



BRANDON SCHOOL DIVISION

MARCH 19, 2014

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

TO BE HELD MONDAY, MARCH 24, 2014
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, March 10, 2014.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Members of the Vincent Massey High School Student Council, regarding various events and activities that the council has been hosting and participating in over the past year, including their trip to the Canadian Student Leadership Conference.

2.02 Reports of Committees

- a) Parent Guardian Division Advisory Committee P. Bowslaugh
- b) Friends of Education Committee P. Bartlette

- c) Divisional Futures and Community Relations Committee P. Bowslaugh
- d) Personnel Committee L. Ross
- e) Other
– Manitoba School Boards Association 2014 Annual General Meeting M. Sefton

2.03 Delegations and Petitions

- a) Ms. Robin Leslie, Parent, appealing decision of Facilities and Transportation Committee and requesting an exception to policy with respect to bussing for her child.

2.04 Communications for Action

- a) Amber Donnelly, student, Vincent Massey High School, March 4, 2014, noting she has been accepted to the Canadian Gene Cure Foundation to participate in the Gene Researcher for a Week Program. She has been assigned to the University of Alberta Faculty of Medicine and Dentistry, where researchers are using the fruit fly to study the regulation of a tumor suppressor protein and adhesion proteins which, if they mutate in humans, cause Neurofibromatosis Type 2. To attend the program she is required to organize her own flight from Brandon to Edmonton, her own accommodations and Meals. The Canadian Gene Cure Foundation will reimburse her \$500. That money only covers one third of her expenses which came to approximately \$1,500 (\$600 for plane tickets, \$500 for hotel, and \$400 for food). Therefore she is asking the Board of Trustees for assistance in covering her expenses to participate in the program. (Appendix "A").

Refer Business Arising.

- b) Janis Arnold, MSBA Board Development Consultant, March 4, 2014, regarding the "Understanding the Role of the Secretary-Treasurer" Workshop to be held Friday, April 25, 2014, at the Victoria Inn, Brandon. The purpose of the workshop is to explore the scope and complexities of the secretary-treasurer role in modern day school divisions. The morning program, will focus on the notion of shared leadership and the role of the secretary-treasurer within that paradigm. The afternoon session will provide participants with the opportunity to hear about three case studies and to explore concrete examples of the secretary-treasurer's contributions as part of the divisional senior leadership team. Registration information has been included in the package. (Appendix "B").

Refer MSBA Issues.

- c) Mr. Floyd Martens, President, Manitoba School Boards Association, March 6, 2014, responding to the Board's letter of March 1st concerning the composition of the ad hoc committee which the Executive had created to explore the services and funding structure for the Manitoba School Boards Association. In determining the composition of the ad hoc committee, the MSBA Executive took into consideration the scope of the work and the level of understanding of the organization that is required. Past presidents, in their roles at the Executive table over multiple years, have had extensive exposure to the inner workings and the day-to-day functioning of the association and therefore, in the Executive's view, are best positioned to fulfill the mandate assigned to the ad-hoc committee. MSBA member school boards are welcome at any time to share with the committee or the Executive their views and/or suggestions about MSBA services and financial matters so that the committee may consider these in their study and deliberation about these issues. (Appendix "C").

Refer MSBA Issues.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Amber Donnelly, student, Vincent Massey High School, from Communications for Action 2.04a), noting she has been accepted to the Canadian Gene Cure Foundation to participate in the Gene Researcher for a Week Program and asking the Board of Trustees for assistance in covering her expenses to participate in the program.

- MSBA issues (last meeting of the month)

- b) Correspondence from Janis Arnold, MSBA Board Development Consultant, from Communications for Action 2.04b), regarding the "Understanding the Role of the Secretary-Treasurer" Workshop to be held Friday, April 25, 2014, at the Victoria Inn, Brandon.
- c) Correspondence from Mr. Floyd Martens, President, Manitoba School Boards Association, from Communications for Action 2.04c), responding to the Board's letter of March 1st concerning the composition of the ad hoc committee which the Executive had created to explore the services and funding structure for the Manitoba School Boards Association.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - Vincent Massey High School Off-Site Activity Request – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

23/2014 That the trip involving twenty four (24) grades 10 to 12 World History students, from Vincent Massey High School to make a trip to Oahu, Hawaii from March 28 – April 6, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

2.08 Bylaws

2.09 Giving of Notice

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

- a) Michelle Hood, Valleyview Parent Council, March 5, 2014, writing as a follow-up to a package she sent in September, 2013 regarding the Valleyview Centennial School playground and her request for a guarantee that Valleyview School will be receiving funds from the Brandon School Division and the City of Brandon. She requests that the Board guarantee a loan from the Sunrise Credit Union, in the amount of \$60,000 for the school's new play structure.

Refer to In-Camera Discussions.

3.03 Announcements

- a) City of Brandon/Brandon School Division Joint Meeting, 6:00 p.m., Tuesday, March 25, 2014, Riverbank Discovery Centre.
- b) Finance Committee Meeting, 2:00 p.m., Monday, April 7, 2014, Board Room.
- c) Support Labour Personnel Management Committee Meeting, 12:00 noon, Wednesday, April 9, 2014, Conference Room.
- d) Facilities and Transportation Committee Meeting, 11:30 a.m., Thursday, April 10, 2014, Board Room.
- e) Personnel Committee Meeting, 9:00 a.m., Monday, April 14, 2014, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 14, 2014, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 - Personnel Report.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

a) Confidential #2 – Board Operations Matter.

- Trustee Inquiries

5.00 ADJOURNMENT

Appendix "A"

Amber Donnelly
Site 240 Box 75 RR3
Brandon, MB, R7A 5Y3
(204)-721-1309
amberdonnelly@hotmail.ca

March 4, 2014

Dear Board of Trustees,

My name is Amber Donnelly and I am a grade 11 student at Vincent Massey High School in Brandon, Manitoba. I have been accepted by the Canadian Gene Cure Foundation to participate in the Gene Researcher for a Week Program. The program provides a select group of students with the opportunity to experience an authentic lab experience in one of many host labs across Canada. In the labs the students are able to observe and interact with the genetics research which is taking place.

The lab that I have been assigned to is at the University of Alberta Faculty of Medicine and Dentistry, where researchers are using *Drosophila* (the fruit fly) to study the regulation of a tumor suppressor protein and adhesion proteins which, if they mutate in humans, cause Neurofibromatosis Type 2.

Upon completion of the program the Canadian Gene Cure Foundation requires each student to write an essay about their experience, and encourages students to present what they learn to their classmates. I hope to be able to present the theory that I will learn to both my biology and chemistry classes.

To attend the program I am required to organize my own transportation to the lab which includes the flight from Brandon to Edmonton, my accommodations, and my meals. The Canadian Gene Cure Foundation reimburses each participating student with \$500, but that money will only cover one third of my expenses over all, which come to approximately \$1500 (\$600 for plane tickets, \$500 for the hotel, and \$400 for food). I am looking for donations to assist in covering the expenses that come with participation in the program in order to minimize the financial strain that would be placed on my family. Any amount of assistance is appreciated.

If you are interested in assisting by donating or would like more information please contact me by email at amberdonnelly@hotmail.ca.

Sincerely,

Amber Donnelly

2.04a)



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

Appendix "B"

March 4, 2014

TO: Board Chairs, Secretary-Treasurers, Superintendents

FROM: Janis Arnold, Board Development Consultant

RE: Understanding the Role of Secretary-Treasurer Workshop – Friday, April 25, 2014

Secretary-treasurers hold critical roles in the school divisions and their responsibilities often extend far beyond the issues of finance and budget usually attributed to the position. The Manitoba School Boards Association, with the endorsement and participation of the Manitoba Association of School Business Officials (MASBO) and the Manitoba Association of School Superintendents (MASS), is pleased to offer a one-day workshop exploring the scope and complexities of the secretary-treasurer role in modern day school divisions.

Divisions are invited to register teams consisting of the board chair, the finance committee chair, secretary-treasurer, assistant secretary-treasurer, and superintendent (or their designates), with a maximum of five participants per division.

The workshop will be held on Friday, April 25 at the Victoria Inn in **Brandon**. The registration desk will open at 8:30 am; the workshop will commence at 9:00 am and conclude at 4:00 pm. The registration fee of \$115.00 (plus GST) includes all workshop handouts, a continental breakfast, lunch and refreshment breaks. A block of rooms has been reserved under the Manitoba School Board Association. Please call the hotel directly to book your room. Accommodation and transportation will be the responsibility of school divisions.

The morning's program, using roundtable discussions, as well as open forums, will focus on the notion of shared leadership and the role of the secretary-treasurer within that paradigm. The afternoon session will provide participants the opportunity to hear about three case studies and to explore concrete examples of the secretary-treasurer's contributions as part of the divisional senior leadership team.

The program overview and registration form are attached to this memo. If you have any questions, please don't hesitate to email me (jarnold@mbschoolboards.ca) or contact me directly at the association office.

cc: MASBO
MASS

JA/je
attachments

2.0461

UNDERSTANDING THE ROLE OF SECRETARY-TREASURER

April 25, 2014

Victoria Inn, Brandon

PROGRAM OVERVIEW

8:30 a.m. Registration and light breakfast

9:00 a.m. **Mutuality of Leadership:** examining various divisional leadership models and the range of roles that secretary-treasurers currently play within them

Round-table exercises and open discussion

(mid-morning break provided)

12:00 noon Lunch

1:00 p.m. **Examination of the Role:** presentation of divisional initiatives where secretary-treasurers have played an integral part

Examination of how a secretary-treasurer's role can be developed and integrated into the divisional structure

(mid-afternoon break provided)

3:30 p.m. Next Steps & Closing

4:00 p.m. Adjourn

UNDERSTANDING THE ROLE OF SECRETARY-TREASURER

Registration Form • Friday, April 25, 2014

To Register:

Please return this completed form to the association office by April 17.

Please fax to the attention of **Jennifer Esau** (231-1356) or email:

jesau@mbschoolboards.ca. Forms can also be mailed to: 191 Provencher Blvd., Winnipeg, MB R2H 0G4

LOCATION AND PROGRAM:

9:00 am to 4 pm

Friday, April 25, 2014

Victoria Inn, Brandon

3550 Victoria Ave., Brandon

The program is directed at divisional teams consisting of the board chair, the finance committee chair, secretary-treasurer, assistant secretary-treasurer, and superintendent (or their designates), with a maximum of five participants per division.

Cancellation Policy:

Full refunds will be given if notice of cancellation is received at the association by April 17. Refunds, less a \$25 per person administration fee, will be issued if notice of cancellation is received at the association office after April 17, but prior to April 25. No refunds will be available for cancellations received after the start of the workshop, but substitutions will be allowed.

PLEASE NOTE:

- Registration (continental breakfast available) opens at 8:30 am
- Registration fee for this one-day workshop is \$115/person plus GST
- Registration fee includes all workshop handouts, lunch and refreshment breaks but not transportation or accommodations
- A number of hotel rooms have been reserved under the association's name. Contact the Victoria Inn (Tel: 204-725-1532; toll free: 1-800-852-2710) directly and quote the MSBA event
- Contact Tara at the association office should you have specific food **allergies** or dietary restrictions
- Registration deadline is **Thursday, April 17**

Division/District:

Name (Please Print)	Position

Total Fees	\$	+ GST (5%)	\$	Total Payable	\$

Cheque enclosed: _____

Please invoice: _____

UNDERSTANDING THE ROLE OF SECRETARY-TREASURER

Registration Form • Friday, April 25, 2014

To Register:

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- Registration deadline is **Friday, April 17**

Division/District: _____

Name (Please Print)	Position

Total Fees	\$	+ GST (5%)	\$	Total Payable	\$

Cheque enclosed: _____ Please invoice: _____



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

March 6, 2014

Mark Sefton
Chair
Brandon S.D.
1031-6th Street
Brandon, MB R7A 4K5

Dear Mr. Sefton,

I am writing with regard to your letter dated March 1st concerning the composition of the ad hoc committee which the Executive has created to explore the services and funding structure for our Association.

As an Executive, we discussed potential ways to do this in-depth work and it was agreed that an ad hoc committee at arm's length from the provincial Executive would be the best way to proceed. This committee is charged with the responsibility to study the issues at hand and report back to the Executive in the spring with recommendations based on their review. The recommendations would still require Executive action as well as potentially action by the membership.

In determining the composition of the ad hoc committee, the Executive took into consideration the scope of the work and the level of understanding of the organization that is required. Past presidents, in their roles at the Executive table over multiple years, have had extensive exposure to the inner workings and the day-to-day functioning of the association and therefore, in the Executive's view, are best positioned to fulfill the mandate assigned to the ad hoc committee.

The committee will work over the coming months, submitting an interim report to the Executive for its planning session in early May and a final report to the regular Executive meeting on June 2, 2014. Executive decisions arising out of the committee's final report to be tabled in June will be communicated to member school boards as soon as possible thereafter.

For your information, the past presidents serving on the ad hoc committee are:

Robert Rivard, Seine River School Division
Hugh Coburn, Louis Riel School Division
Yolande Dupuis, Division scolaire Franco-manitobaine
Ruth Ann Furgala, Evergreen School Division

.../2

2.01C

MSBA member school boards are welcome at any time to share with committee or Executive members their views and/or suggestions about MSBA services and financial matters so that the committee may consider these in their study and deliberation about these issues.

The provincial Executive looks forward to receiving the final report of the ad hoc committee later this spring.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Floyd Martens', written in dark ink.

Floyd Martens
President

cc Manitoba School Boards
 Provincial Executive



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, MARCH 10, 2014.

PRESENT:

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

Secretary-Treasurer, Mr. D. Labossiere, Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk

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

REGRETS:

Mr. J. Murray, Vice-Chairperson

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Point of Privilege: Trustee Sefton requested Board permission to reorder the motions and that motion 18/2014 regarding the 2014-2015 proposed budget be discussed following all other motions. The Board of Trustees agreed to this change.

Trustee Sefton noted he had one item for in-camera discussions.

Mr. Kruck – Mrs. Bowslaugh
That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held February 24, 2014 were circulated.

Mr. Sumner – Mr. Bartlette

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Special Board Meeting held March 3, 2014 were circulated.

Mr. Sumner – Mr. Bartlette

That the Minutes be approved as circulated.

Carried.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information****2.02 Reports of Committees**

- a) Education Committee Meeting

The written report of the Education Committee meeting held on March 3, 2014 was circulated.

Mr. Bartlette – Mr. Kruck

That the Minutes be received and filed.

Carried.

- b) Other

- Visit by Minister of Education and Advanced Learning.

Chairperson, Mr. Sefton read the following report into the Board Minutes:

“On Thursday, February 27, James Allum, Minister of Education and Advanced Learning visited Brandon School Division.

The visit commenced at the Victoria Avenue campus of Assiniboine Community College. This was the Minister’s first opportunity to view the unused heavy shop spaces. Brandon School Division is interested in the possibility of converting some of this space for use for Industrial Arts, Home Economics and Band/Music options for our Middle Years students. This would help to alleviate some of the pressure on our existing buildings due to rapidly growing enrolment.

Minister Allum then attended the Neelin High School Off Campus school. While there he toured the facility and conversed with a number of students and staff.

The Board of Trustees then met with Minister Allum in the Board Room in the Brandon School Division administration building. Trustees and the Minister had a valuable discussion on a range of issues.

The Board of Trustees appreciates the opportunity to meet with the Minister and looks forward to future discussions.”

Point of Privilege: Trustee Kruck noted Minister Allum had given him permission to quote the Minister regarding keeping teachers in the classroom.

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Mr. Trevor Maguire, Western Manitoba Science Fair, undated, noting this year's Western Manitoba Science Fair is to be held on Tuesday, March 18, 2014 at the Keystone Center. Donations from the school divisions, corporate and private sponsors, allows for the provision of awards and to send students to the Canada Wide Science Fair. They are asking for the Division's continued support of this event. The Profit and Loss Statement and the Balance Sheet Summary are attached for information.

Referred Motions.

2.05 Business Arising

- From Previous Delegation

- a) Ms. Alison Johnston, President, Brandon Teachers' Association, regarding the 2014-2015 Brandon School Division Budget.

As a motion regarding the budget was to take place later in the evening, there were no discussions held regarding this presentation. The Board Chairperson thanked Ms. Johnston for her presentation.

- From Board Agenda

- MSBA issues (last meeting of the month)

- a) The Chairperson noted that a letter had been sent to the MSBA as directed by Trustees at the February 24, 2014 Regular Meeting of the Board of Trustees.

- From Report of Senior Administration

- a) School Reports - NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report
 - Dr. Peter Letkeman Scholarship – Referred Motions.
 - Spirit of Avery Hall Scholarship Agreement – Referred Motions.
 - 2014-2015 Final Budget – Referred Motions.
 - Trustee Indemnities – 2014 MSBA Convention – Referred Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Referred Motions.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

The Secretary-Treasurer spoke to the two motions regarding scholarships. He also spoke to the motion regarding the 2014-2015 Budget.

16/2014 Mr. Bartlette – Dr. Ross

That the scholarship known as the “Dr. Peter Letkeman Scholarship in Recognition of High Achievement in Chemistry” for a Grade 11 and Grade 12 at Vincent Massey High School for Chemistry be amended to increase the amount awarded to a Grade 11 student from \$250 to \$300, be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

The Board expressed their appreciation to Dr. Letkeman for his scholarship contribution.

17/2014 Dr. Ross – Mr. Snelling

That the Agreement between the Family of Avery Hall and the Brandon School Division to establish an annual scholarship in the amount of \$3,000 to a graduating student from École secondaire Neelin High School to be known as the “Spirit of Avery Hall Scholarship” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

The Board expressed their appreciation to the family of Avery Hall for their scholarship contribution.

NOTE: Motion 18/2014 was discussed following approval of motion 22/2014.

18/2014 Mr. Karnes – Dr. Ross

That the Final Budget for 2014-2015 and the 2014 Special Levy be approved as follows:

Total Operating Expenditures	\$89,398,700
Total Capital Expenditures	<u>\$ 2,145,100</u>
Total Expenditures	<u>\$91,543,800</u>
2014-2015 Special Requirement	<u>\$41,706,634</u>
2014 Special Levy to be raised from Municipalities	<u>\$40,665,635</u>

Trustee Kruck requested the following from the Secretary-Treasurer:

- “If the Board was to reduce the Coquitlam fund and go back to the old cleaning formula how much money would the Division save?” Mr. Labossiere noted the sum would be \$133,300.
- “How much money does it cost for five discretionary positions?” Mr. Labossiere noted the cost is 5FTE at approximately \$80,000 each.

AMENDMENT ONE:

Mr. Snelling – Mr. Bartlette

That the budget be increased by \$120,000.

Mr. Snelling expressed concern that the Division was still growing and wanted to ensure there was enough staff to meet the demands of enrollment growth. He noted an increase of \$120,000 would increase taxes to just above 3%. This amount was still within the range of increase discussed by the Board of Trustees on budget day.

AMENDMENT TWO:

Mrs. Bowslaugh – Mr. Karnes

That the professional development budget line be reduced by \$120,000

Mrs. Bowslaugh noted she would like the funds proposed through Trustee Snelling's amendment be funded through a reduction to the professional development fund. She noted she was a strong supporter of professional development, however, there was currently approximately \$700 available per person. She felt the budget line of \$761,800 could be reduced by \$120,000 and still have enough to provide quality professional development for teachers.

Superintendent, Dr. Michaels clarified that the Brandon Teachers Association does not contribute to the Division's professional development dollars. There is a joint Brandon Teachers Association/Brandon School Division Professional Development Committee. The budget line for professional development is funded 60% through the government funding and 40% from the local tax levy.

Trustee Karnes inquired as to whether or not Mrs. Bowslaugh's proposals was over and above the \$40,000 reduction to Professional Development travel that had been discussed on budget day. Mrs. Bowslaugh confirmed that it was separate from the travel reduction.

Trustees spoke for and against Mrs. Bowslaugh's proposed amendment.

Defeated 3-5 (Trustees Bartlette, Ross, Sefton, Snelling and Sumner Opposed).

AMENDMENT THREE:

Mr. Sumner – Mr. Snelling

That the \$44,500 set aside for parking lot improvements in the Capital and Maintenance Budget be removed.

Mr. Sumner noted he proposed the removal of the parking lot improvements from the Capital and Maintenance Budget in order to assist in covering the cost of the \$120,000 increase proposed by Trustee Snelling. He confirmed the three schools identified in the Capital and Maintenance budget were Earl Oxford School, King George School and Crocus Plains Regional Secondary High School. He confirmed this was for one year only.

Trustees spoke for and against the proposed amendment.

Carried 6-2 (Trustees Sefton and Ross Opposed).

AMENDMENT FOUR:

Mrs. Bowslaugh – Mr. Sumner

That the professional development budget line be reduced by \$80,000.

Mrs. Bowslaugh noted she was reintroducing her proposal to reduce the professional development budget line. She proposed reducing the budget by \$80,000 to make up for the shortfall between

Trustee Snelling proposed amendment to increase the budget by \$120,000 and Trustee Sumner's approved motion to remove \$44,500 from the Capital and Maintenance budget. Mrs. Bowslaugh also noted this could be a one year reduction.

Trustees expressed concern regarding onetime only adjustments. It was also noted that removing \$80,000 from the professional development budget will impact future funds received from the government as the reduction will impact the formula.

Trustees spoke for and against this motion.

Defeated 4-4 (Trustees Bartlette, Ross, Sefton, Snelling Opposed).

As there were no further proposed amendments to Mr. Snelling's amendment, the Board of Trustees returned to amendment one.

AMENDMENT ONE:

Mr. Snelling – Mr. Bartlette

That the budget be increased by \$120,000.

Defeated 3-5 (Trustees Bartlette, Bowslaugh, Karnes, Ross, Sefton Opposed).

As the original amendment to the motion proposed by Mr. Snelling was defeated any approved amendments to amendment one were no longer applicable.

AMENDMENT FIVE:

Mr. Kruck – Mr. Snelling

That the Revenue be increased by \$400,000 and the budget line for special discretionary positions be decreased by \$400,000.

Trustee Kruck noted he had spoken with the Secretary-Treasurer of the Seven Oaks School Division and that Division does not have a special discretionary fund. Therefore, Mr. Kruck did not believe the Brandon School Division needed such a fund.

Trustee Ross provided background information regarding the implementation of a special discretionary fund several years ago. She also expressed concerns regarding moving money out of one budget line to cover costs in another budget line.

Defeated 1-7 (Trustees Bartlette, Bowslaugh, Karnes, Ross, Sefton, Snelling, Sumner Opposed).

AMENDMENT SIX:

Mr. Kruck – Mr. Sefton

That the Coquitlam Formula for cleaning of schools be reduced by \$80,000.

Trustee Kruck noted he would rather cut back on cleaning in the schools in order to keep teachers in the classroom.

Trustees expressed concern regarding the impact a reduction in cleaning would have on schools that were filled to capacity.

Defeated 1-7 (Trustees Bartlette, Bowslaugh, Karnes, Ross, Sefton, Snelling Sumner, Opposed).

Before voting on the original motion, Trustees requested clarification from the Superintendent regarding impact on the budget. Trustees also asked the Secretary-Treasurer to speak to pupil teacher ratio. Clarification was requested regarding instructions provided to school administrators with respect to classes with an enrollment of fifteen or less.

ORIGINAL MOTION:

That the Final Budget for 2014-2015 and the 2014 Special Levy be approved as follows:

Total Operating Expenditures	\$89,398,700
Total Capital Expenditures	<u>\$ 2,145,100</u>
Total Expenditures	<u>\$91,543,800</u>
2014-2015 Special Requirement	<u>\$41,706,634</u>
2014 Special Levy to be raised from Municipalities	<u>\$40,665,635</u>

Trustees spoke to the motion.

Trustee Karnes noted he was in favour of the motion. He confirmed the positive outcome from the proposed budget was that there would be no carry over for the next board.

Trustee Kruck stated he was opposing the motion. He noted teachers are essential especially at a time of increasing enrollment. He felt it was the wrong time to take a step backwards.

Trustee Sefton noted he would vote in favour of the motion. He confirmed cutting positions did not bring joy to anyone but it was part of a balancing act that the Board must perform. He noted the Board has added 96 positions to the Division of the last three years. He stated in the end the Board needs to have a budget. He spoke to the procedure which had taken place to develop the budget and that the will of the Board must prevail.

Trustee Bartlette spoke to the Board's budget day decisions. He noted those decisions have set the stage for the next budget. He agreed that no one likes to see any positions cut however, the Board need to look at a sustainable budget. He reiterated that the Government only funds 60% of the monies required to run a school division and not 100% therefore the Board needed to look at reductions and restraint. He confirmed the Board has made many positive changes over the last seven years. He would be voting for this budget because it is sustainable.

Trustee Snelling confirmed the Board needs to approve a budget. He also stated that Trustees should never have to apologize for funding a quality education. In order to do that, the system demands that the Board look to the local taxpayer to help fund education.

Trustee Sumner noted the Board of Trustees has been working on this budget for the last half year. He shares Trustee Bartlette's concerns that the Board needs to look at long term sustainability. He confirmed the Board had increased funding by 12% per child over the past three years. The Board has invested heavily in the education of the students in the Division. He noted it was therefore very hard to hear that this budget was an attack on education by the Board. He felt it was a small step backwards but the current Board of Trustees was still leaving the Division better off than when they were elected.

Trustee Bowslaugh was grateful that in the Province of Manitoba there is a system that allows trustees to respond to issues in the classroom. She noted not all provinces are able to do what Manitoba trustees can do. 100% funding would mean Trustees would not have the privilege of adding to the classroom as issues arise. She also noted that the Brandon School Division is a

complex division. There are systems and supports in place that other Divisions do not have. She noted it was important that there be consensus at the Board Table and therefore she would be supporting the motion.

Trustee Ross stated budgets are always difficult and that the Board of Trustees cannot make everyone happy. She hopes people appreciate that the decisions made by the Board are taken very seriously. She noted the Board had given “sober second thought” to the decisions made on budget day in order to do the best that can be done. She would be voting in favour of the motion.

Carried 7-1 (Trustee Kruck Opposed).

19/2014 Mr. Snelling – Mr. Karnes

That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2014 Convention to be held March 13 to 15, 2014, at the Delta Inn, Winnipeg, Manitoba.

Carried.

20/2014 Mr. Sumner – Mr. Kruck

That the trip involving four (4) male and nine (9) female Advertising Art students, from Crocus Plains Regional Secondary School to make a trip to Vancouver, BC from May 6 – May 10, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

21/2014 Mr. Kruck – Mr. Sumner

That the School Calendar for the 2014-2015 school year be established with the Christmas break occurring from December 22 to January 5, inclusive, and the ten (10) non-instructional days be five (5) professional development days and five (5) administrative days.

Carried.

22/2014 Mr. Kruck – Mr. Sumner

That the request of the Western Manitoba Science Fair for financial support be approved in the amount of \$1,400.

Carried. (Trustee Bowslaugh abstained)

2.08 Bylaws

NIL

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

a) Trustee Sumner requested the following information:

“I request that the Superintendent provide a report to the Board regarding all current diploma and certificate options offered in our senior high schools, with information on the credit requirements for each, with comparison to provincially mandated credit requirements where applicable”.

The Superintendent advised the Board of Trustees the information would be presented to the Board of Trustees by the end of May, 2014.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

The Superintendent highlighted the following information from the Report of Senior Administration:

- Quality Learning at École Harrison;
- Quality Teaching at Vincent Massey High School;
- Quality Support Services at Linden Lanes School;
- The Suspension Report;
- The Minutes of the Drug and Alcohol Committee Meeting held February 20, 2014.

Trustees requested clarification regarding the Media programming at Vincent Massey High School. Concerns were also expressed regarding the suspensions for cyberbullying. Trustees inquired as to how this matter came to light. The Superintendent noted that the students who had been bullied reported the incident.

Mr. Bartlette – Mr. Snelling

That the March 10, 2014 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Mr. James Allum, Minister of Education and Advanced Learning, February 26, 2014, released, as part of the government's anti-bullying action plan, a *Provincial Code of Conduct* that sets out appropriate disciplinary consequences and interventions that all schools are required to follow. Principals must ensure that school discipline and behavior management policies are consistent with these consequences as stated in Section 4 of the *Appropriate Disciplinary Consequences in Schools Regulation 92/2013*. A summary of the content of this regulation has been developed and is attached to this correspondence. The provincial code was developed in partnership with the Provincial Oversight Committee in consultation with the provincial Safe Schools Advisory Committee. A copy of the *Provincial Code of Conduct* can be found on the government website at:

http://www.edu.gov.mb.ca/k12/safe_schools/charter.html

Referred Office of the Superintendent

- a) Mr. James Allum, Minister of Education and Advanced Learning, February 24, 2014, advising that the Waverly Park School – Two Classroom Addition project has been approved. The Brandon School Division may proceed to Design Development and Construction Document as per the attached scope of work.

Ordered Filed.

- b) Mr. James Allum Minister of Education and Advanced Learning, February 24, 2014, advising that the Meadows School – Three Classroom and Elevator Access Addition project has been approved. The Brandon School Division may proceed to Design Development and Construction Document as per the attached scope of work.

Ordered Filed.

3.03 Announcements

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, March 12, 2014, Board Room.

- b) Manitoba School Boards Association 2014 AGM – March 13 to March 15, 2014, Delta Inn, Winnipeg.
- c) Policy Review Committee Meeting – 2:30 p.m., Monday, March 17, 2014, Board Room.
- d) Finance Committee Meeting – 2:00 p.m., Monday, March 24, 2014, Board Room.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 24, 2014, Board Room.

Dr. Ross – Mrs. Bowslaugh

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

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

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) The Board Chairperson spoke to a Board Operations matter.

- Trustee Inquiries

Mr. Snelling – Mr. Bartlette

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

Carried.

5.00 ADJOURNMENT

Mr. Kruck – Mrs. Bowslaugh

That the meeting does now adjourn (9:20 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

PARENT GUARDIAN DIVISION ADVISORY COMMITTEE

Wednesday, February 19, 2014

Division Office – Board Room

Present: Greg Malazdrewicz, Associate Superintendent

Trustees: P. Bowslaugh
K. Sumner
M. Snelling

Parent Representatives:	Wanda Brine (EO)	Jo-Ann Pasklivich-Holder (St.A)
	Amy Grift (ME)	Linda Thiffeault (KG)

MINUTES

1. Review of Agenda

Trustee P. Bowslaugh opened the meeting and welcomed members. Trustee P. Bowslaugh made two additions to the agenda:

- i. Lunch Room Discussion; and
- ii. Budget Discussion.

Trustee P. Bowslaugh also had two announcements to add to the agenda, which have an impact on schools:

- i. Western Manitoba Regional Science Fair March 18, 2014
- ii. Milestones Wellness Fair April 23, 2014

2. Review of Minutes of November 20, 2013

Minute accepted as circulated. Trustee P. Bowslaugh expressed appreciation for the input to the Finance Committee at the last meeting. Feedback is helpful and was reiterated at the Public Budget Consultation Forum held on February 12, 2014.

3. School Reports

King George

- Parent Council fundraiser at our Christmas concert which raised \$516;
- Cultural Days being held March 27/28 (evening performance on March 27th) will also be doing Parent Council fundraising by selling cultural related food items;
- Will be having monthly evening activities including movie nights, bingo, outdoor activities;
- In the process of developing our constitution;
- In the process of establishing a volunteer contact list to request people to volunteer on a monthly basis based on their personal interests and how much time they can commit

“Accepting the Challenge”

- KG will be having their Winter Classic Games in March with activities such as skiing, snowboarding, swimming, skating and bowling;
 - Looking into long term savings for playground equipment and being able to provide funds for special activities;
 - Naomi Leadbeater from the Brandon Neighbourhood Renewal Corporation visited our last Parent Council meeting to encourage applications for Grants
- Meadows**
- No fundraising updates at this time;
 - School has a few events going on. In January ME had a presentation from Kobo E-Readers where the school was presented with 100 E-Readers pre-loaded with books;
 - End of January ME had a visit from Paralympian, Colin Mathieson;
 - End of January ME also had a visit from Lt. Governor Philip Lee in celebration of Chinese New Year and City of Brandon's Winter Festival;
 - ME is now settled into the portable.
- Earl Oxford**
- December we our Christmas dinner and store;
 - Christmas concert had a packed audience, we're excited to see so many parents coming out;
 - In the process of increasing our lunch program supervisor wages;
 - Naomi Leadbeater from the Brandon Neighbourhood Renewal Corporation visited our last Parent Council meeting to encourage applications for Grants.
- St. Augustine**
- Royal Winnipeg Ballet workshop in December;
 - Santa's Workshop in December;
 - Currently have no Parent Council, call was made for nominations and no one came forward;
 - Contact has been made with the Manitoba Association of Parent Council, as BSD currently has no policy in place with regards to parent councils, St. Augustine has funds in the Parent Council account but no one to designate their use;
 - Contact should be made with Denis Labossiere, Secretary-Treasurer, to discuss arrangements.

4. Others

Brandon Neighbourhood Renewal Corporation

Marty Snelling asked Naomi Leadbeater from the Brandon Neighbourhood Renewal Corporation to visit the individual Parent Councils to encourage them to apply for Grants. There are many different grant options to choose from which may benefit a school.

School Fundraising

It is encouraging to see all of the different fundraising activities going on and school should be able to do a chocolate bar fundraiser as it brings in the most money seen to date. This message will be brought forward to the Education Committee to consider as a "special event" fundraiser.

City of Brandon, Environmental Initiatives/Operations

Lindsay Hargreaves from the City of Brandon, Environmental Initiatives/Operations department would like to address this committee with programming ideas and environmental opportunities for the Brandon School Division. Trustee P. Bowslaugh will invite her to the next meeting to make a presentation.

Lunch Program

Trustee K. Sumner will follow up with the Policy Review Committee will be made with regards to lunch room reports. Greg Malazdrewicz, Associate Superintendent, will follow-up with the Secretary-Treasurer's office to get information from surveys to provide report to this committee

Brandon Schools Instrumental Music Association

BSIMA is looking for funding for instruments. In the past a plea was made to the community through the Friends of Education Committee seeking donations of musical instruments. Trustee P. Bowslaugh will contact Friends of Education to inquire whether this can be done again.

5. Announcements

- i. Western Manitoba Regional Science Fair March 18, 2014

This is an all-day event where many of BSD students will have their projects on display. Nearly 500 children throughout Western Manitoba will be participating.

- ii. Milestones Wellness Fair April 23, 2014

This is aimed at pre-school aged children to have free professional screenings in various areas, such as: speech and language development, vision, hearing, dental, immunizations. There will also be free informational displays.

Meeting Adjourned

Date of Next Meeting Wednesday, April 16, 2014



BRANDON SCHOOL DIVISION

Friends of Education Fund Committee Minutes

Date: Wednesday, March 5, 2013
Location: Conference Room, Administration Office
Present: P. Bartlette (Chairperson), J. Pickard, A. Godfrey, K. Kooistra, A. Johnston, C. Manson, E. Jamora and D. Labossiere.
Regrets: L. Fowler and H. Perkins

1. **CALL TO ORDER**

The meeting was called to order at 11:35 a.m.
Introduction of Eunice Jamora, Assistant Secretary-Treasurer and Kim Kooistra, Transportation Department representing CUPE Local 737. Art Godfrey is retiring and therefore thanked for his contribution to the committee.

2. **APPROVAL OF AGENDA**

Chairperson Bartlette invited any changes/additions to the agenda.
Two items added: Brandon Environmental Committee and BISMA Instruments, moved by A. Johnston to accept.

Accepted

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

Chairperson Bartlette invited any changes/additions to the minutes.

Accepted

4. **FINANCIAL REPORT SUMMARY**

E. Jamora provided an overview of the financial report July 1, 2013 to January 31, 2014 highlighting the Riverheights School Playground and the Drug and Alcohol Coalition. Copies of the report were distributed to committee members during the meeting (attached). Reference was made to attachment #2, the closing balance (July 1, 2012 - June 30, 2013) was the opening balance for the report given by E. Jamora.

Accepted

5. Friends of Education Fund Committee, Policy & Procedures 3027

Chairperson Bartlette read Policy 3027 and recapped Procedure 3027. It is noted the committee will increase to 12 members and a quorum for scheduled meetings shall consist of at least four (4) committee members, of which one must be the Trustee representative on the Committee.

D. Labossiere commented that the goals of Procedure 3027 are three fold, one is to seek new membership, to ensure a greater cross-section is represented and to create awareness in the community. Secondly, positions will be one (1) year appointments with the possibility of renewal up to a maximum of three (3) years. Lastly, meetings have been scheduled for two (2) times in a year with allowance for special meetings. D. Labossiere advises it is the responsibility of Administration to form a new committee. The committee agreed that an individual can only represent one (1) group of the membership.

Attention is drawn to the name of the committee as outlined by Policy/Procedure 3027, "The Friends of Education Fund Committee". Clarification is given to what denotes tax deductible and non-tax deductible (such as a contribution of services).

6. Two additional requests as brought forward by Chairperson Bartlette

- 1) Chairperson Bartlette spoke on behalf of the Brandon Environmental Committee. The committee is planning to purchase a Mobile Education Project at a cost of \$265,000. The mobile unit will be used to visit elementary schools in the Brandon and surrounding area presenting topics related to the environment. The committee is looking to the Friends of Education Fund as a place to hold donations until the purchase price is reached. The Friends of Education Fund was identified because of its charitable contribution option.

Many questions arose out of the discussion regarding the Brandon Environmental Committee's use of the Friends of Education Fund; who will own the equipment, who will maintain it, how is it related to the BSD and its curriculum, how is it to be used in the BSD, not sure it meets Canada Revenue Agency (CRA) guidelines.

A. Johnson puts forth the motion, that the item be tabled until more information is received. The motion is seconded by J. Pickard. It is further recommended that the topic be placed on the agenda for the mutual meeting between BSD Trustees and City Council, on March 25, 2014. Agreed.

- 2) Chairperson Bartlette spoke on a request from Brandon Schools Instrumental Music Association (BSIMA). Ten years ago BSIMA held a "*What have you got in your closet for the band program*". This time around BSIMA is asking if individuals could receive a tax receipt for their donated instrument. A qualified instructor would give an appraisal value to the donated instrument. As BSIMA is a separate entity from the BSD some concerns were discussed. One concern was related to the ownership of the equipment, BSD or BSIMA? Another concern was would the instruments may be rented back to students for a fee? This could create complications with the CRA. A. Johnston recommended a detailed plan be developed and brought back to the Committee for discussion. Agreed.

Adjournment and Confirmation of Next Meeting:

The meeting was adjourned at 12:50 p.m.

Next Meeting: October 2014
 Conference Room at the Administration Office

Respectfully submitted,

Peter Bartlette, Chairperson



BRANDON SCHOOL DIVISION

Divisional Futures & Community Relations Committee Minutes

Wednesday, March 5, 2014 2:30 p.m.

J.L. Milne Board Room, Administration Office Building

Present: P. Bowslaugh, Chairperson, M. Sefton, G. Malazdrewicz, Associate Superintendent.

Regrets: M. Snelling, D. Michaels, Superintendent/CEO.

1. CALL TO ORDER

The Divisional Futures & Community Relations Committee Meeting was called to order at 2:30 p.m. by Committee Chairperson, Trustee Bowslaugh.

2. APPROVAL OF AGENDA

Trustee Bowslaugh noted she had a few items to discuss, time permitting. The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of November 22, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

a) **Follow-up from Meeting with Representatives of the Brandon University**

The Committee reviewed the information received from the Brandon University regarding:

- Partnerships with the Brandon School Division/Healthy Living Centre;
- Waiver form used by the Healthy Living Centre;
- Fees schedule.

The Committee agreed to receive the material as information.

5. OTHER COMMITTEE GOVERNANCE MATTERS

a) **Model United Nations Assembly (MUNA) 2014**

The Chairperson noted this item had been requested for inclusion on the agenda by Trustee Snelling. The Rotary Club of Winnipeg sponsors the Model United Nations Assembly (MUNA) on an annual basis. Trustee Bowslaugh provided background information and inquired about the possibility of forwarding the information regarding MUNA to the three high schools. Mr. Malazdrewicz, Associate Superintendent, confirmed there is a package that goes directly to the schools regarding this opportunity. Therefore, it was agreed the matter would be received as information for Trustees.

Trustee Bowslaugh noted that Mr. Barry Hartley, from the Rotary Club, would like to meet with the Committee to speak about Rotary School Partnerships, including MUNA and Rotary Youth Leadership Awards (RYLA). It was agreed that Mr. Hartley would be invited to speak to the Board on April 16, 2014, following a previously confirmed presentation by Lindsay Hargreaves, City of Brandon, Environmental Opportunities.

6. OPERATIONS INFORMATION

a) Follow-up inquiries:

Trustee Bowslaugh requested an update on a number of items including:

- Aboriginal Education Advisory Committee Meetings: It was confirmed the committee meeting for March had been cancelled due to budget work being done at this time. The next regularly scheduled meeting will take place in the spring.
- Joint Task Force Committee meeting (with City of Brandon): The committee reviewed items to be included on the agenda for discussion at the City of Brandon/Brandon School Division joint meeting to be held on March 25, 2014 at the Riverbank Discovery Centre.
- Committee visits to Valleyview Centennial School and Spring Valley School: The Committee agreed they would not be visiting these two schools at this time.
- Meeting with Maple Leaf: Mr. Malazdrewicz confirmed that Maple Leaf is not presently conducting any off-shore recruiting. Families are still coming through family reunification, church, community and family sponsorship.
- Meetings with Westman Immigration Services: Mr. Malazdrewicz confirmed that meetings had been proposed but due to conflicting schedules, have yet to take place. He confirmed that Joanna Ford, English as an Additional Language Specialist, does work closely with Westman Immigration Services.

7. NEXT REGULAR COMMITTEE MEETING: Wednesday, April 16, 2014, 2:30 p.m., Board Room.

The meeting adjourned at 3:20 p.m.

Respectfully submitted,

P. Bowslaugh, Chair

M. Sefton

M. Snelling

D. Karnes (Alternate)



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Monday, March 10, 2014 – 9:00 a.m.
Board Room, Administration Office

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

1. CALL TO ORDER

The Personnel Committee Meeting was called to order at 9:07 a.m. by the Committee Chairperson, Dr. Ross.

2. APPROVAL OF AGENDA

An in-camera personal item was added to the agenda. The agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Committee Minutes of December 9, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) **Support Labour Management Committee Minutes**

The Committee received and reviewed the Minutes of the Support Labour Management Committee meeting held October 16, 2013. (Appendix "A").

As a trustee was not present at the January 29, 2014 Committee meeting, official minutes could not be recorded. Ms. Switzer, Director of Human Resources, therefore provided a verbal report of the meeting held on January 29, 2014.

B) MTS Information Request to Superintendent

Superintendent, Dr. Michaels, spoke to this item, noting the various discussions held across school divisions in the province. She confirmed that the Brandon School Division would be providing the information requested by the Manitoba Teachers Society.

C) Joint Pension Plan Committee

Trustee Ross provided information regarding a telephone conversation she had with Mr. Craig Wallis of MSBA pertaining to this matter. Mr. Wallis noted that the MSBA was still reviewing the feedback and information which had been received at the Regional meetings regarding pensions.

The Committee reviewed the questions which were presented to the Board of Trustees at the regular meeting held February 24, 2014 from representatives of CUPE Local 737 about the MSBA Pension Plan. The Committee was able to provide the following information with respect to the inquiries made at the Board table:

"Do Trustees have the required information to make an informed decision concerning the potential changes to the Non-Teaching Pension Plan contribution rates?

- What was the last premium increase? **1980**
- Has the division had a holiday vacation from payment premiums since the last premium increase? **Three vacations to premiums with the last one being 7 to 8 years ago.**
- Do the Trustees know Manitoba is the only province in Canada that has a Defined Contribution Pension Plan for School Support Staff workers? **Yes**

Will the Brandon School Division Board of Trustees support an increase to the Non-Teaching Pension Plan contribution rates?"

The Committee agreed they do not have sufficient information from MSBA in regard to the potential changes to the Non-Teaching Pension contribution rates at this time. They also noted that any increase would need to be approved by the Board of Trustees

D) Out-of-Scope Personnel Item (In-Camera)

This item was discussed in-camera.

6. OPERATIONS INFORMATION

The Committee reviewed and received as information the following:

- MSBA Salary Bulletins regarding:
 - Garden Valley School Division
 - Interlake School Division
 - Lord Selkirk School Division
 - Louis Riel School Division
 - Hanover School Division
 - Assiniboine Community College, Red River College, University College of the North.
- MSBA Collective Bargaining Updates regarding:
 - January 10, 2014
 - February 12, 2014
- MSBA – Labour Relations Updates dated:
 - January 10, 2014
 - January 31, 2014
 - February 21, 2014
- MSBA – Pension Plan Eligibility for Employees Moving Between Participating School Divisions

7. **NEXT REGULAR COMMITTEE MEETING: Monday, April 14, 2014, 9:00 a.m., Board Room.**

The meeting adjourned at 9:45 a.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

G. Kruck

J. Murray (Alternate)



BRANDON SCHOOL DIVISION

SUPPORT PERSONNEL LABOUR/MANAGEMENT COMMITTEE MEETING

Date: Wednesday, October 16, 2013 12:00 noon
Location: Conference Room Administration Office

Present:
CUPE: J. Rose, Co-Chair, C. Rempel
DIVISION: J. Murray Co-Chair, B. Switzer, Director of Human Resources

Regrets:
CUPE: D. McLaughlin, D. Labossiere

Mr. Jamie Rose, co-chair, acted as chairperson for the meeting.

I. FOLLOW UP FROM PREVIOUS MEETING

POLICY 9032 – ACCESS BY STUDENTS TO SCHOOL BUILDINGS

Senior Administration is developing procedures to ensure consistency throughout the Division.

OVERTIME GUIDELINES

Becky Switzer confirmed a reminder email was issued to Principals regarding Banked Overtime Guidelines and referred to this document being housed in Divisional Documents, which all employees have access to.

BUS DUTY/PARENT LUNCH PROGRAMS

Deb Arpin requested that Principals be reminded that CUPE Support Staff, during the hours of BSD employment, are not responsible for the collection of monies or any duties related to the Parent Run Lunch Programs. It was suggested that this topic be brought forth to the next Parent/Guardian/Division Advisory Committee so that parents are also aware. Trustee Murray will follow up on this agenda item.

II. NEW BUSINESS

Advance Booking Requests for School Secretaries

Christine Rempel inquired on the process for school secretaries when booking time off in advance. Becky Switzer responded in that the sub booking office books substitutes 5 days in advance and is currently working on up to 2 weeks in advance. As sub booking is responsible for EA's and Secretaries, there is a large volume of same day absences that need booking priority over requests done in advance. Sub booking is working on advance bookings as 2nd priority as time permits. Preferred subs are booked when possible.

Workplace Safety and Health Incident Reports

Jamie Rose inquired on protocol for reporting incidents. He has had reports that not all employees are reporting as they are concerned about repercussions for reporting an incident. Becky Switzer responded that first and foremost, employees should not be fearful in reporting, there are no repercussions, reports provide valuable information to put proactive measures in place to reduce reoccurrence or more serious injuries. Jamie Rose indicated that employees need to know what to do. Becky Switzer indicated that WPSH reporting incidents will be added to possible PD for employees.

Article 10.01 Posting of vacancies greater than 3 months

Becky Switzer presented information regarding the posting processes for the staffing of the 2013/2014 school year, identifying concerns with regards to delays this created in notifying employees and administrators of assignments, placements, etc. Becky Switzer provided a memo with two recommendations for the union to consider. Jamie Rose indicated that this would be brought forward to the union executive for consideration as the union also heard concerns from members on the delays.

III. MEETING DATES

JANUARY 29/2014 – 12:00 NOON

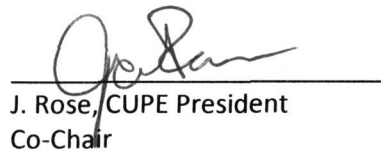
APRIL 09/2014 – 12:00 NOON

Meeting adjourned: 12:50 p.m.

Respectfully submitted,



J. Murray, Trustee
Co-Chair



J. Rose, CUPE President
Co-Chair



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

March 24, 2014

A. Business Arising for Board Action

- I. Presentations
- II. Human Resources
- III. Secretary-Treasurer
- IV. Superintendent of Schools
 - 1. Vincent Massey High School Off-Site Activity Request..... 1
- V. Senior Administration Response to Trustee Inquiries

B. Administrative Information

- I. Human Resources
 - 1. Personnel Report 1
- II. Secretary-Treasurer
 - 1. 2014-2015 FRAME Budget 2
 - 2. Crocus Plains Regional Secondary School Fire 2
- III. Superintendent of Schools
 - School Visits (March 3 – March 14, 2014)..... 2
 - 1. School Information
 - A. Quality Learning
 - Quality Learning at J. R. Reid School 3

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“Accepting the Challenge”

B. Quality Teaching	
• Quality Teaching at Waverly Park School	4
C. Quality Support Services	
• Quality Support Services at Meadows School.....	5
D. Administrative and Statistical Information	
• Suspensions	6
• English as an Additional Language (EAL) Enrolment Update / February 28, 2014	6

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

IV. SUPERINTENDENT OF SCHOOLS

1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix A for Board of Trustees consideration) for twenty four (24) grades 10 to 12 World History students, from Vincent Massey High School to make a trip to Oahu, Hawaii from March 28 – April 6, 2015.

Mr. Bruce Shamray, Principal, Vincent Massey High School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving twenty four (24) grades 10 to 12 World History students, from Vincent Massey High School to make a trip to Oahu, Hawaii from March 28 – April 6, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

1. 2014-2015 FRAME BUDGET

For Information D. Labossiere

At the March 10, 2014 Regular Board Meeting the Final Budget for 2014-2015 and the Special Levy requirements were approved.

The Brandon School Division FRAME budget for the fiscal year ended June 30, 2015 as submitted to The Public Schools Finance Board is included as a separate item in your package and the 2014-2015 Budget summary pages are provided for your information (Appendix B).

2. CROCUS PLAINS REGIONAL SECONDARY SCHOOL FIRE

For Information D. Labossiere

I have received information that on Friday, March 7, 2014 at 2:40 p.m. a fire took place in Crocus Plains Regional Secondary School. The fire occurred in the upstairs boys' bathroom in the southwest corner of the building. A student had jammed paper towels between the cement wall blocks near the tile floor under a sink and lit them. The fire was contained to the immediate area and the student extinguished the fire. No other damage occurred. Staff was alerted to the smell of smoke in the area and an investigation followed. Through the investigation the student responsible was identified, interviewed and admitted their participation. The fire alarm did not go off and the fire department did not attend. The Brandon Police Services were contacted and a constable arrived at the school to investigate. This is provided as information.

III. SUPERINTENDENT OF SCHOOLS

SCHOOL VISITS (MARCH 3 – MARCH 14, 2014)

- March 4, 2014 - Principal Update Meeting with Mathew Gustafson, Crocus Plains
- March 6, 2014 - Kirkcaldy Heights - Mid-Year Student-School Progress Report Meeting with Nancy Hamilton
- March 10, 2014 - Principal Update Meeting with Bruce Shamray, Vincent Massey
- March 11, 2014 - Senior High Principal Meeting with Bruce Shamray, Mathew Gustafson and Michael Adamski
- March 12, 2014 - K-12 Principal Update Meeting

1. SCHOOL INFORMATION

For Information D. Michaels

A. QUALITY LEARNING

QUALITY LEARNING AT J. R. REID SCHOOL

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

J. R. Reid has continued its practice of Quality Learning for the numeracy and literacy plans. In Literacy, J. R. Reid has purchased the *Words Their Way Program* for all grade 1 to 6 classes to implement a consistent use of vocabulary terms and programs across the school. The Literacy teachers in Kindergarten to grade 3 are working closely with Literacy Support, Reading Recovery and Empowered Reading staff to create a balanced literacy program that instills consistent use of strategies, methods and instruction from Kindergarten to grade 8. The students go through daily guided reading with their peers. They are grouped according to reading levels.

Our High Ability Learner Enrichment Programming (HALEP) teacher and teacher Librarian work closely with all grades 4 to 8 teachers. Each student through the HALEP program receives a Smarts checklist, giving data to the students and the teachers. This data showcases the students' strengths and how they learn best. This data is integral towards Quality Learning at J. R. Reid School. In addition, our grades 4 to 6 students are involved in a guided reading Tier II Response to Intervention (RTI) approach every second day from 12:45 – 1:50 with students, where they work through guided learning procedures in reading and writing with students at similar literacy levels.

In Numeracy, we have used Tier III methods of learning for our students in the areas of Touch Math to help our students learn to add, subtract, multiply and divide successfully using more mental math approaches. Our students benefit from Quality Learning processes, where they learn to work through the questions without manipulative support.

Currently, our grade 6 students are concluding a three month study of music selected for the Winnipeg Symphony Orchestra's educational concert. The concert is titled *Raiders of the Lost Art* and centers on Modest Mussorgsky's *Pictures at an Exhibition*. Our students will travel to Winnipeg on Thursday, March 27 to see the concert at the Centennial Concert Hall.

We have twenty-six (26) grade 4 to 7 students involved in our Youth Revolution program at J. R. Reid, thirty-three (33) students involved in the Westman Science Fair and forty (40) students in grade 3 to 6 involved in our Recycle Now recycling Program. Quality Learning is alive and well at J. R. Reid School!

B. QUALITY TEACHING

QUALITY TEACHING AT WAVERLY PARK SCHOOL

Report prepared by Mr. Bob Lee, Principal, Waverly Park School

Numeracy Focus- To address our numeracy goal, on January 30, 2014, four staff members provided a session to all of our math teachers based on the various professional developments that had been attended such as First steps in Math, Ms. Math, Debbie Diller. The session that the facilitators focused on was Ms. Math, a fresh way to look at numbers and operations were explained and practiced. The staff reports that their students are experiencing great success.

Words Their Way - Grades 2 through 8 is currently using the Words Their Way spelling program. It is a program that differentiates learning with each student receiving explicit instruction of the skills required to continue to progress in their word knowledge.

ICT- Digital Day - On January 31, 2014 our staff merged with Meadows and New Era for a day of technology learning. There were a variety of sessions held; the staffs chose which session would be of most benefit to them. The sessions were facilitated by staff from each of the three schools. It was a staff embedded professional development at its finest.

Specific Student Achievement

Festival du Voyager Days – Monday, March 10, 2014 the spirit of Festival du Voyageur was brought to Waverly! The French students from grades 4 to 8 enjoyed the great outdoors snowshoeing, as well Claude Derossier from McCreary was here to roll maple taffy with the students. Indoors, the students learned a Canadian Folk Dance and had an opportunity to leg wrestle, another activity enjoyed by the voyageurs. The grade 8 French students were in charge of each station; they had research and gave mini presentations to their peers! The grade 8 students enjoy this event, especially their opportunity to act as teachers to the younger students about the importance of celebrating the French culture!

Fair Day - On February 26, 2014 we held our annual Fair Day, Fair Day is open to all students. The students can enter a project in the following categories, science, visual, heritage or historical. There were over eighty (80) entries. This fair allows students to pursue an interest, show a talent and delve into history. The community is welcome to view the projects and many community members did so.

Festival of the Arts - Our students are eager participants in the arts. On February 12, 2014 all three Waverly Park choirs performed at the Festival, the choirs consist of a grades 1/2, grades 3/4 as well as a grade 5/6. A large number of individual students also performed. The middle years Speech Choir participated as did the grade 6 Recorder Club. The grade 3/4 choir won \$50.00 Huntley and Dilys Davies Cameron

Memorial Scholarship and the grade 6 Recorder Club received a \$150.00 Recorder Scholarship.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT MEADOWS SCHOOL

Report prepared by Mr. Dave Lim, Principal, Meadows School

Meadows School students now have access to one hundred (100) KOBO e-readers thanks to the work of our Youth Revolution members. Last year Youth Revolution members under the leadership of school counsellor, Dayna Galatiuk helped raise more than \$2,000.00 for *Free the Children*. Their donations helped provide a community in Ecuador with clean drinking water.

Our student's efforts did not go unnoticed. Upon receiving the donation, the international charity contacted us and asked if we would like to be a stop on their *Power of Stories* speaking tour. We of course jumped at the opportunity to be a part of this innovative initiative.

On January 14, 2014 a special assembly was held in which Aboriginal programming facilitator Talitha Tolles accompanied award winning speaker Aqua Rennie who inspired students through her personal stories, songs and multi-media presentation. Her presentation was focused on the value of literature, education, self-expression and storytelling. Students listened to stories about how to bring out the best in themselves, and those around them as well as cultivating a love and passion for reading.

A group of twenty-five (25) Middle Years students were also chosen to take part in an afternoon workshop exercise. Through games, songs, and role-playing the workshop focused on the value of literature including its role in culture and self-expression. Our participants also learned about finding their voice for social change, taking a stand against bullying through the actions of spoken and written language.

Along with the assembly and workshop, we also received one hundred free KOBO e-readers which have already been uploaded with one hundred classic novels and over twenty indigenous stories. All our students will have access to this one-of-a kind youth literacy program that not only inspires them to develop their love and passion for reading but also puts into their hands, leading technology to support their excitement. The KOBO *Power of Stories* speaking tour package has made a very positive impact on the Meadows School community.

Specific Student Achievement

On February 12, 2014 the Meadows School grade 5/6 Choir won the Lillian Popkin Memorial Trophy for being selected as the most entertaining choir at the Brandon Festival of the Arts!

On March 5, 2014, at the Power Smart Manitoba Winter Games, three Meadows students who competed with Team Westman “owned the podium” as they won gold, silver and bronze in the 10 to 12 year old boys all around gymnastics competition.

GOLD – Kristjan Frederickson

SILVER – Ricky Frederickson

BRONZE – Rhett Cruickshanks

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	10 total	1 – 4 day 8 – 5 day 1 – 30 day	Unacceptable Behaviour Unacceptable Behaviour Unacceptable Behaviour
Meadows	1 total	1 – 10 day	Assaultive Behaviour
Neelin	2 total	2 – 5 day	Assaultive Behaviour
New Era	1 total	1 – 3 day	Unacceptable Behaviour
Vincent Massey	3 total	1 – 5 day 1 – 10 day 1 – 10 day	Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / FEBRUARY 28, 2014

The Brandon School Division Currently has 1356 English as an Additional Language (EAL) Students.

- 7 new registrations were received from February 1 - 28, 2014;
- 9 students left the Brandon School Division from February 1 - 28, 2014.

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

Month of Registration	Number of New EAL Registrations Received
September 2013	120
October 2013	12
November 2013	9
December 2013	5
January 2014	18
February 2014	7
Total	171

The current school totals are as follows:

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
Alexander	1				
Betty Gibson	140	15	4		
Crocus Plains	239	24	11		
Earl Oxford	57	4			
George Fitton	96	4	5		
Green Acres	24	1	1		
Harrison	0				
J.R. Reid	29		4		
King George	102	5	5		
Kirkcaldy Heights	27		1		
Linden Lanes	22	1	3		
Meadows	103	11	8		
Neelin	30	5	2		1
New Era	125	11	17		
O'Kelly	22	5			
Riverheights	71	5	1		7
Riverview	41	2	1		
Spring Valley	24				
St. Augustine	41	4			4
Valleyview Centennial	13		1		1
Vincent Massey	99	6	14	29	46
Waverly Park	50	1	1		
Total	1356	104	79	29	59

The number of students who left Brandon School Division from February 1 - 28, 2014 is nine (9). Of these students:

- three (3) withdrew (over the age of 18);
- three (3) moved out of province; and
- three (3) moved out of Division.

Three (3) students changed catchment areas within the Division in February.

**BRANDON SCHOOL DIVISION
SCHEDULE OF REVENUE AND EXPENDITURES
2014-2015 OPERATING BUDGET**

	2013-2014		2014-2015	
	Budget	%	Budget	%
<u>REVENUES</u>				
Provincial Government	\$ 53,211,400	61.33%	\$ 55,993,100	62.46%
Federal Government	23,900	0.03%	20,000	0.02%
Municipal Government	32,197,500	37.11%	32,273,600	36.00%
Other School Divisions	280,800	0.32%	307,000	0.34%
First Nations	307,600	0.35%	266,500	0.30%
Private Organizations and Individuals	670,600	0.77%	732,500	0.82%
Other Sources	73,000	0.09%	60,500	0.06%
	\$ 86,764,800	100.00%	\$ 89,653,200	100.00%
<u>EXPENDITURES</u>				
Regular Instruction	\$ 51,679,800	59.56%	\$ 53,352,300	59.51%
Student Support Services	18,399,100	21.21%	19,122,600	21.33%
Community Education and Services	293,200	0.34%	290,900	0.33%
Divisional Administration	2,732,600	3.15%	2,857,600	3.19%
Instructional & Other Support Services	2,541,000	2.93%	2,495,200	2.78%
Transportation	2,032,500	2.34%	2,151,300	2.40%
Operations and Maintenance	7,330,400	8.45%	7,560,600	8.43%
Fiscal	1,501,700	1.73%	1,568,200	1.75%
	86,510,300		89,398,700	
Transfers To Capital	254,500	0.29%	254,500	0.28%
	\$ 86,764,800	100.00%	\$ 89,653,200	100.00%
Net Current Year Surplus (Deficit)	\$ -		\$ -	
<u>How money is spent</u>				
Salaries & Benefits	\$ 73,658,300	84.89%	\$ 76,226,400	85.02%
Services	5,716,000	6.59%	5,854,900	6.53%
Supplies & Materials	5,489,900	6.33%	5,609,400	6.26%
Fiscal & Capital	1,900,600	2.19%	1,962,500	2.19%
	\$ 86,764,800	100.00%	\$ 89,653,200	100.00%

**BRANDON SCHOOL DIVISION
BUDGET TOTALS
2014-2015**

	<u>Operating Expenditures</u>	<u>Capital Expenditures</u>	<u>Total Expenditures</u>	<u>Special Requirement</u>	<u>Special Levy</u>
2014-2015 Budget	\$ 89,398,700	\$ 2,145,100	\$ 91,543,800	\$ 41,706,634	\$ 40,665,635
2013-2014 Budget	\$ 86,510,300	\$ 2,029,100	\$ 88,539,400	\$ 41,438,400	\$ 38,029,913
Increase (Decrease)	<u>\$ 2,888,400</u>	<u>\$ 116,000</u>	<u>\$ 3,004,400</u>	<u>\$ 268,234</u>	<u>\$ 2,635,722</u>
	3.3%	5.7%	3.4%	0.6%	6.9%

COST PER PUPIL

	<u>Total Expenses (1)</u>	<u>Funding Of Schools Program</u>	<u>K-12 F.T.E. Enrollment</u>	<u>Expenses Per Pupil</u>	<u>Funding Per Pupil</u>
2014-2015 Budget	\$ 88,968,000	\$ 44,504,000	8,120.5	\$ 10,956	\$ 5,480
2013-2014 Budget	\$ 86,072,700	\$ 42,160,100	8,084.0	\$ 10,647	\$ 5,215
2012-2013 Actual	\$ 80,151,366	\$ 39,219,907	7,728.0	\$ 10,372	\$ 5,075
2011-2012 Actual	\$ 73,052,265	\$ 35,360,890	7,609.0	\$ 9,601	\$ 4,647
2010-2011 Actual	\$ 67,214,318	\$ 33,790,734	7,393.0	\$ 9,092	\$ 4,571
2009-2010 Actual	\$ 62,939,676	\$ 32,055,441	7,056.0	\$ 8,920	\$ 4,543
2008-2009 Actual	\$ 59,728,033	\$ 30,381,145	6,948.0	\$ 8,596	\$ 4,373

(1) Operating fund transfers (i.e. payments to other school divisions, organizations and individuals) are excluded to provide more accurate per pupil costs. Also excluded are expenditures on educational services not provided to K-12 pupils: Function 300 (Adult Learning Centres) and Function 400 (Community Education and Services).