



BRANDON SCHOOL DIVISION

November 4, 2015

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

TO BE HELD MONDAY, NOVEMBER 9, 2015
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, October 26, 2015.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations for Information

- a) Students and Teachers from Crocus Plains Regional Secondary School, Neelin High School, and Vincent Massey High School presenting on their experiences at the Canadian Student Leadership Conference in Halifax, Nova Scotia in September 2015.

2.02 Reports of Committees

2.03 Delegations and Petitions

2.03 Communications for Action

- a) Alison Johnston, President, Brandon Teachers' Association, October 8, 2015, addressed to Mr. Mark Sefton, Chairperson, Board of Trustees, noting that during the 2015-2016 Brandon School Division budget deliberations, a request to reinstate the 11 FTE teaching position eliminated from the previous year's budget was brought forward. Ms. Johnston writes that this request was defeated, despite growing enrolment in the Division. Ms. Johnston referred to the Finance Committee Minutes of September 9, 2015, where Mr. Denis Labossiere, Secretary-Treasurer, reviewed and provided highlights of the 2014-2015 Preliminary Financial Statements and recommended money be allocated from the Operating Fund Accumulated Surplus to Capital Reserves for capital items that address both short-term and long-term needs of the Division. Ms. Johnston states that it is apparent that expenses have been far less than budgeted, and further notes that the announced accumulated surplus after transfers to capital represents approximately 19 FTE teaching positions. Ms. Johnston requests that the Brandon School Division please provide more detailed information as to which categories/functions were underspent in the budget. (Appendix "A")

Refer Business Arising.

- b) Alison Johnston, President, Brandon Teachers' Association, October 29, 2015, addressed to Mr. Mark Sefton, Chairperson, Board of Trustees, requesting clarification regarding under expenditures noted in the Variance Summary of Revenues and Expenditures, 2014-2015 as of June 30, 2015:
- With respect to the expenses listed under the "salary" heading, Educational Assistants was underspent by \$671,393.00. How much of this amount was from function 200 – "Student Support Services" and function 100 – "Regular Instruction (General Classroom Support)"?
 - With respect to the expenses listed under the "other expenses" heading, please provide further detail as to why the Professional Development and Textbook/Learning Resources was underspent by \$197,645.92? (Appendix "B")

Refer Business Arising.

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

- a) Correspondence from Alison Johnston, President, Brandon Teachers' Association, from Communications for Action 2.04 a), requesting that the Brandon School Division provide more detailed information as to which categories/functions were underspent in the 2014-2015 fiscal year.
- b) Correspondence from Alison Johnston, President, Brandon Teachers' Association, from Communications for Action 2.04 b), requesting clarification regarding under expenditures noted in the Variance Summary of Revenues and Expenditures, 2014-2015 as of June 30, 2015.

- 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:
 - Giving of Notice - Policy 5012 – “Professional Staff Leaves and Absences” – Refer Motions.
 - Giving of Notice - Policy 5039 – “Permanent Support Leaves and Absences” – Refer Motions.
 - Tender for the Supply of Computer Laptops – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 132/2015 That Policy 5012 – “Professional Staff Leaves and Absences” is hereby rescinded and replaced with Policy 5012 – “Professional Staff Leaves and Absences”.
- 133/2015 That Policy 5039 – “Permanent Support Staff Leaves and Absences” is hereby rescinded and replaced with Policy 5039 – “Permanent Support Staff Leaves and Absences”.
- 134/2015 That the low tender from MyITSource in the amount of \$78,640.00 (plus applicable taxes) for the supply of 100 computer laptops funded from the 2015-2016 computer replacement budget be accepted.

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

3.03 Announcements

- a) School Catchment Area Public Consultation – 7:00 p.m., Tuesday, November 10, 2015, Waverly Park School Gymnasium.
- b) Finance Committee Meeting – Stakeholder meeting with Brandon Chamber of Commerce, 12:00 p.m., Thursday, November 12, 2015, Boardroom.
- c) Support Personnel Labour/Management Committee – 3:30 p.m., Thursday, November 12, 2015, Conference Room.
- d) Personnel Committee Meeting – 10:00 a.m., Tuesday, November 17, 2015, Boardroom.
- e) Facilities & Transportation Committee Meeting – 11:30 a.m., Tuesday, November 17, 2015, Boardroom.

- f) Policy Review Committee – Meetings re: Scent Consultation:
 - School Principals – 1:00 p.m., Tuesday, November 17, 2015, McLaren Room.
 - Employee Groups – 4:30 p.m., Tuesday, November 17, 2015, McLaren Room.
 - Parent Councils – 7:00 p.m., Wednesday, November 18, 2015, Boardroom.
- g) Policy Review Committee Meeting 12:00 p.m., Thursday November 19, 2015, Boardroom.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 23, 2015, 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, OCTOBER 26, 2015.

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. K. Sumner.

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

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

REGRETS:

Mr. J. Murray

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

The Secretary-Treasurer noted he had one Board Operations Matter for In-Camera.

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

Trustee Sefton noted he had five Board Operations Matters for In-Camera.

Trustee Sefton recommended to the Board that the Agenda be adjust slightly to move the Auditor's Report to 2.01 – Presentations for Information. The Board approved of this change.

Mr. Bartlette – Mr. Kruck
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held October 13, 2015 were circulated.

Mr. Bartlette – Ms. Bambridge

That the Minutes be approved.

Carried

- b) The Minutes of the Board Meeting held October 13, 2015 were circulated.

Mr. Sumner – Mrs. Bowslaugh

That the Minutes be approved.

Carried.

- c) The Minutes of the Special Board Meeting held October 19, 2015 were circulated.

Mr. Bartlette – Mr. Kruck

That the Minutes be approved.

Carried

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Auditor's Report

Mr. Todd Birkhan, Auditing Partner of BDO Canada LLP, Chartered Accounts, joined the Board at the table and spoke to the 2014-2015 Audited Financial Statements from Communications for action 2.04 b). Mr. Birkhan also attended the Finance Committee Meeting on October 20, 2015, and provided a description of the audit process and the methodology used in the course of their audit and discussed their findings in the audit process. The audit was conducted in accordance with Canadian Generally Accepted Auditing Standards and encompasses testing the balances and disclosures included in the financial statements provided by management. For the year ended June 30, 2015, it is their opinion that the financial statements are presented in accordance with the basis of accounting required by the Manitoba Education for School Divisions which includes the use of the Public Sector Accounting Board (PSAB) reporting requirements. Mr. Birkhan noted that the student enrolment report was also audited together with the financial statements and he was pleased to be able to provide his report to the Board of Trustees.

Mr. Birkhan noted that in the 2014-2015 year, the Division did report an operating deficit of \$768,515 after transfers of \$3.6M to capital and reserves. Secretary-Treasurer, Mr. Denis Labossiere, has in correspondence to the Board, outlined the reasons for the variations of the actual operating results to those originally budgeted. The current year's deficit decreases the accumulated surplus to just over \$3M. Of this amount, just under \$460,000 has been appropriated for very specific future specified purposes. That leaves \$2,979,000 or 3.4% of annual expenditures as unallocated surplus. Allocated surplus comes in around 4% which is in line with Provincial guidelines. In closing, Mr. Birkhan thanked the Board for appointing BDO as auditors of the School Division and also thanked Mr. Labossiere and his team for their cooperation during the course of the audit. Mr. Birkhan assured the Board that their financial affairs are in very strong hands and that the financial information used for decision making throughout the year is accurate and being done with the best information possible.

Trustees asked questions for clarification regarding the audit process and what measure of variance is acceptable in accounting practice.

Trustee Sefton noted he appreciates the work that Mr. Birkhan does and even more so, the Board appreciates and values the confidence that Mr. Birkhan holds for the Division's financial team. Trustee Sefton thanked Mr. Birkhan for attending the meeting.

2.02 Reports of Committees

a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held October 13, 2015 was circulated.

Dr. Ross – Mr. Bartlette

That the Minutes be received and filed.

Carried.

b) Joint Meeting with the City of Brandon

Trustee Sefton provided a verbal report of the meeting held on October 14, 2015. A great discussion was held on a wide range of topics from supplemental tax notices to the path to nowhere on Waverly Drive. Trustee Sefton noted that these meetings are a great opportunity for Trustees and Councillors to sit down and talk about items of mutual interest all geared towards moving our community forward. The next meeting is scheduled for December 9, 2015.

c) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held October 15, 2015 was circulated.

Trustee Bowslaugh noted that her name is mentioned in error in the Minutes, as she is not on this Committee. The Minutes will be corrected to name Trustee Bartlette.

Mr. Bartlette – Mr. Buri

That the minutes be received and filed as amended.

Carried.

d) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee meeting held October 15, 2015 was circulated.

Trustee Bowslaugh requested that when the updated playground schedule is available, it be provided to the Parent Councils and the City Councillors.

Trustee Sumner asked questions for clarification regarding the schools that will be discussed during the catchment area public consultation.

Mr. Buri – Mr. Kruck

That the Minutes be received and filed.

Carried.

e) Finance Committee Meeting

The written report of the Finance Committee meeting held on October 20, 2015 was circulated.

Mr. Sumner – Ms. Bambridge

That the Minutes be received and filed.

Carried.

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Garry A. Andrew, Poppy Committee Chair, The Royal Canadian Legion Brandon Branch No. 3, September 25, 2015, advising that the Royal Canadian Legion Branch #003 will once again be holding a Remembrance Day service on November 11, 2015 at Westman Place, Keystone Centre. They ask that all wreath layers arrive around 10:00 a.m. and make themselves known to a member of the Legion who will usher them to their place. The suggested donation price for laying a wreath remains at \$25.00. A response is requested by November 4, 2015. (Appendix "A")

Refer Business Arising.

- b) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of the Brandon School Division, which comprise the consolidated statement of financial position as at June 30, 2015 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. They believe the audit evidence they obtained is sufficient and appropriate to provide a basis for their unqualified audit opinion. In their opinion these consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards. The financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by them as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole. (Appendix "B").

Refer Motions.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Garry W. Andrew, Poppy Committee Chair, The Royal Canadian Legion, Brandon Branch No. 3, from Communications for Action 2.0 4a), noting the Royal Canadian Legion Branch #003 will once again be holding a Remembrance Day Service on November 11, 2015 at Westman Place, Keystone Centre and asking for wreath layers to arrive around 10:00 a.m.

Trustees Bowslaugh and Sumner agreed to attend the Remembrance Day Service on BSD's behalf.

- MSBA issues (last meeting of the month)

- a) Trustee Bowslaugh spoke on a presentation given at the MSBA Regional Meeting on October 26, 2015. She felt it was of significant value and asked if it could be referred to the Policy Review Committee to be sure that information about social media was covered in Policy as it pertains to Trustees.

Trustee Bartlette, Chair of the Policy Review Committee, made note of this request.

- From Report of Senior Administration

- a) School Reports:

George Fitton:

Ms. Gail McDonald, Principal of George Fitton School, provided a report to the Board of Trustees regarding Student Achievement.

Highlights of the report included:

- Demographics – there are 470 students (September 30, 2015) at George Fitton School, 32% of the population are learners of First Nations, Metis and Inuit ancestry and 20% English as an Additional Language learners.
- Engagement of Students – Focus on engaging students with the school through programs such as:
 - Walking school bus
 - Breakfast Program – Food for Thought
 - HALEP
 - Genius House
 - Intramural Sports
 - After School Sports
 - Lighthouse Program
 - Finding My Way
 - Project of Heart
- Engagement of Parents – Initiatives based on the work of Dr. D. Pushor
 - Welcome Back BBQ and Open House
 - Walking School Bus
 - BSSAP Position
 - Stay and Play initiative in Kindergarten
 - Kindergarten Field Trip with parents to Brandon City Library
 - Meet the family activities
 - Parent Council
- Engagement of Teachers
 - Professional Learning Communities
 - Support Teachers – Resource, Reading Recovery, Literacy Support, Teacher Librarian, Music, HALEP, Counsellor, Phys. Ed.
 - “Teaching to Diversity- The Three Block Model of Universal Design for Learning” (Dr. Jennifer Katz)
 - Response to Intervention
- Residential School system

Trustee Kruck noted he is very impressed with the creativity and appreciates the community outreach that has been shown by the school. He wanted to commend the school on all they are doing.

Trustee Sefton thanked Ms. McDonald and her staff for attending the meeting.

J. R. Reid

Mr. Shawn Lehman, Principal of J. R. Reid School, provided a report to the Board of Trustees regarding Student Achievement. Mr. Lehman noted that the overall staff goal is to create positive citizens and to do no harm to those children and make them feel loved as they attend J. R. Reid School.

Highlights of the report included:

- Literacy Results
- Numeracy Results
- 2015-2016 Social Emotional Health and Wellbeing Results
- Goals from School Planning
 - Be at 70% in all competencies (sustainability goal)
 - Be above the Division average in all competencies and/or the Canada norm (Social Emotional)
- People – Teachers, Parents, Kids, Community Members – TEAM: Together Everyone Achieves More

Mr. Lehman extended an invitation to the Trustees to visit J. R. Reid School.

Trustee Sumner stated his appreciation to Mr. Lehman for his presentation and his passion for everything going on at the school.

Trustee Sefton thanked Mr. Lehman for attending the meeting.

b) Learning Support Services Presentation:

- NIL

c) Items from Senior Administration Report:

- Auditor's Report and Financial Statements – Refer motions.
- Vincent Massey High School Off-Site Activity Request (Anaheim) — Refer motions.

Mr. Denis Labossiere, Secretary-Treasurer, referred to Appendix A and spoke to the Variance Summary Report and the Accumulated Surplus Analysis presented to the finance Committee on October 20, 2015. Mr. Labossiere noted that the Accumulated Surplus Analysis as of June 30, 2015 shows an undesignated surplus of \$2.2M or 2.49% of the operating budget, this is after the non-vested sick-leave is accounted for. Based on PSFB calculations, the accumulated surplus is 3.97% of the 2014-2015 actual expenditure, and below the 4% cap as per ministerial policy.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

129/2015 Mr. Bartlette – Mr. Sumner

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2015 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and seal of the Division thereto.

Carried.

130/2015 Mrs. Bowslaugh – Mr. Bartlette

That the trip involving twenty (20) male Vincent Massey Hockey Team student members in grades 10, 11 and 12 to make a trip to Anaheim, California, USA from November 24 to

November 29, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Kruck asked Dr. Michaels to explain what skills these students will be learning in this tournament, travelling all this distance.

Dr. Michaels, Superintendent, responded that the skills that the students are learning essentially are those of their own development, where they fit and where they are, in relationship to other people: here, nationally and internationally. They learn critical thinking, teamwork, they gain a wider global perspective in terms of where the community is and she hopes that they are gaining an appreciation of what a great community this is and how safe and secure it is to live here as students. Dr. Michaels also noted that she believes that the students are learning about healthy living and about focusing their time on worthwhile endeavours. Dr. Michaels indicated it helps to develop better citizens locally, within their school, within the province and ultimately as citizens of Canada.

Trustee Kruck asked what happens to the students who cannot afford the \$1,500 cost of the trip.

Mr. Greg Malazdrewicz, Assistant Superintendent, responded that there are supports in the school to subsidize costs for trips that the school communicates to the parents of students in all sports.

Carried.

131/2015 Mr. Sumner – Mr. Bartlette

That a school bus be provided to the Society for Manitobans with Disabilities for their Winter Break Program for the days of December 21, 22, 28, 29 and 30th, 2015 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

2.08 By-Laws

Mr. Buri

By-Law 9/2015

Second Reading:

That By-law 9/2015 being a borrowing by-law in the amount of \$1,454,400.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

School

Project

Crocus Plains Regional Secondary	Science Lab Renovation
Betty Gibson School	Grooming Room
Betty Gibson School	One un-linked modular classroom
George Fitton School	K3 Two Classroom Renovation of Existing Gymnasium
George Fitton School	New Gym and Daycare Addition
Harrison School	Roof Replacement of Area A1
Meadows School	Elevator
Meadows School	Three Classroom & Elevator Access Addition

Neelin High School	Roof Replacement of Area G1
Valleyview Centennial School	Heating and Ventilation Systems Replacements
Vincent Massey High School	Roof Replacement Areas D and G
Vincent Massey High School	Renovation of Two Science Classrooms
Waverly Park School	Two Classroom Addition

be now read for the second time, having been first read on October 13, 2015.

Carried.

3rd Reading

That the rules be suspended and By-law 9/2015 be now read for a third and final time, and taken as read, finally passed.

Carried.

2.09 Giving of Notice

Dr. Ross

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 5012 – “Professional Staff Leaves and Absences” and replace same with Policy 5012 – “Professional Staff Leaves and Absences”.

Mr. Kruck

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 5039 – “Permanent Support Staff Leaves and Absences” and replace same with Policy 5039 – “Permanent Support Staff Leaves and Absences”.

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Mr. Gustafson, Assistant Superintendent, provided highlights on the following items from the October 26, 2015 Report of Senior Administration:

- Academic Preparedness – Green Acres School
 - o Personalized Learning Opportunities:
 - Genius Hour
 - School Enrichment Clusters
 - Creation of 21st Century Classrooms
 - o Additional initiatives this year include Literacy Blocks in the Early Years, and teacher training in guided math

Dr. Michaels, Superintendent, provided highlights on the following:

- Global Citizenship – École New Era School
 - o École New Era School Goal: by 2017, 80% of students will report having a positive sense of belonging at École New Era School and 80% of grade 7/8 students will report aspirations to complete high school.
 - The École New Era School Student Leadership Team (SLT) aims to increase the sense of belonging at École New Era School by engaging in activities to strengthen school spirit such as assemblies, dances, spirit days and student appreciation days.

- SLT students offer their time during lunch hours, recesses, after school, and in the community to promote cooperation and unity.

Mr. Malazdrewicz, Assistant Superintendent, provided highlights on the following:

- Health and Wellbeing – Vincent Massey High School
 - Tell Them From Me Survey
 - Has indicated that the school has students with anxiety
 - Homeroom meetings have been changed to build a sense of community and trust with relationship building activities
 - Teachers are expected to know at least two things about each of the students in their homeroom not specifically related to school
 - Teachers are also to keep a tally of the number of times they may say “hi” or talk to their homeroom students over the next month.
 - Once students feel more comfortable within their homerooms, the more serious discussions will take place about anxiety, stress and depression.
 - Student Achievement
 - June 2015 results from the Provincial assessments show that Vincent Massey continues to be above the provincial average in all of the provincial assessments.
 - Pre-calculus Math is 11.9% above
 - Applied Math is 12.6% above
 - Essentials Math is 11.3% above
 - ELA is 6% above

Dr. Michaels, Superintendent, reviewed the Administrative and Statistical Information - Suspensions.

Mr. Malazdrewicz, Assistant Superintendent, spoke to the September 30, 2015 Enrollment Summary. Mr. Malazdrewicz noted that there are currently 8,547 students, which is an overall growth of 72 students above the target. There were 140 students above last year's enrollment. There is significant growth in Kindergarten to grade 8. Senior years has held its own.

Mr. Malazdrewicz also reviewed the average class size information as of September 30, 2015. The average class size in grades K-3, which includes grades 3/4 multi-age classes, is 20.2 students. Grades 4-6 average class size is 22.3. Grades 7-8 average class size is 22.8.

Mr. Gustafson, Assistant Superintendent, reviewed the English as an Additional Language (EAL) Enrolment Update – September 30, 2015. Currently there are 1,398 EAL students in Brandon School Division. Mr. Gustafson indicated that for the time period of over the summer and the month of September there were 178 new EAL registrations received. The school totals are noted in the report provided in the Report of Senior Administration. Of note there are 50 students who left the Division.

Dr. Michaels reviewed the correspondence received:

- Dr. Fraser Linklater, Vice-President, MBA, Associate Professor and Director of Bands, University of Manitoba, acknowledging the outstanding work that Graydon Cramer has done and continues to do as the Westman Region Representative of the Manitoba Band Association.

Trustee Bambridge asked questions for clarification regarding class size.

Dr. Ross – Ms. Bambridge

That the October 26, 2015 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

3.03 Announcements

- a) Finance Committee Meeting – Stakeholder meeting with Employee Groups, 4:30 p.m., Wednesday, October 28, 2015, Boardroom.
- b) Teacher Liaison Committee Meeting – 5:45 p.m., Wednesday, October 28, 2015, Boardroom.
- c) Brandon Community Drug and Alcohol Coalition Meeting – 9:00 a.m., Thursday, October 29, 2015, Boardroom.
- d) Education Committee Meeting – 11:30 a.m., Thursday, October 29, 2015, Boardroom.
- e) Friends of Education Committee Meeting – 11:30 a.m., Thursday, November 5, 2015, Conference Room.
- f) Policy Review Committee – Meetings with Students re: Scent Consultation - 12:00 p.m., Boardroom:
 - Monday, November 2 – Grade 7 & 8 Students
 - Tuesday, November 3 – High School Students
- g) Divisional Futures Committee Meeting 12:00 p.m., Thursday November 5, 2015, Boardroom.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 9, 2015, Boardroom.

Mr. Buri – Mrs. Bowslaugh

That the Board do now resolve into Committee of the Whole In-Camera. (8:41 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- a) Trustee Kruck spoke on a student matter.

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was presented.
- b) Dr. Michaels provided information on a Personnel Matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) The Secretary-Treasurer provided information on a Board Operations matter.
- b) Trustee Sefton provided information on five Board Operations Matters.

- Trustee Inquiries

Mr. Buri - Mr. Sumner

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

Carried.

5.00 ADJOURNMENT

Ms. Bambridge – Mrs. Bowslaugh

That the meeting does now adjourn (9:32 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

November 9, 2015

A. Business Arising for Board Action

- I. Presentations
- II. Human Resources
- III. Secretary-Treasurer
 - 1. Policy 5012 – “Professional Staff Leaves and Absences” and Policy 5039 – “Permanent Support Staff Leaves and Absences” 1
 - 2. Tender for the Supply of Computer Laptops..... 1
- IV. Superintendent of Schools
- V. Senior Administration Response to Trustee Inquiries

B. Administrative Information

- I. Human Resources
 - 1. Personnel Report 2
- II. Secretary-Treasurer
 - 1. Manitoba Schools Insurance Program..... 2
- III. Superintendent of Schools
 - 1. School Visits (October 20 – October 28, 2015)..... 2
 - 2. School Information – Implementation of Strategic Plan 2014-2017
 - A. Academic Preparedness
 - Academic Preparedness at École Harrison..... 3

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“Accepting the Challenge”

B. Global Citizenship	
• Global Citizenship at École O'Kelly School.....	4
C. Health and Wellbeing	
• Health and Wellbeing at Waverly Park School.....	5
3. Administrative and Statistical Information	
• Suspensions.....	7
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• Community Mobilization Update.....	7
• Task Force on Special Needs (Level II) Funding / October 26, 2015.....	8
• Delta Kappa Gamma – Presentation on Student Advocacy / October 26, 2015...	8

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. POLICY 5012 – “PROFESSIONAL STAFF LEAVES AND ABSENCES” AND POLICY 5039 – “PERMANENT SUPPORT STAFF LEAVES AND ABSENCES”

For Action..... D. Labossiere

At the Regular Board Meeting on October 26, 2015, a Giving of Notice was given to rescind Policy 5012 – “Professional Staff Leaves and Absences” and replace same with Policy 5012 – “Professional Staff Leaves and Absences”. (Appendix A)

A Giving of Notice was also given to rescind Policy 5039 – “Permanent Support Staff Leaves and Absences” and replace same with Policy 5039 – “Permanent Support Staff Leaves and Absences”. (Appendix B)

A motion to rescind these policies are included in the agenda for Board consideration.

2. TENDER FOR THE SUPPLY OF COMPUTER LAPTOPS

For Action..... D. Labossiere

The tender for the supply of Computer Laptops was advertised in the Brandon Sun on Saturday, October 21, 2015.

Five firms submitted proposals as outlined in the attached cost and specification analysis (Appendix C). The lowest bid of \$786.40 per laptop (plus applicable taxes) was submitted by MyITSource. Mr. Brent Ewasiuk, Director of MIST, and Eunice Jamora, Assistant Secretary-Treasurer examined the proposals, verified conditions, and are satisfied with the submission from MyITSource.

RECOMMENDATION:

That the low tender from MyITSource in the amount of \$78,640.00 (plus applicable taxes) for the supply of 100 computer laptops funded from the 2015-2016 computer replacement budget be accepted.

IV. SUPERINTENDENT OF SCHOOLS

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information.....B. Switzer

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

II. SECRETARY-TREASURER

1. MANITOBA SCHOOLS INSURANCE PROGRAM

For Information..... D. Labossiere

The 2014-15 Annual Financial Report on the operation on the Manitoba Schools Insurance Program has been received and is attached as Appendix D. As a result of the Manitoba Schools Insurance Program, an amount of \$560,766.49 is being rebated in respect of the property, liability and crime self-insurance funds, plus the current surplus amount of the MSI Risk Management Equipment Fund (loss prevention equipment, fire inspections and security patrols). Our Division's share of the rebate for liability coverage is \$15,642.55.

It is felt that the Manitoba Schools Insurance Program, providing coverage for all public school divisions in Manitoba, continues to be an effective program for Divisions providing good insurance coverage at very competitive and reasonable rates. Please contact me should you require further information in this regard.

III. SUPERINTENDENT OF SCHOOLS

1. *SCHOOL VISITS (OCTOBER 20 – OCTOBER 28, 2015)*

For Information..... D. Michaels

School Development Plan Reviews

Currently the Superintendent and Assistant Superintendents are meeting with individual principals to review the School Development Plans with respect to the three dimensions of the Strategic Plan related to academic preparedness, global citizenship, and health and wellbeing.

These meetings will continue during the month of November. They are very informative and productive meetings in a collaborative manner.

The following School Development Plan meetings have occurred:

- George Fitton School – October 26, 2015
- Green Acres School – October 26, 2015
- École Harrison – October 27, 2015

School Visits

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

- August 12 to October 19, 2015 – 24 School Visits and/or School Updates
- October 27, 2015 – School Visit, Linden Lanes School
- October 28, 2015 – School Visit, Vincent Massey High School

School Update Meetings

The following school update meetings were undertaken by Superintendent Michaels during this reporting period:

- Shelley Cords, Principal, Alexander School
- Rick Stallard, Principal, Earl Oxford School
- Nancy Hamilton, Principal, Kirkcaldy Heights School
- Sandy Harrison, Principal, Valleyview Centennial School

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

For Information..... D. Michaels

A. ACADEMIC PREPAREDNESS

ACADEMIC PREPAREDNESS AT ÉCOLE HARRISON

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

École Harrison has one primary goal in the area of Academic Preparedness as it relates to the Brandon School Division Strategic Plan. We seek to increase the number of students at or above level in French reading to 80% meeting (or above) by June 2017 (June 2015 – 72%, June 2016 – 76%, June 2017 – 80%).

To achieve this goal the teachers at École Harrison monitor the results of students' reading using the GB+ French Reading Assessment; a tool that we have used across the school to ensure that the students are making appropriate progress with respect to their reading fluency and comprehension. 2014-2015 results indicated that two specific grade levels required more specific attention to their French reading. This has been a focal point of the school's literacy planning.

We were very pleased to better our June 2015 by increasing the number of students reading at or above grade level in French to 74%. We will continue to address our specific targets in the next two years through appropriate response to intervention and specific instruction of reading strategies to better our achievement.

The school-based literacy team has met with the specific grade level teachers to determine appropriate levels of intervention according to Response to Intervention (RTI) guidelines through class profile meetings. Specific resources were identified for these students to bolster these results along with specific and direct teaching by members of our school-based literacy team. As we have a new grade one teacher, more levelled books are required for this grade level. We are also addressing having more relevant books in our school library that will attract students to French language resources.

Our Resource Teacher is working with groups of students at multiple grade levels, while our Literacy Support Teacher teaches specific strategies to groups of students in grades 2 and 3 to accelerate their reading achievement. Each specific session is a focused lesson on word work, fluency, expressions, vocabulary and most importantly comprehension.

It has been a tremendous asset for us to receive support from the BSD for two half-time educational assistants to assist the Literacy Support Teacher.

Speech and language development has had a significant impact on overall student literacy skills at École Harrison. Our Speech Language Pathologist has given specific training to both of our educational assistants to address some specific speech needs that our students have at our school.

We are looking forward to working alongside our French language consultant to advance our reading to learn skills through an assessment developed at New Era School and subsequent instructional strategies to deepen comprehension and advance fluency with the language.

Student Achievement

A French language reward system called B.I.F. (Bureau d'instigation du français) has been tremendously successful in motivating our students to speak in French to one another at a greater rate in academic and social settings. Many of our students earned the maximum number of points in 2013-2014 and in 2014-2015 by simply speaking in French to one another. They receive small prizes for individual achievements. In 2015-2016, these points can be applied to each student's particular House team.

B. GLOBAL CITIZENSHIP

GLOBAL CITIZENSHIP AT ÉCOLE O'KELLY SCHOOL

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

The main goal at École O'Kelly School that relates to Global Citizenship is in the area of personal growth (increasing the academic and extra-curricular engagement level of our grades 5 to 8 students by 10%). The major school initiative implemented to help

accomplish the improvements in this area is the Panther Leadership Group (PLG) which has given students more input into school activities and encouraged participation in Patrols, Panther Pals (peer tutors), school beautification, and extra-curricular opportunities. Our school leadership group has been a success in improving school spirit at O'Kelly. 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 also coordinate the appearance of our school mascot, the O'Kelly Panther, at various school and sporting events. More students are participating in and putting forth suggestions for a wider range of activities due to the efforts of this group of young people and their efforts. Their work is supported by staff members who have committed to the Healthy Schools professional learning group in our school, and we have adapted our positive behavior program to focus on P.A.W.S (Play Fairly, Act Kindly, Work Hard, Show Respect) to fit in more with our "Panther" school theme.

Student Achievement

The students in our Panther Leadership Group also participate in the divisional YR program; and attended We Day last year, with plans to attend later this fall as well. They are also undertaking new projects to help revitalize our school spaces both inside and outside.

Our first O'Kelly Yearbook arrived in September. Students and staff put together a full color book featuring our school activities. There was a great deal of school spirit buzz when they were delivered to classrooms.

Emily Planetta, a grade 6 student, was awarded the local and zone awards by the Royal Canadian Legion this fall for her poster completed last year to commemorate Remembrance Day.

Daynah Hall won the divisional grade 7/8 speech competition in the spring.

C. HEALTH AND WELLBEING

HEALTH AND WELLBEING AT WAVERLY PARK SCHOOL

Report prepared by Mr. Murray MacMillan, Acting Principal, Waverly Park School

Waverly Park School has a number of students (Kindergarten to grade 8) that must cross the CN railway tracks to and from school each day. In addition, there are those who live within the neighbourhood that come in contact with the railway tracks frequently – walk, bike ride, access to the green space. All indications are that the number of trains passing through daily will be increasing in the coming years.

Children, because of their adventurous nature, are often located playing on railway tracks or around railway property. Few if any, realize the dangers, which exist around the railway, the speed at which trains travel, the distance it takes a train to stop and

the danger of the equipment used such as electrical track switches. Playing on railway property has resulted in many children being seriously injured or killed.

In response to concerns expressed by parents and by staff regarding the safety of their children and their students, arrangements have been made with the CN Police Service to deliver their Operation Lifesaver Program. This presentation teaches the illegality and hazards of trespassing on railway property. Students are taught to cross only at railway level crossings and to always obey all railway signs and signals.

In addition, Mel Clark, Director of Facilities and Transportation, has had a section of the fence separating the railway and the green space repaired. Hopefully this will stop students from crawling under it and encourage them to use the appropriate designated crossings.

Educating Students about Bullying

- First day of school teaching staff reviewed Waverly Park School “Sharks Behaviour Matrix W.I.T.S. Program (Walk away, Ignore, Talk it out, Seek help)
- Youth Revolution students read books/stories to the younger grades. Books included titles such as: *Kindness Counts*, *Show Some Respect*, and *The Bucket Filling books*.
- Friendship units are taught throughout the year at various grade levels.
- The Roots of Empathy program has been introduced at the grade 2 level.
- Beyond The Hurt - bullying and harassment - Youth Revolution Students (grades 6 to 8) to be trained to give presentations.
- Wellness Day – Students participate in Anti-Bullying and Internet Safety sessions.
- Participation in the Canadian Red Cross “Day of Pink” campaign against bullying.

Student Achievement

Members of Waverly Park’s Youth Revolution Leadership Team have been conducting a food drive as part of Free the Children’s “We Scare Hunger” campaign.

Waverly Park students are invited to bring in as many non-perishable food items as they desire. Items are brought directly to YR members in the library first thing in the morning or right after lunch. Each time an item is brought in, the student who brought it receives a ballot. The ballot can be filled out by the student and entered to win the prize displayed in the library. All of the items brought in will be donated directly to Samaritan House in Brandon.

YR members designed posters, went into all classrooms to do a short presentation on “We Scare Hunger”, have promoted the event on announcements and are responsible for the collection of items students have brought in. YR members will then be going to Samaritan House to drop off donated food items and volunteer while learning about the role/function of Samaritan House.

The grades 7 and 8 students will once again be involved in Enrichment Clusters. Students will choose from nine different Cluster offerings. Each group will work under the supervision of a teacher who also has an interest in the area. The teacher's role is to facilitate the students' exploration in the Cluster area and help them come up with a product or service that has relevance in the real world. Within this small group, students will be given the freedom to work independently or with others as part of a group. Clusters will run two hours per week for the next for four weeks. Enrichment Clusters have proven to boost student engagement at Waverly Park and we look forward to this learning experience for our students and facilitators.

3. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
ARYP	1 total	1 – 5 day	Assaultive Behaviour
Crocus Plains	7 total	6 – 5day 1 – 5 day	Assaultive Behaviour Unacceptable Behaviour
Neelin	3 total	2 – 5 day 1 – 10 day	Assaultive Behaviour Assaultive Behaviour
Vincent Massey	1 total	1 – 5 day	Unacceptable Behaviour

4. COMMUNITY CONNECTIONS

For Information..... D. Michaels

The following reports have been prepared by Mr. Greg Malazdrewicz, Assistant Superintendent.

COMMUNITY MOBILIZATION UPDATE

Report prepared by Mr. Greg Malazdrewicz, Assistant Superintendent

The Westman Community Mobilization project has now been in full operation since April 2015. This project has brought together a broad coalition of community agencies focussed on providing support for individuals and families facing “acutely elevated risk” conditions.

Since its implementation in March the HUB Table has responded to over seventy-five (75) cases, most of which have moved forward with offers of service to clients.

Brandon School Division has supported this initiative as it has the potential to have a significant positive impact on our students and their families. The Division has representation on the Steering Committee – Greg Malazdrewicz (co-Chair); HUB Committee Moderator, Mark Sefton; and HUB Committee member, Carolyn Blaine. Additionally, Nancy Kolesar and Jenna Bertrand (social workers) have received training to allow them to provide alternate support in Carolyn Blaine's absence.

Brandon School Division regularly refers to the HUB table from our schools through the school social workers, in consultation with school Principals. This process has been positive in extending support to our families by engaging other agencies thanks to the Westman Community Mobilization project.

TASK FORCE ON SPECIAL NEEDS (LEVEL II) FUNDING / OCTOBER 26, 2015

Report prepared by Mr. Greg Malazdrewicz, Assistant Superintendent

The most recent meeting of this Task Force was a review of agency feedback to the proposed recommendations for the Minister of Education. The recommendation will be presented to the Minister November 18, 2015. The group has met frequently since March 2015. The recommendations coming forward will be the most significant change to the current funding model in over thirty (30) years.

The Task Force participants include: Manitoba Teachers' Society, Manitoba Association of School Superintendents, Manitoba Association of School Business Officials, Manitoba School Boards Association, Manitoba Association of Parent Councils, Student Services Administrators Association of Manitoba as well as Winnipeg School Division, Western School Division, Frontier School Division and Brandon School Division. Ministry representation includes Assistant Deputy Minister Aileen Najdich, Director of Student Services Joanna Blais, as well as Lynne Mavins and Chris Anderson from the Schools Finance Branch.

The preliminary recommendation includes significant changes from a student-deficit focused model to broad system support based on population profile data for individual divisions. The Task Force will still have much work to do as it will be multi-year implementation project including:

2015-2016	Developing a provincial Individualized Education Plan model
2016-2017	Finalizing funding models
2017-2018	Initial voluntary implementation
2018-2019	System wide implementation

In the interim, school divisions will need to develop their local implementation and management models to prepare for the removal of the individual provincial funding model.

DELTA KAPPA GAMMA – PRESENTATION ON STUDENT ADVOCACY / OCTOBER 26, 2015

Report prepared by Mr. Greg Malazdrewicz, Assistant Superintendent

Delta Kappa Gamma (DKG) requested a presentation on the concept of Student Advocacy in Brandon School Division.

On October 26, 2015, Ms. Marsilah Pierson and I presented to the group reflecting upon their learning beliefs and discussing how a focus on Advocacy advances the Division's work in supporting student learning.

The presentation explored the concepts of advocacy and equity within the parameters of the International Covenant on Economic, Social and Cultural Rights, the UN Convention on the Rights of the Child and the Canadian Charter of Rights and Freedoms as well as provincial legislation impacting on children and education.

The ultimate goal for advocacy in education is ultimately to develop self-advocacy skills for students.



BRANDON SCHOOL DIVISION POLICY

POLICY 5012

PROFESSIONAL STAFF LEAVES AND ABSENCES

Adopted:

The Board of Trustees of the Brandon School Division, recognizing that circumstances will arise on occasion which will require professional staff to be absent from their assigned duties, has, through negotiation and policy development, adopted a number of policies regarding leaves of absence.

The Board has assumed a contractual obligation for leaves of absence for the following categories:

- sick leave (also covered by policy)
- maternity leave
- family bereavement leave (also covered by policy)
- MTS executive leave
- deferred leave

Details of definition of eligibility, extent of benefits, and rules of application are spelled out in various articles of the current collective agreement. Teachers who wish to apply for leave in one or other of these circumstances are advised to read the appropriate articles with care and to follow precisely the procedures described therein.

A. SICK LEAVE

Sick leave, with pay, for professional staff shall be limited to the number of days accumulated for that purpose according to the provisions of The Public Schools Act and the negotiated agreement. The Board of Trustees requires that sickness be certified by a physician if the sick leave exceeds four (4) consecutive days.

B. LEAVE OF ABSENCE ON ACCOUNT OF ILLNESS

Leave of absence on account of illness, without pay, for professional staff may be provided when an individual's accumulated sick leave has been expended. This leave shall preferably be provided in conjunction with the regular school breaks.

Two types of leave of absence on account of illness shall be available under this policy:

1. Term Certain: a leave of absence on account of illness which is provided for a specified period, such period not to exceed the equivalent of one (1) school year. Requests for term leave shall contain the reason for the request and the anticipated date of return. Requests for an extension of term certain leave must be made a minimum of two (2) weeks prior to the expiry date.

2. Indefinite Leave: a leave of absence on account of illness which exceeds one (1) school year. In order to ensure assignment to a position upon return to work, individuals on an indefinite leave shall notify the Superintendent's Department of their intended date of return to work on or before May 1 preceding the date of their intended return.

All requests for a leave of absence on account of illness must be accompanied by a statement of certification written by a physician.

C. COMPASSIONATE LEAVE

Compassionate Leave shall mean leave of absence granted to teaching personnel when unforeseen circumstances, involving a member of the family, create a situation as a result of which the member of the teaching personnel is under such stress that he/she is unable to assume the duties of the classroom.

For the purpose of this section "family" shall be as defined under "Bereavement" in the Collective Agreement currently in force.

In the event of circumstances suggesting the need for compassionate leave, the Principal is required to receive approval on behalf of the employee for the leave from the Superintendent of Schools/CEO or his/her delegate.

Upon approval of the leave by the Superintendent of Schools/CEO or his/her delegate, teaching personnel will be provided up to a maximum of three (3) days compassionate leave with full pay.

D. BEREAVEMENT TRAVEL LEAVE

Requests for leave of absence, with pay, for the purpose of travel in excess of 300 miles one way to attend the funeral of a member of the employee's family may be granted at the discretion of the Superintendent of Schools/CEO.

For the purpose of this section "family" shall be as defined under "Bereavement" in the Collective Agreement currently in force.

Such approved leave shall be in addition to that authorized in the Collective Agreements in force and shall not exceed two (2) days.

E. CIVIC RESPONSIBILITY LEAVE

1. When teaching personnel of the Division are required by law to assume civic (jury/witness) responsibilities, permission may be given by the Principal for the staff member to be absent from his/her teaching duties as required and with full pay.
2. The Board of Trustees welcomes the involvement of employees in community activities or organizations and as members of local councils or boards in either a voluntary or elected capacity.

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

These Board expectations are stated to ensure that:

- a. the needs and interests of the students are protected;
- b. the employee's job is not adversely affected; and

- c. the involvement of the employee is not to the detriment of or results in additional costs to the Division.

No remuneration shall be received by the individual on leave under this policy.

F. LEAVE WITHOUT PAY

The Superintendent of Schools/CEO is authorized to approve up to five (5) consecutive teaching days leave of absence without pay to any member of the teaching staff when, in the opinion of the Superintendent of Schools/CEO the leave is warranted due to unforeseeable circumstances of the teacher making the request.

Leaves of greater than five (5) teaching days, but not more than ten (10) teaching days may be granted by the Superintendent of Schools/CEO subject notifying the Board Chair. Any leave without pay greater than ten (10) teaching days shall be subject to Board of Trustees approval.

Leave associated with political activities or purposes, personal financial gain or vacations shall be within current Board policy or be subject to Board of Trustees approval.

G. EXTENSION OF HOLIDAY TIME

Because holiday time is provided to professional staff through various negotiated agreements and statutes, additional leaves of absence to holiday time shall not be allowed.

H. LEAVES OF ABSENCE RELATED TO BRANDON UNIVERSITY AND ASSINIBOINE COMMUNITY COLLEGE

On occasion, teaching personnel of the Division are involved in university or community college programs for which a limited absence from the Division may be desirable.

1. Written requests for leave of absence from the Division to assist with university or community college activities are to be submitted by the staff member to the Superintendent's Office at the commencement of the fall term or as early as possible.
2. The requests are to be accompanied by a written statement from the Director of the Department or the Dean. This statement is to outline the conditions necessitating the leave.
3. The requests should also indicate whether any remuneration or expenses are being made available to the individual.
4. Generally, such leaves are limited to no more than five (5) days. The Division must be reimbursed for substitute costs.
5. The disposition of any request will be dealt with on an individual basis.

I. ADOPTIVE LEAVE

Employees who have completed one year's employment with The Division shall be entitled to a leave of absence without pay for the purpose of adoption as provided hereinafter.

1. The employee shall provide to the Superintendent of Schools/CEO a statement of intent to adopt a child as soon as an application for adoption is filed.
2. Following notification to the Superintendent of Schools/CEO of intention to adopt, the employee shall be required to keep the appropriate administrator informed during

the adoption process. Included in this information shall be notice of acceptance or rejection of the employee as a prospective adoptive parent and the projected target date for adoption.

3. The employee shall advise the Superintendent of Schools/CEO as soon as the delivery date is known and the leave shall commence not more than five (5) days before or after the date the child is received by the adoptive parents.
4. The length of the adoptive leave shall be as mutually agreed upon by the employee and the Superintendent of Schools/CEO but it shall not exceed one (1) year in total. In the event of mutual agreement not being reached, the final decision as to the length of the leave shall be that of the Superintendent of Schools/CEO.
5. Where both spouses of an adopting family are employees of the Division, only one of the spouses shall be eligible for adoptive leave.
6. Employees who receive an adoptive leave of absence shall receive the leave with a "guaranteed return". For the purpose of this policy, a "guaranteed return" means that employees upon return shall be placed in a position which, in the opinion of the Superintendent of Schools/CEO, is suitable and appropriate to their qualifications and as similar as possible to the one which they had at the time the leave was granted. The concept of "guaranteed return" does not abrogate any provisions for the termination of employment of any employee of the Division.
7. Failure to return from said leave on the date agreed upon by the employee and Superintendent of Schools/CEO shall result in automatic termination of the employment of that employee effective on the scheduled date of return.

J. ONE YEAR LEAVE - PERSONAL LEAVE OF ABSENCE

The following general policy statements shall apply to requests of leave for up to one year for the purposes of personal leave of absence.

1. Subject to the terms hereinafter stated, all members of the teaching staff shall be eligible for up to One Year Personal Leave of Absence without pay.
2. Written applications, stating the type of leave requested, shall be submitted to the Superintendent of Schools/CEO no later than April 1 preceding the school year for which the leave is desired. For one year personal leave of absence the purpose of the leave must be stated by the applicant in the letter of request.
3. Except when otherwise stated, persons applying for a leave of absence shall be a permanent employee. Leaves of absence provided under this policy should not extend beyond twelve calendar months and only leaves running concurrent to the school year will be considered.
4. The leaves which are approved shall be given a "guaranteed return". For the purposes of this article, "guaranteed return" means: staff, upon return, shall be placed in a position which, in the opinion of the Superintendent of Schools/CEO, is suitable and appropriate to their qualifications.
5. Leaves of absence shall be subject to the Division being able to employ suitable replacement staff. The leave may be deferred or refused if, in the opinion of the Superintendent of Schools/CEO, a suitable replacement is not available or if it is considered by the Superintendent of Schools/CEO that the leave would adversely affect the quality of education in the Division.

6. Staff who are on leave of absence shall provide the Superintendent of Schools/CEO with a letter no later than April 1st of the year the leave expires stating whether or not they shall be returning to active employment in the Division. A teacher not advising the Superintendent's Department of his/her intentions by April 1st shall relinquish the benefits of a guaranteed return and placement of the teacher shall be at the discretion of the Superintendent's Department and subject to their being an appropriate vacancy available.
7. Accumulated sick leave of the teacher taking leave of absence under this policy shall be maintained but shall not accumulate.
8. For a teacher granted a personal leave benefits shall be maintained as outlined by each specific carrier. (Refer to benefit documentation provided at time of hire.) Premiums, where the insurance is continued, shall be paid by the teacher in accordance with the conditions of the insurance plans.
9. Teachers receiving a leave under this policy shall be required to sign a memorandum of agreement accepting the terms as set forth in the policy as provided to them.

K. SABBATICAL LEAVE

1. Sabbatical leave may be granted to teachers for the purpose of improving their academic and/or professional education through full time study as recognized by a post-secondary institution and when the leave is directly responsive to the needs of the Division.
2. Application for sabbatical leave shall be submitted to the Superintendent of Schools/CEO no later than February 1 immediately preceding the school year for which the sabbatical is being requested. This application must include a statement outlining the proposed program of study. The Division shall advise the applicant of the disposition of the request for the sabbatical leave by March 31. The applicant shall confirm intentions to proceed with the sabbatical leave by May 1.
3. Full documentation of the program of study, including confirmation of registration from the educational institution, shall be filed with the Superintendent of Schools/CEO prior to any payment of sabbatical leave allowance.
4. Teachers with six or more continuous years of service with the Division shall be eligible to apply for sabbatical leave with a maximum allowance of up to 25% of basic salary excluding any additional allowances.
5. Teachers with twelve or more continuous years of service with the Division shall be eligible to apply for sabbatical leave with a maximum allowance of up to 50% of basic salary excluding any additional allowances.
6. The number of teachers granted sabbatical leave shall be at the discretion of the Board.
7. Salary payments while on sabbatical leave shall be made on the same payroll basis as regular teacher salary payments.
8. Payments shall be based on continuous attendance in the documented program of study. The teacher on sabbatical leave shall be responsible for advising the Division if regular attendance is discontinued.
9. The Board has the right to discontinue payments should the teacher withdraw from the program of study. The balance will be treated as a full-time study leave.

10. For a teacher granted sabbatical leave, group life insurance and long term salary continuance insurance shall be continued for the period of absence. Premiums shall continue to be paid by the teacher in accordance with the conditions of the insurance plans.
11. If the teacher does not return to the employ of the Division, repayment of the salary by the teacher to the Division shall be made as follows:
 - if not returning - full payment
 - if returning for one year only - two-thirds repayment
 - if returning for two years - one-third repayment
 - if returning for three years - no repayment
12. In accordance with section 11 above, if a teacher does not return to the employ of the Division or if, as required by the terms of this policy, repayment is required, full repayment shall be made on or before September 1 of the year that the teacher would normally resume work in the Division.
13. For the purposes of this policy, sabbatical leaves which are approved shall be given a "guaranteed return" which means that staff, upon return, shall be placed in a position which, in the opinion of the Superintendent of Schools/CEO, is suitable and appropriate to the qualifications of the teacher.
14. Staff who are on leave of absence shall provide the Superintendent of Schools/CEO with a letter no later than April 1st of the year the leave expires stating whether or not they shall be returning to active employment in the Division. A teacher not advising the Superintendent's Department of his/her intentions by April 1st shall relinquish the benefits of a guaranteed return and placement of the teacher shall be at the discretion of the Superintendent's Department and subject to their being an appropriate vacancy available. In the event that the teacher cannot be placed in a position satisfactory to the Superintendent's Department by May 31 the lack of placement shall result in automatic termination of the contract.
15. Accumulated sick leave of the teacher taking sabbatical leave of absence under this policy shall be maintained but shall not accumulate.
16. Teachers receiving a leave under this policy shall be required to sign a memorandum of agreement accepting the terms as set forth in the policy.
17. In the event of death while on sabbatical leave, the amount paid prior to the death of the teacher shall not be recoverable by the Division.
18. In the event that the teacher becomes ill and suffers disability or injury to the extent that the provisions of the Division's Long Term Disability Plan apply, no immediate repayment of sabbatical leave allowance shall be required. If the teacher does not return to work for the Division when medically able the provisions of Article 11 shall apply so far as repayment of sabbatical allowance is concerned. In this situation, repayment of sabbatical allowance shall become due when the teacher is no longer eligible for Long Term Disability and when the teacher is medically able to work.

Where a request for leave has not been granted, the Board of Trustees is prepared to listen to appeals for reconsideration. Such requests may be made individually by the teacher or by the member of the Association Executive requested by the teacher so to act, or by both jointly.



BRANDON SCHOOL DIVISION POLICY

POLICY 5039

PERMANENT SUPPORT STAFF LEAVES AND ABSENCES

Adopted:

The Board of Trustees of the Brandon School Division, recognizing that circumstances will arise on occasion which will require permanent support staff to be absent from their assigned duties, has, both through negotiation of the collective bargaining agreement and policy development, adopted a number of policies regarding leaves of absence.

The Board has assumed a contractual obligation for leaves of absence through the collective bargaining agreement for the following categories:

- sick leave (also covered under this policy)
- personal leave of absence (also covered under this policy)
- maternity leave
- family bereavement leave (also covered under this policy)

Details of definition of eligibility, extent of benefits, and rules of application are spelled out in various articles of the current collective agreement. Permanent support staff who wish to apply for leave in one or other of these circumstances are advised to read the appropriate articles with care and to follow precisely the procedures described therein.

A. SICK LEAVE

Sick leave, with pay, for permanent support staff shall be limited to the number of days accumulated for that purpose according to the provisions of the negotiated collective agreement. The Board of Trustees requires that sickness be certified by a physician if the sick leave exceeds four (4) consecutive days.

B. LEAVE OF ABSENCE ON ACCOUNT OF ILLNESS

Leave of absence on account of illness, without pay, for permanent support staff may be provided when an individual's accumulated sick leave has been expended. This leave shall preferably be provided in conjunction with the regular school breaks.

Term Certain: a leave of absence on account of illness which is provided for a specified period, such period not to exceed the equivalent of one (1) school year. Requests for term leave shall contain the reason for the request and the anticipated date of return. Requests for an extension of term certain leave must be made a minimum of two (2) weeks prior to the expiry date.

All requests for a leave of absence on account of illness must be accompanied by a statement of certification written by a physician.

C. COMPASSIONATE LEAVE

Compassionate Leave shall mean a leave of absence granted to permanent support staff when unforeseen circumstances, involving a member of the family, create a situation as a result of which the employee is under such stress that he/she is unable to assume the duties of his/her position.

For the purpose of this section “family” shall be as defined under “Bereavement” in the Collective Agreement currently in force.

In the event of circumstances suggesting the need for compassionate leave, the Principal is required to receive approval on behalf of the employee for the leave from the Secretary-Treasurer or as delegated, the Director of Human Resources.

Upon approval of the leave, permanent support staff will be provided up to a maximum of three (3) days compassionate leave with full pay.

D. BEREAVEMENT TRAVEL LEAVE

Requests for leave of absence, with pay, for the purpose of travel in excess of 300 miles one way to attend the funeral of a member of the employee's family may be granted at the discretion of the Secretary-Treasurer or as delegated, the Director of Human Resources.

For the purpose of this section “family” shall be as defined under “Bereavement” in the Collective Agreement currently in force.

Such approved leave shall be in addition to that authorized in the Collective Agreements in force and shall not exceed two (2) days.

E. SPECIAL DISCRETIONARY

Special Discretionary Personal Leave shall mean leave of absence to permanent support staff of up to one (1) day during each school year for such reasons as personal business, religious holy days, court appearances, paternity leave, compassionate reasons not otherwise provided for and medical appointments other than illness. Such leave shall not be used to extend the Christmas Break, Spring Break or beginning or end of the school year. Personal leave shall not be carried forward to the next school year.

The administration of this policy shall involve the following conditions:

1. The necessary information concerning each leave shall be conveyed to the Principal or appropriate Supervisor and submitted to the Secretary-Treasurer or as delegated, the Director of Human Resources for approval.
2. Support personnel using this personal leave shall receive same at sixty-five percent (65%) of their regular pay for a normal day's work. If substitutes are required they shall be obtained in the usual way
3. At least five (5) working days written notice of leave requested is required except in an emergency, when possible.
4. The smallest unit of leave available under this policy shall be one-half (½) day.
5. For permanent part-time employees a day leave of absence shall be based upon the actual hours worked in the employee's normal work day.
6. Personal leave shall be allowed only when suitable substitutes are available and only when the number of staff on leave does not exceed two percent (2%) of the total support positions on any one working day.
7. Such leave shall only be considered where arrangements for same cannot be made outside of regular working hours.

F. LEAVE WITHOUT PAY

For permanent support staff, it is the Division's expectation that you are available for work when classes/school are in session, and as such, time away should be arranged during the established school breaks. The Secretary-Treasurer or as delegated, the Director of Human Resources is authorized to approve leave of absence without pay to any member of the support staff when, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, the leave is warranted due to good and sufficient reason and in the opinion of the Secretary-Treasurer does not unduly interfere with the operations of the Division.

Absent good and sufficient reason, leaves will not be granted for periods greater than ten (10) working days

Leave associated with political activities or purposes, personal financial gain or vacations shall be within current Board policy or be subject to Board of Trustees approval.

G. EXTENSION OF HOLIDAY TIME

Absent good and sufficient reason, requests for leaves and absences, as identified within this Policy, to extend the Spring break, Christmas break or summer break shall not be allowed.

H. ADOPTIVE LEAVE

Permanent support staff who have completed one year of employment with the Division shall be entitled to a leave of absence without pay for the purpose of adoption as provided hereinafter.

1. The employee shall provide to the Secretary-Treasurer or as delegated, the Director of Human Resources a statement of intent to adopt a child as soon as an application for adoption is filed.
2. Following notification to the Secretary-Treasurer or as delegated, the Director of Human Resources of intention to adopt, the employee shall be required to keep the appropriate administrator informed during the adoption process. Included in this information shall be notice of acceptance or rejection of the employee as a prospective adoptive parent and the projected target date for adoption.
3. The employee shall advise the Secretary-Treasurer or as delegated, the Director of Human Resources as soon as the delivery date is known and the leave shall commence not more than five (5) days before or after the date the child is received by the adoptive parents.
4. The length of the adoptive leave shall be as mutually agreed upon by the employee and the Secretary-Treasurer or as delegated, the Director of Human Resources but it shall not exceed one (1) year in total. In the event of mutual agreement not being reached, the final decision as to the length of the leave shall be that of the Secretary-Treasurer or as delegated, the Director of Human Resources.
5. Where both spouses of an adopting family are employees of the Division, only one of those spouses shall be eligible for adoptive leave.
6. Employees who receive an adoptive leave of absence shall receive the leave with a “guaranteed return”. For the purpose of this policy, a guaranteed return means that employees upon return shall be placed in a position which, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, is suitable and appropriate to their qualifications and as similar as possible to the one which they had at the time the leave was granted. The concept of guaranteed return does not abrogate any provision for the termination of employment of any employee of the Division.
7. Failure to return from said leave on the date agreed upon by the employee and Secretary-Treasurer or as delegated, the Director of Human Resources shall result in automatic termination of the employment of that employee effective on the scheduled date of return.

I. ONE YEAR LEAVE - PERSONAL LEAVE OF ABSENCE

The following general policy statements shall apply to requests of leave for one year for the purposes of personal leave of absence.

1. Subject to the terms hereinafter stated, all permanent support staff shall be eligible for a One Year Personal Leave of Absence without pay.
2. Written applications, stating the type of leave requested, shall be submitted to the Secretary-Treasurer or as delegated, the Director of Human Resources no later than April 1 preceding the school year for which the leave is desired. For one year personal leave of absence the purpose of the leave must be stated by the applicant in the letter of request.
3. Leaves of absence provided under this policy should not extend beyond twelve calendar months and only leaves running concurrent to the school year will be considered.
4. The leaves which are approved shall be given a "guaranteed return". For the purposes of this article, "guaranteed return" means: staff, upon return, shall be placed in a position which, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, is suitable and appropriate to their qualifications.
5. Leaves of absence shall be subject to the Division being able to employ suitable replacement staff. The leave may be deferred or refused if, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, a suitable replacement is not available or if it is considered by the Secretary- Treasurer or as delegated, the Director of Human Resources that the leave would adversely affect the quality of education in the Division.
6. Staff who are on leave of absence shall provide the Secretary-Treasurer or as delegated, the Director of Human Resources with a letter no later than April 1st of the year the leave expires stating whether or not they shall be returning to active employment in the Division. A permanent support staff member not advising the Office of Human Resources of his/her intentions by April 1st shall relinquish the benefits of a guaranteed return and placement of the employee shall be at the discretion of the Secretary-Treasurer or as delegated, the Director of Human Resources and subject to their being an appropriate vacancy available.
7. Accumulated sick leave of the employee taking leave of absence under this policy shall be maintained but shall not accumulate.
8. For an employee granted a personal leave, benefits shall be maintained as outlined by each specific carrier. (Refer to benefit documentation provided at time of hire.) Premiums, where the insurance is continued, shall be paid by the employee in accordance with the conditions of the insurance plans.

9. Employees receiving a leave under this policy shall be required to sign a memorandum of agreement accepting the terms as set forth in the policy as provided to them.

CONCLUSION

Where a request for leave has not been granted, the Board of Trustees is prepared to listen to appeals for reconsideration. Such requests may be made individually by the employee or by the member of the CUPE Executive requested by the employee so to act, or by both jointly.

**BRANDON SCHOOL DIVISION
SUPPLY OF COMPUTER LAPTOPS
October 2015**

Vendor	My IT Source	Genx Solutions	Powerland Computers		IT Express *	Goldpals
Manufacturer/Model	Lenovo 20DAS14R00	Lenovo 20DAS14R00	Lenovo 20DAS14R00	Lenovo 20D9001AUS	Lenovo 20DAS14R00	Lenovo 20DAS14R00
Met Specifications	YES	YES	YES	YES	YES	YES
Cost per Unit	\$786.40	\$817.26	\$828.00	\$821.00	\$830.00	\$836.54
Recycling Fee						
GST	39.32	40.86	41.40	41.05	41.50	41.83
PST	62.91	65.38	66.24	65.68	66.40	66.92
Total	\$888.63	\$923.50	\$935.64	\$927.73	\$937.90	\$945.29

Total for 100 Laptops	\$78,640.00	\$81,726.00	\$82,800.00	\$82,100.00	\$83,000.00	\$83,654.27
GST	3,932.00	4,086.30	4,140.00	4,105.00	4,150.00	4,182.72
PST	6,291.20	6,538.08	6,624.00	6,568.00	6,640.00	6,692.34
TOTAL COST	\$88,863.20	\$92,350.38	\$93,564.00	\$92,773.00	\$93,790.00	\$94,529.33

* PST self-assessed

October 22, 2015

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

Attention: Mr. Denis Labossiere
Secretary-Treasurer

Dear Sirs:

Re: Manitoba Schools Insurance

We are pleased to enclose a copy of the 2014-15 Annual Financial Report on the operation of the Manitoba Schools Insurance program.

As you will see from the report, a total amount of \$560,766.49 is being rebated in respect of the property, liability and crime self insurance funds, plus the current surplus amount of the MSI Risk Management Equipment Fund (loss prevention equipment, fire inspections and security patrols).

A cheque for your pro-rata share of \$15,642.55 is enclosed.

If you have any questions regarding the above, please contact our office. Thank you.

Yours truly,

Western Financial Group (Network) Inc.
per:

(Mrs.) L. Baker
Manager, Client Service
Public Entities Programs
Group Insurance Solutions

Phone 204-942-2555/1-800-265-0314, extension 7220 Fax 204-957-0678
email: linda.baker@westernfgis.ca

LB/cm

Enclosures

copy: The Manitoba School Boards Association

RECEIVED

OCT 26 2015

Office of the Secretary Treasurer
Brandon School Division

JULY 1, 2014 TO JULY 1, 2015 ANNUAL REPORT

MANITOBA SCHOOLS INSURANCE

FINANCIAL SUMMARY

JULY, 2015

A. PROPERTY INSURANCE

1. Total 2014-15 Premium and Loss Pool Assessment:

All 38 public school divisions in Manitoba participate in the Manitoba Schools Insurance program (M.S.I.)

Loss Pool Assessment	\$ 2,100,000.00
Insurers' Premium	<u>\$ 3,735,690.00</u>
TOTAL, July 1, 2014-15	<u>\$ 5,835,690.00</u>

2. Property Loss Pool Assessment and Claims:

a. 1994 - 2010 and 2012 Loss Pools:

Claims for these policy terms have previously been "closed off".

b. July 1, 2011-July 1, 2012 Loss Pool:

Of the \$2,000,000 2011-12 loss pool amount, \$1,533,184.63 has been paid out (which includes \$200,000.00 which was rebated last year). There is one remaining unsettled/unpaid claim. An amount of \$440,000.00 is being rebated at this time.

c. July 1, 2013-July 1, 2014 Loss Pool:

Of the \$2,000,000. 2013-14 loss pool amount, \$1,679,187.07 has been paid out. The balance will be used for remaining unsettled/unpaid claims. Property claims in the July 1, 2013-14 year are \$3,000,442. The amount excess of the \$2,000,000 loss pool amount (\$1,000,442) is payable by the excess insurers.

d. July 1, 2014-July 1, 2015 Loss Pool:

Of the \$2,100,000. total loss pool amount, \$2,000,000 is responsible for payment of claims. The balance (\$100,000) is retained by The Manitoba School Boards Association to help defray loss prevention costs.

Estimated total overall property claims in July 1, 2014-15 were \$12,552,828. The loss pool's responsibility is \$2,000,000. The amount excess of the \$2,000,000 loss pool amount (\$10,552,828.) is payable by the excess insurers.



Major claims against the loss pool include:

<u>DATE</u>	<u>DIVISION</u>	<u>TYPE</u>	<u>AMOUNT</u>
Sept 28	Kelsey	Arson	10,242,500. (est.)
Oct 14	River East Transcona	Arson	776,108. (est.)
Dec 19	Winnipeg	Fire	508,777. (est.)

A summary of the amounts paid (or to be paid) out of the loss pool is as follows:

Total Loss Pool	\$2,100,000.00
Less - to The Manitoba School Boards Association	100,000.00
- claims paid	1,933,212.69
- adjusting fees paid	66,787.31
- claims/adjusting fees incurred but not yet paid	.00
- provision for claims/adjusting fees incurred but not yet reported	.00
NET AMOUNT REFUNDABLE:	\$.00

3. Property Insurer Premiums and Claims:

The Insurers for July 1, 2014-15 received total premiums of \$3,735,690.
Estimated total insurer claims for the year, including reserves and adjusting fees, is \$10,552,827.71

4. Refund Summary, Property Insurance:

- July 1, 2011-12 Loss Pool	<u>440,000.00</u>
Total:	\$440,000.00

B. GENERAL AND ERRORS AND OMISSIONS LIABILITY INSURANCE

The General Liability Insurance coverage limit up to June 30, 2010 was \$30,000,000. Effective July 1, 2010 this limit was increased to \$40,000,000.; the Errors and Omissions Liability coverage limit is \$2,000,000.

A "loss pool" structure of coverage was first established for the liability coverage effective March 1, 1994. The loss pool is an annual aggregate amount for each year (1995 through 2001) of \$200,000 (except 1994 which was a pro-rata amount of \$166,667). It was increased to \$250,000 for 2002; \$500,000 for 2003; \$650,000 for 2004, 2005, 2006 and 2007. The loss pool was reduced to \$500,000 for 2008, 2009 and 2010. This loss pool has the responsibility of paying the first \$250,000 (increased from \$50,000 effective January 1, 2003) of any claim (including adjusting and legal expenses).



Claims information to June 30, 2015 is as follows:

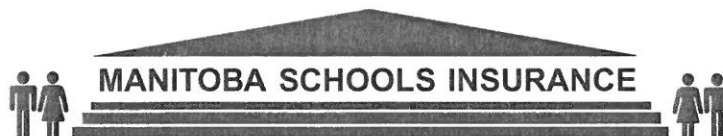
POLICY YEAR	INITIAL LOSS	INCURRED CLAIMS & ADJUSTING COSTS			AMOUNT PAID TO DATE		
	POOL AMOUNT	LOSS POOL	INSURER	TOTAL	LOSS POOL	INSURER	TOTAL
1994	\$166,667	\$166,667	\$266,513	\$433,180	\$166,667	\$266,513	\$433,180
1995	\$200,000	\$176,257	\$10,220	\$186,477	\$176,257	\$10,220	\$186,477
1996	\$200,000	\$200,000	\$80,597	\$280,597	\$200,000	\$80,597	\$280,597
1997	\$200,000	\$200,000	\$457,462	\$657,462	\$200,000	\$457,462	\$657,462
1998	\$200,000	\$117,342	\$3,500	\$120,842	\$117,342	\$3,500	\$120,842
1999	\$200,000	\$200,000	\$285,195	\$485,195	\$200,000	\$285,195	\$485,195
2000	\$200,000	\$200,000	\$128,869	\$328,869	\$200,000	\$128,869	\$328,869
2001	\$200,000	\$200,000	\$285,808	\$485,808	\$200,000	\$285,808	\$485,808
2002	\$250,000	\$250,000	\$70,508	\$320,508	\$250,000	\$70,508	\$320,508
2003	\$500,000	\$188,049	\$0	\$188,049	\$188,049	\$0	\$188,049
Jan 1/04-July 1/05	\$975,000	\$367,458	\$0	\$367,458	\$275,504	\$0	\$275,504
July 1/05-06	\$650,000	\$87,074	\$0	\$87,074	\$87,074	\$0	\$87,074
July 1/06-07	\$650,000	\$308,162	\$0	\$308,162	\$308,162	\$0	\$308,162
July 1/07-08	\$650,000	\$59,168	\$0	\$59,168	\$49,709	\$0	\$49,709
July 1/08-09	\$500,000	\$109,096	\$0	\$109,096	\$32,242	\$0	\$32,242
July 1/09-10	\$500,000	\$238,767	\$0	\$238,767	\$113,851	\$0	\$113,851
July 1/10-11	\$500,000	\$146,359	\$0	\$146,359	\$146,359	\$0	\$146,359
July 1/11-12	\$500,000	\$273,776	\$0	\$273,776	\$116,759	\$0	\$116,759
July 1/12-13	\$500,000	\$379,478	\$0	\$379,478	\$132,889	\$0	\$132,889
July 1/13-14	\$500,000	\$62,048	\$0	\$62,048	\$39,944	\$0	\$39,944
July 1/14-15	<u>\$500,000</u>	<u>\$131,925</u>	<u>0</u>	<u>\$131,925</u>	<u>\$11,025</u>	<u>0</u>	<u>\$11,025</u>
	\$8,741,667	\$4,061,626	\$1,588,672	\$5,650,298	\$3,211,833	\$1,588,672	\$4,800,505

Unused loss pool funds:

Initial Total	\$8,741,667
Less : Claims/Fees Paid	3,211,833
: Reserved for Claims reported but not yet paid	849,793
: Amount rebated in March 2000	96,298
: Amount rebated in July 2005	153,008
: Amount rebated in July 2006	296,289
: Amount rebated in July 2007	525,648
: Amount rebated in July 2008	459,624
: Amount rebated in July 2009	169,829
: Amount rebated in July 2010	396,441
: Amount rebated in July 2011	241,882
: Amount rebated in July 2012	276,532
: Amount rebated in July 2013	455,210
: Amount rebated in October 2014	558,116
Balance for "claims incurred but not reported"	<u>\$ 1,051,164</u>

The adopted policy is that once proper reserves have been established for known claims that are not yet settled, a further amount equal to 4 times the loss pool per-claim responsible amount (ie. 4 times \$250,000 or \$1,000,000) is retained for "claims incurred but not yet reported". Therefore a rebate of \$51,164 is now due.

The total cost of the overall general liability (including "special non-owned auto") and errors and omissions liability coverages, including the \$500,000 loss pool, was \$1,314,846 for the term July 1, 2014-July 1, 2015.



C. CRIME/FIDELITY INSURANCE:

Effective January 1, 2004 the insurance company implemented an increase in deductible amounts. To deflect this increase, a separate self-insurance loss pool was established July 1, 2005. The amount of the loss pool has been \$20,000 each year since July 1, 2006. For the July 1, 2013-14 term an amount of \$10,000 was previously retained for "claims incurred but not yet reported". This amount is being rebated now. For the term July 1, 2014-15 the is one claim. An amount of \$10,000 is being retained for this claim plus "claims incurred but not yet reported". The balance of \$10,000 is being rebated now.

There is also an amount of \$6,000 which was paid to The Manitoba School Boards Association by the Province with respect to the crime insurance. The entire premium for the crime insurance was billed to insureds. This \$6,000 is therefore refundable to insured School Divisions on a proportionate basis.

The total current rebate is therefore:

Property	\$440,000.00
Liability	51,164.00
Crime	20,000.00
Crime (from Province)	6,000.00
Risk Management Equipment Fund	<u>43,602.49</u>
Total:	<u>\$560,766.49</u>

D. OTHER COVERAGES, ANNUAL PREMIUMS

Boiler & Machinery	274,021
Crime and Fidelity (including Loss Pool)	83,460
Accident	<u>10,200</u>
Total:	<u>\$367,681</u>

E. THE MANITOBA SCHOOL BOARDS ASSOCIATION REVENUE

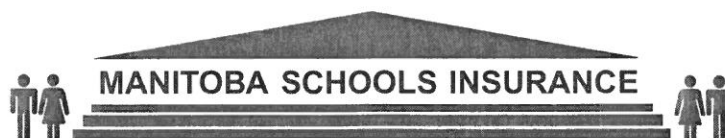
The Manitoba School Boards Association has revenue from four sources:

- the amount of the property loss pool excess of \$2,000,000; this is normally 5%; \$100,000. for July 1, 2014-15.
- interest earnings on loss pool funds
- a loss prevention/administration fee of 5% of the total property loss pool and premium amount, billed to boards separately by The Manitoba School Boards Association.

In addition, 2½% of property insurer premiums go direct to MSI operation.

Expenses involved primarily include loss prevention work, but also staff involvement and committee expenses. During each year of operation of the MSI, revenue from the Program has at least met the expenses involved.

Each year an audit is completed on the operation of the Program; a copy of that audit is available on request.



INSURERS FOR JULY 1, 2015-16

		<u>2014-15</u>	<u>2015-16</u>
Property	St. Paul Fire & Marine Insurance Company	40%	45%
	AIG Insurance Company	35%	35%
	Arch Insurance (Canada)	10%	10%
	The Personal Insurance Company	10%	10%
	Lloyds	5%	0%
	<u>2014-15</u>	<u>2015-16</u>	
Primary General Liability \$2,000,000	St. Paul Fire & Marine Ins. Co.	St. Paul Fire & Marine Ins. Co.	
Errors & Omissions Liability \$2,000,000	St. Paul Fire & Marine Ins. Co.	St. Paul Fire & Marine Ins. Co.	
Standard Garage Automobile \$2,000,000	St. Paul Fire & Marine Ins. Co..	St. Paul Fire & Marine Ins. Co.	
Umbrella/Excess Liability	first \$ 8,000,000. - Arch Insurance (Canada) next \$10,000,000. - St. Paul Fire & Marine Ins. Co. next \$10,000,000. - Elliott Special Risks next \$10,000,000. - Strategic Underwriting Managers	first \$ 8,000,000. - Arch Insurance (Canada) next \$10,000,000. - St. Paul Fire & Marine Ins. Co. next \$10,000,000. - Elliott Special Risks next \$10,000,000. - Strategic Underwriting Managers	
Boiler & Machinery	Aviva Insurance Company	Aviva Insurance Company	
Crime/Fidelity	Travelers Guarantee	Travelers Guarantee	
Accident Insurance	Western Life	Western Life	

