



BRANDON SCHOOL DIVISION

JANUARY 8, 2014

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

TO BE HELD MONDAY, JANUARY 13, 2014
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
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, December 9, 2013.
Adopt.
- b) Special Board Meeting, December 18, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Personnel Committee Meeting

L. Ross

- b) Finance Committee Meeting
- c) Other

K. Sumner

2.03 Delegations and Petitions

- a) Mr. Jerry Stewart, Vice-President, United Commercial Travelers, James B Chrisp Council #448, regarding helping the new Football Field Canteen/Press Box at Neelin.

2.04 Communications for Action

- a) Kena Olson, Event Coordinator, 29th Annual Brandon Career Symposium, November 22, 2013, extending an invitation to the Brandon School Division to participate in the 29th Annual Brandon Career Symposium held March 3-5, 2014, at Brandon's Keystone Centre. As in the past, the Career Symposium is requesting funds to offset the costs of the large number of students who attend from Vincent Massey, Crocus Plains and Neelin high schools in the amount of \$2,000. (Appendix "A")

Refer Motions.

- b) Honourable James Allum, Minister of Education and Advanced Learning, December 10, 2013, noting the Province is now in the second year of the five-year implementation schedule for the Kindergarten to Grade 3 Smaller Classes Initiative. He notes that some divisions have initiated a process for assessing surplus space on a division-wide scale in order to maximize the use of available space prior to requesting new capital funding. He requests all school divisions undertake a review and assessment of available space and explore all options prior to requesting new construction. This review should consider circumstances that must be addressed now because no alternative space is available and other circumstances where alternative space is available but use of this space necessitates community consultation prior to decisions being finalized. He also notes that it will be important for school divisions to consider school enrolment capacity in early years classes as they may be impacted by the admission of students under schools of choice. Schools of choice remains an option, but the short and long term implications of admitting non-catchment area students will need to be considered. The expectation is that schools of choice applications will be monitored and managed in order to ensure that the class size goals are achieved. He confirms that Departmental staff will be following up with Division officials regarding these matters. (Appendix "B")

Refer Business Arising.

- c) Mr. Peter Kotyk, Chair, River East Transcona School Division, December 4, 2013, forwarding a discussion paper to all Manitoba school boards relating to the existing leadership structure of the Manitoba School Boards Association. He asks Boards to review the paper and provide feedback. (Appendix "C")

Refer MSBA Issues.

- d) David Yeo, Director of Education Administration Services, Manitoba Education, December 19, 2013 regarding the 2014-2015 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 7, 2014. (Appendix "D").

Refer Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from the Honourable James Allum, Minister of Education and Advanced Learning, from Communications for Action 2.04a), regarding the Kindergarten to Grade 3 Smaller Classes Initiative and asking Divisions to undertake a review and assessment of available space and explore all options prior to requesting new construction.
- b) Correspondence from David Yeo, Director of Education Administration Services, Manitoba Education, from Communications for Action 2.04d) regarding the 2014-2015 School Bus Purchase and providing information regarding the Central Tender Process arranged by the Department for those Divisions who wish to register.

- MSBA issues (last meeting of the month)

- a) Correspondence from Mr. Peter Kotyk, Chair, River East Transcona School Division, from Communications for Action 2.04c), forwarding a discussion paper to all Manitoba school boards relating to the existing leadership structure of the Manitoba School Boards Association.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation –NIL
- c) Items from Senior Administration Report – NIL

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 01/2014 That the request of the Brandon Career Symposium 2014 for financial support be approved in the amount of \$2,000.

2.08 Bylaws

2.09 Giving of Notice

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy 5024 and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils”.

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

- a) Linda Grossart, BSIMA President, November 28, 2013, putting forth a formal request for funding for the upcoming Budget process to replace the BSIMA registration fees for band students for the 2014-2015 school year. They are requesting \$38,550.00 for the 2014-2015 school year to replace band registration fees.

Refer to the Office of the Secretary-Treasurer.

- b) Linda Grossart, BSIMA President, November 28, 2013, putting forth a formal request for the annual funding allotment for instrument purchases for the Division's Instrumental Music (Band) programs for the upcoming budget process. They are requesting \$23,900 for their annual funding allotment toward instrument purchases for the 2014-2015 Budget. They note this request amount reflects no change from the approved budgeted amount for the 2013-2014 allotment.

Refer to the Office of the Secretary-Treasurer.

- c) Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch, Manitoba Education and Advanced Learning, December 2013, noting the release of the 2014 Music Month Project. The proclamation, poster and application has been distributed to Divisions, but can also be found on the Manitoba Education and Advanced Learning website at www.edu.gov.mb.ca/k12/cur/arts/music/music_month.html

Receive and File.

- d) Barb Gribben, Recording Secretary, CUPE Local 737, December 13, 2013, noting CUPE Local 737 held their elections at their December 11, 2013 meeting. She has listed the members of the Executive for 2014 for the Board's information.

Receive and File.

- e) Crocus Plains Vector One, undated, thanking everyone who gave them the opportunity to take part in the 2013 F1 in Schools World Championship last month. The lessons learned, the moments shared, and the confidence gained are truly gifts that they will never forget as they move forward and begin to form their paths in life.

Receive and File.

- f) Floyd Martens, President, Manitoba School Boards Association, December 18, 2013, addressed to the Honourable Bernard Valcourt, Minister of Aboriginal Affairs and Northern Development Canada, Education Branch, noting the MSBA has followed the federal initiatives and developments concerning education for First Nation students and schools on reserves. Most recently they have been examining the federal government's October 2013 proposal for a Bill on First Nation Education. As a member organization of the Canadian School Boards Association, the MSBA shares the concern which that organization has communicated to the Government over the past year about the apparent deficiencies in the federal government's consultation processes with First Nations in developing the proposed legislation.

Receive and File.

- g) Floyd Martens, President, Manitoba School Boards Association, December 18, 2013, addressed to the Honourable James Allum, Manitoba Minister of Education and Advanced Learning, forwarding a copy of the letter sent by MSBA to the federal government regarding the proposed federal bill on First Nation education. They ask that provincial and territorial Ministers of Education, in their dialogues with each other and with the federal government representatives to recognize First Nations as full and equal partners in decisions that will impact their schools and their young people for generations to come. They ask the Minister to continue to advocate for federal funding to First Nations schools on a level at least equivalent to that of their provincial school system counterparts.

Receive and File.

- h) Joanne Muller, Board of Reference, Manitoba Education and Advanced Learning, December 23, 2013, attaching a Notice of Hearing for the Board of Reference to hear the request of Darcy and Sherri Bell to transfer property from The Southwest Horizon School Division to The Brandon School Division. The hearing will be held at 10:00 a.m. on February 6, 2014 in the Boardroom of The Southwest Horizon School Division in Souris, Manitoba.

Refer to Secretary-Treasurer's Office.

- i) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, January 6, 2014, noting the 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, 2013. The years of service need not have been continuous, as long as the periods of service total the requisite number of years, and the years of service may have been accumulated with more than one school board.

Refer to Secretary-Treasurer's Office.

3.03 Announcements

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, January 15, 2014, Conference Room.
- b) Policy Review Committee Meeting – 11:00 a.m., Monday, January 20, 2014, Board Room.
- c) Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Monday, January 20, 2014, Board Room.
- d) MSBA Regional Meeting – All Day, Monday, January 27, 2014, Victoria Inn, Brandon, Manitoba.
- e) Finance Committee Meeting – 2:00 p.m., Monday, January 27, 2014, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 27, 2014, Board Room.
- g) Upcoming Budget Dates:
- Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 12, 2014 – École Harrison.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 18, 2014, Board Room.

- Special Board Meeting – Public Presentations re: Proposed 2014-2015 Budget –
7:00 p.m., Monday, March 3, 2014.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 - Personnel Report.
 - b) Confidential #2 – Personnel Matter.
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT

**29th Annual
Brandon Career Symposium
March 3-5, 2014**

→ Denis Labrosse
12/06/11
#9 – 940 Princess Avenue
Brandon, Manitoba, R7A 0P6
Phone: 204.726.7459
Fax: 204.725.2937
career-symposium@ceys.mb.ca
www.career-symposium.ca

RECEIVED

November 22, 2013

DEC 06 2013

Brandon School Division
1031 – 6th Street
Brandon, Manitoba, R7A 4K5

Office of the Superintendent/CEO
Brandon School Division

Appendix "A"

Dear Dr. Michaels,

It is our pleasure to once again extend an invitation to the Brandon School Division to participate in the 29th annual Brandon Career Symposium held March 3-5, 2014 at Brandon's Keystone Centre. As you are aware, our event grows every year showcasing the leading and latest career opportunities to students who will be attending the symposium. We create an environment where youth can visit informative and interactive displays, and meet with leading representatives in business and education to discover career and educational paths for personal growth and development.

Support from the Brandon School Division has been tremendous and is of great appreciation. As in the past, the Brandon Career Symposium has requested funds from the Brandon School Division to offset costs of the large number of students in the division that attend our event. These students come from Vincent Massey, Crocus Plains, and Neelin high schools. Every year, each high school principal / guidance counsellor registers their students and visits the symposium throughout the day. With this said, we are requesting the support of the Brandon School Division in the amount of \$2,000 to support the Brandon School Division students who attend the Symposium.

The Brandon Career Symposium is also open in the evenings of March 3rd & 4th to allow students and parents an opportunity to visit together. Encouraging this activity is vital as it advocates for parental involvement that supports educational decisions.

Please do not hesitate to contact me at 726.7459 with questions regarding this year's Brandon Career Symposium. We look forward to your involvement and continued support of the Brandon Career Symposium.

Sincerely,

Kena Olson

Kena Olson
Event Coordinator

2.042



**MINISTER
OF EDUCATION AND ADVANCED LEARNING**

Room 168
Legislative Building
Winnipeg, Manitoba, Canada
R3C 0V8

DEC 10 2013

To: Chairs of School Boards

We are now in the second year of the five-year implementation schedule for the Kindergarten to Grade 3 Smaller Classes Initiative. I am pleased to be able to say that significant progress is being made across the province in reducing class sizes in these grades. The work and support of school divisions in meeting this objective is noted and certainly appreciated.

In June 2013, \$15.2 million was announced in capital support for the renovation and construction of 28 additional classrooms. Departmental staff conducted site visits and engaged in conversations with school division administration to ensure funding was allocated where most needed. We will continue to strive to make the most educationally and fiscally responsible decisions regarding the allocation of available resources.

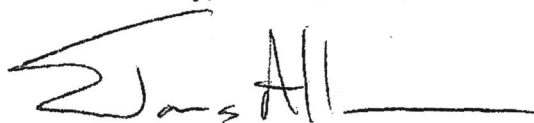
I think it is important to note that some divisions have initiated a process for assessing surplus space on a division-wide scale in order to maximize the use of available space prior to requesting new capital funding. To ensure that we move forward together to advance this important initiative, I am requesting that all school divisions undertake a review and assessment of available space and explore all options prior to requesting new construction. The review and assessment should consider circumstances that must be addressed now because no alternative space is available, and other circumstances where alternative space is available but use of this space necessitates community consultation prior to decisions being finalized.

In addition, it will be important for school divisions to consider school enrolment capacity in early years classes as they may be impacted by the admission of students under schools of choice. While the schools of choice option remains an important one, the short- and long-term implications of admitting non-catchment area students will also need to be considered. The expectation is that schools of choice applications will be monitored and managed in order to ensure that the class size goals are achieved.

Departmental staff will be following up with officials in your division regarding these matters. For further clarification, please feel free to contact Deputy Minister Gerald Farthing at 204-945-3752 and <gerald.farthing@leg.gov.mb.ca> or David Yeo, Director of Education Administrative Services, at 204-945-8664 and <david.yeo@gov.mb.ca> or Tia Cumming, Class Size Initiative Coordinator, at 204-945-8417 and <tia.cumming@gov.mb.ca>.

Thank you for your cooperation and partnership on this important educational initiative.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Allum', with a long horizontal line extending to the right.

Honourable James Allum
Minister
Education and Advanced Learning

- c. Superintendents of School Divisions
Gerald Farthing
David Yeo
Tia Cumming



DATE: December 4, 2013
TO: All School Boards
FROM: Peter Kotyk, Chair
SUBJECT: Discussion Paper – MSBA Executive Structure

On behalf of the board of trustees of the River East Transcona School Division, a discussion paper is being forwarded to all Manitoba school boards relating to the existing leadership structure of the Manitoba School Boards Association.

We would ask that your board review the discussion paper and provide your observations/insights/suggestions/opinions. Any and all comments are welcome and can be forwarded to the board chair – Peter Kotyk (pkotyk@retsdb.ca), secretary-treasurer – Vince Mariani (vmariani@retsdb.ca) or the main author of the discussion paper, George Marshall (gmarshall@retsdb.ca).

We thank you in advance and look forward to hearing from you.

2.04(c)

This report has been reprinted from a report presented to the Board of Trustees of the River East Transcona School Division by Trustee George Marshall in September 2012 following his attendance at the Canadian School Boards Association conference in Quebec City in 2012.

Manitoba School Boards Association Executive Structure

INTRODUCTION

An analysis of the governance at Canadian School Boards Association (CSBA), both its leadership and its shortcomings, seems surprisingly similar to the strengths and weaknesses that exist at the Manitoba School Boards Association (MSBA), at the school board level and indeed with individual elected school board members.

This discussion paper will examine CSBA, as a functioning and advocacy organization, and will compare its successes and its failures to the operations at the provincial, school board and trustee levels.

The conclusion suggests a propensity to move to the center, to value centralist (elitist) responsibilities and to the neglect of decentralist (populist) ones. This tendency seems to be a function of the model itself and the players who serve the model, and thus is independent of individual performance.

FUNDAMENTAL PREMISE

Elitism is the realm of the bureaucrat (administrator).

Elitism is the realm of hierarchy and oligarchy where decision making on important questions is determined by the smallest number – usually by the same number and often by the same people. When a subordinate's view is allowed to stand, it is at the behest of the superordinate whose position is unchallenged and supreme.

Populism is the realm of the public representative (trustee).

Populism is the realm of public policy and governance – the realm of the elected representative in a democracy. Populism is the inclusionist model where each elected individual has an equal right to be informed, to be engaged and to participate in public decision making – the inverse of elitism.

These two models can be seen as opposite ends of the same continuum. They work well individually. Difficulties arise and decision making is lowered when one invades the realm of the other, when administrative direction becomes cluttered by political interference or when populism, overrun by the elitism of management, loses touch with the community and public policy becomes the property of the appointed ones – the antithesis of democracy.

THE CANADIAN SCHOOL BOARDS ASSOCIATION (CSBA)

CSBA would seem to be functioning well in its centralist activities, less so in its decentralist ones.

As an advocate for education at the national level and in its participation in international ventures, education and the country are well served. In attracting high profile Canadians to its national convention, our organization ensures education remains high profile and an integral part of the national fabric.

In its decentralist functions, in catering to its internal base, CSBA has been much less successful.

The name change from Canadian School Trustees Association to Canadian School Boards Association suggests an inter-corporate relationship, which is not community based.

Restricting voting at CSBA convention from all the trustees attending to weighted voting, has not been helpful. Manitoba has ten votes all of which are captured by MSBA executive. The role of the other trustees attending convention, one would assume, is to listen and be instructed by the more learned ones. This control strategy ignores the fact that trustees value their well-earned votes, more than almost anything else.

When I was Manitoba Director to CSBA for two years, I was elected Chair of the Constitution Committee. The organization faced brinksmanship where some provinces threatened to leave. We concluded that to be a national organization, we had to have turf in every province. Accordingly, we successfully recommended to the full executive that if a provincial association, in its wisdom, chose not to join, then individual school boards could join. In the first year, we got forty school boards from British Columbia.

And yet today, CSBA functions as a national organization with representation from only eight of the country's ten provinces.

THE MANITOBA SCHOOL BOARDS ASSOCIATION (MSBA)

Let us now turn to our provincial association – using CSBA as a model.

In its elitist mode, catering to its centralist needs, MSBA is suitably engaged with the province, with its provincial educational partners and in its advocacy of the need for local governance in education.

In its populist mode, in the practice of inclusion (to strengthen the organization through grass roots participation), MSBA seems to have followed the unfortunate CSBA model.

The name change from the Manitoba Association of School Trustees to Manitoba School Boards Association again suggests an inter-corporate relationship, not one that is community based.

The MSBA introduction of weighted voting at Convention, again similar to CSBA offends the principle of one person – one vote. This approach does nothing for trusteeship and is contrary to the notion of grass roots input.

The President of MSBA is now eligible to be elected to a second term (again CSBA), which allows as a norm for a trustee to serve for six years as a table officer – two years as Vice President, two years as President, and two years as Past President (one and a half terms for a four year trustee). This length of service, on top of prior service at the regional level on an Executive of only eleven members, can lead to common thinking or worse still, to “group think”. The organization becomes essentially a closed shop or at best, one in which similar minds and similar thinking will continue to prevail and new ideas will become a scarcity.

MSBA reduced the Executive from 21 members to eleven, representing chunks of geography and student numbers rather than genuine communities of interest throughout the province. This approach resulted in the smallest Executive amongst the educational partners, despite the fact that the trustees are the only publically elected group, and the only one responsible directly to all the students and all the people of Manitoba. Moreover, the representation is so low it produces arbitrary regional representation and the lumping together of communities.

Lest this paper be viewed as a trouble finding venture rather than a problem solving one, I attach, with appropriate notes, an MSBA Executive model – a discussion paper if you like – which would be much more representative of the province’s genuine communities of interest. The Executive should be large enough to reflect those interests on the one hand, and no larger than it needs to be on the other.

SUMMARY

Winston Churchill called democracy the worst form of government ever invented by man, except for all the others. Unlike the others, democracy does not suppress dissent so long as it is lawful.

Democracy seems to have this extraordinary capacity to survive the most outrageous offences to its principles and yet democracy is not impenetrable. Democracy, unattended, has led to more than one monster over the decades and the centuries.

This propensity to move away from populism and towards elitism from CSBA through to the elected individual is troublesome.

Elitism is important – it provides the authority, the leadership and the direction to do what needs to be done. But elitism must function within the crucible of populism – and its insistence on inclusion – if our democratic system is to be preserved and its intent realized.

Respectfully submitted,

George Marshall

Trustee

River East Transcona School Division

Manitoba School Boards Association Proposed Executive Structure

President
Vice-President (2)
Past-President
Capitol Region (4)
Provincial Region (7)

Rationale:

Unlike our partners in education – Manitoba Association of School Superintendents, Manitoba Association of School Business Officials, Manitoba Teachers Society – the MSBA is funded primarily by the public. Indeed, MSBA has a line in every school board budget in the province. It follows that MSBA should follow the principle of local representative government. Three characteristics of local representative government are inclusion, community of interest and closest to the people.

The present structure has seven regional directors. There are 14 Members of Parliament in Manitoba – the most distant representation. The regional directors now represent, on average two federal ridings – hardly closest to the people.

How much community of interest is there between Swan River and Boissevain; Gladstone and Altona; or Ashern and Steinbach? Yet, each of these communities is a member of the same provincial region. Adding a single member to the capitol region and just three members to the provincial region significantly improves the community of interest within the regions and fosters a greater identity with the representative member.

Capitol Region	
Central	Core Winnipeg
North	Partners in the Red River north
South West	Similar to the City of Winnipeg community committee
South East	A francophone community of interest

Provincial Region	
North	The starkness and the beauty of the Canadian Shield
Interlake	Where the ground is harder but the water is sweet
East	Burgeoning Steinbach and the Sunrise/Whiteshell people
Central	The good black earth of the Portage district
South Central	The golden triangle – Morden, Winkler, Altona
South West	Brandon and district – The Wheat City – our western capitol
North West	The great sweep of farmland over the mountains to the Swan River Valley

Proposed Structure:

1. The Executive

- The executive will consist of 15 members to better reflect the genuine communities of interest in the province (a president, two vice-presidents, a past president and eleven regional members).
- This is an increase from the present 11 members, but down from the founding executive of 21 members.

2. The Capitol Region

- The capitol region shall have four regional directors.
- Division Scolaire Franco-Manitobaine (DSFM) has eleven trustees, 5,094 student (September 2012) and province-wide responsibilities but mostly in the southern portion of the province. DSFM, presently a member of four of the existing six regions of the province, is assigned to the capitol region – South East.

- The capitol region – South East, consisting of Louis Riel School Division, Seine River School Division and DSFM, addresses a francophone community of interest. The St. Norbert portion of Seine River School Division is part of the City of Winnipeg. Both Seine River School Division and DSFM are headquartered in Lorette.

3. The Provincial Region

- The provincial region of seven directors is the smallest number that can properly recognize the distinct communities of interest in the province.
- Frontier School Division has ten trustees, 6,553 students, and province-wide responsibilities, mostly in the north. The division, presently a member of the North region is assigned to provincial region – North.
- The provincial region has many more trustees and fewer students than the capitol region, but most of the province's geography. The capitol region has many more students and fewer trustees than the provincial region.

**Manitoba School Boards Association
Re-Structure Proposal**

Captial Region (4)				
	Division	Address	Enrolment 9/30/2012	Total
Central	Winnipeg	1577 Wall Street	33,370	33,370
North	River East Transcona	589 Roch Street	16,361	27,101
	Seven Oaks	830 Power Street	10,740	
South West	Pembina Trails	181 Henlow	12,691	21,051
	St. James-Assiniboia	2574 Portage Avenue	8,360	
South East	Louis Riel	900 St. Marys Road	14,288	23,246
	Seine River	Lorette	3,864	
	DSFM	Lorette	5,094	

Provincial Region (7)				
	Division	Address	Enrolment 9/30/2012	Total
North	Kelsey	The Pas	1,689	12,147
	Flin Flon	Flin Flon	1,036	
	Mystery Lake	Thompson	2,869	
	Frontier	30 Speers Road	6,553	
Interlake	Lord Selkirk	Selkirk	4,393	10,078
	Evergreen	Gimli	1,598	
	Lakeshore	Eriksdale	1,228	
	Interlake	Stonewall	2,859	
East	Hanover	Steinbach	7,708	12,503
	Sunrise	Beausejour	4,622	
	Whiteshell	Pinawa	173	
Central	Portage La Prairie	Portage La Prairie	3,299	10,234
	Pine Creek	Gladstone	1,116	
	Beautiful Plains	Neepawa	1,566	
	Prairie Rose	Carman	2,153	
	Prairie Spirit	Pilot Mound	2,100	

**Manitoba School Boards Association
Re-Structure Proposal**

Provincial Region (7)				
	Division	Address	Enrolment 9/30/2012	Total
South Central	Border Land	Altona	2,323	10,455
	Garden Valley	Winkler	4,340	
	Western	Morden	1,681	
	Red River Valley	Morris	2,111	
South West	Brandon	Brandon	8,203	12,243
	Fort La Bosse	Virden	1,352	
	Southwest Horizon	Melita/Souris	1,660	
	Turtle Mountain	Killarney	1,028	
North West	Swan Valley	Swan River	1,559	9,306
	Mountain View	Dauphin	3,214	
	Park West	Birtle	2,064	
	Turtle River	McCreary	740	
	Rolling River	Minnedosa	1,729	



Education and Advanced Learning

Education Administration Services
507-1181 Portage Avenue, Winnipeg, Manitoba R3G 0T3
T 204-945-6899 F 204-948-2154
www.manitoba.ca

Appendix "D"

December 19, 2013

**TO : CHAIRS OF SCHOOL BOARDS
SECRETARY-TREASURERS OF SCHOOL DIVISIONS**

Subject: 2014 - 2015 School Bus Purchase

The Central Tender Purchase Committee (CTPC), comprised of representatives from the Manitoba Association of School Business Officials (MASBO) and staff from the Pupil Transportation Unit (PTU) of Manitoba Education and Advanced Learning, has begun the annual process of assembling a tender package for the 2014-2015 school bus purchase. As in years previous, school division boards will decide for themselves whether they wish to opt in or opt out of the central tender process arranged by the Department.

For the upcoming 2014-2015 school bus purchase, and in the efforts of constant improvement, the CTPC is initiating the tender process earlier than in previous years. School bus specifications are now developed and an earlier tender posting will occur (while still allowing the mandatory 40 day posting). The earlier timeline will allow greater time for manufacturers to schedule and build the school buses. Due to this accelerated scheduling, school division boards will have to make their decision of opting in or out of the central tender slightly earlier than in past years.

While past tenders offered diesel-powered school bus purchases exclusively, new for the 2014-2015 school bus purchase will be the inclusion of propane-powered school bus stipulated pricing and options. Specifications have been developed and the tendering process will be similar to that of the diesel-powered units. Results of the tender process will be shared with participating school divisions to assist in their decision-making process with regard to purchasing propane-powered versus diesel-powered school buses.

This letter also serves as a reminder of the two options available to school divisions related to the 2014-2015 school bus purchase, and to request that divisions register their choice.

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204d1

Option 1 – Central Purchasing. School divisions opting to purchase through the central tender will have access to the following services provided by the Department:

- per unit price savings based on bulk purchasing
- pilot review audit at the point of manufacture
- collection of prescribed pre-delivery inspection forms completed by suppliers
- correction of school bus deficiencies prior to delivery to school divisions
- follow-up with manufacturers on warranty items
- cataloguing of defects for review with manufacturers

and to those services provided by the CTPC:

- compilation of additions, deletions, concerns, and comments submitted by MASBO regional groups
- review of submissions received from MASBO regional groups in order to develop new specifications or new options
- meetings with each school bus supplier to discuss specification requirements, options, build dates, pre-delivery inspection processes, and delivery dates
- committee assessment of new school bus tender submissions
- awarding of the new school bus purchase contract to the successful supplier(s)

Option 2 – Local Purchasing. School divisions opting to purchase school buses outside of the central tender will:

- have the opportunity to develop their own specifications and optional equipment listing
- have the opportunity to liaise directly with their manufacturer of choice
- make local arrangements with respect to matters such as pilot audits, pre-delivery inspections, and warranty follow-ups
- call for their own tender as per *The Public Schools Act (s. 70)*
- award tender and complete agreements as required
- address construction concerns and arrange transport to Manitoba
- be responsible to ensure buses are equipped according to options ordered
- arrange with the supplier for the acceptable condition
- arrange payment and pick-up schedule

It should be noted that school buses purchased outside the central tender must continue to meet requirements of Canadian Motor Vehicle Safety Standards (CMVSS); applicable Canadian Standards Association standards; and Manitoba Regulation 465/88R, at a minimum. It should be noted that all school buses, regardless of purchase method, will be subject to the New School Bus Acceptance Inspection conducted by PTU staff. Buses meeting the mandatory requirements will be issued a numbered inspection decal.

The decision of whether or not to participate in the central tender continues to be a local one made annually. The benefit of the central bus purchase to participating school divisions is in obtaining the lowest possible price from tendering suppliers with the additional supports provided by the CTPC and PTU. Tendering suppliers submit prices based upon

target numbers of school bus units to be purchased. If these targets change in any amount after the tender closes, suppliers may not be able to, nor want to, in future, submit their lowest bids because of uncertainty with respect to the numbers of school bus units they would be required to manufacture. In other words, the potential saving to all participating school divisions stands to be lost or greatly reduced as a result of any cancellation by participating school divisions after the tender closes. For this reason, Manitoba wishes to make clear to school divisions that *it is Manitoba's position that by signing the attached document, your school division is agreeing that, if it should purchase school buses, it will do so through the 2014-2015 central tender process and it cannot unilaterally opt out of this commitment.*

I would ask that you advise the Department **no later than Friday, February 7, 2014** whether or not your school division will be participating in the central tender process for 2014-2015.

1. If you **elect to participate** in the central tender process, please **complete both copies** of the attached contract and return them to the Pupil Transportation Unit, 507-1181 Portage Avenue, Winnipeg MB R3G 0T3

Upon Departmental authorization, a copy of the contract will be returned to you.

OR

2. If you **elect not to participate** in the central tender process, please complete the attached non-participation form and return it to the address shown above.

Thank you for your attention to this matter.

Yours sincerely,



David Yeo
Director
Education Administration Services

- c. Gerald Farthing, Deputy Minister,
Manitoba Education and Advanced Learning
Roy Seidler, Executive Director, MASBO
Floyd Martens, President, MSBA

Attachment

**Agreement to Participate in the Central Tender Process for the
2014-2015 School Bus Purchase**

Between:

The Government of Manitoba

as represented by the Minister of Education and Advanced Learning or his designate
(called "Manitoba")

and

(called "School Division")

THE PARTIES AGREE AS FOLLOWS:

In consideration for being permitted by Manitoba to participate in the Central Tender Process for the 2014-2015 School Bus Purchase (Central Tender Process), that will be coordinated by Manitoba, and to benefit from the cost savings that will result from the bulk purchase of school buses from one manufacturer, the School Division agrees:

- (a) to participate in Manitoba's Central Tender Process, and as a consequence thereof
- (b) if it chooses to purchase school buses, to enter into an agreement with the school bus manufacturer selected by Manitoba through the Central Tender Process and not to enter into any other agreements for the purchase of school buses prior to March 31, 2015, without Manitoba's prior written consent.

This Agreement has been executed by the Minister of Education and Advanced Learning or his designate on behalf of the Government of Manitoba and by the authorized representatives of the School Division on the dates noted below.

For the Government of Manitoba

For the School Division

Minister of Education and Advanced
Learning or his designate

Chair, Board of Trustees

Date

Secretary-Treasurer

Date

**Agreement to Participate in the Central Tender Process for the
2014-2015 School Bus Purchase**

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- (b) if it chooses to purchase school buses, to enter into an agreement with the school bus manufacturer selected by Manitoba through the Central Tender Process and not to enter into any other agreements for the purchase of school buses prior to March 31, 2015, without Manitoba's prior written consent.

This Agreement has been executed by the Minister of Education and Advanced Learning or his designate on behalf of the Government of Manitoba and by the authorized representatives of the School Division on the dates noted below.

For the Government of Manitoba

For the School Division

Minister of Education and Advanced
Learning or his designate

Chair, Board of Trustees

Date

Secretary-Treasurer

Date

**Non-Participation in the
2014 -2015
Central Tender Process**

Date: _____

(School Division)

will not participate in the central tender process for the 2014-2015 school bus purchase.

Chair, Board of Trustees

Secretary-Treasurer



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, DECEMBER 9, 2013.

PRESENT:

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

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 (exited at 7:45 p.m. and returned at 8:50 p.m.), Ms. B. Switzer, Director of Human Resources.

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer noted he had a late motion to bring forward from the Facilities and Transportation Committee with respect to a tender which had closed earlier in the day. He also confirmed he had two In-Camera discussions regarding Board Operations and one In-Camera discussion regarding a Personnel Item.

The Chairperson confirmed he also had two In-Camera items to bring forth regarding Board Operations.

Mr. Murray – Mrs. Bowslaugh
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 November 25, 2013 were circulated.

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

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information**

The Chairperson recognized the following students:

- Grade 2 class from George Fitton School for winning Category 1, Grades 1-3 in the City of Brandon's Annual Waste Reduction School Challenge;
- Grade 5-6 class from Riverview School for winning Category 2, Grades 4-6 in the City of Brandon's Annual Waste Reduction School Challenge;
- Honourable Mention to the Grade 6 class at Linden Lanes School for participating in the City of Brandon's Annual Waste Reduction School Challenge.

A student from each school spoke on behalf of their class. Each student was presented with a lanyard and the school was presented with a Certificate of Recognition.

2.02 Reports of Committees

a) School Division/Parent/Guardian Advisory Committee Meeting

The written report of the School Division/Parent/Guardian Advisory Committee meeting held on November 20, 2013 was circulated.

It was noted that the Budget Public Consultation had been changed from February 5, 2014 to February 12, 2014. The Consultation was still to be held at École Harrison at 7:00 p.m.

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

b) Divisional Futures and Community Relations Committee Meeting

The written report of the Divisional Futures and Community Relations Committee meeting held on November 22, 2013 was circulated.

Discussions were held regarding the insurance requirements at the Brandon University Healthy Living Centre, as well as the possibility of using the centre to meet the credit requirements for Grade 11 and 12 physical education.

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

c) Finance Committee Meeting

The written report of the Finance Committee meeting held on November 25, 2013 was circulated.

Discussions were held regarding the upcoming budget and individual Trustee requests. Superintendent, Dr. Michaels, reiterated that Senior Administration would be presenting a status quo budget as directed by Trustees through motion 119/2013 and 120/2013. She noted that inflation, PST increased and other factors will be factored into a status quo budget and there will not be the same amount of money to spend as the Board will be beginning in a deficit position for budget. Any

additional needs brought forward by Trustees needs to be thoughtfully and seriously considered. Trustees requested they be provided with enhancement request forms for individual Trustees who wish to bring forth same.

Mr. Sumner – Mr. Snelling

That the Minutes be received and filed.

Carried.

d) MSBA Resolutions Committee Meeting

The written report of the MSBA Resolutions Committee meeting held on December 2, 2013 was circulated.

The Chairperson noted the letter received from MSBA and addressed to The Honourable Kerri Irvin-Ross, Minister of Family Services and The Honorable Kevin Chief, Minister of Children and Youth Opportunities regarding an integrated public system of early learning and child care. He suggested that the Board consider a friendly amendment to the upcoming motion regarding resolutions, to remove Resolution Number 2, given the information noted in the MSBA letter.

Dr. Ross – Mr. Snelling

That the Minutes be received and filed.

Carried.

e) Education Committee Meeting

The written report of the Education Committee meeting held December 3, 2013 was circulated.

Trustees spoke to the recent article written in the Brandon Sun regarding the Neelin Life Skills Program and thanked the Sun reporter for a well written article.

Mr. Bartlette – Mr. Kruck

That the Minutes be received and filed.

Carried.

f) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on December 5, 2013 was circulated.

Discussions were held regarding the possibility of using propane powered school buses. The Committee Chairperson confirmed the Supervisor of Transportation would be providing the Committee with a report in due course. Trustees also requested clarification regarding the qualifications of the company that would be attending to the asbestos abatement at Crocus Plains Regional Secondary School for the science lab renovations.

Mr. Karnes – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

g) Other

NIL

2.03 Delegations and Petitions**2.04 Communications for Action**

- a) The Honourable James Allum, Minister of Education and Advanced Learning, November 26, 2013, thanking the Board of Trustees for their letter of October 18, 2013, advising of the Division's enrollment pressures over the next five years. The letter provided a proposal and summary preliminary analysis of a plan to repurpose the former Heavy Duty Shops facility at Assiniboine Community College (ACC) into elementary level home economics, industrial arts, and band programs. The renovation of ACC would allow for the conversion of the former special use/vocational areas at École Harrison, Earl Oxford, Waverly Park, and Riverheights, into classroom space. He notes the Department of Education and Advanced Learning and The Public Schools Finance Board will continue to work with the Brandon School Division to evaluate this proposal further and in more depth, with a focus on both the programming and enrollment perspective, as well as from an infrastructure/physical space and accommodations point of view.

Referred Business Arising.

- b) Floyd Martens, President, Manitoba School Boards Association, December 5, 2013, addressed to The Honourable Kerri Irvin-Ross, Minister of Family Services and The Honourable Kevin Chief, Minister of Children and Youth Opportunities. The intent of the letter is to add the voice of Manitoba's public school boards to the call for an integrated public system of early learning and child care as outlined in the recent letter sent to the ministers by the Manitoba Child Care Association and the Child Care Coalition of Manitoba. The MSBA is in agreement with the defining parameters of an integrated ELCC system as noted in the MCCA/CCM letter. They confirm they see merit in the proposal to establish a Commission on Integrated Early Learning and Care with the mandate and the resources to design such a system and to articulate a multi-year plan to move the province towards its realization. They are committed to working with the Government and with provincial and community agencies to achieve this goal.

Referred MSBA Issues.

2.05 Business Arising**- From Previous Delegation****- From Board Agenda**

- a) The correspondence from the Honourable James Allum, Minister of Education and Advanced Learning, from Communications for Action 2.04a), thanking the Board of Trustees for their letter of October 18, 2013, advising of the Division's enrollment pressures over the next five years, and confirming the Department of Education and Advanced Learning and The Public Schools Finance Board will continue to work with the Brandon School Division to evaluate the proposal to use Assiniboine Community College in more depth was discussed. Trustees agreed the letter was very positive and referred to the matter to Senior Administration for follow-up with the Department.

- MSBA issues (last meeting of the month)

- a) The correspondence from Floyd Martens, President, Manitoba School Boards Association, from Communications for Action 2.04b, addressed to The Honourable Kerri Irvin-Ross, Minister of Family Services and The Honourable Kevin Chief, Minister of Children and Youth Opportunities regarding an integrated public system of early learning and child care as outlined in the recent letter sent to the ministers by the Manitoba Child Care Association and the Child Care Coalition of Manitoba was discussed and referred to Senior Administration for follow-up. Trustees also requested that a letter be sent to MSBA thanking them for their advocacy in this area and noting that the Brandon School Division agrees with them. It was also requested that a copy of that letter be forwarded to Ministers Chief and Irvin-Ross.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – EDI Results and Kindergarten Entry Profile Summary – Fall 2013 – M. Wilson, Research and Evaluation Services Specialist.

Ms. Wilson, Division Research and Evaluation Services Specialist provided Trustees with an in-depth summary of early indicators with respect to Kindergarten. She noted she would be reviewing three sets of data in her presentation, including: Early Development Instrument (EDI) Results for 2012-2013; Kindergarten Entry Profile for the Fall of 2013; and the Kindergarten Continuum for November 2013. Ms. Wilson reviewed the five EDI domains noting how the students entering Kindergarten in the Brandon School Division compared to the Manitoba base line. She also highlighted the specific skills deficits in the Brandon School Division and how this data can assist teachers in programming and instructions. Ms. Wilson provided information which compared the results from Full Day Every Day Kindergarten classes to Half-Time Kindergarten Classes. She concluded her presentation by speaking to the information and data which would be provided through tracking individual student progress and longitudinal analyses with respect to Full Day Every Day Kindergarten. The Chairperson thanked Ms. Wilson for her presentation.

Trustees asked questions for clarification regarding longitudinal data, as well as the base line and how it was determined. Discussions were held regarding the impact of social-economic factors and other societal issues which contribute to the data collected.

Trustee Ross asked for information regarding how the base line was established. Ms. Wilson noted she could provide that information to the Board of Trustees.

- c) Items from Senior Administration Report
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Referred motions.
 - Trustee Inquiries:
 - o M. Sefton – School WiFi Health Concerns.
 - o G. Kruck – Solicitor Costs.
 - o P. Bowslaugh – Part B Information – DOTC Police Services as Possible School Resource Officer.
 - o P. Bowslaugh – Additional Division Insurance for User Groups.

2.06 Public Inquiries (max. 15 minutes)**2.07 Motions**

137/2013 Mr. Bartlette – Mr. Snelling

That the trip involving twenty (20) male grades 10 to 12 hockey students, from Crocus Plains Regional Secondary School to make a trip to Pittsburgh, PA from January 15 to January 19, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Sumner spoke against this item. He noted more than a year ago the Board adopted the current version of Policy 4001 – Off-Site Activities. One of the components of that policy was to place limits on what was a reasonable fundraising obligation that could be placed on students. He was reminded of this by a single parent earlier in the school year who was having difficulty financing for a high school trip. He noted in the application there was a meeting in October, when they received notice of the invitation. The cost to each student was \$1,400 and even with fundraising activities the cost would be up to a \$1,000 per student. Therefore under the guidelines established in policy this would require 14 to 19 weeks of fundraising. There was not sufficient time to fundraise as per policy guidelines and therefore for this reason alone he would not be voting in favour of this motion.

Trustee Kruck agreed with Trustee Sumner and also was not in favour of this motion. He asked for clarification regarding touring the City's "Strip District" noting it was an unfortunate use of language. He expressed concern regarding the cost and timelines for this trip. He asked why the trip came up so suddenly and whether or not it was an invitation. Mr. Malazdrewicz, Associate Superintendent, noted it was an invitational tournament. He confirmed that students usually anticipate a trip during the year and so there are preparations and fundraising which take place beyond the window of when the actual invitation comes in.

Trustee Murray understands that these things come up very quickly. However, upon reviewing the policy it would appear that by passing this motion the Board would be in contravention of its own policy. He referenced the amount of money and time noted in the policy and that this trip does not comply with the guidelines set out in the policy. He felt the policy had been amended and revised for very good reasons. He wondered why trips which do not meet this guideline are not being turned down by Division staff. He asked why these trips were coming to the Board Table as he felt the policy was very clear. He felt the Board had been put in a bad position where the policy either needed to be rescinded or the Board voted in violation of the policy. Therefore, he would be voting against the motion.

Trustee Bartlette agreed with Mr. Murray that the Board was put in a tough situation – but perhaps due to the creation of the policy. The policy does not give aspiring teams the opportunity to move forward from where they are. If that is what the Board believes in, then it has been accomplished because by the very nature of these invitationals it is such that they cannot meet our policies for very many if any of the invitationals. We have to push that aside as an opportunity for them. Yet he noted we have 100 percent of parents and students supporting this trip. This has put the Board in an awkward position. He is unsure he can make a decision on this in such a short time frame tonight.

Trustee Snelling asked the Administration if the issues of every child having the affordability to be on this trip have been met?

Superintendent, Dr. Michaels, noted the discussions held within the Office of Superintendent regarding this matter. She noted affordability is always an issue. She confirmed there may be other sponsorships they do not know about. She stated that she does not support extra-curricular hockey, football or other rough and tumble activities as she has seen enough injuries in her career. She suggested perhaps the issue is the category of the trips and it may now be time for the School Division to redefine those trips and look at what will be permitted by the Board and what is considered a community trip. She apologized for the situation the Board was placed in due to this matter.

Trustee Snelling noted the Division has other teams such as volleyball, basketball and other sports where teams go outside of the school division and wondered if that was where the Board was headed. He also asked if the policy addressed sponsorship.

Discussions were held regarding what is considered curricular, co-curricular and extra-curricular with respect to sports and the Grade 11 and 12 physical education credits.

Trustee Bowslaugh noted she worries about the policy. However she is empathic about invitationals and suggested the policy be amended to give a window for when invitationals are allowed. She noted this is a team and asked if any students would be left behind because of lack of funds.

Trustee Ross requested clarification regarding the school hockey team and intra-murals. It was noted hockey is associated with the MHSAA.

Trustee Karnes noted the Board needs to abide by policy whether he agreed with it or not. He felt this will likely move hockey out of the schools over time.

The Chairperson noted he would be voting in favour of the motion as he did not see it as a violation of policy. The policy noted only the students' share of the fundraising is limited to \$75.00 a week. It does not speak to other fundraising. He also noted the parents are unanimous in their support and therefore he felt that was very significant. He called for the question.

Carried 5-4
(Trustees Kruck, Sumner, Murray, Karnes Opposed).

138/2013 Mr. Snelling – Mr. Bartlette

That the Board submit to the Manitoba School Boards Association resolutions on the following:

- 1) Calculating classroom capacity;
- 2) Closing the Divide between Early learning, Child Care and the Public Education System;
- 3) Timelines Regarding Notification of Trustees – Student Suspensions.

Trustees agreed to a friendly amendment to remove Resolution Number 2, as the Manitoba School Boards Association was currently involved in advocating for this item.

Trustee Kruck requested an addition to the motion requesting that the MSBA advocate with the Federal and Provincial government for childhood anti-poverty measures due to

the strong relationship between poverty and lower educational scores. The Board agreed to the proposed amendment.

Amended Motion:

Mr. Snelling – Mr. Bartlette

That the Board submit to the Manitoba School Boards Association resolutions on the following:

- 1) Calculating Classroom Capacity;
- 2) Timelines Regarding Notification of Trustees – Student Suspensions;
- 3) Advocating for Childhood Anti-Poverty Measures.

Carried.

139/2013 Mr. Sumner – Mrs. Bowslaugh

That the Dual Language Book Initiative from École New Era School be nominated for the MSBA Premier Award for School Board Innovation for the Manitoba School Boards Association's 2014 Convention.

Carried.

140/2013 Mr. Sumner – Mrs. Bowslaugh

That the Design Development Documents for the Waverly Park School Two Classroom Addition – Phase Two project is hereby approved and that a letter be forwarded to The Public Schools Finance Board advising them of same.

Carried.

141/2013 Mrs. Bowslaugh – Mr. Sumner

That the Design Development Documents for the George Fitton School – two Classroom Renovation project is hereby approved and that a letter be forwarded to The Public Schools Finance Board advising them of same.

Carried.

142/2013 Mrs. Bowslaugh – Mr. Kruck

That a school bus be provided to the Society of Manitobans with Disabilities for their Winter Break Program for the days of December 23, 27 and 30, 2013 and January 2 and 3, 2014 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

143/2013 Mr. Kruck – Mrs. Bowslaugh

That the Brandon School Division advise the Pupil Transportation Unit that the Division would be interested in the opportunity to investigate propane-powered school buses for the upcoming tender process period.

Carried.

144/2013 Mr. Bartlette – Mr. Snelling

That the low bid from Power Vac for the Science Lab Renovations – Asbestos Abatement, at Crocus Plains Regional Secondary High School be accepted in the amount of \$38,556.00 (GST included) subject to the approval of the Public Schools Finance Board.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

1. Trustee Kruck requested the Office of the Secretary-Treasurer provide the following:

“To report back to the School Board as to whether sufficient sponsorship and other fundraising was accomplished in order for this trip (noted in motion 137/2013) to not be a violation of our existing off-site activities policy.”

2. Trustee Bartlette asked the Board of Trustees to consider revisiting Policy 4001 to clarify the issue with respect to invitational tournaments. The Board agreed and the matter was referred to Policy and Review Committee.

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

The Secretary-Treasurer noted the information included in the Report of Senior Administration with respect to Trustee Kruck's request regarding payment of solicitor fees.

The Secretary-Treasurer also noted the amount of time and staff involved with respect to Trustee Bowslaugh's request to inquire about the possibility of using the services of the DOTC police in the high schools. The Board directed Senior Administration to continue to pursue the information requested in this inquiry.

The Secretary-Treasurer concluded by highlighting the information in the solicitor's opinion with respect to the Division providing insurance for outside user groups for community use of schools.

The Superintendent highlighted letters received from the Honourable Kevin Chief, Minister of Children and Youth Opportunities and the Lt. Governor of Manitoba responding to the dual language books which they had received.

The Board of Trustees directed that copies of the letters be forwarded to Ms. Amy Buehler, teacher, École New Era School, who had initiated the dual language book project.

Trustee Bowslaugh inquired about the length of suspension students received for cyberbullying.

Mr. Murray – Mr. Sumner

That the December 9, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Heather Demetriooff, Associate Director, Manitoba School Boards Association, November 19, 2013, regarding Booking Hotel rooms for the MSBA 2014 Annual Convention and noting every board is guaranteed a minimum of six rooms. There is a waiting list procedure if a board requires more than six rooms. The procedure for booking rooms at the Delta Winnipeg is included in the letter. Additional rooms are available at the Place Louis Riel.

Referred Office of Secretary-Treasurer.

- b) Gerald Farthing, Deputy Minister, Education and Advanced Learning, November 19, 2013, addressed to Superintendents, advising of new measures required to be taken by schools to improve school safety and security. He notes a review of existing and emerging security and emergency preparedness topics was undertaken. The review reinforced the importance that school emergency preparedness planning remain current at all time, be communicated in a timely fashion, and that schools be prepared against a threat through regular school building evacuations and lockdowns. Amendments to the Safe Schools Regulations addresses these recommendations. The amended regulations can be found at: <http://web2.gov.mb.ca/laws/regs/2013/151.pdf>

Ordered Filed.

- c) Chris Hagan, Senior Field Officer, Pupil Transportation Unit, Manitoba Education and Advanced Learning, November 29, 2013, advising school divisions of the opportunity to investigate propane-powered school buses for the upcoming tender process period, and to inform divisions that propane-powered units are available and may be purchased as an alternative to the standard diesel-powered school bus. Information regarding propane technology and its possible benefits to school divisions are included in the letter. They note that an expression of interest in propane-powered school buses is not a commitment for the purchase of this type. Diesel-powered units may be selected by school divisions at the time or ordering for the upcoming order. If the Division is interested in considered propane-powered schools buses for the upcoming year, they request the Division contact the Pupil Transportation Unit.

Referred to the Office of the Secretary-Treasurer.

3.03 Announcements

- a) Finance Committee Meeting – 2:00 p.m. Monday, December 16, 2013, Board Room.
- b) Personnel Committee Meeting – 9:00 a.m., Monday, January 13, 2014, Board Room.
- c) Aboriginal Education Advisory Committee Meeting – 1:30 p.m., Monday, January 13, 2014, Board Room.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 13, 2014, Board Room.
- e) Upcoming Budget Dates:
- Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Monday, January 20, 2014, Board Room.
 - **NEW DATE:** Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 12, 2014 – École Harrison.

- All Day Budget Meeting – 9:00 a.m., Tuesday, February 18, 2014, Board Room.
- Special Board Meeting – Public Presentations re: Proposed 2014-2015 Budget – 7:00 p.m., Monday, March 3, 2014.

Mr. Sumner – Mr. Murray

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.
- b) The Secretary-Treasurer spoke to a personnel item.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) Secretary-Treasurer, Mr. Labossiere, provided information with respect to a Trustee Inquiry.
- b) The Board agreed to suggestions made with respect to a Board Operations matter.
- c) Trustees agreed to the process to be followed with respect to a Board Operations item.

- Trustee Inquiries

Mr. Bartlette – Dr. Ross

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

Carried.

POINT OF PRIVILEGE: The Board agreed that Trustees Ross, Kruck and Sefton would now serve on the Assistant Secretary-Treasurer Selection Committee.

5.00 ADJOURNMENT

Mr. Bartlette – Dr. Ross.

That the meeting does now adjourn (10:25 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL 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 11:30 a.m. WEDNESDAY, DECEMBER 18, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Dr. L. Ross (via conference phone), Mr. D. Karnes, Mr. G. Kruck, Mr. M. Snelling.

Recording Secretary: Mr. D. Labossiere, Secretary-Treasurer.

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

REGRETS:

Mr. K. Sumner, Mr. G. Malazdrewicz, Associate Superintendent.

CALL:

The Chairperson called the meeting to order at 11:32 a.m.

The Chairperson noted the meeting had been called for the purpose of considering the following:

a) Personnel Matter

Mr. Bartlette – Mrs. Bowslaugh

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

- a) Confidential #1, a report from the Assistant Secretary-Treasurer Selection Committee was circulated and reviewed. The Committee Chairperson spoke to the report. Discussions were held and Trustees asked questions for clarification.

Mr. Karnes – Mr. Snelling

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

Carried.

IN BOARD

145/2013 Mr. Bartlette – Mr. Snelling
That Confidential #1 and the recommendations therein be approved.
Carried.

Mr. Kruck – Mr. Snelling
That the meeting do now adjourn (12:02 p.m.).

Chairperson

Secretary-Treasurer.



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Monday, December 9, 2013 – 9:00 a.m.
Board Room, Administration Office

Present: L. Ross (Chairperson) D. Karnes, G. Kruck, J. Murray (Alternate), D. Labossiere,
Dr. Michaels, B. Switzer.

1. CALL TO ORDER

The Personnel Committee Meeting was called to order at 9:10 a.m. by the Committee Chairperson, Dr. Ross.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Committee Minutes of October 21, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy 5024 and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils”.

Policy 5024 and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils” (Appendix “A”) was reviewed. It was noted that this policy had been combined into revised Policy 5012 – “Professional Staff leaves and Absences” and therefore was no longer required. The Committee agreed to recommend Policy 5024 and Form 5024 be rescinded.

Recommendation:

That Policy 5024 and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils” is hereby rescinded.

B) Joint Evaluation Review Committee (In-Camera)

This item was discussed In-Camera. The Committee agreed to accept the recommendations of the Joint Evaluation Review Committee and bring forth as a confidential item to the next regular meeting of the Board of Trustees.

C) Application of Policy 5006 – “Assignment of Teaching Staff” (In-Camera)

This item was discussed In-Camera and direction was provided to Senior Administration.

6. OPERATIONS INFORMATION

The following items were received as information:

- Memo from MSBA dated October 29, 2013;
- MSBA Salary Bulletin – Rolling River;
- MSBA Memo regarding Term Teacher Contract to Permanent.

7. NEXT REGULAR COMMITTEE MEETING: Monday, January 13, 2014, 9:00 a.m., Board Room.

The meeting adjourned at 10:40 a.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

G. Kruck

J. Murray (Alternate)



BRANDON SCHOOL DIVISION POLICY

POLICY 5024

STAFF PARTICIPATION IN LOCAL COMMUNITY ORGANIZATIONS, BOARDS AND COUNCILS

Adopted: Motion 199/94

Reaffirmed: Motion 98/2007; May 28, 2007

Reaffirmed: Motion 126/2009; June 22, 2009

The Board of Trustees welcomes the involvement of employees in community activities or organizations and as members of local councils or boards in either a voluntary or elected capacity.

In order to ensure that employees know the parameters within which they accept nominations or appointments to local organizations, boards and councils, procedures and expectations of the Brandon School Division shall be established from time to time.

These Board expectations are stated to ensure that:

- a) the needs and interests of the students are protected;
- b) the employee's job is not adversely affected; and
- c) the involvement of the employee is not to the detriment of or results in additional costs to the Division.

THE BRANDON SCHOOL DIVISION

RE: POLICY 5024 - STAFF PARTICIPATION IN LOCAL
COMMUNITY ORGANIZATIONS, BOARDS & COUNCILS

FORM 5024
Reaffirmed:
Motion 126/2009;
June 22, 2009

REQUEST FOR PERSONAL LEAVE

NOTE TO THE EMPLOYEE: This request form is to be completed and submitted in advance of the leave to your Principal/Supervisor for his/her scrutiny and approval and determination if a substitute is to be employed. A detailed statement of the reason is required. Approved leaves will be reflected on your pay cheques as provided for in the Policy.

Employee's Name (Print) _____ Position _____

School or Department _____

Date & Time Leave Required _____

Name of Organization, Board or Council _____

Purpose (In Detail) _____

Dates of Previous Personal Leave Granted Under this Policy in Same School Year, if any

SIGNATURE

DATE

PRINCIPAL/SUPERVISOR

For Payroll Dept. With Pay _____ Without Pay _____ With Deduction _____

Comments, if any _____

Substitute Required No _____ Yes _____ Name _____

Approved/Rejected by Principal/Supervisor _____

SIGNATURE

DATE

NOTE: TO PRINCIPAL/SUPERVISOR

- a) Please forward completed request forms to the Payroll Department on a semi-monthly basis;
- b) Please call the Superintendent or Secretary-Treasurer if you require assistance.

DJC/gh
10.13.94



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, December 16, 2013, 2:00 p.m.
Board Room, Administration Office

Present: K. Sumner (Chairperson), M. Sefton, P. Bartlette (Alternate)
Dr. D. Michaels D. Labossiere.

Regrets: L. Ross

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 2:00 p.m. by Committee Chairperson, Mr. Kevan Sumner.

2. APPROVAL OF AGENDA

The Secretary-Treasurer requested the addition of one item under "Operations Information". The Finance Committee Agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held November 25, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2014-2015 Budget Process

The Secretary-Treasurer distributed a copy of last year's budget Resource Request form. It was reiterated that Senior Administration would be bringing forth a status quo budget without any resource requests. The motions approved by the Board and the message presented to all stakeholder groups have been advised that this was a "pause year" and nothing new would be brought forward. It was confirmed this direction had been the collective will of the Board. Therefore, it was agreed by the Committee that should any enhancements be brought forth it would be noted that they were from individual trustees.

The Committee provided direction regarding the revision of the Trustee Enhancement Request form. The Chairperson of the Committee noted he would send an email to Trustees with the revised form attached. He would request that Trustees fill out the form in as much detail as possible. Request forms are to be returned to the Secretary-Treasurer no later than January 17, 2014 in order for Senior Administration to add the proper monetary and staffing calculations to the requests.

The Finance Committee agreed all requests would be reviewed by the Committee at their regular meeting on January 27, 2014. The requests would then be presented to the public at the public forum on February 12, 2014.

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS**A) Confirm Payments of Account (November)**

The payments of account for November were accepted.

B) Review Monthly Reports (November)

The Secretary-Treasurer reviewed the monthly reports for November. Trustees asked questions for clarification. The reports were accepted.

C) Reconciliation of teaching staff

The Secretary-Treasurer spoke to the reconciliation of teaching staff (Appendix "A"), attached to the agenda. Discussions were held regarding the need to provide flexibility in the budget for accommodated returns. It was noted that the Division was 8.85 FTE over staffed for a total of approximately \$700,000. Senior Administration confirmed in the past the Division has under budgeted and then had to staff into October and November. Staff was in place for school start-up based on approved FTE, however, the enrollment came in under what had been projected resulting in an overage of teacher FTE's. In future, the Division will need to return to past practice of fewer enrollment increases.

Discussions were held regarding the enrolment projections for this year's upcoming budget deliberations and the impact of the current staffing on budget. Trustees asked questions for clarification regarding the reconciliation of teaching staff presented to them. They requested this item be included for the January agenda as well and continue to be brought forward on a regular monthly basis.

The Committee also requested Senior Administration contact representatives of Maple Leaf to obtain an update on their hiring statistics to determine the possible impact on student enrolment growth.

6. OPERATIONS INFORMATION

The Secretary-Treasurer distributed a letter received from the Division Solicitor regarding a fee increase for 2014. Discussions were held regarding the history and specialized knowledge provided by the Division solicitor. Trustees asked questions for clarification regarding what other Divisions do in this area; the cost of legal fees from year to year; retainer versus hourly rate. The Committee agreed to accept the letter received from the Division Solicitor and referred it to the 2014-2015 budget preparations. It was also agreed that future In-Camera discussions would be held on this item with the Board of Trustees.

7. NEXT REGULAR MEETING: Monday, January 27, 2014, 2:00 p.m., Board Room.

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)

2013/2014 Teacher Staffing Report
November 2013

		Balance
2013/14 Approved Teacher FTE		665.67
Assigned Teachers	670.64	
Teacher Vacancies that will not be filled	(0.93)	
Learning to 18 Grant	(0.50)	
EA transfers (R.H./Neelin)	(0.50)	
Policy 5026 - Respectful Workplace	(1.00)	
Workplace Health & Safety/Acommodated Returns (unbudgeted)	<u>(1.50)</u>	666.22
Difference in Teacher FTE		<u>0.55</u>
Fall Adjustments		
Estimated Enrolment shortfall (83.4 Students/13.03 ratio)	6.40	
Short Term Supports:		
Betty Gibson	0.10	
Earl Oxford	0.20	
Principal Interviewers	<u>0.10</u>	6.80
Add back Workplace Health & Safety /Acommodated Returns		<u>1.50</u>
Total Teacher FTE over budget		<u><u>8.85</u></u>



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

January 13, 2014

A. Business Arising for Board Action

- I. Presentations
- II. Human Resources
- III. Secretary-Treasurer
- IV. Superintendent of Schools
- V. Senior Administration Response to Trustee Inquiries

B. Administrative Information

- I. Human Resources
 - 1. Personnel Report 1
- II. Secretary-Treasurer
- III. Superintendent of Schools
 - 1. School Information
 - School Update Meetings (November 26 – December 20, 2013)..... 1
 - A. Quality Learning
 - Quality Learning at Crocus Plains Regional Secondary School 1
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 - Quality Teaching at Riverview School 3

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“Accepting the Challenge”

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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

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

IV. SUPERINTENDENT OF SCHOOLS

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

SCHOOL UPDATE MEETINGS (NOVEMBER 26 – DECEMBER 20, 2013)

- November 26, 2013 – Crocus Plains Regional Secondary School
- December 3, 2013 – École secondaire Neelin High School
- December 4, 2013 – Alexander School

1. *SCHOOL INFORMATION*

For Information D. Michaels

A. QUALITY LEARNING

QUALITY LEARNING AT CROCUS PLAINS REGIONAL SECONDARY SCHOOL

Report prepared by Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary School

The Crocus Plains English as an Additional Language (EAL) Department has been using the Diagnostic Online Reading Assessment (DORA) for the past two years. The

DORA is a comprehensive, valid, and reliable web-based assessment that diagnostically assesses students' reading abilities. Like having a reading specialist in every classroom, DORA adapts to students as they respond to each question in the online program, getting harder or easier as needed to complete the diagnosis. DORA's interactive style makes testing fun, engages students, and allows teachers to test an entire class simultaneously, in a classroom lab setting.

The DORA assessment measures eight sub-skills of reading using interactive technology. It features a mix of audio, text, and multimedia images to engage all students and the content adapts to each learner's ability in real-time. The eight sub-skills of reading assessed by DORA are: high-frequency words, word recognition, phonics, phonemic awareness, oral vocabulary, spelling, reading comprehension, and fluency. By examining multiple reading measures together, DORA reveals a student's unique reading profile, allowing teachers to tailor instruction to individual student needs.

At Crocus Plains, once a student has completed an assessment the results are shared with the student's teachers. Not only do the English Language Arts (ELA) and EAL teachers see the report but the whole complement of teachers. The reports are saved onto the shared drive for teachers to access and refer to throughout the year.

Each report provides suggestions for explicit instruction as well as how to differentiate instruction for the student. Teachers can then tailor their instruction to the needs of the students. In several instances the DORA has been used as a resource for student services to use in planning appropriate programming. The Crocus Plains EAL coordinator shares the report with the students as well as their parents and discusses strategies for further improving reading competency. Finally, the DORA delivers accurate measures of student and class progress and standards achievement to schools and districts.

Building strong connections between staff and students is critical pathway in fostering a positive school climate and culture. Crocus Plains Regional Secondary School (CPRSS) possesses a student population of 1163 and a teaching staff of 100. On Wednesday, December 11, the CPRSS staff embarked on a "Connect the Dot" activity to provide baseline data on what teacher/student connections look like in the building. Individual student profile sheets, that contained the student's name and photo, were run off and were distributed on tables throughout the cafeteria. Teachers were provided with an index card that identified criteria for three levels of student/teacher connections and a package of color-coded stickers. Each teacher then moved through the lists of student profiles and place the appropriate colored sticker that corresponded to the type of connection the teacher had with each student. The collected data will be correlated and trends that appear within and between grades will be reported out to staff at a subsequent staff meeting.

B. QUALITY TEACHING

QUALITY TEACHING AT RIVERVIEW SCHOOL

Report prepared by Mr. Kelly Braun, Principal, Riverview School

The Riverview Years Literacy Teams have made a commitment to meet regularly to discuss, plan and organize the literacy needs in Riverview School. Members of the group have gathered to create a clear vision and purpose for literacy in Riverview School. Our whole school team meets once a month (staff meeting) and shares their successes. We discuss our action plan and our next steps. We are in year three of our Literacy goal which is focused on writing.

Riverview Whole School Writing Plan

"A work in progress to explore how to make our students excited about Writing"

Philosophy

- Every child is a writer, who may be at different stages of development and levels of understanding of the writing process, on a learning continuum.
- Developmentally appropriate authentic and rich opportunities should be provided for a child to explore and practice writing throughout the day.
- Children should be given freedom to explore their own interests and ideas, using a variety of writing tools and technology and text forms throughout the day.

Highlights of Student Accomplishments to Date

The grade 4 class has had an exciting autumn of learning and developing as active, democratic citizens of our community. In collaboration with the High Ability Learner Enrichment Program (HALEP) teacher we developed a unit based around the Hannah Taylor "Ladybug Foundation" teaching resource for our Social Studies unit. During co-teaching instruction students were exposed to the very real "Social Justice" issues of hunger and homelessness in Brandon. Students investigated and explored the cause and effect of these issues through media research such as radio programming, the Brandon Sun and Internet reviews. The students had guest speaker presentations from Marcia Hamm-Wiebe of the Samaritan House and Steph Lockerby from the Canadian Mental Health Association Emergency Housing. From there the students practiced experiential community service where they sorted the food at the Samaritan House that was collected through the FCC Drive Away Hunger food drive. The students then created a "Comic Life" graphic depicting their unit work using their new found understandings. Next they shared these graphics with seniors from the Lion's Manor. It was a vibrant, enjoyable activity for everyone. As a result of this wonderful event, Riverview students have an open invitation to return to the Lion's Manor to share their knowledge with the Lion's Manor "family".

Mrs. Roberts' grade 5/6 class at Riverview School competed in the third annual Waste Reduction Challenge this year. The competition was bigger than ever before with a record twenty-three (23) classes taking part. The class discussed various ways they could help make the school and our community more environmentally friendly.

Since Mrs. Roberts' class won the first Waste Reduction Challenge, there was already a recycling program in place. The challenge this year was to make it better, more efficient, come up with new ideas to help recycle and spread awareness even more. The students created posters with environmental messages for the entire school. They focused on the three R's, reduce, reuse, recycle but also added replace and refill to the awareness campaign. The Recycle Everywhere program was contacted to order beverage recycling containers for the school and grounds. The request to be able to collect used batteries was denied, but will try to collect batteries to transport to the local collection sites in Brandon. The class assembly in the New Year will be a presentation on the environment and focus on the impact of no recycling has on our world; land, animals, water, etc. This is just a brief overview of the items on the class' list of ways to make an impact on our environment for the better.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT ÉCOLE HARRISON

Report prepared by Mr. Craig Laluk, Principal, École Harrison

We have a number of Quality Support Services taking place at École Harrison.

We have created a school literacy profile in order to meet individual learning styles, address individual and group learning needs and to maintain high expectations for learning. This profile is in our Resource Teacher's office. We do this by tracking literacy results in English (through Fountas and Pinnell) and French (through GB+ literacy assessments) and planning accordingly with our Resource Teacher, Reading Recovery Teacher, Literacy Support Teacher and Principal. This has informed decision-making about human and material resources and how we allocate our resources across the school.

Our participation in the Tell Them From Me (TTFM) survey provides us with significant direction for providing support to our students. Our High Ability Learner Enrichment Program (HALEP) teacher has been able to plan for ongoing enrichment clusters on each Day 2 afternoon for forty-five minutes in response to the survey results. Our students' open-ended responses enabled our staff to plan for clusters in Crossfit training, Spanish Language, Art, computer coding, book-making and house design.

Further to this and in response to TTFM data, we have planned to address bullying at our school through the involvement of our school social worker and ongoing presentations by the Elementary School Resource officer, in the absence of a school guidance counselor. The school social worker has worked with individuals and groups of students on direct intervention, while our Resource Officer focuses on preventative work. Results in our latest TTFM survey indicate a decline in bullying behaviours at our school.

The Literacy Support Teacher and Resource Teacher (who is trained in Math Recovery) have played critical roles in modelling differentiated teaching strategies to classroom teachers and providing in-school professional learning. This has been an asset as we have a number of new teachers on our staff.

Our school Psychologist and Speech-Language Pathologist (SLP) play important roles in our school as well. They have been a part of planning as a school team for Individual Education Plans and for providing important programming recommendations for teachers. We have a high number of students at the Early Years level with speech needs and our SLP has been working alongside the classroom teachers to address those needs.

Highlights of Student Achievement

We monitor our student achievement results closely, in Literacy and Numeracy, at both the provincial and divisional levels. We have monitored our achievement in grade 4 reading in French over the past four years, since our inception as a Single Track French Immersion school. It is a priority for our students to understand the texts that they are reading in French and we have had an average of eighty-five percent (85%) of our students meeting grade level expectations in those four years.

Responding to student feedback in the TTFM survey has developed the relevancy of our programming to student interests and demands as a part of our school development. The ongoing enrichment clusters have been a tremendous success, along with planned parent-led clusters for the month of January.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	13	5, 30	Drug and Alcohol (2), Assaultive Behaviour (1), Unacceptable Behaviour (10)
Neelin	13	3, 5, 30	Drug and Alcohol (1), Assaultive Behaviour (2), Unacceptable Behaviour (10)
Vincent Massey	4	5	Drug and Alcohol (1), Unacceptable Behaviour (3)

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / NOVEMBER 30, 2013

The Brandon School Division Currently has 1346 English as an Additional Language (EAL) Students.

- 9 new registrations were received from November 1 – 30, 2013;
- 14 students left the Brandon School Division from November 1 – 30, 2013.

The number of new EAL registrations received to date for the 2013/2014 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2013	120
October 2013	12
November 2013	9
Total	141

The current school totals are as follows:

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
Alexander	1				
Betty Gibson	135	14	4		
Crocus Plains	237	18	11		
Earl Oxford	52	4			
George Fitton	98	3	5		
Green Acres	23	1	1		
Harrison	0				
J.R. Reid	28		4		
King George	101	5	5		
Kirkcaldy Heights	27		1		
Linden Lanes	22	1	3		
Meadows	101	10	8		
Neelin	32	3	2		1
New Era	128	6	17		
O'Kelly	24	1			
Riverheights	67	3	1		7
Riverview	42	1	1		
Spring Valley	24				
St. Augustine	44	1			4

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
Valleyview Centennial	13		1		1
Vincent Massey	97	5	14	29	46
Waverly Park	50	1	1		
Total	1346	77	79	29	59

The number of students who left Brandon School Division from November 1 - 30, 2013 is fourteen (14). Of these students:

- one (1) moved back to their home country;
- nine (9) moved out of province;
- two (2) moved out of Division; and
- two (2) left school (over 18 years of age).

Four (4) students changed catchment areas within the Division in November.

2. CORRESPONDENCE

For Information..... D. Michaels

CORRESPONDENCE RECEIVED FROM JAMES ALLUM, MINISTER OF EDUCATION AND ADVANCED LEARNING

The following correspondence has been received from James Allum, Minister of Education and Advanced Learning:

Thank you for presenting Education and Advanced Learning with copies of the Dual Language Books written and illustrated by student authors who are learning English as an Additional Language (EAL) in the Brandon School Division. The New Era Book Project is a noteworthy example of a project that increases students' engagement with literacy.

These beautifully illustrated and bound books communicate the pride of the student authors in their heritage along with their enthusiasm for learning in their new country. The collaborative process by which these books were written, translated, illustrated and published promotes learning as a community and prepares students to work together in a multicultural society. Both English-speaking and English-learning students will now be able to enjoy stories in more than one language.

Amy Buehler, the teacher who initiated and supervised the New Era Book Project, is to be commended for her vision of EAL learners as authors, and for developing

literacy practices that empower them to use their strengths as a scaffold to learning English. The project's continuation and expansion speak to Divisional leadership that encourages innovative projects like this one.

Please extend my thanks to the authors and illustrators from École New Era School for sharing their creativity, cultures, and languages in this beautiful set of books.

CORRESPONDENCE RECEIVED FROM VECTOR ONE – JUSTIN BUHR, CURTIS BAUCHE, SABRINA SLACK, LEE GOROWSKI, TANNER FARDOE, AND DANIEL VAN HEYST, F1 IN SCHOOLS, CROCUS PLAINS REGIONAL SECONDARY SCHOOL

The following correspondence has been received from Vector One – Justin Buhr, Curtis Bauche, Sabrina Slack, Lee Gorowski, Tanner Fardoe, and Daniel Van Heyst, F1 in Schools, Crocus Plains Regional Secondary School:

Life at the Crocus Plains Drafting Department has begun to settle down after our trip to the 2013 F1 in Schools World Championship last month. The intense competition was truly full of opportunity, growth, and experience for us as young professionals.

Placing twelfth overall out of thirty-eight teams was a very proud moment for Vector One. Only to be beaten by five major player countries, Canada truly stood out amongst the leaders of the pack. An unforgettable moment was being crowned with the award of Best Verbal Presentation which is considered one of the most coveted awards of the competition. We recognize this invaluable skill will filtrate into all aspects of our future when forming relationships, applying ourselves in further education, and in our future professions. This award, sponsored by Williams Formula One, allowed us access into the sponsor team's garage during the pit lane walk at the Circuit of the Americas prior to the Grand Prix. It was an amazing moment to stand inches away from an actual Formula One car, and to speak to the pros that had a hand in designing, manufacturing, or repairing these amazing machines. The experience brought a whole new appreciation to the sport, as well as the science and engineering behind these great engineering achievements.

We formed friendships around the world during the course of the competition. We were able to see with our own eyes that young individuals from different cultures and backgrounds could all be inspired by one commonality. This event was truly where many bright futures of our generation were born.

These moments and inspirations will extend past our time in Austin Texas. Through sharing these moments with our classroom peers, sparks have begun to fly within their imaginations for the 2013-2014 F1 in Schools season at the Crocus Plains Drafting Department.

As the Christmas season approaches, it reminds us that it is truly the season of giving. We would like to thank each and every one of you who gave us the means to take part in a truly life changing experience that only a handful of young people around the world are able to attend. The lessons learned, the moments shared, and the confidence gained are truly gifts that we will never forget as we move forward and begin to form our paths in life.

Thank you again for your generosity and support.