Administration Response to Trustee Inquiries

B. Administrative Information

- I. Human Resources
 - 1. Personnel Report 2
- II. Secretary-Treasurer

.../2

“Accepting the Challenge”

III. Superintendent of Schools

1. Divisional Initiatives

A. Quality Learning, Quality Teaching, Quality Support Services

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

**Dr. Donna M. Michaels
Superintendent of Schools/
Chief Executive Officer**

A. Business Arising for Board Action

I. PRESENTATIONS

FROM LEARNING SUPPORT SERVICES

2012-2013 Student Achievement Results – M. Wilson,
Research and Evaluation Services Specialist

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. POLICY 1023 – “SCENT / FRAGRANCE FREE FACILITIES”

For Action..... D. Labossiere

At the Regular Board Meeting on August 26, 2013 a Giving of Notice to approve Policy 1023 – “Scent/Fragrance Free Facilities” was given (Appendix A). A motion to approve this policy is included in the agenda for Board consideration.

2. DISCHARGE/APPOINT BOARD COMMITTEES

For Action..... D. Labossiere

It is now necessary to establish the various committees for 2013/2014. Included in the agenda is a motion to discharge with thanks the 2012/2013 committees. An In-Camera Board Briefing was held following the Inaugural Meeting, Tuesday, September 3, 2013 for Trustees to consider the members of the various committees for 2013/2014. A motion has been included in the agenda appointing the new committee members with the individual names to be added as agreed upon. Please contact me should you require further information in this regard.

IV. SUPERINTENDENT OF SCHOOLS

1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action..... G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for one (1) male and two (2) female grade 12 student council members, from Vincent Massey High School to make a trip to Prince Edward Island from September 17 – September 22, 2013.

Mr. Bruce Shamray, Principal, Vincent Massey High School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving one (1) male and two (2) female grade 12 student council members, from Vincent Massey High School to make a trip to Prince Edward Island from September 17 – September 22, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

1. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. QUALITY LEARNING, QUALITY TEACHING, QUALITY SUPPORT SERVICES

SCHOOL DIVISION OPENING MEETING / MONDAY, AUGUST 26, 2013

PROFESSIONAL ETHICS AND RESPONSE TO INTERVENTION

Our annual School Division Opening Meeting was held on Monday, August 26, 2013. In attendance were principals, vice-principals, learning support specialists, senior administration, executive support staff.

The focus of this Opening Meeting was “Professional Ethics and Response to Intervention”. This is a continuation of the work undertaken in August 2012 and throughout the 2012-2013 school year. Our meeting began with a presentation by Dr. Michaels and Mr. Malazdrewicz on “Ethics of Response to Intervention”. The purpose of the presentation was “to explore, consider, and reflect upon professional ethics of response to intervention”.

The emphasis on the ethics of response to intervention is fundamental to the decision-making related to responding to the learning needs of students in accordance with Board Policy 4044.4 (RTI).

At its core, Response to Intervention is about equity of learning and curricular outcomes for students. We must reflect on our ethical compass and develop an ethical “consciousness” through awareness of multiple paradigms in resolving ethical dilemmas.

Following the introductory presentation, Phil Vickers, Principal, Betty Gibson School, reviewed the key aspects of the RTI Policy and emphasized the school’s obligation to address student learning through the RTI framework; to utilize the processes integral to tier 1 (classroom, tier 2 (school-based resources), tier 3 (division/community based resources).

The ethics integral to professional decision-making are fairness, integrity, honesty, trust, justice, care. This multiple paradigm approach was applied to case studies in small group work (and reporting out). The case studies were actual situations in the Brandon School Division (with provisions made for confidentiality).

This focus of professional ethics in response to RTI continues throughout this and future school years.

B. STRATEGIC PLAN OVERVIEW 2013-2014 YEAR THREE OF 2011-2014

Professionally focused work continues in 2013-2014 on the objectives and activities designed to implement our goal of “To engage ALL students actively in their learning through the provision of equitable, fair access to quality learning facilitated by quality teaching and enabled by quality support services”. The following is a summary of the areas of emphasis for 2013-2014.

QUALITY LEARNING

Objective #1 To complete full implementation of Policy/Procedures 4044.3: Appropriate Education Program School-Wide Enrichment Model K-8.

2013-2014:

- Assessment of student engagement in learning in elementary schools.

Objective #2 To develop a greater professional understanding of the research concepts, and application of Brain-Based Learning (BBL).

2013-2014:

- Continued provision of professional learning sessions on the application of BBL in the classroom, school, work site.

Objective #3 To increase student engagement, specifically learners with learning difficulties, high abilities, Aboriginal heritage, English as an Additional Language, learning disengagement issues.

2013-2014:

- All schools to complete student voice survey “Tell Them From Me”;
- Participation in the new Provincial initiative RE: Student voice regarding bullying;
- To incorporate student voice data in school development plans.

QUALITY TEACHING

Objective #1 To complete full implementation of Policy/Procedures 4053: Literacy Development of Students K-12 and Corresponding Components of Policy/Procedures 4052: Assessment, Evaluation and Reporting of Student Learning and Achievement.

2013-2014:

- Emphasis on the teaching of writing – grades 1-4
- Continue the professional “Leadership in Adolescent Literacy” program for middle years teachers
- Kindergarten teachers, English and French Immersion Programs, continue with revised assessment process
- Provision of training for all new K-8 BSD teachers in the use of the Fountas and Pinnell Benchmark assessment process
- Development of “Student Engagement in Learning” policy and procedures

Objective #2 To complete the development of Policy/Procedures 4059: Numeracy to focus the quality teaching of numeracy, grades K-12.

2013-2014:

- Implementation of new Mathematics curriculum grades 1-8; including “balanced literacy practices grades 5-8:
- Advance the ongoing use of Math Recovery strategies in elementary classrooms.

Objective #3 To increase the learning engagement and achievement of students with Aboriginal heritage (First Nations, Métis, Inuit).

2013-2014:

- Continue professional development sessions on Aboriginal awareness
- Continue to work with Aboriginal Education Community Strategic Action Committee

Objective #4 To strengthen and advance the inclusion of technology in the teaching and learning processes throughout the Brandon School Division (grades K-12) and advance the “informed and responsible engagement of technology in learning”.

2013-2014

- Implement a comprehensive model for learning through technology, K-12; emphasizing informed and responsible engagement of technology in learning

- Provision of professional development sessions on “School Bundle – My Site” tools and how they enable teaching and learning
- Development of Social Media Policy with four key procedural areas:
 - Safe use of technology for students;
 - Safe use of technology for staff;
 - Digital citizenship;
 - Use of social media.

QUALITY SUPPORT SERVICES

Objective #1 To strengthen and advance the learning engagement and achievement of learners with English as an Additional Language (EAL).

2013-2014

- Continued teacher use of Division assessment data to monitor EAL student progress closely;
- Incorporate the involvement of EAL lead teacher team to plan and coach teachers and school terms
- Emphasis of inclusion of EAL senior high students into regular classes to minimize use of sheltered-content classes.

Objective #2 To strengthen and advance the provision of “Appropriate Educational Programming” to each learner through Divisional and school-based simultaneous implementation of the “Response to Intervention” (RTI) model of student support services.

2013-2014

- Develop procedures for the implementation of Policy 4044.4 – “Response to Intervention”
- Provide comprehensive professional development for K-12 teachers in the application of Policy 4044.4 through differentiated instruction and universal design for learning.

2. CORRESPONDENCE

For Information..... D. Michaels

CORRESPONDENCE RECEIVED FROM ANGIE VEILLEUX

The following correspondence has been received from Angie Veilleux

Please accept this letter as my endorsement for the Roots of Empathy Program in the Brandon School Division. Over the 2012/2013 school year our family participated in the program offered at J.R. Reid School with our daughter Adele.

Our entire experience was nothing less than fantastic. J.R. Reid’s Resource Teacher, Charlene Spicer and Grade 3 teacher Darren Stewart were terrific to

work with and both truly welcomed our family into the school, as did the rest of the staff, on each visit. Both Mrs. Spicer's and Mr. Stewart's commitment to the program was evident both in the time we spent in the classroom and in the great communication from Mrs. Spicer prior to and following each classroom visit. We thoroughly enjoyed all our visits and will miss the kids and staff alike.

The Roots of Empathy program is one that should be supported whenever possible. The values taught in the program are crucial for kids growing up today. I believe the values taught in the program help foster a sense of compassion and social understanding in our children that become the pillars of their character as adults.

We were introduced to the program through a co-worker of mine whose child had participated in J.R. Reid's Roots of Empathy program in previous years. This is further testament of the impact of the program and should be noted. Both my husband and I hope that when our two daughters are in the school system that they will both be able to participate in the program through their classrooms.

Please consider this letter when any decisions of support for this program in the schools are made in the future.



BRANDON SCHOOL DIVISION POLICY

POLICY 1023

SCENT/FRAGRANCE FREE FACILITIES

ADOPTED:

DEFINITION:

“Fragrances” - Refers to any product that produces a scent strong enough to be perceived by others. This includes but is not limited to colognes, perfumes, aftershave products, lotions, powders, deodorants, hair products, cleaning products, other personal products and highly scented flowers.

PURPOSE:

The Brandon School Division supports a healthy environment for staff, students, parents, visitors and volunteers. Every effort will be made to limit exposure to strong scents and fragrances in the environment that cause discomfort or impact the health of sensitive individuals.

The use of scented and fragrant products and highly scented flowers by Brandon School Division employees, students, parents, visitors and volunteers is discouraged. Use may be prohibited if circumstances warrant. The Brandon School Division will utilize appropriate signage for informing visitors of the fragrance limitations.