



# Brandon School Division

*"Accepting the Challenge"*

File Code:

October 28, 2010

Dear:

On behalf of the Senior Administration, congratulations on your election as a member of the Board of Trustees. We hope your term of office will be challenging, rewarding and enjoyable.

As had been noted in the Information Session held September 24, 2010, a number of dates have been booked for all Trustees elected to serve on the Board of Trustees for the Brandon School Division as follows:

A) Inaugural Meeting

The Inaugural Meeting of the newly elected Board of Trustees has been set for **Monday, November 1, 2010**. For your information we are enclosing the following:

- a) Letter regarding the Inaugural Meeting, including information regarding photo session, Invocation (attendance optional) and social hour.
- b) Agenda for the evening.
- c) Affidavit of Qualification and Oath of Office and Allegiance of Trustee of a School Division. **Please complete BUT DO NOT SIGN and bring with you to the Inaugural Meeting on November 1, 2010 so that we may witness your signature, prior to being sworn in.**
- d) Trustee Swearing-In Ceremony. This document is a brief outline of the evening's swearing-in ceremony for your review.
- e) Letter regarding Statement of Assets and Interests, together with a copy of Section 39.3 of The Public Schools Act and Brandon School Division Statement of Assets & Interests form. **Please complete this form and return to the Secretary- Treasurer's Department prior to Monday, November 1, 2010. This statement must be filed with the Secretary-Treasurer prior to taking the oath or affirmation of office.**
- f) Letter regarding the election of Chairperson and Vice-Chairperson.

B) Trustee Orientation Seminar

A Trustee Orientation Seminar has been set for **Wednesday, November 3, 2010 and Thursday, November 4, 2010** at the Victoria Inn, 3550 Victoria Avenue, Brandon. The purpose of these sessions is to assist you in your role as a Trustee and Board Member. A copy of the Orientation Seminar's agenda has been included for your review.

For your use and reference we have provided copies of each of The Public Schools Act and the Division's Policy Manual and Robert's Rules of Order, 10<sup>th</sup> Edition. These are located in the top cupboard in the Board Room in the Administration Office by the exit door. They are available to you on a loaner basis and we ask that you advise the Executive Assistant to the Secretary-Treasurer when you remove either of them in order to sign out the copies and confirm when the copies are returned.

Enclosed for your information are the following documents:

- a) Copy of memo regarding "Quorum for Board Meeting".
- b) Copy of memo regarding "Handling of Motions at Board Meetings".
- c) Board Master Calendar
- d) Guidelines for Claiming Expenses & Per Diems
- e) Information regarding Expense Reimbursement

We will provide other information and documents from time to time. A drawer in the Board Room is also provided for your use. We place in your drawer information of a general nature and we ask that you check the drawer at each opportunity to retrieve this material for your perusal. Please periodically clean out your drawer to make room for new literature.

C) First Class Communication System/ Employee Connect – Orientation:

An Orientation Session regarding the Division's First Class Communication System and Employee Connect has been set for **Friday, November 5<sup>th</sup>, 2010**. A Memo from the Director of MIST regarding this session has been included for your review. The Employee Connect Session will be provided by the Payroll Department **for all Trustees both newly elected and returning**.

D) Manitoba School Boards Association - Orientation

Name  
October 28, 2010  
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Also enclosed is information on MSBA sessions to be held on November 29 and 30, 2010 at the Victoria Inn in Brandon. Trustees are authorized to attend such seminars with expenses and additional indemnities to be assumed by the Board within the budget provided. Please complete the registration forms enclosed and return same to me as we will submit a group registration form.

Please do not hesitate to contact myself or the Superintendent/CEO at any time if you require information or assistance.

Sincerely,

G. F. Barnes,  
Secretary-Treasurer

GFB/sb  
Enclosures

c.c. Dr. D. M. Michaels, Superintendent of Schools/CEO



# Brandon School Division

*"Accepting the Challenge"*

File Code:

October 28, 2010

The Chairperson and Members  
The Brandon School Division

Dear Sir or Madam:

This will advise that the Inaugural Meeting of the Board of Trustees will be held at **7:00 p.m., Monday, November 1, 2010** in the J. L. Milne Boardroom, Administration Office, 1031 - 6th Street, Brandon, Manitoba for the purpose of:

a) Organization - see agenda attached.

Your presence is respectfully requested and we would appreciate it if you would advise us if you are unable to attend as an alternate date for photographs will be necessary.

To commemorate your election to the Board of Trustees, the Division has scheduled a professional photographer to take pictures prior to the commencement of the Inaugural Meeting. Individual and group photographs will be taken in the Staff Room on the 2<sup>nd</sup> floor of the Administration Office **beginning at 5:30 p.m.** Supper will not be provided.

The Invocation, conducted by the Division's Native Elder, Mr. Kevin Tacan, will be given at 6:45 p.m. just prior to the Inaugural Meeting commencing at 7:00 p.m. A social time with refreshments will follow the meeting and we hope you will be able to attend this time of fellowship.

Yours truly,

G. F. Barnes,  
Secretary-Treasurer

/sb

## Attachment

c.c. Senior Administration  
News Media  
President, Brandon Teachers' Association  
President, Brandon Association of Principals  
President, CUPE Local 737

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# THE BRANDON SCHOOL DIVISION

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October 28, 2010

INAUGURAL MEETING OF THE BOARD OF TRUSTEES  
TO BE HELD AT 7:00 P.M., MONDAY, NOVEMBER 1, 2010  
J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE  
1031 - 6TH STREET, BRANDON, MANITOBA

## AGENDA

### PRESENT:

### SECRETARY- TREASURER IN THE CHAIR:

### NATIONAL ANTHEM:

### READ CALL:

### READ RETURNS OF ELECTION:

### AFFIDAVITS OF QUALIFICATION & OATHS OF OFFICE & ALLEGIANCE:

- to be administered by Judge Hewitt-Michta to each Trustee-Elect.

### STATEMENTS OF ASSETS & INTERESTS:

- Advisement by Secretary-Treasurer

### ELECTION OF CHAIRPERSON OF THE BOARD:

### ELECTION OF VICE-CHAIRPERSON OF THE BOARD:

**CHAIRPERSON ASSUME THE CHAIR:**

**CHAIRPERSON'S REMARKS:**

**VICE-CHAIRPERSON'S REMARKS:**

**SECRETARY-TREASURER'S DECLARATION OF OCCUPATIONS OF TRUST:**

**ADJOURNMENT:**



## **TRUSTEE SWEARING-IN CEREMONY**

Judge Hewitt-Michta, will administer the declarations of Trustees, assisted by the Secretary-Treasurer.

Judge Hewitt-Michta will ask all nine (9) Trustees to stand and be sworn in as a group. Please respond to Judge Hewitt-Michta as she reads each point on the attached sheet.

Following the group declaration Judge Hewitt-Michta will ask all Trustees to be seated. Judge Hewitt-Michta will then call each Trustee alphabetically to come forward and be seated at the Chair's desk to sign the individual Affidavit of Qualification and Oath of Office and Allegiance of Trustee of a School Division, to be sworn to by Judge Hewitt-Michta. A copy of the Affidavit and Oath is attached for your perusal prior to the meeting.

Each Trustee will come forward as Judge Hewitt-Michta calls your name.

A handwritten signature in black ink, appearing to read "G.F. Barnes", with a stylized flourish at the end.

G.F. Barnes

Secretary-Treasurer

## **TRUSTEE RESPONSE – GROUP SWEARING IN CEREMONY**

Judge Hewitt-Michta will ask Trustees to raise right hand and then ask:

1. Will you faithfully and impartially, to the best of your ability and knowledge, perform and fulfill the duties of the office of School Trustee of The Brandon School Division to which you have been elected and so long as you shall continue to hold that office without fear or favour?

(Response – “I will”)

2. Will you be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, her heirs and successors, according to law?

(Response – “I will”)

3. Will you uphold the Trustee Code of Ethics to the best of your ability?

(Response – “I will”)



# Brandon School Division

*"Accepting the Challenge"*

File Code:

October 28, 2010

TO: ALL TRUSTEES ELECTED OCTOBER 27, 2010

Re: Statement of Assets and Interests  
Per Section 39.3 of The Public Schools Act

The above-mentioned provisions of The Public Schools Act require that, prior to taking the oath or affirmation of office, every Trustee shall file with the Secretary-Treasurer a statement disclosing assets and interests in accordance with subsection (4) (copy attached).

I am enclosing herewith for completion the appropriate form. Please complete, sign and date the report and **return to me on or before Noon on Monday, November 1, 2010**. Please note that, if appropriate, a NIL report is to be filed. Please also note that the form can be submitted to me in a sealed envelope which should identify the contents and your name.

For the purposes of completing this form, Section 36(1) of The Public Schools Act states that a "dependant" means a) the spouse of a trustee, including a person who is not married to the trustee but whom the trustee represents as the spouse; and b) any child, natural or adopted, of the trustee who resides with the trustee.

If you have any questions or require assistance please give me a call or see me.

Yours truly,

G. F. Barnes,  
Secretary-Treasurer

/sb  
Enclosures

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**Statement of assets and interests**

39.3(1) Prior to taking the oath or affirmation of office, every trustee of a school division or school district shall file with the secretary-treasurer of the school division or school district a statement disclosing assets and interests in accordance with subsection (4).

**Notification of failure to comply**

39.3(2) Where a trustee fails to comply with subsection (1), the secretary-treasurer shall forthwith notify the trustee in writing of the failure, and the trustee shall, within 30 days after receiving the notification, file the statement referred to in subsection (1).

**Further statement after acquisition or disposal**

39.3(3) Where after the filing of a statement under subsection (1) or (2) a trustee or any dependant of a trustee acquires or disposes of any asset or interest of a kind mentioned in subsection (4), the trustee shall within 30 days of the acquisition or disposal file with the secretary-treasurer a further statement disclosing the acquisition or disposal.

**Assets and interests that must be disclosed**

39.3(4) Subject to subsection (5), a trustee of the school board of a school division or school district filing a statement under subsection (1), (2) or (3) shall in the statement disclose

(a) all land in the school division or school district in or in respect of which the trustee or any of the trustee's dependants has any estate or interest, including any leasehold estate and any mortgage, licence or interest under a sale or option agreement, but excluding principal residence property;

(b) where the trustee or any of the trustee's dependants holds a beneficial interest in, or a share warrant or purchase option in respect of, 5% or more of the value of the issued capital stock of a corporation, all estates and interests in or in respect of land in the school division or school district held by that corporation or by a subsidiary of that corporation;

(c) the name of every corporation, and every subsidiary of every corporation, in which the trustee or any of the trustee's dependants holds a beneficial interest in 5% or more of the value of the issued capital stock, or holds a share warrant or purchase option in respect of 5% or more of the value of the issued capital stock;

(d) the name of every person, corporation, subsidiary of a corporation, partnership or organization that remunerates the trustee or any of the trustee's dependants for services performed as an officer, director, manager, proprietor, partner or employee;

(e) bonds and debentures held by the trustee or any of the trustee's dependants, excluding bonds issued by the Government of Canada, by the government of any province of Canada, or by any municipality in Canada, and also excluding Treasury Bills;

(f) holdings of the trustee or any of the trustee's dependants in investment funds, mutual funds, investment trust or similar securities, excluding Retirement Savings Plans, Home Ownership Savings Plans, accounts and term deposits held in banks, credit unions or other financial institutions, pension plans and insurance policies;

(g) any interest in property in the school division or school district to which the trustee or any of the trustee's dependants is entitled in expectancy under any trust, and any interest in property in the school division or school district over which the trustee or any of the trustee's dependants has a general power of appointment as executor of a will, administrator of an estate or trustee under a deed of trust;

(h) the nature, and the identity of the donor, of every gift given to the trustee or any of the trustee's dependants at any time after the coming into force of this section, excluding

(i) gifts from a family member,

(ii) gifts disclosed in any previous statement filed under subsection (1), and

(iii) gifts received before the trustee was first elected to the school board; and

(i) the general nature of any contract or other pecuniary transaction entered into at any time after the coming into force of this section between the school division or school district and

(i) the trustee or any of the trustee's dependants, or

(ii) any corporation referred to in clause (c), or

(iii) any partnership in which the trustee or any of the trustee's dependants is a partner,

but excluding

- (iv) any such contract or other pecuniary transaction entered into before the trustee was first elected to the school board,
- (v) any such contract or other pecuniary transaction disclosed in any previous statement filed under this section, and
- (vi) any transaction in which the trustee or any of the trustee's dependants is presumed under section 37 not to have a direct or indirect pecuniary interest.

#### **General exemptions**

- 39.3(5) For the purposes of this section, no trustee of a school board is required
- (a) to disclose any gift worth less than \$250., unless the total value of all the gifts from the donor to the trustee and the trustee's dependants during the preceding year exceeded \$250.; or
  - (b) to disclose any other asset or interest worth less than \$500.; or
  - (c) to estimate the value of any asset or interest disclosed; or
  - (d) to disclose any asset or interest acquired by a dependant of the trustee
    - (i) prior to January 1, 1984, in the case of a trustee elected before January 1, 1987, and
    - (ii) in the case of a dependant of any other person subsequently elected to the school board, more than two years before the person was elected to the school board for the first time after the coming into force of this section.

#### **Continuing disclosure**

- 39.3(6) Where a trustee or any of the trustee's dependants receives as a gift any of the assets or interests referred to in clauses 4(a) to 4(g), the trustee shall, notwithstanding that the gift has already been disclosed in a statement filed under this section, continue to disclose the asset or interest in every statement filed thereunder until the trustee or dependant disposes of the asset or interest.

#### **Statements not available to public**

- 39.3(7) Subject to subsections (8) and (9), the secretary-treasurer of a school division or school district shall not
- (a) make any statement filed under this section available for inspection by any person; or
  - (b) reveal the contents of any statement filed under this section to any person.

#### **Exception for trustees**

- 39.3(8) Subsection (7) does not apply to a trustee who wishes to inspect, or to be informed of the contents of, any statement filed by the trustee under this section.

#### **Limited disclosure**

- 39.3(9) Where any person
- (a) provides details of a possible violation of this Act by a trustee of a school board; and
  - (b) indicates a specific asset or interest in respect of which the possible violation may have occurred;
- the secretary-treasurer of the school division or school district shall examine the statements filed by the trustee under this section and shall in writing inform the person whether or not the statements disclose the specific asset or interest.

R.S.M. 1987 Supp., c. 26, s. 3.

# THE BRANDON SCHOOL DIVISION

**STATEMENT OF ASSETS & INTERESTS** pursuant to Conflict of Interest Provisions in  
The Public Schools Act, Section 39.3(1)

TRUSTEE \_\_\_\_\_  
(name)

I declare the following to be the assets and interests of me and my dependents in  
accordance with the provisions of Said Act:

Real Estate in the School Division:

Personal Financial Interest: (no financial detail required – nature of holding only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# Brandon School Division

*"Accepting the Challenge"*

File Code:

October 28, 2010

TO: ALL TRUSTEES

The purpose of this letter in accordance with Policy Administrative Procedure 2002 – "Guidelines Pertaining to the Election of Chair and Vice-Chair and Selection of Committee Members", is to invite Trustees to express an interest in being nominated for the positions of Chairperson and Vice-Chairperson for the ensuing year.

This invitation is made in accordance with guidelines established by the Board, a copy of which is available on request.

## **CHAIRPERSON AND VICE-CHAIRPERSON**

At the Inaugural Meeting of the Board to be held at 7:00 p.m., Monday, November 1, 2010, the Trustees will elect from among themselves a Chairperson and a Vice-Chairperson for the ensuing year. You are hereby invited to express an interest in being nominated for the positions of Chairperson and/or Vice-Chairperson.

**Please phone or see me on or before 10:00 a.m. on Monday, November 1<sup>st</sup>, 2010.**

I will provide to all Trustees a list identifying those individuals who, as of that time, are prepared to let their names stand for election as Chairperson and/or Vice-Chairperson.

At the Inaugural Meeting, elections for Chairperson will be called. Nominations will require a Nominator. Nominations are not restricted to those names listed. Nominations may be made from the floor. The Chairperson for the ensuing year shall then be elected by secret ballot. The Secretary-Treasurer shall preside at the election in accordance with the provisions of The Public Schools Act and Bylaw No. 1/2009.

The same procedure will be followed for the election of the Vice-Chairperson.

All Board Committees will be established at the Regular Board Meeting scheduled for November 8, 2010.

Designated Committees, as provided for in Bylaw No. 4/2010 authorizing the payment of indemnities, shall be identified by resolution of the Board at the same meeting.

TO: ALL TRUSTEES  
October 28, 2010  
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If you have any questions or require further information respecting the foregoing, please call Dr. Michaels, Superintendent, or myself.

Yours truly,

A handwritten signature in black ink, appearing to read "G. F. Barnes". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

G. F. Barnes,  
Secretary-Treasurer

/sb  
Enclosures

c.c. Senior Administration

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# Brandon School Division

1031 – 6<sup>th</sup> Street Brandon MB R7A 4K5

## **BOARD OF TRUSTEES ORIENTATION PROGRAM**

**NOVEMBER 3 AND 4, 2010**

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### **I. PURPOSES**

1. To engage the Board of Trustees in a comprehensive, meaningful orientation program focusing on the role, responsibilities and accountability of the Board in the areas of policy governance, finance, student achievement, personnel employment, asset protection, Board operation and functioning, community and governmental relations.
2. To enable the Board of Trustees and Senior Administration to participate in an initial team development process designed to unify joint mission and vision and to delineate respective roles and their uniqueness and convergence.
3. To provide the Board of Trustees with a focused overview of the governance matters before them during 2010-2014.

### **II. OUTCOMES**

1. The Board of Trustees will have an overall understanding of their role, responsibilities and accountability with specific reference to legislation and policy regarding:
  - a) The role, responsibilities and accountabilities of the Superintendent/CEO, Secretary-Treasurer, Associate Superintendent, Assistant Secretary-Treasurer, Directors, Administrators, Principals.
  - b) The School Division's organization and operations.
  - c) The short-term and long-term strategic issues facing Brandon School Division.
2. The Board of Trustees will have a sufficient foundation for the development of their governance goals for 2010-2014 as a basis for the Board's directional work.
3. The Board of Trustees and Senior Administration will have a foundation for focused team work.

### III.PROCESS (AGENDA)

**Wednesday, November 3, 2010 – 8:15 am to 4:00 pm at Victoria Inn, Private Dining Room.**

8:15-9:00 am	<b>MEET &amp; GREET</b> COFFEE & PASTRIES & CONVERSATION	
9:00 – 12:00 noon	<b>BOARD POLICY GOVERNANCE (PUBLIC SCHOOLS ACT)</b> i) What is board governance? ii) Governance models and principles iii) Roles and responsibilities - including role of individual trustee iv) Board processes v) Context of School Boards in Manitoba vi) Issues facing School Boards in Manitoba.	Carolyn Duhamel, MSBA Executive
	<b>Question &amp; Answer Period</b>	
12:00-1:00 pm	<i>Lunch – To Be Provided.</i>	
1:00-2:30 pm	<b>BOARD’S ROLE, RESPONSIBILITY AND ACCOUNTABILITY IN SPECIFIC GOVERNANCE AREAS OF:</b>  i) Budget and Finance  ii) Board Operation and Functioning, including: - Conflict of interest - Communication/Consultation and the difference between the two - Protocol for complaints - Travel/conferences/expense accts - Trustee mail & information - Committee Structures  iii) Student Learning Achievement  iv) Personnel Employment - roles of Superintendent/CEO, Secretary- Treasurer, Associate Superintendent, Assistant Secretary-Treasurer, Directors, Administrators, Principals  v) Asset Protection (including Facilities)  vi) Community and Governmental Relations	G. Barnes  G. Barnes          D. Michaels   B. Switzer  G. Barnes  D. Michaels

2:30-2:45 pm	<b>Question &amp; Answer Period</b> <i>Nutrition Break</i>
2:45-3:45 pm	<b>DIVISIONAL ORGANIZATION AND OPERATIONS: OVERVIEW</b>
	i) Organizational and Reporting Structure G. Barnes
	ii) Strategic Plan 2008-2011 D. Michaels
	iii) School Development Plan G. Malazdrewicz
	iv) School Operations, Programs, and Services G. Malazdrewicz
	v) Operating and Capital Budgets (2010-2011) G. Barnes
	<b>Question &amp; Answer Period</b>
3:45-4:00 pm	Wrap Up

**Thursday, November 4, 2010 – 8:30 am to 4:00 pm**

8:30-9:00 am

**MEET & GREET**  
COFFEE & PASTRIES & CONVERSATION

9:00-11:45 am

**BOARD GOVERNANCE (PUBLIC SCHOOLS ACT AND OTHER LEGISLATION)**

- i) Roles and responsibilities as delineated in legislation D. Swayze  
Solicitor  
Meighen & Co.
- ii) Board Process – Procedural By-law 1/2009
- iii) Board Policy Manual – in depth review with specific emphasis on the following policies & procedures: Sr. Admin
  - 1001 – “Foundations and Commitments”
  - 1001.1 – “Equity”
  - 1001.2 – “Educational Sustainability in Student Achievement”
  - 2018 - “The People and Its School Division”
  - 3001 - “Budget Deadlines and Schedules”
  - 4001 - “Off-Site Activities”
  - 4044 - “Appropriate Educational Programming”
  - 4044.1 – “Appropriate Educational Programming”
  - 4044.2 – “Divisional Learning Support Classrooms AEP”
  - 4044.3 – “High Ability Learner Enrichment Programming AEP”
  - 4048 - “Use of Certified Service Dogs in BSD”
  - 4052 - “Student Assessment”
  - 5026 - “Harassment”
  - 7004 - “Student Conduct”
  - 7004.1 – “Notification of Suspension”
  - 7004.2 – “Violent Incident Report Form”
  - 7010 - “Illegal Possession and/or use of Alcohol, Illicit or Non-Medical Use of Drugs and Intoxicating Substances”.
- iv) Goal Preparation D. Michaels
- v) Superintendent/CEO Evaluation D. Michaels

11:45-1:00 pm

*Lunch – To Be Provided.*

1:00 – 3:00 pm

**OVERVIEW OF “BIG PICTURE ISSUES” RELATED TO BOARD OF TRUSTEES GOVERNANCE MATTERS (2010 – 2014):**

- i) Financial Directions G. Barnes
- ii) Collective Bargaining G. Barnes

- |                                 |                                 |
|---------------------------------|---------------------------------|
| iii) Technology                 | B. Ewasiuk                      |
| iv) Enrolment Projections       | G. Malazdrewicz                 |
| v) Facilities Planning          | G. Barnes                       |
| vi) Scope of Program & Services | D. Michaels/<br>G. Malazdrewicz |
| vii) Governmental Relations     | G. Barnes                       |
| viii) Board Self-Assessment     | D. Michaels                     |

**Question & Answer Period**

- |                |  |                                   |
|----------------|--|-----------------------------------|
| 3:00 – 3:30 pm | Conversations with Presidents of Brandon Teachers Association and CUPE Local 737 | D. Hardy (BTA)<br>D. Arpin (CUPE) |
| 3:30 – 4:00 pm | Next Steps and Wrap Up   |                                   |
- i) Board preparation of governance goals – January, 2011.
  - ii) Board briefings – to be scheduled.
  - iii) Preparation for Operating budget (late November 2010 – end of January 2011).



# Brandon School Division

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File Code:

October 28, 2010

TO: ALL TRUSTEES

**RE: QUORUM FOR BOARD MEETINGS**

Section 2.9 of By-Law 1/2009 regulating the proceedings of the Board provided that "a majority of the whole Board shall constitute a quorum". Accordingly, five (5) or more Trustees must be present in order for an official Board Meeting to take place. If there are less than five (5) Trustees present the Meeting shall stand adjourned.

Please make every effort to inform the Secretary-Treasurer with as much advance notice as possible if you will be unable to attend any Regular or Special Meeting of the Board. It will then be my responsibility to take whatever steps are necessary to determine if a quorum will be present. If a quorum is not possible then, time permitting and in consultation with the Chairperson, the meeting can be cancelled and all Trustees, news media, delegations, known visitors etc. so advised in advance and a notice placed on the door. This will avoid the circumstance of being unable to conduct a meeting because a quorum fails to materialize and having to send home everyone who does show.

Your cooperation in the foregoing will be appreciated. Please call if you have any questions.

Yours truly,

G.F. Barnes  
Secretary-Treasurer

GFB/sb  
c.c. Senior Administration.

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# Brandon School Division

*"Accepting the Challenge"*

File Code:

October 2010

TO: ALL TRUSTEES

**RE: HANDLING OF MOTIONS AT BOARD MEETINGS**

The following is the practice adopted in handling motions at a Board Meeting. I will have written motions, as worded in the Agenda, passed around the table at the beginning of the meeting. As soon as the mover and seconder have signed the motion form I would ask that the motion be passed back to me for accumulation and forwarding to the Chairperson.

The mover of a motion should note the number of the appropriate motion prior to returning the motion to me as well as the name of the seconder in order to so indicate when it is time to present that motion. The motions will then be in the hands of the Chairperson when it is time to deal with them. The Chair will call for the motion by number and the mover will indicate the mover and seconder and read aloud the motion.

Any motions not printed in the Agenda will be read out by the Mover and then forwarded to the Chairperson to be dealt with.

If you have any questions respecting the foregoing please call or see me.

Thank you for your cooperation.

Yours truly,

G. F. Barnes,  
Secretary-Treasurer

/sb

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## **THE BRANDON SCHOOL DIVISION**

### **BOARD MASTER CALENDAR**

#### **BOARD MEETINGS**

- ◆ Regular Board Meetings - 2nd & 4th Mondays, excepting 4th Monday in December, 4th Monday in July and 2nd Monday in August.
- ◆ Informal Meetings - approximately quarterly, dates to be determined
- ◆ Annual Budget Meeting, 3rd Tuesday in February
- ◆ Inaugural Meeting, within 14 days after the election in election years and 1<sup>st</sup> week of September in other years.

#### **ANNUAL MEETING OBJECTIVES**

- ◆ City Council - approximately January - March re budgets, taxation  
- other times as and when needed.
- ◆ Minister of Education – when needed
- ◆ Local MLA's - Brandon East annually  
- Brandon West annually
- ◆ Local M.P. - annually
- ◆ Parent Group Council or Advisory Councils for School Leadership (ACSL) – when needed.

#### **ANNUAL CONVENTIONS, CONFERENCES, ETC.**

- ◆ MSBA Annual Convention, Thursday through Saturday, mid-March
- ◆ CSBA Annual Congress, Wednesday through Saturday, early July
- ◆ CEA Annual Conference, Tuesday through Friday, 3rd week of September
- ◆ MSBA Annual Western Region Meeting, January
- ◆ MSBA Trustee Development Forum/School for New & Seasoned Trustees, November/December
- ◆ Administrative Council/Board Workshop, Fall date to be determined
- ◆ Board Annual Workshop, Spring date to be determined
- ◆ MSBA Regional Negotiation Coordinating Meetings, as called.

#### **ANNUAL FUNCTIONS**

- ◆ Employees' Long Service Recognition Evening, May
- ◆ Dinner in honour of Long Service Employees leaving the Division, June
- ◆ Dinner in honour of retiring Trustees, December.



# Brandon School Division

*"Accepting the Challenge"*

File Code:

October 29, 2010

TO: ALL TRUSTEES

**RE: GUIDELINES FOR CLAIMING EXPENSES & PER DIEMS**

Attached for your information and guidance is a copy of Board Policy and Procedures 2006 – "Trustee Professional Development" and the form to be used in claiming for expense reimbursement and payment of per diems in accordance with that policy and the current by-law establishing the rate for per diems. Claim forms are available to download off the Brandon School Division website.

Please note the following guidelines in submitting claims:

1. Submit your claim to the Secretary-Treasurer as soon as possible after the event.
2. Enclose receipts or other appropriate documentation where required.
3. Complete claim for Per Diems in hours or days as applicable.
4. Please identify personal costs included in motel bills. Etc. to be deducted in the "Advance or Personal Charges" section of the form.

The Secretary-Treasurer's Department will maintain appropriate records for each Trustee and will advise each Trustee of the status of his/her individual budget at least semi-annually. Additionally, we will contact or advise by memo a Trustee whose four year budget allotment is within approximately \$1,000 of being expended in order that the Trustee can make appropriate professional development decisions.

NOTE – The professional development budget for Trustees has been identified for review by the new Board.

Trustees are requested to call Mr. Kevin Zabowski, Assistant Secretary-Treasurer, or myself if you have any questions with respect to the foregoing.

Yours truly,

G.F. Barnes  
Secretary-Treasurer  
GFB/sb  
Enc.

c.c. K. Zabowski, Assistant Secretary-Treasurer  
Accounts.



# Brandon School Division

*"Accepting the Challenge"*

File Code:

November 2010

TO: ALL TRUSTEES

**RE: EXPENSE REIMBURSEMENT**

The following is provided by way of information and reminder of Board policies and practices for the payment of expenses incurred by Trustees while attending conventions, workshops, seminars and the like. In processing expense claims we make any appropriate adjustments to reflect amounts authorized. Please give me a call if you have any questions about adjustments made:

Trustees are entitled to payments for expenses as follows:

**Mileage** – Current – 38.0¢ per km. or a flat rate of \$161.00 for trips to/from Winnipeg and \$23.00 for trips to/from Shilo

**Meals** - Current - maximum of \$50.00/day, allocated

Breakfast	\$ 10.00
Lunch	15.00
Dinner	25.00
	<u>\$ 50.00</u> (includes gratuities)

Meals included in the registration fee are deducted accordingly.  
It has been past practice to waive the above rates for Board business meals; e.g. Friday dinner at MAST Convention, Board and Committee meals, and the like.

**Accommodation** - actual cost supported by a paid receipt or invoice for single rate.

**Airfare** - economy rate

**Per Diems** - \$13.00/hour to maximum of 8 hours/day = \$104.00  
Travel time to/from conferences is included.

**Spouse & Personal Expenses** - are not supportable and are deducted from expense claims. Phone calls, room service, etc. shown on hotel bills are deducted as personal expenses unless the Trustee advises of expenses that are related to Board business.

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TO: ALL TRUSTEES  
November 2010  
Page 2

If you wish to make alternative plans to the norm, such as driving to a conference site rather than flying or staying additional day(s) in order to obtain reduced airfare, please see me to determine the appropriate financial arrangement.

Please call or see me if you have any questions with respect to the foregoing.

Yours truly,

A handwritten signature in black ink, appearing to read "G. F. Barnes", with a stylized flourish at the end.

G. F. Barnes,  
Secretary-Treasurer

GFB/sb

c.c. Senior Administration



# Brandon School Division

1031 – 6<sup>th</sup> Street Brandon MB R7A 4K5

## BOARD OF TRUSTEES FIRST CLASS ORIENTATION

NOVEMBER 5<sup>TH</sup>

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### I. PURPOSES

1. To provide the Board of Trustees with an opportunity to learn and understand the FirstClass System/Employee Connect System in order to communicate effectively and efficiently with the Brandon School Division and the public in a secure environment.

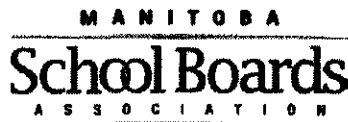
### II. OUTCOMES

1. The Board of Trustees will have an overall understanding of:
  - a) The First Class Communications system;
  - b) The importance of using the Divisional System of communication;
  - c) The FirstClass email, calendar and conferencing;
  - d) Electronic Agendas and the use of Laptops at the Board Table;
  - e) Employee Connect and electronic payroll information.

### III. PROCESS

Orientation will take place on Friday, November 5<sup>th</sup>, 2010 from 9:00 a.m. to 12:00 p.m. in the Training Centre, 2<sup>nd</sup> Floor of the Administration Office, 1031 – 6<sup>th</sup> Street. If you have any questions, please do not hesitate to contact the Secretary-Treasurer.

\\BDFS01\Home\Staff\bailey.sheri\Documents\TRUSTEES\ORIENTATION\2010\Orientation Agenda- 1st class.doc



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

October 13, 2010

**TO:** The Secretary-Treasurer, All Divisions and Districts

**FROM:** Heather Demetriooff, Associate Director

**RE:** **New Trustee Orientation Sessions and Board Chair Workshop**

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Please find attached registration forms for the Manitoba School Boards Association upcoming new trustee orientation sessions and our bi-annual board chairs workshop. Details of these sessions are as follows.

***New Trustee Orientation Sessions***

This workshop will be held on two occasions: November 25 and 26 at the Hilton Suites Airport in Winnipeg, and November 29 and 30 at the Victoria Inn in Brandon. Both sessions will start with a light dinner for participants at 5:30 p.m. on the first day; the formal session on that day will run from 6:30 to 9:00 p.m. Day two will run from 9:00 a.m. to 4:00 p.m., and will include lunch. The evening session will be dedicated to an examination of the structure of Manitoba's education system and an overview of Manitoba School Boards Association services. Day two topics include an examination of what it means to govern, a look at school board structure and operations and the leadership team, funding and budgets, and the board's role as employer. The new trustee orientation sessions will be facilitated by Manitoba School Boards Association senior staff, with assistance from the Manitoba Association of School Superintendents and the Manitoba Association of School Business Officials.

***Board Chairs' Workshop***

This session will be offered on one occasion: November 25, from 9:00 a.m. to 4:00 p.m. at the Hilton Suites Airport in Winnipeg. Skilled board chair leadership is a requisite ingredient for high performance school board governance. This workshop will explore the chair's role and the particular skills essential to board chair success. The program will include a segment on media relations challenges and strategies to help the chair fulfill his or her role as official board spokesperson, and an opportunity to learn from the experiences of veteran board chairs. Carolyn Duhamel, Executive Director of the Manitoba School Boards Association and a former school trustee and board chair will be the lead facilitator for this session. ***Registration for this session is limited to school board chairs and vice-chairs.***

Registration deadlines for these events are noted on the respective forms. If you have any questions, please don't hesitate to call or email me at [hdemetriooff@mbschoolboards.ca](mailto:hdemetriooff@mbschoolboards.ca).

Thank you.

:hd

Attachments (2)

A handwritten signature in dark ink, appearing to read "2010" or similar, written over the "Attachments (2)" text.

## New Trustee Orientation

Registration Form • Winnipeg | Brandon • November 2010

### To Register:

Please return this completed form to the association office no later than 7 days before the session for which you are registering. Please fax to the attention of Jennifer Esau (231-1356) or email: [jesau@mbschoolboards.ca](mailto:jesau@mbschoolboards.ca). Forms can also be mailed to: 191 Provencher Blvd., Winnipeg, MB R2H 0G4

### Cancellation Policy:

Full refunds will be made for registrations cancelled prior to the registration deadline indicated above. No refunds will be available for cancellations received after those dates, but substitutions will be allowed.

(Please Print)

**Division/District:**

(Please select your choice of location)

Name	Position	Winnipeg (Nov. 25/26)	Brandon (Nov. 29/30)

Total Fees	\$	+ GST (5%)	\$	Total Payable	\$
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Cheque enclosed: \_\_\_\_\_ Please invoice: \_\_\_\_\_

### THINGS TO NOTE:

- Registration fee is \$110 plus GST, includes materials, dinner, lunch and breaks.
- Winnipeg location - Hilton Suites Winnipeg Airport, 1800 Wellington Ave., Tel: 783-1700; Brandon location - Victoria Inn, 3550 Victoria Ave., Tel: 725-1532 | 1-800-852-2710 (toll-free)
- Contact Andrea at the association office should you have specific food allergies or dietary restrictions

### SCHEDULE:

Day 1—The formal session will run from 6:30 to 9:00 p.m. A light dinner will be available for all participants at 5:30 p.m.

Day 2—The formal session will run from 9:00 a.m. to 4:00 p.m. Coffee and refreshments will be available at 8:30 a.m., and lunch will be provided.