BRANDON SCHOOL DIVISION

"Accepting the Challenge"

BRANDON SCHOOL DIVISION

January 18, 2012

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

TO BE HELD MONDAY, JANUARY 23, 2012 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

G.F. Barnes
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, January 9, 2012.
Adopt.

b) Special Board Meeting, January 16, 2012.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

a)	Divisional Futures and Community Relations Committee Minutes	P. Bowslaugh
b)	Facilities & Transportation Committee Minutes	D. Karnes
c)	Education Committee Minutes	P. Bartlette
e)	Finance Committee Minutes	M. Snelling
g)	Other - Board Retreat	M. Sefton

2.03 Delegations and Petitions

2.04 Communications for Action

a) David Yeo, Director of Education Administration Services, Manitoba Education, January 11, 2012 regarding the 2011-2012 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 if February 17, 2012. (Appendix "A")

Refer Business Arising.

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

Refer Business Arising.

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

Refer Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

a) Correspondence from David Yeo, Director of Education Administration Services, Manitoba Education, from Communications for Action 2.04a) regarding the 2011-2012 School Bus Purchase and providing information regarding the Central Tender Process arranged by the Department for those Divisions who wish to register.

b) Correspondence from R. John Weselake, Deputy Executive Director, Public Schools Finance Board, from Communications for Action 2.04b) reminding divisions the deadline for requests for portable classroom units for the 2012-2013 year is no later than January 31, 2012.

c) Correspondence from Gwyn Pickering, Support Group Facilitator, Epilepsy & Seizure Association of Manitoba, from Communications for Action 2.04c), requesting that she be allowed to present information on "Wear Purple Day" to the resource teachers and the counselors in their monthly meeting on February 1, 2012 so that each school may present this to their children

- MSBA issues (last meeting of the month)

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

- From Report of Senior Administration

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

b) Learning Support Services Presentation – NIL

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

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

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

08/2012 That Policy 1008 – "Communications Protocol" be rescinded and replaced with Policy 1008 – "Communications".

09/2012 That the Brandon School Division Board of Trustees send a letter to the Minister of Family Services regarding inadequate Social Assistance rates for low income families in the Division.

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

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

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

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

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

2.08 Bylaws

NIL

2.09 Giving of Notice

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

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

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

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

3.03 Announcements

a) Joint Meeting with Minister of Education – Chairperson of the Board of Trustees and City of Brandon Mayor – 10:00 a.m., Wednesday, January 25, 2012, Winnipeg, MB.

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

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

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

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

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

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

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

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

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

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

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

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

a) Confidential #1 – Personnel Report.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

a) Property Matter – Follow-up to Board Retreat.

- Trustee Inquiries

4.04 Board Operations

- Reports

a) Verbal Update on Board Operations Matter.

- Trustee Inquiries

5.00 ADJOURNMENT

Appendix A

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

January 11, 2012

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

Subject: 2012-2013 School Bus Purchase

The Central Tender Purchase Committee (CTPC), comprised of staff from the Pupil Transportation Unit (PTU) of Manitoba Education, and representatives from the Manitoba Association of School Business Officials (MASBO), has begun the annual process of assembling a tender package for the 2012-2013 school bus purchase. As in years previous, school divisions will decide for themselves whether they wish to opt in or opt out of the Central Tender Process arranged by the Department.

PTU has gathered information from the previous three school bus orders which, amongst other things, includes the length of PTU's inspection period (see table below) from the time the new buses first arrive in Manitoba. As concerns have been expressed by some in the past, I am pleased that the information demonstrates that school buses are being delivered in a timely manner. PTU staff ensure that the inspection process is performed promptly after buses arrive in Manitoba, and every effort is made to arrange for prompt delivery.

School Bus Purchase Year	Number of Buses Purchased	Number of Working Days For PTU New School Bus Inspections	Price Range (36 to 78 passenger)
2011-2012	54	July 20 - November 4, 2011 (75 working days)	$75,585 to $80,217
2010-2011	39	September 7 - October 28, 2010 (37 working days)	$80,876 to $84,844
2009-2010	63	July 3 - September 11, 2009 (49 working days)	$89,934 to $93,960

It should be noted that the 54 school bus units ordered through the 2011-2012 school bus purchase were supplied by two separate companies. Every supplier has different build dates available; hence, the reason for the extra time required to complete the inspection process. While buses may arrive in groups, time is required for the dealer to correct deficiencies, and repair parts must be available. Most buses require one or two days for

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deficiencies to be corrected; however, due to problems associated with the availability of certain parts, body work requirements, etc., some may be held up for longer periods. In the case of the 2011-2012 order, each supplier met delivery expectations and school divisions received their buses promptly.

This letter also serves as a reminder of the two options available to school divisions related to the 2012-2013 school bus purchase, and to request that divisions register their choice.

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 (15% - 20%)
- 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

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

- call for their own tenders per *The Public Schools Act (s. 70)*
- 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

It should be noted that school buses purchased outside the central tender must continue to meet requirements of Canadian Motor Vehicle Safety Standards (CMVSS); Canadian Standards Association D250-07 and D409-02; and Manitoba Regulation 465/88R, at a minimum. It should be noted that <u>all</u> school buses, regardless of purchase method, will be subject to the New School Bus Acceptance Inspection conducted by PTU staff. Buses meeting the 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. Tendering

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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 opting out by 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 2012-2013 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 17, 2012** whether or not your school division will be participating in the Central Tender Process for 2012-2013.

1. **If participating** 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
   Roy Seidler, Executive Director, MASBO
   Robert Rivard, President, MSBA

Attachment

Agreement to Participate in the Central Tender Process for the 2012-2013 School Bus Purchase

Between:

The Government of Manitoba
as represented by the Minister of Education or her 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 2012-2013 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, 2013, without Manitoba's prior written consent.

This Agreement has been executed by the Minister of Education or her 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 or her designate	Chair, Board of Trustees
_____	_____
Date	Secretary-Treasurer
	_____
	Date

Agreement to Participate in the Central Tender Process for the 2012-2013 School Bus Purchase

Between:

The Government of Manitoba
as represented by the Minister of Education or her designate (called "Manitoba")

and

_____
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For the Government of Manitoba	**For the School Division**
_____	_____
Minister of Education or her designate	Chair, Board of Trustees
_____	_____
Date	Secretary-Treasurer
	_____
	Date

Non-Participation in the 2012-2013 Central Tender Process

Date: _____

_____
(School Division)

will not participate in the Central Tender Process for the 2012-2013 school bus purchase.

_____
Chair, Board of Trustees

_____
Secretary-Treasurer

Manitoba

Appendix B

The Public Schools Finance Board
402 – 258 Portage Avenue, Winnipeg, MB R3C 0B6
T 204-945-0205 F 204-948-2001

RECEIVED
JAN 1 ~ 2012

January 13, 2011

TO: Superintendents/Secretary-Treasurers and Maintenance Supervisors

Re: **Deadline for submission of portable classroom unit requests for 2012-13**

This is a reminder to divisions that the deadline for requests for portable classroom units for the 2012-13 year is no later than **January 31, 2012**.

Please fax your requests (948-2001) to the attention of your project leader.

Sincerely,

R. John Weselake
Deputy Executive Director

cc. Andrea Lawson
Gerry Lesage
John Suszko

2.04 b)

EPILEPSY
AND
SEIZURE
ASSOCIATION
OF
MANITOBA
INC.

4 – 1805 Main Street
Winnipeg, Manitoba
R2V 2A2

Phone: 1 – 888 – 780-ESAM
(204) 783-0466
Fax: (204) 784-9689

Website:
www.manitobaepilepsy.org

Email:
epilepsy.seizures.mb@manitobaepilepsy.org

"A Cure May Be Found Tomorrow, but Someone Needs Your Help Today"

2.04(c)

Gwyneth Pickering,
Brandon Support Group Facilitator
Epilepsy & Seizure Association of MB

Appendix C

January 16, 2012

To: The Brandon School Division Board of Trustees:

Dear Mr. Sefton and Members of the Board,

I have been facilitating a monthly support group for individuals with epilepsy and their family members since 2002. In 2008, a nine year old Nova Scotia girl, Cassidy Megan, started a campaign to recognize the need for support for this life-altering neurological disorder. Cassidy continues to spread the word globally (see www.purpleday.org/partners.php) by asking supporters to wear purple on March 26 of each year. It is truly amazing to see how one young girl can make such a difference.

This year, March 26 falls on the Monday of Spring Break and so as an alternative, it would be much appreciated if students and staff would honour this event by wearing something purple on Friday, March 23. I have Purple Day bookmarks and buttons that could also be distributed to the schools.

In Manitoba alone, there are over 20,000 individuals who have been diagnosed with epilepsy. Bearing in mind the significant impact on individuals and families created by the prevalence of this condition, I would like to request that the, "Wear Purple Day" of recognition be brought to the attention of all staff and students in the Brandon School Division.

I recognize that there are many demands made on school divisions to support many issues and I am fortunate in that I do not have any family member with epilepsy. However, I have met some amazing individuals who battle with seizure disorders, some of which cannot be controlled by medication. I hope that my brief letter will convince you that the "Wear Purple Day" is a worth-while cause that can be supported with minimal disruption to routine.

My request is to present this information to the resource teachers and the counsellors in their monthly meeting on February 1, 2012 so that each school may present this to their students.

Yours truly,

Gwyn Pickering
Support Group Facilitator
725-3599 (res) 752-2251(school)
dargwyn@goinet.ca or pickering.gwyn@brandonsd.mb.ca