



# BRANDON SCHOOL DIVISION

March 16, 2016

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

TO BE HELD MONDAY, MARCH 21, 2016  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## **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, March 7, 2016.  
Adopt.
- b) Special Board Meeting, March 7, 2016.  
Adopt.

### **2.00 GOVERNANCE MATTERS:**

#### **2.01 Presentations for Information**

- a) Seth Friesen, former Vincent Massey High School student, receiving recognition for his placement on the AP Calculus AB Exam in May 2015.

#### **2.02 Reports of Committees**

**2.03 Delegations and Petitions**

**2.04 Communications for Action**

**2.05 Business Arising**

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

a) School Reports:

- NIL

b) Learning Support Services Report:

- NIL

c) Items from Senior Administration Report:

- Scholarship Committee Appointments – Refer Motions.
- Scholarship Agreement – Brandon Islamic Centre – Refer Motions.
- Scholarship Agreement Changes for the 2015-2016 School Year – Refer Motions.
- 2016-2017 School Calendar – Refer Motions.
- Off-Site Activity Requests – Vincent Massey High School:
  - Havana, Cuba – Refer Motions.
  - London, England – Refer Motions.
- Giving of Notice – Procedures 1022 – “Aboriginal Education Advisory Committee” – Refer Motions.
- Giving of Notice – Policy 9030 – “Replacement of School Buses” – Refer Motions.

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

**2.07 Motions**

30/2016 That Trustees \_\_\_\_\_ and \_\_\_\_\_ be approved to serve as members of the Scholarship Committee for 2015/2016.

31/2016 That the Agreement to establish three scholarships, to be awarded annually to one grade 12 graduating student from each of the three high schools, in the amount of \$200 each, and to be known as the “Brandon Islamic Centre Scholarship” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto

32/2016 That the attached scholarship Agreements be approved with changes and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

33/2016 That the School Calendar for the 2016-2017 school year be established with the Christmas break occurring from December 23, 2016 to January 6, 2017 inclusive, and the ten (10) non-instructional days be five (5) professional development days and five (5) administrative days.

- 34/2016 That the trip involving fourteen (14) female and male Vincent Massey jazz students in grades 9, 10, 11 and 12 to make a trip to Havana, Cuba from May 16 to May 24, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 35/2016 That the trip involving thirty five to forty (35 to 40) female and male Vincent Massey drama students in grades 9, 10, 11 and 12 to make a trip to London, England from November 5 to November 13, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 36/2016 That Procedures 1022 – “Aboriginal Education Advisory Committee” be rescinded and replaced with Procedures 1022 – “Aboriginal Education Advisory Committee”.
- 37/2016 That Policy 9030 – “Replacement of School Buses” be rescinded and replaced with Policy 9030 – “Replacement of School Buses”.

## **2.08 Bylaws**

## **2.09 Giving of Notice**

## **2.10 Inquiries**

- Trustee Inquiries

## **3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

### **3.02 Communications for Information**

- a) Ms. Linda Ballantyne, Chairperson, Frontier School Board of Trustees, February 25, 2016, sent to Trustee Sefton, Board Chair, announcing that the Frontier School Division is celebrating an historic milestone in 2015-2016. On July 8, 1965, through Ministerial Order of the Province of Manitoba, Frontier School Division was formed. A complimentary video created to celebrate fifty years of innovation and excellence in education was enclosed. This video offers some insights into their history and who they are as a school division.

Receive and file.

### **3.03 Announcements**

- a) Brandon School Division and City of Brandon Joint Meeting – 6:00 p.m., Tuesday, March 22, 2016, Riverbank Discovery Centre.
- b) Education Committee Meeting – 10:00 a.m., Thursday, March 24, 2016, Boardroom.
- c) Divisional Futures & Community Relations Committee Meeting – 12:00 p.m., Thursday, April 7, 2016, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 11, 2016, Boardroom.

## **4.00 IN CAMERA DISCUSSION**

**4.01 Student Issues**

- Reports
- Trustee Inquiries

**4.02 Personnel Matters**

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

**4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

**4.04 Board Operations**

- Reports
- Trustee Inquiries

**5.00 ADJOURNMENT**





# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, MARCH 7, 2016.

## **PRESENT:**

Mr. M. Sefton, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge (arrived at 7:44 p.m.), Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. K. Sumner.

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

Senior Administration: Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

## **REGRETS:**

Dr. D. M. Michaels, Superintendent/CEO.

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

## **AGENDA**

### **1.00 AGENDA/MINUTES:**

#### **1.01 Reference to Statement of Board Operations**

#### **1.02 Approval of Agenda**

Mr. Mathew Gustafson, Assistant Superintendent, noted he had one Personnel item for In-Camera.

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

Mr. Denis Labossiere, Secretary-Treasurer, noted he had two Personnel items for In-Camera.

Trustee Sefton recommended that Motion 28 be looked at before Motion 27 so that the Budget motion would be at the end of motions.

Mr. Kruck – Mr. Bartlette  
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 February 22, 2016 were circulated.

Dr. Ross – Mr. Buri  
That the Minutes be approved.  
Carried.

- b) The Minutes of the Special Meeting – Public Presentations, held February 29, 2016 were circulated.

Mrs. Bowslaugh – Mr. Buri  
That the Minutes be approved.  
Carried.

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

### **2.02 Reports of Committees**

- a) Personnel Committee Meeting  
The written report of the Personnel Committee meeting held on February 18, 2016 was circulated.

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

- b) Policy Review Committee Meeting  
The written report of the Policy Review Committee meeting held on February 18, 2016 was circulated.

Trustee Bowslaugh asked what was decided in reference to the child's artwork in the hallway. Mr. Malazdrewicz will be following up with this as it is unsure whether the corridor is considered a public space and will speak to this during an upcoming meeting with school Principals.

Trustees asked questions for clarification regarding the policy on lice.

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

- c) Facilities and Transportation Committee Meeting  
The written report of the Facilities and Transportation Committee meeting held on February 23, 2016 was circulated.

Trustee Bartlette asked questions for clarification regarding school bus prices.

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

## d) Education Committee Meeting

The written report of the Education Committee meeting held on February 25, 2016 was circulated.

Trustees asked questions for clarification regarding a music teacher at Spring Valley Colony School, how the graduation rate is calculated and tracking of students from grade 9 to grade 12. Mr. Malazdrewicz, Assistant Superintendent, responded that cohort data has been problematic and a target is to go back and look at Student's Achieve to see if this information can be layered in. Trustee Ross added that grad rates have always been reported this way. It was suggested that the Education Committee come back with a definition of a grade 12 student.

Mr. Buri – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

## e) Finance Committee Meeting

The written report of the Finance Committee meeting held on March 1, 2016 was circulated.

Mr. Sumner – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

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

- a) Trustee Linda Ross, February 28, 2016, advising that she will be taking an unpaid leave of absence from her duties as a Trustee for the Brandon School Division for the period March 20, 2016 – April 19, 2016 inclusive. Dr. Ross noted she is a candidate in the upcoming Manitoba provincial election.

Referred Motions.

- b) Mr. Trevor Maguire, Western Manitoba Science Fair, undated, noting this year's Western Manitoba Science Fair is to be held on Tuesday, March 15, 2016 at the Keystone Centre. Donations from school divisions and corporate and private sponsors, allows for the provision of awards and assists in sending students to the Canada Wide Science Fair. They are asking for the Division's continued support of this event. The letter, Balance Sheet Summary and Profit and Loss Statement are attached for information.

Referred Motions.

**2.05 Business Arising**

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports:

▪ NIL

- b) Learning Support Services Presentation:
  - NIL
- c) Items from Senior Administration Report:
  - 2016-2017 Final Budget – Refer Motions.
  - Trustee indemnities – 2016 MSBA Convention – Refer Motions.

The Secretary-Treasurer spoke to the motion regarding the 2016-2017 Budget.

## **2.06 Public Inquiries (max. 15 minutes)**

## **2.07 Motions**

22/2016 Mr. Sumner – Mrs. Bowslaugh  
That Senior Administration be authorized to change the title “Associate Superintendent” to “Assistant Superintendent” in all Brandon School Division policies.  
Carried.

23/2016 Mrs. Bowslaugh – Mr. Sumner  
That a three (3) year land use agreement for community garden use of the property located at 5 Hummingbird Lane be approved effective April 1, 2016, and that the Board continue to engage in ongoing conversation with the City of Brandon with regard to the tax status of the land or a grant in lieu of.  
Carried.

(Trustee Ross exited at 7:43 p.m.)

24/2016 Mr. Kruck – Mrs. Bowslaugh  
That the request of Trustee Linda Ross for an unpaid Leave of Absence from March 20, 2016 to April 19, 2016, inclusive, to run as a candidate in the April 19, 2016 Provincial Election, be approved.  
Carried.

Mrs. Bowslaugh spoke on this matter and noted that the Manitoba School Boards Association policy has no necessity for a Trustee to ask for a leave of absence.

(Trustee Ross returned at 7:44 p.m.)

25/2016 Mr. Buri – Mr. Murray  
That the request of the Western Manitoba Science Fair for financial support be approved in the amount of \$1,500.  
Carried. (Trustee Bowslaugh abstained)

26/2016 Mr. Murray – Mr. Buri  
That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2016 Convention to be held March 17 to 19, 2016 at the Delta inn, Winnipeg, Manitoba.  
Carried.

Trustee Sefton asked that the rules be suspended to allow Trustees to speak more than once in regards to the Final Budget motion. The Board agreed to this request.

27/2016 Mr. Bartlette – Mrs. Bowslaugh

That the Final Budget for 2016-2017 and the 2016 Special Levy be approved as follows:

Total Operating Expenditures	\$ 98,629,500
Total Capital Expenditures	<u>\$ 4,075,300</u>
Total Expenditures	<u>\$102,704,800</u>
2016-2017 Special Requirement	<u>\$ 47,267,334</u>
2016 Special Levy to be raised from Municipalities	<u>\$ 44,396,241</u>

Trustee Sumner indicated he would be moving a series of amendments to the proposed budget, representing a deduction of \$997,100. Trustee Sumner detailed these amendments for the purpose of the Motion:

- 1) 0.1% decrease to inflationary increases (from 2.0% and 3.0% to 1.9% and 2.9%), reflecting that the annual CPI increase is proving to be less than we projected in the fall.
- 2) Elimination of transfer to new school reserve of \$350,000, to be reconsidered if any future funds become available.
- 3) Reduction of increase to cover deferred needs identified in Ameresco Report.
- 4) Use one of 13 new proposed FTE from ratio to staff all-day every day Kindergarten at King George.
- 5) Eliminate proposed all-day every-day Kindergarten at Valleyview and return to previous practice of introducing all-day every-day Kindergarten at schools with the highest identified need.
- 6) Remove \$8,000 for supplies from support to Food for Thought.
- 7) Eliminate video surveillance on school buses, to be implemented as any future funds become available.
- 8) Transfer additional \$11,300 from bus reserve (now becomes \$200,000 transfer)
- 9) Reduce the ratio positions by 2 FTE as 2 “20K3” positions have been added to the non-ratio positions.
- 10) Eliminate vehicle from new electrician budget, to be implemented as any future funds become available.

Trustee Sefton asked Trustee Sumner if he was suggesting that he will introduce this as one big amendment, or if he was suggesting that he will introduce one item at a time. Trustee Sumner indicated he would like to introduce the items as a single amendment. Trustee Sefton recommended that Trustee Sumner reconsider that decision and introduce the items one at a time. Trustee Sumner responded that the proposed amendment can be amended.

Mr. Murray – Ms. Bambridge

That the motion be divided into individual parts.

Trustee Sumner spoke to his amendment, indicating that he was left feeling uneasy after the all-day Budget meeting and has given the results of that meeting much thought. The root of the uneasiness is the lack of sustainability in the budget. He spoke on the 12 Board Governance Goals and noted there is no context in which he felt the budget was sustainable. He felt that a hard look at these items was needed to get the budget down to where it can be sustainable. He added that if the Board implements the changes recommended, that would reduce the tax increase to 4.4% this year, and

the starting increase next year would be 2.4% instead of 3.7%.

Carried.

AMENDMENT ONE:

Mr. Murray – Ms. Bambridge

0.1% decrease to inflationary increases (from 2.0% and 3.0% to 1.9% and 2.9%), reflecting that the annual CPI increase is proving to be less than we projected in the fall. Reduction of \$7,300.

Trustee Bartlette spoke and thanked Trustee Sumner for the work that he has done in bringing us to the place where the Board was now sitting. He spoke on the previous decision by the Board to make sustainable budgets and the February 16, 2016 budget day deliberations. He indicated he was in favour of Amendment One.

Trustee Ross asked Mr. Labossiere what this means in terms of work, time and whether there are any real savings with this reduction. Mr. Labossiere responded that 1,759 budget lines would be affected. He suggested taking this money from the bus reserve as it would save a lot of time.

Trustees Sefton, Murray, Buri, Bartlette and Bambridge spoke against this motion. Trustee Ross suggested removing the item altogether.

Defeated 7-1 (Trustee Murray abstained)

AMENDMENT TWO:

Mr. Murray – Ms. Bambridge

Elimination of transfer to new school reserve of \$350,000 to be reconsidered if any future funds become available.

Trustees spoke in favour of this reduction.

Carried 9-0

AMENDMENT THREE:

Mr. Murray – Ms. Bambridge

Reduction of increase to cover deferred needs identified in the Ameresco Report. \$50,000.

Trustee Sumner spoke in favour of this reduction. Dr. Ross suggested an increase in the amount of the reduction to \$150,000.

Dr. Ross – Mr. Bartlette

That the amendment to reduce the increase to cover deferred needs identified in the Ameresco Report be increased from \$50,000 to \$150,000.

Trustee Buri and Sefton spoke in favour of this amendment.

Carried 9-0

AMENDMENT FOUR:

Mr. Murray – Ms. Bambridge

Use one of the 13 new proposed FTE from ratio to staff all-day every-day Kindergarten at King George. \$85,800.

Trustee Bambridge spoke against this amendment, noting that she does not want to consider anything that touches the Division ratio.

Trustee Sumner spoke in favour of this amendment.

Trustee Murray spoke against this amendment and noted that he will support reductions that occur the furthest from the classroom.

Trustee Bartlette asked if \$85,800 was the amount approved on budget day. Mr. Labossiere responded that it was.

Trustee Sumner clarified that this would not jeopardize Kindergarten at King George and it would continue to be implemented as planned. He indicated it is just where the Board would find the budget for the FTE's that is being decided on.

Trustee Bartlette asked questions for clarification regarding staffing and class sizes and the impact of this amendment.

Defeated 6-3

AMENDMENT FIVE:

Mr. Murray – Ms. Bambridge

Eliminate proposed all-day every-day Kindergarten at Valleyview and return to previous practice of introducing all-day every-day Kindergarten at schools with the highest identified need. \$76,200.

Trustee Kruck indicated that since the last budget meeting, he had requested more information and he was provided with the Phonological Awareness Screening Test data. The results in regards to that test showed that Valleyview School is tied in 2<sup>nd</sup> place in the lowest scores. King George had the lowest scores, with Valleyview tied with Earl Oxford, which already has all-day every-day Kindergarten. Trustee Kruck stated he would be voting against this amendment.

Trustees Murray, Buri, Sefton, and Bowslaugh spoke against this amendment. Trustee Bartlette spoke in favour of this amendment.

Defeated 7-2

AMENDMENT SIX:

Mr. Murray – Ms. Bambridge

Remove \$8,000 in supplies from support to Food for Thought.

Trustee Sumner spoke in favour of this amendment.

Trustee Bambridge confirmed that the amount approved during the all-day budget deliberations for Food for Thought was \$41,000. She indicated that she had spoken against putting any money into Food for Thought and had noted there were many charitable organizations in the community and where does the Division draw the line. Her recommendation would be to change the amendment from \$8,000 to the full \$41,000. Trustee Sefton asked if there was a seconder for this amendment and there was none.

Carried 8-1

AMENDMENT SEVEN:

Mr. Murray – Ms. Bambridge

Eliminate video surveillance on school buses, to be implemented as any future funds become available. \$188,700.

Trustees spoke for and against this amendment.

Trustee Bambridge asked what the cost would be for five (5) bus monitors. Mr. Labossiere responded that the cost would be approximately \$128,500.

Trustee Murray indicated he was reluctantly in favour of this amendment, but added that he thinks the Division needs to take a look at some EA positions to be riding the buses and that the monitors would need Professional Development to ensure they are properly trained.

Carried 8-1

AMENDMENT EIGHT:

Mr. Murray – Ms. Bambridge

Transfer additional \$11,400 from bus reserve (now becomes \$200,000 transfer)

Mr. Sumner spoke in favour of this item and noted that during the budget deliberations, the Board approved the transfer of \$188,700 from the Bus Reserve and Board policy limits how much the Division can transfer from the Bus Reserve. This further \$11,300 would move it to the maximum that can be transferred under Board policy and make it an even \$200,000 being transferred.

Carried 9-0

AMENDMENT NINE:

Mr. Murray – Ms. Bambridge

Reduce the ratio positions by 2 FTE as 2 “20K3” positions have been added to the non-ratio positions.

Trustee Ross asked if these are positions that the Division provided extra funding for in the past.

Mr. Labossiere responded that the government gave the Division an additional seven (7) positions. Five (5) positions were removed from the ratio as the Division was previously paying for the positions. These are two (2) additional positions that the Board was not previously paying for. Mr. Labossiere explained that there is an additional cost to the Board for these positions as the Province provides \$60,000 per position and our average teacher cost is \$85,800. He stated that the additional cost is \$25,800 per position.

Trustees spoke for and against this amendment.

Carried 5-4

AMENDMENT TEN:

Mr. Murray- Ms. Bambridge

Eliminate vehicle from new electrician budget, to be implemented as any future funds become available. \$48,000.

Trustee Ross suggested that the electrician vehicle be funded from surplus.

Trustee Sumner noted the importance of hiring an electrician, which will happen for the new school year, and will give time to find alternate sources to fund the vehicle. He added that the worst case scenario is that the Board could look at surplus at a future date to purchase the vehicle.

Carried 9-0

Mr. Labossiere indicated that with the approved amendments, there would be an increase in property taxes for the average home at 4.44% and the carryover for next year at 2.52%. The overall increase for budget requests is \$747,100 and 22.0 FTE.



**POINT OF PRIVILEGE:**

Trustee Ross spoke on Amendment Nine. She indicated that the Division has complained that the Province has not funded these extra 20K3 positions, and so now that they have, the Board is not going to take advantage of that. She added that she thinks that's very hypocritical of the Board.

**AMENDED MOTION 27/2016:**

That the Final Budget for 2016-2017 and the 2016 Special Levy be approved as follows:

Total Operating Expenditures	\$ 98,099,900
Total Capital Expenditures	<u>\$ 3,677,100</u>
Total Expenditures	<u>\$101,777,000</u>
2016-2017 Special Requirement	<u>\$ 46,339,534</u>
2016 Special Levy to be raised from Municipalities	<u>\$ 43,987,386</u>

Subject to final review by the Office of the Secretary-Treasurer.

Trustee Bartlette indicated that he is happy that the Board has made this much of a reduction, and although it's not as much of a reduction as he would have liked to support, it's a move in the right direction.

Trustee Sumner thanked Trustees for considering the recommendations he brought forward and recognizing the situation the Division was in and the importance of planning for the future and more importantly the planning to allow the Board the flexibility it needs as a Board financially in the future. This puts the Division in a more advantageous position likely next year and will make next year a lot easier. He added that the Division will still be a significant distance from sustainability and while he still has reservations he can support where the Board has ended up.

Mr. Labossiere provided information on the staffing adjustments based on the final budget. He indicated that the regular instruction ratio will not change, it remains at 17.2. The educator ratio will improve to 12.7 for 2016-2017 (12.8 – 2015-2016).

Carried 8-1 (Bartlette opposed).

28/2016 Mr. Buri – Mr. Murray

That the Division purchase three (3) propane powered school buses for the 2016-2017 school year as part of the 2016-2017 School Bus Tender Purchase.

Carried.

**2.08 By-Laws**

Mr. Bartlette

3<sup>rd</sup> Reading

That By-law 1/2016, being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 4/2014 to make changes under "Section 56(3) 2." to amend the statement regarding meeting absences and resulting loss of indemnity, to align the By-law with Policy 2019 – "Electronic Meetings", be now read for the third time, have been first read on February 8, 2016 and read for a second time on February 22, 2016.

Carried.

**2.09 Giving of Notice**

## a) Mr. Sumner

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 Procedures 1022 – “Aboriginal Education Advisory Committee” and replace same with Policy 1022 – “Aboriginal Education Advisory Committee”.

## b) Mr. Sumner

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 9030 – “Replacement of School Buses” and replace same with Policy 9030 – “Replacement of School Buses”.

**2.10 Trustee Inquiries****3.00 ADMINISTRATIVE INFORMATION:****3.01 Report of Senior Administration**

Mr. Greg Malazdrewicz, and Mr. Mathew Gustafson, Assistant Superintendents, provided highlights on the following items from the March 7, 2016 Report of Senior Administration:

- Academic Preparedness – École New Era School
  - Phonological Awareness Project
- Global Citizenship – Waverly Park School
  - Global Citizenship Grant – money gave opportunity to bring in presenters for the student body; planning is in process for four different groups to enter into the school for dance routines or musical presentations, including Aboriginal drummers, Ukrainian dancers, and Martial Arts demonstrations.
  - Student Achievement:
    - Tell Them From Me Survey data has been collected
      - 92% of students from grades 4 to 6 feel they are involved in the community
      - 87% of grades 7 and 8 students feel they have connected with student community activities
- Health and Wellbeing – École Harrison
  - Physical Education – students are offered many opportunities to improve their overall health outside of their Physical Education classes
  - Intramural sports are a significant component of school life for École Harrison students
  - Grades 7 and 8 students have been to the skating oval, snowshoeing, bowling at Thunderbird Bowl and visiting the Healthy Living Centre walking track at Brandon University
  - Roots of Empathy
  - Bullying Prevention week and Day of Pink
  - Student Achievement:
    - Mackenzie Clark, grade 7, has received the Governor General's Caring Award and was in the spotlight at We Day in Winnipeg

Divisional Initiatives:

- Counsellor tours to Elspeth Reid Family Resource Centre, Westman Immigrant Services, the City of Brandon Youth Centre and the Brandon Aboriginal Youth Activity Centre.
- Administrative and Statistical Information:
  - Suspensions
  - Community Connections:
    - First Nations, Metis, and Inuit Studies: BSSAP (Building Student Success with Aboriginal Parents) – Regional Two Day Anti-Racism Education Symposium – February 18 and 19, 2016.
    - Walking With Our Sisters Pipe Ceremony – February 19, 2016.

Dr. Ross – Mrs. Bowslaugh

That the March 7, 2016 Report of Senior Administration be received and filed.

Carried.

**3.02 Communications for Information****3.03 Announcements**

- a) Workplace Safety and Health Committee Meeting - 1:00 p.m., Tuesday, March 8, 2016, Boardroom.
- b) Teacher Liaison Committee Meeting – 4:30 p.m., Wednesday, March 9, 2016, Brandon Teachers' Association Office.
- c) Divisional Futures & Community Relations Committee – 12:00 p.m., Thursday, March 10, 2016, lunch visit with Vincent Massey High School Students.
- d) Policy Review Committee Meeting – 12:00 p.m., Monday, March 14, 2016, Boardroom.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 21, 2016, Boardroom.

Mr. Kruck – Dr. Ross

That the Board do now resolve into Committee of the Whole In-Camera. (9:03 p.m.)

Carried.

**IN COMMITTEE OF THE WHOLE IN CAMERA****4.00 IN CAMERA DISCUSSION:****4.01 Student Issues****- Reports**

- a) Trustee Kruck requested information on a Student matter.

**- Trustee Inquiries****4.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was presented.

- b) The Secretary-Treasurer provided information on two Personnel matters.

**- Trustee Inquiries**

**4.03 Property Matters/Tenders**

**- Reports**

**- Trustee Inquiries**

**4.04 Board Operations**

**- Reports**

- a) Mr. Mathew Gustafson, Assistant Superintendent, provided information on a Board Operations Matter.

**- Trustee Inquiries**

Ms. Bambridge – Mr. Buri

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

Carried.

**5.00 ADJOURNMENT**

Mr. Kruck – Dr. Ross

That the meeting does now adjourn (9:18 p.m.)

Carried.

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Chairperson

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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 9:28 P.M., MONDAY, MARCH 7, 2016.

## **PRESENT:**

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

Senior Administration: Mr. D. Labossiere, Secretary-Treasurer.

## **CALL:**

The Chairperson called the meeting to order at 9:28 p.m. and referred to the Call.

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

a) Personnel Matter.

Mrs. Bowslaugh – Mr. Buri

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

Carried.

(The Secretary-Treasurer was excused from the meeting at 9:29 p.m.)

## **IN COMMITTEE OF THE WHOLE IN CAMERA**

a) Confidential #1 Personnel Report was reviewed and discussed.

(The Secretary-Treasurer re-entered the meeting at 9:51 p.m.)

Mr. Kruck – Ms. Bambridge

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

Carried.

## **IN BOARD**

29/2016 Mr. Sumner – Mr. Bartlette

That Confidential #1 and the recommendations therein be approved.

Carried (8-1, Trustee Kruck opposed).

Mr. Buri – Mr. Sumner

That the meeting do now adjourn (9:54 p.m.).

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

March 21, 2016

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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.

Denis Labossiere, CPA, CGA  
Secretary-Treasurer

## **A. Business Arising for Board Action**

### **I. PRESENTATIONS**

### **II. HUMAN RESOURCES**

### **III. SECRETARY-TREASURER**

#### **1. SCHOLARSHIP COMMITTEE APPOINTMENTS**

For Action.....D. Labossiere

Each year a Scholarship Committee is established to consider and recommend recipients for the various scholarship awards administered by the Division for successful graduating students. Two Trustees are required to serve on the Scholarship Committee, which will meet on Monday, May 30, 2016 from 1:00 p.m. to 4:00 p.m. Please note this date cannot be moved. A motion is included in the agenda for consideration to approve the Trustee representatives. Please contact me should you require further information in this regard.

#### ***RECOMMENDATION:***

*That Trustees \_\_\_\_\_ and \_\_\_\_\_ be approved to serve as members of the Scholarship Committee for 2015/2016.*

#### **2. SCHOLARSHIP AGREEMENT CHANGES FOR THE 2015/2016 SCHOOL YEAR**

For Action.....D. Labossiere

The following scholarship Agreement changes have been requested by the contributors for the 2015/2016 school year:

- Gamma Master Chapter Beta Sigma Phi Award – that the Xi Pi Career Chapter Beta Sigma Phi Award be renamed to Gamma Master Chapter Beta Sigma Phi Award;
- FYidoctors Award – that the Total Eye Care Center Award be renamed to FYidoctors Award; and
- Marita Dowsett Scholarship – that the Physio First Scholarship be renamed to Marita Dowsett Scholarship and the following changes be made to the terms of the scholarship:
  - student must be of Canadian citizenship;
  - student must attain a standing of 85% or higher in all subjects in the current school year;
  - student may use the equivalent IB and/or AP courses with a minimum of a 3 or a “B”;



- proof of enrollment is necessary in three out of five pre-requisite university courses in student's first year of studies of a three or four year undergraduate program; and
- a personal statement of intent is required by the student outlining his/her reasons for pursuing this career choice.

These agreements have been attached as Appendices A, B and C.

**RECOMMENDATION:**

*That the attached scholarship Agreements be approved with changes and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.*

**3. SCHOLARSHIP AGREEMENT – BRANDON ISLAMIC CENTRE**

For Action.....D. Labossiere

Brandon Islamic Centre would like to fund three scholarships to be awarded annually, to one grade 12 graduating student from each of the three high schools within the Brandon School Division. The scholarship is to known as the "Brandon Islamic Centre Scholarship" in the amount of \$200 each to a student from each of the three high schools who has applied and been accepted to a post-secondary institution and shows some evidence of community service. The conditions for establishing these scholarships have now been completed and the Agreement prepared. The Agreement is attached as Appendix D. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

**RECOMMENDATION:**

*That the Agreement to establish three scholarships, to be awarded annually to one grade 12 graduating student from each of the three high schools, in the amount of \$200 each, and to be known as the "Brandon Islamic Centre Scholarship" be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.*

**4. PROCEDURES 1022 – "ABORIGINAL EDUCATION ADVISORY COMMITTEE" AND POLICY 9030 – "REPLACEMENT OF SCHOOL BUSES"**

For Action..... D. Labossiere

At the Regular Board Meeting on March 7, 2016, a Giving of Notice was given to rescind Procedures 1022 – "Aboriginal Education Advisory Committee" and replace same with Procedures 1022 – "Aboriginal Education Advisory Committee". (Appendix E)

A Giving of Notice was also given to rescind Policy 9030 – “Replacement of School Buses” and replace same with Policy 9030 – “Replacement of School Buses”.  
(Appendix F)

A motion to rescind and replace this policy and procedures is included in the agenda for Board consideration.

#### **IV. SUPERINTENDENT OF SCHOOLS**

##### **1. 2016-2017 SCHOOL CALENDAR**

For Action..... M. Gustafson

Senior Administration is recommending the following school calendar for the 2016-2017 school year. The school calendar process utilized a committee to examine the factors impacting the school calendar. Membership included principal representatives from high school and Kindergarten to grade 8, as well as a representative from Brandon Teachers’ Association (BTA) and Canadian Union of Public Employees (CUPE). The Committee considered provincial exams, semester balance, parent teacher interviews, professional development needs, and Hutterian calendar needs.

The highlights of the calendar documents are:

- September 6, 2016 (first day of school year) is a professional development day;
- Winter Break dates follow the Metro School Divisions’ dates December 23, 2016 to January 6, 2017;
- Semester 2 start date is a week later to accommodate provincial exams and to balance semesters; and
- June 30, 2017 is last day of school year.

The following documents are attached for reference:

- Appendix G - 2016-2017 School Calendar Manitoba Education Form
- Appendix H - 2016-2017 Brandon School Division Administration and Professional Development Day Summary
- Appendix I - 2016-2017 School Calendar

##### ***RECOMMENDATION:***

*That the School Calendar for the 2016-2017 school year be established with the Christmas break occurring from December 23, 2016 to January 6, 2017 inclusive, and the ten (10) non-instructional days be five (5) professional development days and five (5) administrative days.*

## 2. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix J for Board of Trustees consideration) for fourteen (14) female and male Vincent Massey jazz students in grades 9, 10, 11 and 12 to make a trip to Havana, Cuba from May 16 to May 24, 2016.

Mr. Bruce Shamray, Principal, Vincent Massey High School; Mr. Greg Malazdrewicz, Assistant Superintendent; and Mr. Denis Labossiere, Secretary-Treasurer have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

### **RECOMMENDATION:**

*That the trip involving fourteen (14) female and male Vincent Massey jazz students in grades 9, 10, 11 and 12 to make a trip to Havana, Cuba from May 16 to May 24, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.*

## 3. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix K for Board of Trustees consideration) for thirty five to forty (35 to 40) female and male Vincent Massey drama students in grades 9, 10, 11 and 12 to make a trip to London, England from November 5 to November 13, 2016.

Mr. Bruce Shamray, Principal, Vincent Massey High School; Mr. Greg Malazdrewicz, Assistant Superintendent; and Mr. Denis Labossiere, Secretary-Treasurer have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

### **RECOMMENDATION:**

*That the trip involving thirty five to forty (35 to 40) female and male Vincent Massey drama students in grades 9, 10, 11 and 12 to make a trip to London, England from November 5 to November 13, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.*

## V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

## **B. Administrative Information**

### **I. HUMAN RESOURCES**

#### **1. PERSONNEL REPORT**

For Information..... B. Switzer

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

### **II. SECRETARY-TREASURER**

#### **1. 2016-2017 FRAME BUDGET**

For Information.....D. Labossiere

At the March 7, 2016 Regular Board Meeting the Final Budget for 2016-2017 and the Special Levy requirements were approved.

The Brandon School Division FRAME budget for the fiscal year ended June 30, 2017 as submitted to The Public Schools Finance Board is included as a separate item in your package and the 2016-2017 Budget summary pages are provided for your information (Appendix L).

### **III. SUPERINTENDENT OF SCHOOLS**

#### **1. *SCHOOL VISITS (FEBRUARY 25 TO MARCH 9, 2016)***

##### School Visits

The following school visits were undertaken by Assistant Superintendent Gustafson during this reporting period:

- February 25, 2016 – École New Era School
- February 25, 2016 – Linden Lanes School
- February 29, 2016 – Earl Oxford School
- March 1, 2016 – Green Acres School
- March 3, 2016 – Crocus Plains Regional Secondary School
- March 7, 2016 – Visit to Maintenance and Transportation Facilities

## **2. SCHOOL INFORMATION – IMPLEMENTATION OF STRATEGIC PLAN 2014-2017**

### **A. ACADEMIC PREPAREDNESS**

#### **ACADEMIC PREPAREDNESS AT ÉCOLE O'KELLY SCHOOL**

*Report prepared by Ms. Angela Voutier, Principal, École O'Kelly School*

The main goals at École O'Kelly School for the 2015/2016 school year that relate to Academic Preparedness are in the areas of Numeracy (increasing the percentage of our students meeting each of the critical competencies in Numeracy by ten percent (10%)) and Literacy (increasing the percentage of our students meeting each of the critical competencies in writing by ten percent (10%)). The major school initiative implemented to help accomplish the improvements in these areas is the use of our School Response to Intervention (RTI) team to assist teachers in providing quality Tier 1 interventions in key curricular areas. The RTI school team has provided in-class support to teachers to help implement Balanced Literacy, Writers' Workshop, Guided Math Stations and Flexible Ability Groupings.

Another dimension of the RTI team continues to be our Panther Pal program. Students requiring support in Literacy, Numeracy, as well as social interaction, have been paired up with an older student who has volunteered to be a mentor for younger students. All students who were identified in class profile meetings as needing extra support in Literacy and Numeracy have made significant improvements with the interventions made possible through our implementation of RTI. Students have been enjoying new writing strategies introduced to their teachers at a school-based writing professional development held with the Divisional Literacy Specialist.

Our school is very excited about our new Preschool Panther program; a monthly, literacy-based hour of fun and learning for our prospective Kindergarten students. We have had over twenty in attendance in January and February.

#### Student Accomplishments

Our school leadership group known as the PLG (Panther Leadership Group) continues to be successful in improving school spirit and in encouraging academics at École O'Kelly School. They have organized monthly, thematic assemblies that have acknowledged student achievement in a wide number of areas as well as Spirit Weeks and other school-wide activities. They are also the main participants in our Panther Pal program.

Two students, Colby Lavigne in grade 3 and Alyssa Young in grade 4, have been recognized for their activity mastery in Mathletics, an assistive Math skill program based on Manitoba curriculum. They lead the school as we move into participating in Mathletics March Madness.

## **B. GLOBAL CITIZENSHIP**

### **GLOBAL CITIZENSHIP AT ALEXANDER SCHOOL**

***Report prepared by Ms. Shelley Cords, Principal, Alexander School***

Alexander School continues to infuse art and technology across the curriculum, to engage students and give them choices when demonstrating their learning. The teachers at Alexander School provide multiple learning opportunities and access to learning through differentiated instructional practices that include art and technology. All students are exposed to and expected to attempt tasks that extend their abilities.

Alexander School is in year two for the Technology and Learning Cluster Group for Brandon School Division. By being a part of this Cluster Group we are able to continue to work towards the Brandon School Divisions goal on Personalized Learning. For the 2015/2016 school year our teachers worked on the Secret Skills with our students. The Secret Skills focus on self-regulation, effort, interest and curiosity of students. Along with this, we continue to work with the Multiple Intelligences and have applied this work to the Genius Hour Course with students from grade 2 to grade 8. The purpose of this program is to provide the students and teachers an opportunity to develop skill sets that are valuable in any learning situation. This includes research, experimentation, collaboration, creativity, problem solving and critical thinking. The students have an opportunity to discover/investigate one of their passions or interests and reflect on/share their learning with others. This course has allowed us to infuse technology with our arts programming.

Teachers at Alexander School are also working with the Universal Design for Learning Model. Marsilah Peirson, Resource Education Specialist, Brandon School Division, provided school-based professional development for all teachers. Unit planning, assessments, direct instruction, scaffolding, and teaching to diversity were some of the areas discussed at our meetings. Along with this, teachers infused the program called *Respecting Diversity* into their daily classroom routines. Based on our results from the Tell Them From Me Survey, our students are interested, motivated, and intellectually engaged at school. Our students value school outcomes and put forth a good effort into their work. I have provided data from the Tell Them From Me Survey from our students in grades 4 to 8 (attached Appendix M). The data supports the infusion of the arts and technology and demonstrates the positive impact Genius Hour, Universal Design for Learning, and Respecting Diversity programs can have on students.

## **C. HEALTH AND WELLBEING**

### **HEALTH AND WELLBEING AT J. R. REID SCHOOL**

*Report prepared by Mr. Shawn Lehman, Principal, J. R. Reid School*

Our Social Emotional Professional Learning Community (PLC) works diligently and uses the Tell Them From Me (TTFM) data to guide the initiative “educating our students about bullying”. We have made a focus on a Games Club and how it addresses bullying in our school. The students are taught by an adult to play games; they can then play these games at indoor recess to avoid “having nothing to do” and to avoid engaging in conflict with other students. This takes place over the lunch hour where grade groups take turns with a teacher supervisor once a week for six weeks (grades 3 to 6). The TTFM data showed we needed more clubs within our school. Numerous benefits have occurred:

- social skills – talking to people and interacting, empathy, how to win and how to lose;
- sportsmanship, building relationships;
- problem solving;
- not just sitting in front of a screen;
- modeling, mentoring – teaching how to support each other versus how to compete with each other;
- older students are taught how to play the games and then teach the younger students; and
- introducing students to games they don’t have access to at home.

The office referrals have decreased dramatically. So far this year we are at fourteen (14) office referrals fewer than last year, at this point in the year.

In addition, we have a whole school assembly planned on April 13, 2016, celebrating the day of Pink anti-bullying campaign where every member of the JR TEAM will be wearing pink to support the anti-bullying campaign.

#### Student Accomplishments

Two examples of student achievement we would like to share is our Guided Reading and Writing Initiative in our three grades 1 to 3 classes. Our Early Years 1 to 2 guided reading and guided writing sessions occur every second day, for one hour a day. Students are situated into at level working groups, where for the first half of the year they focused on guided reading strategies. There are six groups working at their own level and pace with our English as an Additional Language (EAL) teacher, three homeroom teachers, Resource Teacher and Reading Recovery/Early Literacy Teacher acting as teacher leaders per group. In February, the groups switched from a guided reading focus to a guided writing focus, using the six plus one Traits of Writing to help students specifically in the areas of Ideas and Conventions.

### 3. ADMINISTRATIVE AND STATISTICAL INFORMATION

#### SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	2 total	1 – 5 day 1 – 5 day	Weapons Unacceptable Behaviour

#### ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / FEBRUARY 29, 2016

Currently the Brandon School Division has 1309 English as an Additional Language (EAL) students.

- 5 new registrations were received from February 1 - 29, 2016;
- 10 students left the Brandon School Division from February 1 - 29, 2016.

The number of new EAL registrations received to date for the 2015/2016 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2015	178
October 2015	17
November 2015	18
December 2015	5
January 2016	16
February 2016	5
Total	239

The current school totals for *continuing students* are as follows:

	Current Total	Students who have left the Division 2015/2016	Students who have left the Division 2014/2015	EAL Discontinued (Stage 5+) 2015/2016	EAL Discontinued (Stage 5+) 2014/2015
Alexander	3		1		
Betty Gibson	119	5	6		
Crocus Plains	81	6	30	82	115
Earl Oxford	65	5	6		
George Fitton	101	9	9		
Green Acres	23		3		
Harrison	5				
J.R. Reid	41	3	3		
King George	102	3	6		
Kirkcaldy Heights	34	2	3		
Linden Lanes	30	1			



	Current Total	Students who have left the Division 2015/2016	Students who have left the Division 2014/2015	EAL Discontinued (Stage 5+) 2015/2016	EAL Discontinued (Stage 5+) 2014/2015
Meadows	96	5	15		
Neelin	43	7	7		
New Era	125	13	4		
O'Kelly	23	9	2		
Riverheights	115	2	5		
Riverview	42	1	2		
Spring Valley	32				
St. Augustine	50	1	1		
Valleyview Centennial	15	3			
Vincent Massey	108	9	7	45	38
Waverly Park	56	2			
Total	1309	86	110	127	153

The number of students who left Brandon School Division from February 1 - 29, 2016 is ten (10). Of these students:

- seven (7) moved out of Division;
- one (1) moved out of province;
- one (1) moved back to their home country; and
- one (1) withdrew with no exit path indicated.

Eight (8) students changed catchment areas from February 1 - 29, 2016.

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2016

BETWEEN:                    GAMMA MASTER CHAPTER BETA SIGMA PHI

AND:                         BRANDON SCHOOL DIVISION

WHEREAS Gamma Master Chapter Beta Sigma Phi has offered to fund an award in the Brandon School Division;

AND WHEREAS the Board of Trustees of the Brandon School Division has agreed to assist with the administration of such an award;

NOW THEREFORE, the parties to this agreement hereby mutually agree as follows:

1. That this award shall be known as the “Gamma Master Chapter Beta Sigma Phi Award”;
2. That this award shall be made annually to a graduating female student of the Brandon School Division who has applied to a University/College, Community College, or equivalent and has demonstrated a high academic standing with participation in extra-curricular activities demonstrating involvement, leadership or organizational skills in their community;
3. That the Division will undertake to circulate information on the award to potential applicants during the spring of each school year, to supervise the selection of the successful candidate, and to so notify Gamma Master Chapter Beta Sigma Phi in order that the President or her designate may participate in the annual presentation of the award. The preparation of a letter or certificate to be given to the recipient at the annual presentation of the award shall be the responsibility of Gamma Master Chapter Beta Sigma Phi. The actual payment of the award shall be made by Gamma Master Chapter Beta Sigma Phi upon presentation by the recipient of proof of her acceptance to a post-secondary institute of study;
4. That this award shall be made available to a female graduate of the respective high schools on a three year rotational basis commencing with Crocus Plains in 2016, Vincent Massey in 2017 and Neelin in 2018;
5. That this award shall be in the amount of one hundred dollars (\$100);
6. That this award shall be in effect commencing at the date of signing this agreement, continuing indefinitely, subject to notification on or before March 1<sup>st</sup> of any year should Gamma Master Chapter Beta Sigma Phi or Brandon School Division wish to terminate the agreement.

Dated at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AGREED to on behalf of the Brandon School Division:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

Agreed to on behalf of Gamma Master Chapter Beta Sigma Phi:

\_\_\_\_\_  
President

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ , 2016

BETWEEN:

FYidoctors

AND:

The Brandon School Division

WHEREAS FYidoctors has offered to fund an award in Brandon School Division;

AND WHEREAS the Board of Brandon School Division has agreed to assist with the administration of such an award;

NOW, THEREFORE, the parties to this agreement do hereby mutually agree as follows:

1. That the scholarship in the amount of \$200.00 shall be known as the “FYidoctors Award”;
2. That this award shall be made annually to three graduating students in the Brandon School Division, one from each of the high schools;
3. That the recipients of this award will have the highest average, in their respective schools, in math and two elective sciences;
4. That the Division will undertake to supervise the selection of the successful candidates, and to so notify FYidoctors in order that a designate may participate in the presentation of the awards.
5. That the actual payment of the awards shall be made by FYidoctors;
6. That the award shall be in effect commencing at the date of signing of this agreement, continuing indefinitely, subject to notification on or before March 1<sup>st</sup> of any year should FYidoctors or Brandon School Division wish to terminate the scholarship.

DATED at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_ , 2016.

AGREED to on behalf of The Brandon School Division

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

AGREED to on behalf of FYidoctors

\_\_\_\_\_

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2016

BETWEEN:

MARITA DOWSETT

AND:

THE BRANDON SCHOOL DIVISION

WHEREAS Marita Dowsett has offered to fund a scholarship in Brandon School Division;

AND WHEREAS the Board of Brandon School Division has agreed to assist with the administration of such an award;

NOW, THEREFORE, the parties to this agreement do hereby mutually agree as follows:

1. That the scholarship in the amount of \$300.00 be awarded to a Grade 12 graduate who is of Canadian citizenship and is seeking an active career in the profession of physiotherapy and meets the following criteria:
2. That the scholarship shall be awarded annually to a student in the Brandon School Division with proven academic capabilities, having attained a standing of 85% or higher in all subjects in the current school year who intends to pursue the career of physiotherapy at any accredited Canadian university program;

The student may use the equivalent International Baccalaureate and / or Advanced Placement courses with a minimum of a 3 or a “B”;

Proof of enrollment is necessary in three out of the five pre-requisite university courses in their first year of studies of a three or four year undergraduate program. See link for sample courses: [http://umanitoba.ca/rehabsciences/pt/admission\\_hub.html](http://umanitoba.ca/rehabsciences/pt/admission_hub.html) ;

A personal statement of intent is required by the student outlining his/ her reasons for pursuing this career choice. The student must be clearly identified by a Division staff member as being serious in his/her consideration of physiotherapy as a career. He/she must articulate the ability to complete the first year of university and must demonstrate competence to maintain the necessary grade point average;

3. That the Division will undertake to circulate information on the scholarship to potential applicants during the spring of each school year, to supervise the selection of the successful candidate, and to so notify Marita Dowsett in order that she be present to participate in the presentation of the scholarship. The Division will provide to Marita Dowsett a copy of the successful candidate’s application. The preparation of a letter or certificate to be given to the recipient at the annual presentation of the scholarship shall be the responsibility of Marita Dowsett. The actual payment of the scholarship shall be made by Marita Dowsett upon presentation of proof of the recipient’s acceptance at the University of Manitoba, Brandon University or any other accredited Canadian university;
4. That the scholarship shall be in effect commencing at the date of signing of this agreement, continuing indefinitely, subject to notification on or before March 1<sup>st</sup> of any year if Marita Dowsett or Brandon School Division wishes to terminate the scholarship.

DATED at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AGREED to on behalf of The Brandon School Division

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

AGREED to on behalf of Marita Dowsett

\_\_\_\_\_

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2016

BETWEEN:                    BRANDON ISLAMIC CENTRE

AND:                         BRANDON SCHOOL DIVISION

WHEREAS the Brandon Islamic Centre has offered to fund three scholarships, to be awarded annually, to one Grade 12 Graduating Student from each of the high schools within the Brandon School Division;

AND WHEREAS the Board of Trustees of the Brandon School Division has agreed to assist with the administration of such an award;

NOW THEREFORE, the parties to this agreement hereby mutually agree as follows:

1. The scholarship shall be known as the “Brandon Islamic Centre Scholarship”.
2. That three (3) scholarships in the amount of *Two Hundred Dollars (\$200.00)* each will be awarded annually to one outgoing Brandon School Division student graduating from each of the three high schools;
3. That recipients of this scholarship must:
  - a) have applied to and have been accepted to a post-secondary institution; and
  - b) must show some evidence of community service.
4. That the Division will undertake to circulate information on the award to potential applicants during the spring of every school year, to supervise the selection of the successful candidates, and to so notify Brandon Islamic Centre in order that a designate may participate in the presentation of the awards. The preparation of letters or certificates to be given to the recipients at the presentations of the awards shall be the responsibility of Brandon Islamic Centre. The actual payment of the awards shall be made by Brandon Islamic Centre upon presentation, by the recipients, of proof of paid registration at a post-secondary institute of study.
5. That this scholarship shall be made available to one graduate from each of the respective high schools on an annual basis commencing June 2016.
6. That this award shall be in effect commencing at the date of signing this agreement, continuing indefinitely, subject to notification on or before March 1<sup>st</sup> of any year should Brandon Islamic Centre or Brandon School Division wish to terminate the agreement.

Dated at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AGREED to on behalf of the Brandon School Division:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

Agreed to on behalf of the Brandon Islamic Centre:

\_\_\_\_\_  
Per:



# BRANDON SCHOOL DIVISION POLICY

## PROCEDURES 1022

### ABORIGINAL EDUCATION ADVISORY COMMITTEE

*Adopted:*

*Replaced:*

#### A. Goals of the Aboriginal Education Advisory Committee

1. To provide direction in the success of Aboriginal Students through advice, research and community liaison on:
  - a. Curriculum development;
  - b. Program planning;
  - c. Classroom delivery;
  - d. Guidance and direction;
 through the Aboriginal Education Learning Specialist.

#### B. Membership

1. The Committee will consist of 12 to 15 members.
2. Membership shall include:
  - Representatives of various Aboriginal peoples, including, but not limited to: Métis, Dakota, Cree, Ojibway, and Dené;
  - Representatives of various Aboriginal organizations, including, but not limited to: Dakota Ojibway Tribal Council, Manitoba Métis Federation, Brandon Friendship Centre;
  - Representatives of various partner organizations, including, but not limited to: The City of Brandon Police Department; The Dakota Ojibway Tribal Council Police Department; City of Brandon, Brandon Regional Health Authority; Native Studies Department-Brandon University; Child and Family Services;
  - High School Student representatives of Aboriginal background;
  - One (1) Trustee from Education Committee, approved by the Board of Trustees;
  - Aboriginal Education Learning Specialist; and
  - Assistant Superintendent of Schools (ex-officio).

### **C. Term of Membership**

1. Membership shall be voluntary;
2. Positions will be one (1) year appointments.

### **D. Responsibilities of Members**

1. Chair (Board of Trustees member)

The duties of the Aboriginal Education Advisory Committee Chair shall include but not be limited to:

- convene, preside and maintain order at the meetings;
- be the official spokesperson for the Aboriginal Education Advisory Committee.

2. Members

The duties of the Aboriginal Education Advisory Committee members shall include but not be limited to:

- acknowledge base from which the Aboriginal Education Learning Specialist can draw information regarding various Aboriginal traditions, culture, language, and history;
- attend the Aboriginal Education Advisory Committee meetings on a regular basis;
- recognize and respect the personal integrity of Aboriginal Education Advisory Committee members, allowing for diverse opinions to be shared;
- recognize and respect the personal integrity and role of the Aboriginal Education Learning Specialist;
- recognize and respect the personal integrity, role and authority of the Assistant Superintendent with respect to leadership and advancement of the Division's mission and vision.

## **E. Meetings**

1. The Aboriginal Education Advisory Committee shall meet every second month during the school year beginning in September. (On election years Board representatives will set a meeting as soon as possible.)
2. Notification of a special meeting date shall occur at least one week prior to the meeting where possible.
3. The Aboriginal Education Advisory Committee meeting reports shall be posted on the Brandon School Division website for public information. Meeting minutes will be provided to the Board of Trustees Education Committee for acceptance.
4. The Assistant Superintendent of Schools or designate shall initiate the organization of the first Aboriginal Education Advisory Committee meeting of each school year.

### *References:*

*Policy 6002 – “Assistant Superintendent of Schools”*

*Policy 6039 – “Aboriginal Education Learning Specialist”*





## BRANDON SCHOOL DIVISION POLICY

### **POLICY 9030**

### **REPLACEMENT OF SCHOOL BUSES**

*Adopted:*

School buses shall be replaced at a rate to maintain the long term objective of achieving a twelve (12) year retirement age for Brandon School Division schools buses. In order to ensure that there are sufficient funds identified for bus replacement, a minimum of three (3) buses at market value per annum shall be allocated to transportation and be reflected in the annual operating budget.

# SCHOOL CALENDAR 2016/2017

**FALL TERM** The school year begins **Tuesday, September 6, 2016.**

**The first day of classes for students is Wednesday, September 7, 2016.**

The number of school days for the **Fall Term** is as follows:

	Instructional Days		Non-instructional Days (Admin Days and/or PD Days)		Total Days
SEPTEMBER	18		1 PD K-12		19
OCTOBER	19		1 PD K-12		20
NOVEMBER	K-8: 19	9-12: 20	2 Admin K-8	1 Admin 9-12	21
DECEMBER	16		0		16
Fall Term Total					76

The following are statutory holidays during the **Fall Term**:

- **Thanksgiving** Monday, October 10, 2016
- **Remembrance Day** Friday, November 11, 2016

*MTS PD Day/Special Area Groups of Educators (SAGE) Conference: Friday, October 21, 2016*

**The last school day before Christmas vacation is: Thursday, December 22, 2016**

**SPRING TERM:** The first day of classes is: **Monday, January 9, 2017**

The number of school days for the **Spring Term** is as follows:

	Instructional Days		Non-instructional Days (Admin Days and/or PD Days)		Total Days
JANUARY	17		0		17
FEBRUARY	17		2 PD K-8	1 Admin 9-12 1 PD 9-12	19
MARCH	K-8: 16	9-12: 17	2 Admin K-8	1 PD 9-12	18
APRIL	K-8: 19	9-12: 18	1 Admin 9-12		19
MAY	21		1 PD K-12		22
JUNE	K-8: 21	9-12: 20	1 Admin K-8	2 Admin 9-12	22
Spring Term Total					117

Fall Term Total	76	+	Spring Term Total	117	=	193
-----------------	----	---	-------------------	-----	---	-----

The following are statutory holidays and vacation periods during the **Spring Term**:

- **Louis Riel Day** Monday, February 20, 2017
- **Spring Vacation** Monday, March 27 to Friday, March 31, 2017 inclusive
- **Good Friday** Friday, April 14, 2017
- **Victoria Day** Monday, May 22, 2017

*Education Week: April 17 - 21, 2017*

**The last day of classes for students is Thursday, June 29, 2017**

**The official closing date of schools is Friday, June 30, 2017**

In each school year, the number of days for teacher in-service, parent-teacher conferences, administration and pupil evaluation in Grades Kindergarten to 12 shall not exceed ten days of which at least five shall be for teacher in-service. Please identify the dates scheduled for the 10 non-instructional days.

FALL TERM	Please ✓ one box for each date		SPRING TERM	Please ✓ one box for each date	
	ADMIN	PD		ADMIN	PD
September 6, 2016		K-12	February 3, 2017	9-12	K-8
October 21, 2016		K-12	February 24, 2017		K-12
November 4, 2016	K-8		March 3, 2017	K-8	
November 18, 2016	K-12		March 17, 2017	K-8	9-12
			April 21, 2017	9-12	
			May 19, 2017		K-12
			June 29, 2017	9-12	
			June 30, 2017	K-12	
Total	K-8: 2 9-12: 1	K-8: 2 9-12: 2		K-8: 3 9-12: 4	K-8: 3 9-12: 3

In divisions with Hutterian Colony schools that will use a different schedule for non-instructional days to account for observed religious holidays, please identify those dates below.

FALL TERM (Hutterian)	Please ✓ one box for each date		SPRING TERM (Hutterian)	Please ✓ one box for each date	
	ADMIN	PD		ADMIN	PD
October 21, 2016		K-12	January 6, 2017 (Epiphany)	K-12	
November 4, 2016	K-12		February 24, 2017		K-12
November 18, 2106	K-12		March 17, 2017	K-12	
			May 25, 2017 (Ascension)		K-12
			June 5, 2017 (Pentecost)		K-12
			June 6, 2017 (Pentecost)		K-12
			June 30, 2017	K-12	
Total	K-12: 2	K-12: 1		K-12: 3	K-12: 4

APPROVED

School Division

Superintendent



# BRANDON SCHOOL DIVISION

## 2016-2017 Administration/Professional Development Day Schedule

2016	Early & Middle Years (Kindergarten to Grade 8)	Senior Years (Grades 9 to 12)
September 6, 2016	Professional Development Day No Classes K-12	
October 21, 2016	Professional Development Day – MTS PD Day No Classes K-12	
November 4, 2016	Administration Day No Classes K-8	Regular Classes
November 18, 2016	Administration Day No Classes K-8 Student/Parent/Teacher Conferences	Administration Day No Classes 9-12 Student/Parent/Teacher Conferences
2017		
February 3, 2017	Professional Development Day K-8	Administration Day 9-12
February 24, 2017	Professional Development Day No Classes K-12	
March 3, 2017	Administration Day No Classes K-8	Regular Classes
March 17, 2017	Administration Day No Classes K-8 Student/Parent/Teacher Conferences	Professional Development Day No Classes 9-12
April 21, 2017	Regular Classes	Administration Day No Classes 9-12
May 19, 2017	Professional Development Day – School Planning No Classes K-12	
June 29, 2017	Regular Classes	Administration Day No Classes 9-12
June 30, 2017	Administration Day No Classes K-12	

### Common Dates for All Schools:

#### 2016

First Day of Classes (K-12) ..... September 7  
 Thanksgiving Day (All Schools Closed) ..... October 10  
 Remembrance Day (All Schools Closed) ..... November 11  
 Last Day of School Prior to Christmas Vacation..... December 22  
 Christmas Vacation (All Schools Closed) ..... December 23 – January 6

#### 2017

All Classes Resume ..... January 9  
 Semester 2 Begins (9-12) ..... February 6  
 Louis Riel Day (All Schools Closed) ..... February 20  
 Last Day of Classes Prior to Spring Break ..... March 24  
 Spring Break (All Schools Closed) ..... March 27-31  
 Good Friday (All Schools Closed) ..... April 14  
 Victoria Day (All Schools Closed) ..... May 22

### TOTAL NUMBER OF DAYS FOR 2016-2017 – 193 DAYS AS FOLLOWS (INCLUDING NON-INSTRUCTIONAL DAYS)

September - 19; October - 20; November - 21; December - 16; January - 17; February - 19; March - 18; April - 19; May - 22; June - 22

*“Accepting the Challenge”*



**BRANDON**  
SCHOOL DIVISION  
WWW.BSD.CA

# September 2016

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1	2	3
School Days: 18						
4	5 LABOUR DAY	6 PROFESSIONAL DEVELOPMENT DAY (K-12)	7 FIRST DAY OF CLASSES (K-12)	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

notes



**BRANDON**  
SCHOOL DIVISION  
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# October 2016

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
						1
School Days: 19						
2	3	4	5	6	7	8
9	10 THANKSGIVING ALL SCHOOLS CLOSED	11	12	13	14	15
16	17	18	19	20	21 PROFESSIONAL DEVELOPMENT DAY (K-12) MTS PD DAY	22
23	24	25	26	27	28	29
30	31					

notes



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# November 2016

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
		1	2	3	4 ADMINISTRATION DAY (K-8)	5
6	7	8	9	10	11 REMEMBRANCE DAY ALL SCHOOLS CLOSED	12
13	14	15	16	17	18 ADMINISTRATION DAY (K-12) PARENT TEACHER CONFERENCES	19
20	21	22	23	24	25	26
27	28	29	30			
<div>K-8 School Days: 19 9-12 School Days: 20</div>						

notes



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# December 2016

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
School Days: 16				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 LAST DAY BEFORE CHRISTMAS BREAK	23 CHRISTMAS BREAK	24
25	26 CHRISTMAS BREAK	27 CHRISTMAS BREAK	28 CHRISTMAS BREAK	29 CHRISTMAS BREAK	30 CHRISTMAS BREAK	31

notes





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# January 2017

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	2 CHRISTMAS BREAK	3 CHRISTMAS BREAK	4 CHRISTMAS BREAK	5 CHRISTMAS BREAK	6 CHRISTMAS BREAK	7
8	9 ALL CLASSES RESUME	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	School Days: 17			

notes



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# February 2017

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
			1	2	3 PROFESSIONAL DEVELOPMENT DAY (K-8) ADMINISTRATION DAY (9-12)	4
5	6 SEMESTER 2 BEGINS (9-12)	7	8	9	10	11
12	13	14	15	16	17	18
19	20 LOUIS RIEL DAY ALL SCHOOLS CLOSED	21	22	23	24 PROFESSIONAL DEVELOPMENT DAY (K-12)	25
26	27	28	School Days: 17			

notes



**BRANDON**  
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# March 2017

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
			1	2	3 ADMINISTRATION DAY (K-8)	4
5	6	7	8	9	10	11
12	13	14	15	16	17 ADMINISTRATION DAY (K-8) PARENT TEACHER CONFERENCES PROFESSIONAL DEVELOPMENT DAY (9-12)	18
19	20	21	22	23	24	25
26	27 SPRING BREAK ALL SCHOOLS CLOSED	28 SPRING BREAK ALL SCHOOLS CLOSED	29 SPRING BREAK ALL SCHOOLS CLOSED	30 SPRING BREAK ALL SCHOOLS CLOSED	31 SPRING BREAK ALL SCHOOLS CLOSED	
<div>K-8 School Days: 16 9-12 School Days: 17</div>						

notes



**BRANDON**  
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# April 2017

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
<div>K-8 School Days: 19 9-12 School Days: 18</div>						1
2	3	4	5	6	7	8
9	10	11	12	13	14 GOOD FRIDAY ALL SCHOOLS CLOSED	15
16	17	18	19	20	21 ADMINISTRATION DAY (9-12)	22
23	24	25	26	27	28	29
30						

notes

April 17 – 21

Education Week



**BRANDON**  
SCHOOL DIVISION  
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# May 2017

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 PROFESSIONAL DEVELOPMENT SCHOOL PLANNING DAY (K-12)	20
21	22 VICTORIA DAY ALL SCHOOLS CLOSED	23	24	25	26	27
28	29	30	31			
School Days: 21						

notes



**BRANDON**  
SCHOOL DIVISION  
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# June 2017

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
<b>K-8 School Days: 21</b> <b>9-12 School Days: 20</b>				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 ADMINISTRATION DAY (9-12)	30 ADMINISTRATION DAY (K-12)	

notes



**BRANDON SCHOOL DIVISION**

1031 - 6th STREET  
BRANDON, MANITOBA R7A 4K5

**FRAME BUDGET**

**FOR THE FISCAL YEAR ENDING JUNE 30, 2017**

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## EXPENSE DEFINITIONS

**Operating Fund** - consists of the nine functions defined below:

**Function 100** - Regular Instruction - Consists of costs related directly to the K - 12 classroom, e.g. teachers, educational assistants, textbooks (incl. e-books), related supplies, services, and equipment such as desks, chairs, tables, audio visual equipment and computers. Includes costs related to Gifted students, International Baccalaureate, Advanced Placement, university offered and correspondence courses, and enrichment activities that are generalized in nature. Also includes school based administration costs including principals, vice-principals, and support staff. Summer school costs are recorded here.

**Function 200** - Student Support Services - Consists of costs specifically related to students who have exceptional learning needs, as well as counselling and guidance and resource costs for all students. Students with exceptional learning needs are students who have physical, cognitive, sensory or emotional/behavioural disabilities. Costs include special education and resource teachers, special needs educational assistants, counsellors, clinicians, and related and appropriate services (e.g. occupational therapists), supplies, textbooks, materials, equipment and software. Special education co-ordinators or student services administrators and clerical staff are also included.

**Function 300** - Adult Learning Centres - Consists of costs related to Adult Learning Centres (ALC) owned and operated by school divisions. ALC's offer adult centred programs in which adult education principles and practices are applied to curriculum and program delivery. Does not include costs associated with adults in the regular classroom. Also, does not include costs associated with ALC's that are governed by their own board of directors.

**Function 400** - Community Education and Services - Consists of costs related to providing services (such as community use of facilities and gym rentals) and non-credit courses to community groups and individuals. Includes pre-kindergarten education.

**Function 500** - Divisional Administration - Consists of costs related to the administration of the school division including the board of trustees and the superintendent's and secretary-treasurer's departments.

**Function 600** - Instructional and Other Support Services - Consists of costs related to support services for students, teaching staff, and the educational process, such as libraries/media centres, professional development, and curriculum consulting and development.

**Function 700** - Transportation of Pupils - Consists of all costs, including supervisory and clerical personnel, related to the transportation of pupils. Does not include the purchase of school buses over \$20,000 per unit as they are recorded in the capital fund.

**Function 800** - Operations and Maintenance - Consists of all costs, including supervisory and clerical personnel, related to the upkeep, maintenance and minor repair of all school division buildings and grounds. Includes utilities, taxes, insurance and supplies. Does not include capital costs.

**Function 900** - Fiscal - Consists of short-term loan interest, bank charges and the Health and Education Levy.

Note: Capital costs are not included in Operating Fund functions.

# **OPERATING FUND** **SCHEDULE OF REVENUE AND EXPENSES**

Budget for the Year Ending June 30, 2017

## **Revenue**

Provincial Government	60,354,186
Federal Government	18,500
Municipal Government - Property Tax	36,956,014
- Other	-
Other School Divisions	328,700
First Nations	193,100
Private Organizations and Individuals	754,700
Other Sources	91,400
	<hr/>
	98,696,600

## **Expenses**

Regular Instruction	58,198,700
Student Support Services	20,789,300
Adult Learning Centres	-
Community Education and Services	377,200
Divisional Administration	3,202,400
Instructional and Other Support Services	3,132,300
Transportation of Pupils	2,538,900
Operations and Maintenance	8,156,400
Fiscal	1,712,500
	<hr/>
	98,107,700

Current Year Operating Surplus (Deficit)	588,900
Net Transfers from (to) Capital Fund	<hr/>
	(588,900)
Net Current Year Surplus (Deficit)	0

# **OPERATING FUND - REVENUE DETAIL** **PROVINCE OF MANITOBA**

Budget for the Year Ending June 30, 2017

## **Funding of Schools Program**

### Base Support

Instructional	15,828,400	
Additional Instructional Support for Small Schools	-	
Sparsity	123,100	
Curricular Materials	492,800	
Information Technology	509,300	
Library Services	755,700	
Student Services	2,792,600	
Counselling and Guidance	681,800	
Professional Development	377,800	
Physical Education	188,000	
Occupancy	3,008,700	24,758,200

### Categorical Support

Transportation	1,013,900	
Board and Room	-	
Special Needs: Coordinator/Clinician	616,100	
Special Needs: Level 2	1,059,300	
Special Needs: Level 3	1,352,300	
Senior Years Technology Education	545,700	
English as an Additional Language	638,100	
Aboriginal Academic Achievement (included BSSAP)	371,000	
Aboriginal and International Languages	400	
French Language Education	198,100	
Small Schools	15,800	
Enrolment Change	349,300	
Northern Allowance	-	
Early Childhood Development Initiative	132,200	
Literacy and Numeracy	714,600	
Education for Sustainable Development	15,400	7,022,200

### Equalization

16,127,400

### Additional Equalization

-

### Formula Guarantee

-

### Other Program Support

School Buildings Support: "D" Projects	200,900	
Technology Education Equipment Replacement	95,400	
Skills Strategy Equipment Enhancement	-	
Other Minor Capital Support	-	
Prior Year Support		
Curricular Materials	-	
School Buildings Support: "D" Projects	-	
Technology Education Equipment	-	296,300

48,204,100

# **OPERATING FUND - REVENUE DETAIL** **PROVINCE OF MANITOBA (CONT'D)**

Budget for the Year Ending June 30, 2017

## **Other Department of Education and Advanced Learning**

Non-Resident	-	
Shared Services	-	
Special Needs	-	
Institutional Programs	-	
Nursing Supports (URIS)	-	
Substitute Fees	9,100	
General Support Grant	1,690,500	
Education Property Tax Credit	7,558,832	
Tax Incentive Grant	1,824,654	
Smaller Classes Initiative (K-3)	851,200	
Community Schools	100,000	
Healthy Schools Initiative	-	
Learning to Age 18 Coordinator	40,800	
Other: <u>Career Development Initiative Grant</u>	75,000	
		12,150,086

## **Other Provincial Government Departments (Not including GBE's)**

Employment Programs	-	
Adult Learning Centres	-	
Other:	-	
		0

<b>Funding of Schools Program (previous page)</b>	<u>48,204,100</u>
---	-------------------

<b>TOTAL PROVINCIAL GOVERNMENT REVENUE</b>	<u><u>60,354,186</u></u>
--	--------------------------

# **OPERATING FUND - REVENUE DETAIL** **NON-PROVINCIAL GOVERNMENT SOURCES**

Budget for the Year Ending June 30, 2017

## **Federal Government**

Tuition Fees	-	
Transportation of Pupils	-	
French Language Monitor	18,500	
English as an Additional Language (Adults)	-	
Other:	-	
		18,500

## **Municipal Government**

Special Requirement	46,339,500	
Less: Education Property Tax Credit	(7,558,832)	
Less: Tax Incentive Grant	(1,824,654)	36,956,014
Other:	-	36,956,014

## **Other School Divisions**

Tuition Fees	-	
Transfer Fees	75,800	
Residual Fees	252,100	
Transportation of Pupils	-	
Other: Substitute Recoveries	800	
		328,700

## **First Nations**

Tuition Fees	193,100	
Transportation of Pupils	-	
Other:	-	
		193,100

## **Private Organizations and Individuals (Includes GBE's)**

Regular Tuition	33,900	
International Tuition	-	
Continuing Education	-	
Other Tuition:	-	
Food Service	250,000	
Government Business Enterprises (GBE's)	-	
Other:	-	
Joint Use Recovery	79,600	
Rentals	41,700	
Ancillary Services	54,300	
Expense Recoveries	154,800	
PMHA Recovery	140,400	754,700

## **Other Sources**

Interest	91,400	
Donations	-	
Other:	-	
		91,400

**TOTAL NON-PROVINCIAL GOVERNMENT REVENUE**

**38,342,414**



# **OPERATING FUND - EXPENSE BY FUNCTION AND BY OBJECT**

Budget for the Year Ending June 30, 2017

FUNCTION OBJECT	100	200	300	400	500	600	700	800	900	2017	2016
	Regular Instruction	Student Support Services	Adult Learning Centres	Community Education and Services	Divisional Administration	Instructional and Pupil Support Services	Transportation	Operations and Maintenance	Fiscal	TOTALS	TOTALS
Salaries	50,483,900	18,697,400	-	201,800	2,113,700	2,005,100	1,555,700	3,569,400		78,627,000	74,418,800
Employees Benefits and Allowances	2,687,200	1,506,500	-	24,500	299,300	118,800	224,800	562,400		5,423,500	4,984,700
Services	760,200	377,900	-	38,300	693,100	910,000	305,400	3,138,200		6,223,100	5,961,300
Supplies, Materials and Minor Equipment	4,128,300	207,500	-	112,600	96,300	98,400	453,000	886,400		5,982,500	5,893,300
Short Term Loan Interest and Bank Charges									22,000	22,000	30,100
Bad Debt Expense									(PAYROLL TAX)	0	0
Transfers	139,100	0	0	0	0	0	0	0	1,690,500	1,829,600	1,737,500
TOTALS	58,198,700	20,789,300	0	377,200	3,202,400	3,132,300	2,538,900	8,156,400	1,712,500	98,107,700	93,025,700



# **OPERATING FUND - EXPENSE DETAIL: FUNCTION 100**

Budget for the Year Ending June 30, 2017

15-Mar-16

REGULAR INSTRUCTION	10				SINGLE TRACK SCHOOLS *			80	90	TOTALS
	ADMINISTRATION	ENGLISH LANGUAGE	FRANÇAIS	FRENCH IMMERSION	20	50	70			
CODE OBJECT \ PROGRAM										
3XX SALARIES										
320 Executive, Managerial and Supervisory	3,965,700									3,965,700
330 Instructional - Teaching	0	33,684,600	0	1,551,400				5,990,700	2,013,800	43,240,500
350 Instructional - Other		937,100	0	25,800				193,200	121,100	1,277,200
360 Technical, Specialized and Service	77,600	0	0	0				25,700	161,400	264,700
370 Secretarial, Clerical and Other	1,212,500									1,212,500
390 Information Technology	523,300									523,300
Total Salaries	5,779,100	34,621,700	0	1,577,200				6,209,600	2,296,300	50,483,900
4XX EMPLOYEES BENEFITS AND ALLOWANCES	430,600	1,715,000	0	79,900				324,200	137,500	2,687,200
5-6XX SERVICES										
510 Professional, Technical and Specialized	9,400	10,700	0	0				0	0	20,100
520 Communications	147,200	0	0	0				0	0	147,200
540 Travel and Meetings	5,400	19,400	0	2,500				6,000	30,600	63,900
560 Tuition		0	0	0				0	0	0
570 Printing and Binding	0	0	0	0				0	0	0
580 Insurance and Bond Premiums	0	0	0	0				0	0	0
590 Maintenance and Repair Services	2,500	64,400	0	2,400				14,200	0	83,500
610 Rentals	1,700	57,900	0	1,800				8,000	0	69,400
630 Advertising	0	0	0	0				0	0	0
640 Dues and Fees	0	55,100	0	600				1,400	0	57,100
650 Professional and Staff Development	30,300									30,300
680 Information Technology Services	176,300	93,400	0	0				19,000	0	288,700
Total Services	372,800	300,900	0	7,300				48,600	30,600	760,200
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT										
710 Supplies	18,800	1,075,400	0	46,400				171,700	676,200	1,988,500
740 Curricular and Media Materials	0	647,200	0	26,900				144,600	19,300	838,000
760 Minor Equipment	4,500	247,800	0	3,200				14,900	118,200	388,600
780 Information Technology Equipment	14,800	787,200	0	21,200				90,000	0	913,200
Total Supplies, Materials & Minor Equipment	38,100	2,757,600	0	97,700				421,200	813,700	4,128,300
95X-99 TRANSFERS										
960 School Divisions		139,100	0	0				0	0	139,100
980 Organizations, Individuals and Other Entities	0	0	0	0				0	0	0
Total Transfers	0	139,100	0	0				0	0	139,100
TOTALS	6,620,600	39,534,300	0	1,762,100				7,003,600	3,278,100	58,198,700

\* 90% or more of enrolment is in one of the following instructional programs: English Language, Français, French Immersion.

\*\* includes multi-track schools.



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 200**

Budget for the Year Ending June 30, 2017

Brandon School Division

STUDENT SUPPORT SERVICES		10	30	40	50	60	70	TOTALS
CODE	OBJECT \ PROGRAM	ADMINISTRATION /CO-ORDINATION	CLINICAL AND RELATED SERVICES	SPECIAL PLACEMENT	REGULAR PLACEMENT	RESOURCE SERVICES	COUNSELLING AND GUIDANCE	
3XX	SALARIES							
320	Executive, Managerial and Supervisory	168,700	0			0	0	168,700
330	Instructional - Teaching	0	0	976,100	3,576,100	4,093,700	1,597,400	10,243,300
350	Instructional - Other		4,800	74,800	5,316,200	261,600	432,500	6,089,900
360	Technical, Specialized and Service	0	0	0	0	0	0	0
370	Secretarial, Clerical and Other	30,900	14,600				0	45,500
380	Clinician		2,150,000				0	2,150,000
390	Information Technology	0	0	0	0	0	0	0
	Total Salaries	199,600	2,169,400	1,050,900	8,892,300	4,355,300	2,029,900	18,697,400
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	12,800	112,200	45,600	971,100	226,000	138,800	1,506,500
5-6XX	SERVICES							
510	Professional, Technical and Specialized	0	24,400	0	0	97,600	103,100	225,100
520	Communications	1,000	14,200	0	900	2,500	900	19,500
540	Travel and Meetings	100	39,100	1,200	1,400	8,800	14,000	64,600
560	Tuition			0	0	0	0	0
570	Printing and Binding	0	0	0	0	0	0	0
580	Insurance and Bond Premiums	0	0	0	0	0	0	0
590	Maintenance and Repair Services	0	0	0	0	0	0	0
610	Rentals	0	0	0	0	0	0	0
630	Advertising	0	0	0	0	0	0	0
640	Dues and Fees	0	0	0	0	0	0	0
650	Professional and Staff Development	100	68,600					68,700
680	Information Technology Services	0	0	0	0	0	0	0
	Total Services	1,200	146,300	1,200	2,300	108,900	118,000	377,900
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT							
710	Supplies	7,200	17,700	30,400	38,800	69,100	0	163,200
740	Curricular and Media Materials	0	1,700	700	0	0	0	2,400
760	Minor Equipment	0	16,800	0	0	0	0	16,800
780	Information Technology Equipment	0	25,100	0	0	0	0	25,100
	Total Supplies, Materials & Minor Equipment	7,200	61,300	31,100	38,800	69,100	0	207,500
95X-99	TRANSFERS							
960	School Divisions			0	0			0
980	Organizations, Individuals and Other Entities	0	0	0	0			0
	Total Transfers	0	0	0	0			0
	TOTALS	220,800	2,489,200	1,128,800	9,904,500	4,759,300	2,286,700	20,789,300



ADULT LEARNING CENTRES		10	20	TOTALS
CODE	OBJECT \ PROGRAM	ADMINISTRATION AND OTHER	INSTRUCTION	
3XX	SALARIES			
320	Executive, Managerial and Supervisory			0
330	Instructional - Teaching			0
350	Instructional - Other			0
360	Technical, Specialized and Service			0
370	Secretarial, Clerical and Other			0
390	Information Technology			0
	Total Salaries	0	0	0
4XX	EMPLOYEES BENEFITS AND ALLOWANCES			0
5-6XX	SERVICES			
510	Professional, Technical and Specialized			0
520	Communications			0
530	Utility Services			0
540	Travel and Meetings			0
560	Tuition			0
570	Printing and Binding			0
580	Insurance and Bond Premiums			0
590	Maintenance and Repair Services			0
610	Rentals			0
620	Property Taxes			0
630	Advertising			0
640	Dues and Fees			0
650	Professional and Staff Development			0
680	Information Technology Services			0
	Total Services	0	0	0
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT			
710	Supplies			0
740	Curricular and Media Materials			0
760	Minor Equipment			0
780	Information Technology Equipment			0
	Total Supplies, Materials & Minor Equipment	0	0	0
95X-99	TRANSFERS			
960	School Divisions			0
980	Organizations, Individuals and Other Entities			0
999	Recharge			0
	Total Transfers	0	0	0
	TOTALS	0	0	0



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 400**

Budget for the Year Ending June 30, 2017

<b>COMMUNITY EDUCATION AND SERVICES</b>		10	20	30	40	TOTALS
CODE	OBJECT \ PROGRAM	CONTINUING EDUCATION	ENGLISH AS AN ADDITIONAL LANGUAGE FOR ADULTS	COMMUNITY SERVICES AND RECREATION	PRE-KINDERGARTEN EDUCATION	
<b>3XX SALARIES</b>						
320	Executive, Managerial and Supervisory	0	0	0	0	0
330	Instructional - Teaching	0	0	0	0	0
350	Instructional - Other	0	0	25,400	73,300	98,700
360	Technical, Specialized and Service	0	0	79,600	0	79,600
370	Secretarial, Clerical and Other	0	0	0	0	0
380	Clinician				23,500	23,500
390	Information Technology	0	0	0	0	0
	Total Salaries	0	0	105,000	96,800	201,800
<b>4XX EMPLOYEES BENEFITS AND ALLOWANCES</b>						
		0	0	11,400	13,100	24,500
<b>5-6XX SERVICES</b>						
510	Professional, Technical and Specialized	0	0	0	37,600	37,600
520	Communications	0	0	300	0	300
540	Travel and Meetings	0	0	0	400	400
570	Printing and Binding	0	0	0	0	0
580	Insurance and Bond Premiums	0	0	0	0	0
590	Maintenance and Repair Services	0	0	0	0	0
610	Rentals	0	0	0	0	0
630	Advertising	0	0	0	0	0
640	Dues and Fees	0	0	0	0	0
650	Professional and Staff Development	0	0	0	0	0
680	Information Technology Services	0	0	0	0	0
	Total Services	0	0	300	38,000	38,300
<b>7XX SUPPLIES, MATERIALS &amp; MINOR EQUIPMENT</b>						
710	Supplies	0	0	74,400	38,200	112,600
740	Curricular and Media Materials	0	0	0	0	0
760	Minor Equipment	0	0	0	0	0
780	Information Technology Equipment	0	0	0	0	0
	Total Supplies, Materials & Minor Equipment	0	0	74,400	38,200	112,600
<b>95X-99 TRANSFERS</b>						
980	Organizations, Individuals and Other Entities	0	0	0	0	0
999	Recharge	0	0	0	0	0
	Total Transfers	0	0	0	0	0
<b>TOTALS</b>		0	0	191,100	186,100	377,200



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 500**  
Budget for the Year Ending June 30, 2017

15-Mar-16

DIVISIONAL ADMINISTRATION		10	20	30	50	TOTALS
CODE	OBJECT \ PROGRAM	BOARD OF TRUSTEES	INSTRUCTIONAL MANAGEMENT & ADMINISTRATION	BUSINESS AND ADMINISTRATIVE SERVICES	MANAGEMENT INFORMATION SERVICES	
3XX	SALARIES					
310	Trustees Remuneration	156,500				156,500
320	Executive, Managerial and Supervisory	0	325,400	404,300	122,400	852,100
360	Technical, Specialized and Service	0	0	261,100	0	261,100
370	Secretarial, Clerical and Other	0	177,100	649,100	17,800	844,000
390	Information Technology			0	0	0
	Total Salaries	156,500	502,500	1,314,500	140,200	2,113,700
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	6,900	54,100	216,100	22,200	299,300
5-6XX	SERVICES					
510	Professional, Technical and Specialized	8,400	20,000	84,500	51,000	163,900
520	Communications	0	10,600	42,100	700	53,400
540	Travel and Meetings	73,900	17,500	48,100	0	139,500
570	Printing and Binding	0	0	0	0	0
580	Insurance and Bond Premiums	0	0	82,700		82,700
590	Maintenance and Repair Services	0	3,800	900	0	4,700
610	Rentals	0	0	10,700	0	10,700
630	Advertising	0	6,000	50,600	0	56,600
640	Dues and Fees	104,900	5,400	7,300	0	117,600
650	Professional and Staff Development	0	1,700	26,900	2,600	31,200
680	Information Technology Services	0	0	0	32,800	32,800
	Total Services	187,200	65,000	353,800	87,100	693,100
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT					
710	Supplies	3,000	16,600	15,000	4,600	39,200
740	Curricular and Media Materials	0	0	0	0	0
760	Minor Equipment	0	300	20,000	0	20,300
780	Information Technology Equipment	0	0	1,000	35,800	36,800
	Total Supplies, Materials & Minor Equipment	3,000	16,900	36,000	40,400	96,300
95X-99	TRANSFERS					
960	School Divisions	0		0		0
980	Organizations, Individuals and Other Entities	0	0	0		0
999	Recharge		0	0		0
	Total Transfers	0	0	0	0	0
	TOTALS	353,600	638,500	1,920,400	289,900	3,202,400



# **OPERATING FUND - EXPENSE DETAIL: FUNCTION 600**

15-Mar-16

Budget for the Year Ending June 30, 2017

INSTRUCTIONAL AND OTHER SUPPORT SERVICES		05	10	20	30	80	TOTALS
CODE	OBJECT \ PROGRAM	CURRICULUM CONSULTING & ADMINISTRATION	CURRICULUM CONSULTING & DEVELOPMENT	LIBRARY / MEDIA CENTRE	PROFESSIONAL AND STAFF DEVELOPMENT	OTHER	
3XX SALARIES							
320	Executive, Managerial and Supervisory	74,800	89,800	0	0		164,600
330	Instructional - Teaching		355,700	833,000	367,800	0	1,556,500
350	Instructional - Other		0	118,400	0		118,400
360	Technical, Specialized and Service	0	0	0	70,300	29,100	147,500
370	Secretarial, Clerical and Other	0	6,800	0	25,600	33,800	104,100
390	Information Technology	0	0	0	0	0	32,400
Total Salaries		74,800	452,300	951,400	463,700	62,900	2,005,100
4XX EMPLOYEES BENEFITS AND ALLOWANCES		4,700	19,300	58,900	26,800	9,100	118,800
5-6XX SERVICES							
510	Professional, Technical and Specialized	0	10,600	3,000	0	0	13,600
520	Communications	0	3,000	500	2,600	1,300	7,400
540	Travel and Meetings	0	10,000	800		8,000	18,800
560	Tuition					0	0
570	Printing and Binding	0	0	0	0	0	0
580	Insurance and Bond Premiums	0	0	0	0	0	0
590	Maintenance and Repair Services	0	0	0	0	0	0
610	Rentals	0	0	0	0	0	0
630	Advertising	0	0	0	0	0	0
640	Dues and Fees	0	0	0	0	0	0
650	Professional and Staff Development	0	0	0	848,200	10,000	10,000
680	Information Technology Services	0	0	12,000	0	0	848,200
Total Services		0	23,600	16,300	850,800	19,300	12,000
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT							910,000
710	Supplies	0	13,200	8,100	0	22,500	43,800
740	Curricular and Media Materials	0	0	54,600	0	0	54,600
760	Minor Equipment	0	0	0	0	0	0
780	Information Technology Equipment	0	0	0	0	0	0
Total Supplies, Materials & Minor Equipment		0	13,200	62,700	0	22,500	98,400
95X-99 TRANSFERS							
960	School Divisions					0	0
980	Organizations, Individuals and Other Entities					0	0
Total Transfers						0	0
TOTALS		79,500	508,400	1,089,300	1,341,300	113,800	3,132,300



## OPERATING FUND - EXPENSE DETAIL: FUNCTION 700

15-Mar-16

Budget for the Year Ending June 30, 2017

TRANSPORTATION OF PUPILS		10	20	70	80	90	TOTALS
CODE	OBJECT \ PROGRAM	ADMINISTRATION	REGULAR	ALLOWANCES IN LIEU OF TRANSPORTATION	BOARDING OF STUDENTS/ DORMITORIES	FIELD TRIPS AND OTHER	
3XX	SALARIES						
320	Executive, Managerial and Supervisory	140,100			0		140,100
350	Instructional - Other		0		0	0	0
360	Technical, Specialized and Service		1,368,500		0	25,200	1,393,700
370	Secretarial, Clerical and Other	21,900	0		0	0	21,900
390	Information Technology	0					0
	Total Salaries	162,000	1,368,500		0	25,200	1,555,700
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	27,100	197,700		0	0	224,800
5-6XX	SERVICES						
510	Professional, Technical and Specialized	0	0	0	0	0	0
520	Communications	3,500	900	0	0	0	4,400
540	Travel and Meetings	800	0	0	0	52,300	53,100
570	Printing and Binding	0	0	0	0	0	0
550	Transportation of Pupils		8,900	0	0	0	8,900
580	Insurance and Bond Premiums	0	27,700		0	0	27,700
590	Maintenance and Repair Services	800	180,700		0	0	181,500
610	Rentals	0	2,000		0	0	2,000
630	Advertising	0	0	0	0	0	0
640	Dues and Fees	1,000	1,900				2,900
650	Professional and Staff Development	2,000	14,500		0	0	16,500
680	Information Technology Services	8,400	0		0	0	8,400
	Total Services	16,500	236,600	0	0	52,300	305,400
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies	300	451,700		0	0	452,000
740	Curricular and Media Materials	0	0		0	0	0
760	Minor Equipment	0	1,000		0	0	1,000
780	Information Technology Equipment	0	0		0	0	0
	Total Supplies, Materials & Minor Equipment	300	452,700		0	0	453,000
95X-99	TRANSFERS						
960	School Divisions		0	0			0
980	Organizations, Individuals and Other Entities		0	0	0	0	0
999	Recharge	0	0	0	0	0	0
	Total Transfers	0	0	0	0	0	0
TOTALS		205,900	2,255,500	0	0	77,500	2,538,900



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 800**

15-Mar-16

Budget for the Year Ending June 30, 2017

OPERATIONS AND MAINTENANCE		10	20	50	70	80	TOTALS
CODE	OBJECT \ PROGRAM	ADMINISTRATION	SCHOOL BUILDINGS MAINTENANCE	SCHOOL BUILDINGS REPAIRS AND REPLACEMENTS	OTHER BUILDINGS	GROUND	
3XX	SALARIES						
320	Executive, Managerial and Supervisory	257,400					257,400
360	Technical, Specialized and Service	0	3,123,500	0	102,000	66,100	3,291,600
370	Secretarial, Clerical and Other	20,400	0	0	0	0	20,400
390	Information Technology	0	0	0			0
	Total Salaries	277,800	3,123,500	0	102,000	66,100	3,569,400
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	47,600	490,800	0	14,700	9,300	562,400
5-6XX	SERVICES						
510	Professional, Technical and Specialized	0	50,800	20,700	0	0	71,500
520	Communications	4,500	16,500	0	65,700	0	86,700
530	Utility Services		1,290,000		0	0	1,290,000
540	Travel and Meetings	0	0	0	0	0	0
570	Printing and Binding	0					0
580	Insurance and Bond Premiums	0	215,900	0	0	0	215,900
590	Maintenance and Repair Services	300	543,500	583,600	0	25,500	1,152,900
610	Rentals	1,300	88,600	0	0	0	89,900
620	Property Taxes		99,500	0	49,500	27,900	176,900
630	Advertising	0	0	15,000	0	0	15,000
640	Dues and Fees	1,000	500		0		1,500
650	Professional and Staff Development	3,400	22,500		0		25,900
680	Information Technology Services	12,000	0	0	0		12,000
	Total Services	22,500	2,327,800	619,300	115,200	53,400	3,138,200
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies	900	674,300	75,300	3,900	31,400	785,800
740	Curricular and Media Materials	0	0	0	0	0	0
760	Minor Equipment	2,700	56,900	38,300	0	700	98,600
780	Information Technology Equipment	0	2,000	0	0		2,000
	Total Supplies, Materials & Minor Equipment	3,600	733,200	113,600	3,900	32,100	886,400
960	School Divisions						
999	Recharge						0
	TOTALS	351,500	6,675,300	732,900	235,800	160,900	8,156,400

## OPERATING FUND - DETAIL OF TRANSFERS TO (FROM) CAPITAL FUND

Budget for the Year Ending June 30, 2017

### Transfers to Capital Fund

Category "D" School Buildings	-
Bus Reserve	
Bus Purchases	226,400
Other Vehicles	-
Furniture/Fixtures & Equipment	-
Computer Hardware & Software	-
Assets Under Construction	-
Other: CP Kitchen Exhaust & Ductwork Replacement	54,500
Bus Bay Expansion Project	100,000
Security Cameras, Card Access/Lock Down Project	208,000
	588,900
<b>Less: Transfers from Capital Fund</b>	
	-
	0
<b>Net Transfers to (from) Capital Fund</b>	<u>588,900</u>

## CAPITAL EXPENDITURES FOR STATISTICS CANADA

Budget for the Year Ending June 30, 2017

<i>(include additions to work in progress)</i>	New Assets/ Renovation/Retrofit	Purchase of Used Cdn. Assets	Total Capital Expenses
Land			-
Building Construction	100,000		100,000
School Buses, Vehicles & Equipment	634,400		634,400
Software			-
<b>Total</b>	734,400	-	734,400

Note: The amounts entered here should be for the Division's own expenses only, not those funded by PSFB.

**STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS**

ENROLMENTS BY PROGRAM		Estimated F.T.E. Enrolment September 30, 2016
REGULAR INSTRUCTION		
English Language - Single Track		6,241.0
Francais - Single Track		-
French Immersion - Single Track		340.0
Dual Track		
- English Language	958.5	
- Francais	-	
- French Immersion	417.5	
- Other Bilingual	-	1,376.0
Senior Years Technology Education		390.0
TOTAL NUMBER OF FULL TIME EQUIVALENT K - 12 STUDENTS		8,347.0

TRANSPORTATION OF PUPILS	
TRANSPORTED STUDENTS (September 30)	3,039
TOTAL KILOMETERS - LOG BOOK (For the period ended June 30)	863,280
TOTAL KILOMETERS - BUS ROUTES (For the period ended June 30)	821,603
LOADED KILOMETERS (For the period ended June 30)	508,808



# FULL TIME EQUIVALENT PERSONNEL EMPLOYED

For the 2016/17 Fiscal Year

CODE	OBJECT \ FUNCTION	FUNCTION 100	FUNCTION 200	FUNCTION 300	FUNCTION 400	FUNCTION 500	FUNCTION 600	FUNCTION 700	FUNCTION 800	TOTALS
320	Executive, Managerial, and Supervisory	34.00	1.25			6.00	1.50	2.00	3.00	47.75
330	Instructional - Teaching	485.19	117.50				15.50			618.19
350	Instructional - Other	50.23	234.73		3.00		5.10			293.06
360	Technical, Specialized and Service	8.34								129.71
370	Secretarial, Clerical and Other	30.50	1.46			4.15	2.19	38.95	76.08	50.35
380	Clinician		26.00		0.25	16.89	0.50	0.50	0.50	26.25
390	Information Technology	8.00								8.00
TOTALS (excluding Trustees)		616.26	380.94	0.00	3.25	27.04	24.79	41.45	79.58	1,173.31

510 Clinicians contracted/outsourced/private or employed by other divisions on a Full Time Equivalent basis	0.00
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310 TRUSTEES	9.00
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### CALCULATION OF ADMINISTRATION COSTS AS A PERCENTAGE OF TOTAL EXPENSES

#### Administration Costs

Divisional Administration, Function 500	3,202,400
Less: Liability Insurance	82,700
Administration portion of self-funded expenses (see below)	0 *
Trustee election costs	-
	<u>3,119,700 (A)</u>

#### Expense Base

Total Operating Expenses	98,107,700
Plus: Transfers to Capital	588,900
Less: Adult Learning Centres, Function 300	0
	<u>98,696,600 (B)</u>

Percentage (A) / (B) 3.16%

Maximum Allowable Percentage 3.50%

#### Calculation of Maximum Allowable Percentage:

If F.T.E. Enrolment is 5,000 or over = 3.50%

If F.T.E. Enrolment is 1,000 or less = 4.25%

If F.T.E. Enrolment is between 1,000 and 5,000, calculated as:

3.5% + (5,000 – division enrolment X 0.0001875%) to a maximum of 4.25%

5.0% limit for Northern divisions

#### Self-Funded Expenses (fully offset by incremental revenues):

##### Foreign Student Programs

##### Expenses <sup>(1)</sup>

Instructional	-
Administration (deducted above)	- *
Other: _____	-
	<u>0</u>

##### Associated Revenue <sup>(2)</sup>

-

##### Self-Administered Pension Plans

##### Expenses <sup>(1)</sup>

Administration (deducted above)	- *
Other: _____	-
	<u>0</u>

##### Associated Revenue <sup>(2)</sup>

-

(1) Incremental costs of the program.

(2) Tuition fees from foreign students or the pension plan administration fee.



## CALCULATION OF ALLOWABLE AND UNSUPPORTED EXPENSES

CALCULATION OF ALLOWABLE EXPENSES									
FUNCTION / PROGRAM	TOTAL EXPENSES	ADJUSTMENTS TO EXPENSES	REDUCTIONS TO EXPENSES						ALLOWABLE EXPENSES
			CATEGORICAL SUPPORT	OTHER PROGRAM SUPPORT	OTHER PROVINCIAL GOVERNMENT REVENUE	NON-PROVINCIAL SOURCES			
						TUITION, TRANSFER AND RESIDUAL FEES	OTHER		
		< < < < (from Appendix A) > > > > >	< < < < (from Appendix B) > > > > >						
210 - 260 Student Support Services	18,502,600	0	3,027,700	0	0	0	0	140,400	15,334,500
270 Counselling and Guidance	2,286,700	0	0	0	0	0	0	0	2,286,700
300 Adult Learning Centres	0								
400 Community Education and Services	377,200		132,200	0	0	0	0	79,600	
620 Library / Media Centre	1,089,300	0	0	0	0	0	0	0	
630 Professional and Staff Development	1,341,300	0	0	0	0	9,100	0	0	1,089,300
800 Operations and Maintenance	8,156,400	54,500	0	200,900	0	0	0	53,900	1,332,200
ALLOCATED ADJUSTMENTS/REDUCTIONS		54,500	3,159,900	200,900	0	9,100	0	273,900	7,956,100
UNALLOCATED ADJUSTMENTS/REDUCTIONS		208,000	3,862,300	95,400		2,757,500	554,900	466,200	(1)
TOTALS	31,753,500	262,500	7,022,200	296,300		2,766,600	554,900	740,100	27,998,800

## OPEN OR CLOSE DETAIL

OTHER FUNCTION/PROGRAMS EXPENSES	66,354,200
100 Regular Instruction	58,198,700
500 Administration	3,202,400
605 Curriculum Consulting Admin	79,500
610 Curriculum Consulting	508,400
680 Other	113,800
700 Transportation of Pupils	2,538,900
900 Fiscal	1,712,500
TOTAL EXPENSES	98,107,700

## OPEN OR CLOSE DETAIL

OTHER FUNCTION/PROGRAMS EXPENSES	66,354,200
TOTAL ALLOWABLE EXPENSES	27,998,800
TOTAL UNALLOCATED ADJUSTMENTS/REDUCTIONS (1)	(7,528,300)
- ADJUSTMENTS TO EXPENSES	208,000
- CATEGORICAL SUPPORT	(3,862,300)
- OTHER PROGRAM SUPPORT	(95,400)
- OTHER PROVINCIAL GOVERNMENT REVENUE	(2,757,500)
- NON-PROV. SOURCES - TUITION, TRANSFER AND RESIDUAL FEES	(554,900)
- NON-PROV. SOURCES - OTHER	(466,200)
Base Support (from page 2)	(24,758,200)
Formula Guarantee (from page 2)	0
SCHOOL BUS AMORTIZATION (from F/S)	291,267
TOTAL UNSUPPORTED EXPENSES	62,357,767



## CALCULATION OF ALLOWABLE EXPENSES (refer to "Allow Guide")

## APPENDIX A

### ADJUSTMENTS TO EXPENSES:

(enter deductions as negative amounts)

Capitalized Energy Mgmt. Systems Costs (add) (1), (2)	800
Capitalized Section "D" School Bldgs. Costs (add) (1)	800
Transfers from Capital Fund (deduct)	800
Leased Non-School Space (deduct)	0
	54,500

Other Capitalized Equipment and Vehicles (2)  
(please specify item and Function/Program)

[illegible]

**Total Adjustments to Expenses (carried to page 18)**

(1) Net of all related revenues.

(2) For capitalized energy management systems costs and other capitalized items, lease and loan payments for eligible equipment may be included.

**OTHER PROGRAM SUPPORT:**

School Buildings Support: "D" Projects	200,900
Technology Education Equipment & Skills Strategy Equipment Enhancement	95,400
Other Minor Capital Support	0
Curricular Materials Prior Year Support	0
<b>Amount carried forward to</b>	<b>296,300</b>

**CATEGORICAL SUPPORT TO BE ALLOCATED**

Special Needs: Coordinator/Clinician

(A) Maximum Support	616,100
(B) Eligible Expenses	2,487,600
(C) Less related revenues	140,400
(D) Allowable Expenses (B) - (C)	2,347,200

Eligible Support (lesser of A or D)

616,100
2,411,600
371,000
714,600

**Special Needs: Level 2 and 3  
Aboriginal Academic Achievement  
Literacy & Numeracy**

## Small Schools

(A) Maximum Support	15,800
(B) Program Expenses	15,800

Eligible Support (lesser of A or B)

Board and Room

(A) Maximum Support	
(B) Program Expenses	

Eligible Support (lesser of A or B)

## Early Childhood Development

Total allocable Categorical Support (carried to Allow Input)

0
132,200

4,261,300

### Non-allocable Categorical Support

2,760,900
7,022,200

Total Categorical Support (carried to page 18)

### Calculation of Allowable School Buildings Support "D" Expenses:

Program 850 School Building Repairs & Replacements	732,900	
PLUS: Capitalized Section "D" Expenses (net)	54,500	
Grounds	0	
LESS: Related revenue other than "D" Support		
Allowable Section "D" Expenses	787,400	(C)

**Expenses to be used for calculating "D" Grant. Enter an amount to overwrite if different from above.**

(cannot be more than amount on line "C")

Refer to page 2 of the Allowable Expenses Guide when completing this section.

# **CALCULATION OF ALLOWABLE AND UNSUPPORTED EXPENSES**

## **APPENDIX B**

### **OTHER PROVINCIAL GOVERNMENT REVENUE:**

Allocable	Non-allocable	Total
Other Dept. of Education		
General Support Grant	1,690,500	1,690,500
Education Property Tax Credit	7,558,832	7,558,832
Tax Incentive Grant	1,824,654	1,824,654
All other		
Other Provincial Government Departments		
<b>Total Revenue</b>	<b>11,073,986</b>	<b>12,150,086</b>

ALL REVENUES REPORTED ON THIS PAGE, EXCEPT THOSE SHADED, MUST BE DEDUCTED FROM TOTAL EXPENSES ON PAGE 18 UNLESS THERE ARE SPECIAL CIRCUMSTANCES WHICH WOULD MAKE AN ALLOCATION IMPRACTICAL OR INAPPROPRIATE. IN THOSE LIMITED CASES, REASONS FOR NOT ALLOCATING MUST BE PROVIDED BELOW.

### **NON-PROVINCIAL SOURCES:**

Allocable	Non-allocable	Total
Federal Government		
Tuition Fees	0	0
All other	18,500	18,500
Municipal Government		
Special Requirement less Property Tax Credit	36,956,014	36,956,014
Other	0	0
Other School Divisions		
Transfer Fees	75,800	75,800
Residual Fees	252,100	252,100
All other	800	800
First Nations		
Tuition Fees	193,100	193,100
All other	0	0
Private Organizations and Individuals		
Tuition Fees	33,900	33,900
Ancillary Services	720,800	720,800
Other Sources		
Interest	91,400	91,400
Donations	0	0
Other	0	0
<b>Total Revenue</b>	<b>37,047,414</b>	<b>38,342,414</b>

### **OTHER PROVINCIAL GOVERNMENT REVENUE:**

Total Revenue	12,150,086
Education Property Tax Credit	(7,558,832)
Tax Incentive Grant	(1,824,654)
<b>PROVINCIAL REVENUE FOR EQUALIZATION</b>	<b>2,766,600</b>
(to agree with Other Provincial Gov't Revenue on page 18)	

### **NON-PROVINCIAL SOURCES:**

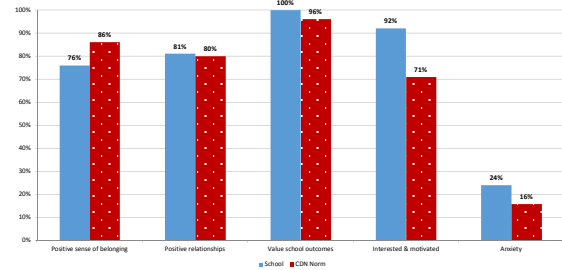
TOTAL ALLOCABLE FEES (Tuition, Transfer and Residual Fees)	554,900
TOTAL ALLOCABLE OTHER REVENUE	740,100
<b>TOTAL ALLOCABLE NON-PROV. SOURCES</b>	<b>1,295,000</b>

## Appendix M

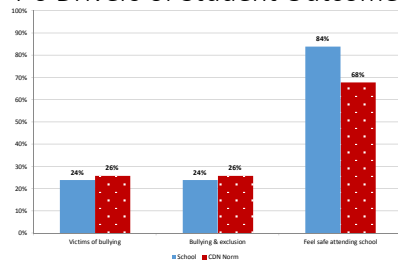
## Tell Them From Me Survey Results

Grades 4-6 & 7-8

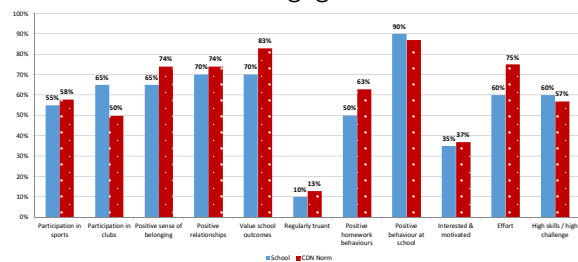
### Grade 4-6 Social-Emotional Outcomes



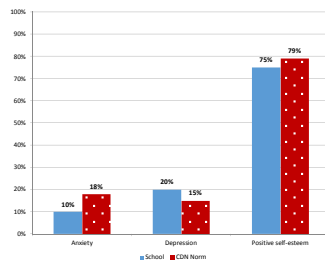
### Grade 4-6 Drivers of Student Outcomes



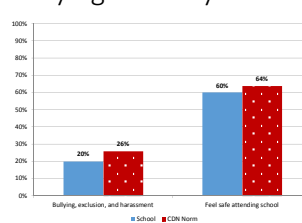
### Grade 7-8 General Engagement Outcomes



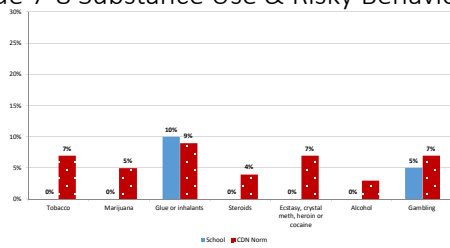
### Grade 7-8 Social-Emotional Outcomes



### Grade 7-8 Bullying & Safety



### Grade 7-8 Substance Use & Risky Behaviours







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**Email: [frontier@frontiersd.mb.ca](mailto:frontier@frontiersd.mb.ca)**

## **Appendix 'A'**

February 25, 2016

Mr. Mark Sefton  
Chairperson  
Brandon School Board  
1031 – 6<sup>th</sup> Street  
Brandon MB R7A 4K5

Dear Chairperson Sefton,

Frontier School Division is celebrating a historic milestone in 2015-16. On July 8, 1965, through Ministerial order of the Province of Manitoba, Frontier School Division was formed. To help us in celebrating this milestone the Division created a video celebrating fifty years of innovation and excellence in education.

On behalf of the Board of Trustees for Frontier School Division, please find enclosed a complimentary copy of this video. It offers some insights into our history and who we are as a school division. We hope you enjoy the video.

Partners in Education,

Linda Ballantyne, Chairperson  
Frontier School Board of Trustees

LB/dsl

enclosure