



# BRANDON SCHOOL DIVISION

FEBRUARY 20, 2014

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

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

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Reference to Statement of Board Operations

#### 1.02 Approval of Agenda

#### 1.03 Adoption of Minutes of Previous Meetings

a) Regular Board Meeting, February 10, 2014.  
Adopt.

b) Special Board Meeting, February 18, 2014.  
Adopt.

### 2.00 GOVERNANCE MATTERS:

#### 2.01 Presentations For Information

#### 2.02 Reports of Committees

a) Divisional Futures and Community Relations Committee

P. Bowslaugh

- b) Policy Review Committee Meeting G. Kruck
- c) Facilities and Transportation Committee Meeting D. Karnes
- d) Other

### **2.03 Delegations and Petitions**

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

### **2.04 Communications for Action**

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, February 10, 2014, enclosing the "Authorization to Receive Board Ballots" to be completed and returned to the association office prior to the start of convention. She notes Boards can authorize as many or as few as they wish but recommends a minimum of two. All Board ballots will be released to the first authorized trustees that requests and sign for them. It is then up to the board to determine how the ballots will be subsequently distributed and/or cast. Ballots should be picked up and distributed as early as possible in the convention as they will be required first on Friday morning. (Appendix "A")

Refer Business Arising.

- b) Floyd Martens, President, Manitoba School Boards Association, February 7, 2014, noting the resolutions package for the annual general meeting in March has been included in the weekly mailing. There are three policy statements for Trustee consideration. These are taken from existing resolutions to capture in broader terms what MSBA believes about specific areas. Should time permit during the AGM, there will be discussion about developing additional policy statements of this nature in other areas of importance to Manitoba school boards. He notes the resolution from the regional meeting package regarding restructuring of the provincial Executive was withdrawn by the sponsoring board and referred back to the Executive. A discussion document will be circulated to all school boards in the coming weeks. The paper will ask boards to indicate via motion by the end of April their support for an association governance review and potential restructuring at this time. As well, at regional meetings Trustees received a report concerning potential changes to the Non-teaching Pension Plan contribution rates. A memo will be sent post-convention to boards for input on how the Executive is to proceed on this matter. The Executive has also approved the establishment of an ad hoc committee of MSBA's most recent past presidents to examine what essential services members desire of the association and how to best structure the funding of the organization to ensure the viability of these into the future. He encourages boards to make sure some time is spent discussing these items either prior to convention or as the documents arrive at the division (Appendix "B").

Refer Business Arising.

### **2.05 Business Arising**

**- From Previous Delegation**

**- From Board Agenda**

**- MSBA issues (last meeting of the month)**

- a) Correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a, enclosing the "Authorization to Receive Board Ballots" to be completed and returned to the association office prior to the start of convention.
- b) Correspondence from Floyd Martens, President, Manitoba School Boards Association, from Communications for Action 2.04b, regarding several items that were discussed at regional meetings and follow-up requested by divisions upon receipt of documents and prior to convention, with respect to policy statements; governance review and possible restructuring of the organization; and Non-teaching Pension Plans.

**- From Report of Senior Administration**

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
  - Trustee Indemnities - All-Day Budget meeting – Refer Motions.

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

**2.07 Motions**

- 11/2014 That the Trustees be paid the appropriate indemnity for attending the All-Day Budget meeting held February 18, 2014 from 9:00 a.m. to 5:30 p.m.
- 12/2014 That Policy and Procedures 8001 – "Disposal of Equipment and Materials" is hereby reaffirmed.
- 13/2014 That Policy and Procedures 8002 – "Use of Expendable Equipment in Schools by Outside Organizations" is hereby reaffirmed.
- 14/2014 That a wheelchair school bus be provided to the Society of Manitobans with Disabilities for their March Break Program from March 31<sup>st</sup> to April 4<sup>th</sup>, 2014 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.
- 15/2014 That a school bus be provided to the YMCA for their YMCA Summer Days Camp from July 2, 2014 to August 22, 2014 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

**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) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, February 5, 2014, addressed to Mr. David Mandzuk, Dean of the Faculty of Education, University of Manitoba, thanking him for meeting with MSBA to take about the University of Manitoba's revised After-Degree Bachelor of Education program. They specifically applaud the emphasis in the revised program on instruction in literacy and numeracy across the K-12 spectrum, on Aboriginal education and diversity issues in the classroom, and on creating positive learning environments for all students. They are confident that the U of M revised After-Degree Bachelor of Education program will provide a high quality pre-service education program for future teachers in Manitoba.

Receive and File.

- b) The Honourable James Allum, Minister of Education and Advanced Learning, February 10, 2014, advising that the George Fitton School – New Gymnasium and Child Care Facility project has been approved. The Division may now proceed with the construction of this project according to the terms and conditions of the award outlined and attached.

Receive and File.

- c) Joanne Muller, Secretary, Board of Reference, Manitoba Education and Advanced Learning, February 11, 2014, enclosing the award of the Board of Reference with respect to the hearing held February 6, 2014 in Souris, Manitoba.

Receive and File.

- d) The Honourable James Allum, Minister of Education and Advanced Learning, February 14, 2014, noting it has come to his attention that a test was administered at a Manitoba high school that contained questions and potential responses that were obviously out of date and inappropriate for a Manitoba classroom. He finds this unacceptable. All tests in Manitoba must be accurate, up-to-date and reflect the high standards of quality that Manitoba parents expect from the system. Therefore, he expects that every test be reviewed for accuracy before it is used in the class room. Board Chairs are responsible for overseeing the educational leadership of their division. He knows Boards work tirelessly to ensure the best for all students in Manitoba and he is confident that the superintendent of the division in question has taken this concern seriously and the appropriate course of action for this situation is being taken. Great things are happening in Manitoba schools and there is no reason to believe this has happened elsewhere in the province. However, he wants to be clear that schools must uphold the highest standards as it is our responsibility to ensure that our children get the highest quality education possible here in Manitoba.

Receive and File.



- e) Gord and Dot Burgess, February 16, 2014, asking the Board of Trustees to give teachers the same budget as last year and let them figure it out. The Division gets a budget and they have to live within it. They contacted CPP and were advised the CPP increased by .09% and OAS by .01% last year. Why not follow them? They see nothing wrong with minimum class size of 15 for extra or specialty courses/classes and suggests a possible fee be charged. Then only the people who are really interested would apply. They feel this generation of children would realize the importance of finance, budgeting, working when they try to buy their first car – you can only buy what you can afford and not what you want. Cut at least 2% this year and then 0% for the next four and see if the Division can get out of this mess. Even if you have an increase of only 1% you affect their spendable income. Less money for Wheat King season tickets, less money for canvassing, less money for United Way, less money for business. Do you think Brandonites wanted to stop any of this? They stopped because they are being taxed to death and so they are stopping some of the extras. Older seniors with no extra private pension or no indexing, minimum wage earners, low income, unemployed, disabled, single income families are all negatively impacted.

Refer to Budget Deliberations.

### **3.03 Announcements**

- a) Education Committee Meeting – 11:30 a.m., Monday, March 3, 2014, Board Room.
- b) Special Board Meeting – Public Presentations re: 2014-2015 Operating Budget – 7:00 p.m., Monday, March 3, 2014, Board Room.
- c) Friends of Education Committee Meeting – 11:30 a.m., Wednesday, March 5, 2014, Conference Room.
- d) Divisional Futures and Community Relations Committee Meeting – 2:30 p.m., Wednesday, March 5, 2014, Board Room.
- e) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, March 6, 2014, Board Room.
- f) Personnel Committee Meeting – 9:00 a.m., Monday, March 10, 2014, Board Room.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 10, 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
- Trustee Inquiries

**5.00      ADJOURNMENT**



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

## Appendix "A"

10 February 2014

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

**FROM:** Carolyn Duhamel, Executive Director

**RE:** Distribution of Board Ballots

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In accordance with association by-laws, voting on by-laws and by-law amendments, and the election of the association's president, will be conducted by means of board ballots at the upcoming annual convention. In order for your school board to receive the number of ballots to which it is entitled, it is imperative that the attached form "Authorization to Receive Board Ballots" be completed and returned to the association office prior to the start of convention. We need to have this form on file in order to release your board ballots at the convention. You may authorize as many or as few trustees as you wish, but I would suggest that you name two as a minimum, to guard against complications that might arise in the event of the unforeseen absence of one of your designates. Please also note that all of your board ballots will be released to the first authorized trustee that requests and signs for them; it is up to the board to determine how the ballots will be subsequently distributed and/or cast.

Resolutions debate will begin with new by-laws and by-law amendments on the morning of Friday, March 14. Elections for president and the two vice-presidents will be on Friday afternoon and for most of the directors on Saturday morning. The election of the Region 4 director, if necessary, will be on Friday at approximately 12 noon. Please note that this schedule means that boards should pick up their board ballots as early in the convention as possible, as they will first be required on Friday morning.

***Please return the completed form to Jennifer Esau (or email to: [jesau@mbschoolboards.ca](mailto:jesau@mbschoolboards.ca)) at the association office no later than Friday, March 7, 2014.*** Thank you for your attention to this important matter. If you have any questions, please do not hesitate to call.

CD:hd

Attachment

2.07/107

M A N I T O B A  
**School Boards**  
A S S O C I A T I O N

*Authorization to Receive Board Ballots  
at the 2014 Annual Convention  
of the Manitoba School Boards Association*

The Board of The Brandon School Division/District hereby authorizes the following named trustee(s) to receive the board ballots to which it is entitled at the 2014 Annual Convention of the Manitoba School Boards Association.


The Board understands that:

- it will be receiving 9 board ballot(s), based on a K-12 FTE student population of 8,014.5 (as of September 30, 2013).
- the entire allotment of board ballots will be released to the first authorized trustee who requests and signs for them at the Association Convention; it is the board's responsibility to determine how these board ballots will be subsequently distributed and/or cast.
- at least one trustee member of the school board must be present at the time of voting to cast the board ballots; proxy voting is not allowed.

\_\_\_\_\_  
(Signature of Board Chair)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Secretary-Treasurer)

\_\_\_\_\_  
(Date)

For use upon receipt of ballots only:

Ballots received by:

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Signature)

*Please complete this form and return it to the association office no later than Friday, March 7, 2014. Thank you.*



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

February 7, 2014

## Appendix "B"

# MEMO

TO: All Board Chairs

FROM: Floyd Martens  
President

RE: MSBA 2014 CONVENTION

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At this year's regional meetings the President's report outlined some of the challenges which we are facing as an association as we chart our future direction. Many of these challenges require you as school boards to provide input back to the Executive in order for us to collectively navigate toward our preferred future.

For those of you who were unable to attend the regional meetings, the President's report has been sent to your school division. Should you have any questions about the report, please feel free to contact me.

This week's divisional mail includes the resolutions package for our annual general meeting in March. You will notice there are three policy statements for your consideration. These are taken from existing resolutions to capture in broader terms what we believe about specific areas. Should time permit during the AGM, there will be discussion about developing additional policy statements of this nature in other areas of importance to Manitoba school boards.

The resolution from the regional meeting package regarding restructuring of the provincial Executive was withdrawn by the sponsoring board and referred back to the Executive. A discussion document will be circulated to all school boards in the coming weeks. This paper will ask boards to indicate via motion by the end of April their support for an association governance review and potential restructuring at this time. In light of this development, the proposed by-law amendments presented at regional meetings have been withdrawn. It was felt that until there is clear direction from the membership concerning any possible governance restructuring initiative, by-law changes regarding association governance can be put on hold.

At regional meetings you also received a report concerning potential changes to the Non-teaching Pension Plan contribution rates. A memo will be sent post-convention to boards for input on how you would like your Executive to proceed on this matter.

9-04/bt

.../2

Lastly, in conjunction with the budget presentation at regional meetings we talked about the need to be clear about the essential services our members desire of the association and how to best structure the funding of our organization to ensure the viability of these into the future. To this end, the Executive has approved the establishment of an ad hoc committee of MSBA's most recent past presidents to examine these issues and make recommendations back to the Executive for the development of a long term strategy to address this challenge.

I would encourage you to make sure these items are brought to the attention of your boards and that some time is spent discussing them either prior to convention or as the documents come to your division.

Looking forward to seeing you at our 50<sup>th</sup> Convention.

Sincerely,

A handwritten signature in cursive script, appearing to read "Floyd Martens".

Floyd Martens  
President



## 2014 Resolutions

MANITOBA  
**School Boards**  
ASSOCIATION



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## NOTICE OF MOTION

The Chair of the MSBA Resolutions and Policy Committee shall move or cause to be moved the following motion regarding adoption of the Rules of Procedure for the resolution process at the MSBA Annual General Meeting:

### 2014 RULES OF PROCEDURE

#### Process:

1. All resolution proceedings shall be governed by these rules of procedure, the MSBA Act, and the MSBA By-Laws. In the event of any conflict, the provisions of the MSBA Act and the MSBA By-Laws shall prevail. Where any of the aforementioned identified instruments are silent, the current edition of Robert's Rules of Order Newly Revised, shall apply.
2. The resolution process shall be conducted by a "Resolutions Chair", referred to in the following sections as the "Chair".
3. The Chair will advise the membership of the disposition of late resolutions submitted to the MSBA Executive and request the assembly's consideration of those late resolutions not adopted by the Executive (see point #8, below).
4. Resolutions shall be dealt with in the following order:
  - (a) new resolutions in the order listed in the resolutions booklet and any late resolutions adopted by the MSBA Executive at the end of the section in which the resolution is assigned (point #3 above);
  - (b) MSBA policies presented for reaffirmation at MSBA regional meetings;
  - (c) 2009 policies for reaffirmation;
  - (d) 2009 policies to be archived;
  - (e) late resolutions not adopted by the MSBA Executive but approved by the assembly for debate;
  - (f) resolution(s) for reconsideration in the order of receipt by the Chair (point #25).
5. In order to remove a resolution from any "reaffirmation" or "archive" section, it is only required that the request be made by one voting delegate. The resolution so identified shall be considered prior to the vote on the remaining policies being considered for reaffirmation or archiving.
6. Should any resolution be identified as a particular concern of the assembly, that resolution may be brought forward in the convention proceedings for discussion and debate by majority consent of the assembly. A motion requesting this action must be moved and seconded.
7. Proposed resolutions shall be read and moved by members of the Resolutions and Policy Committee and the Chair shall immediately ask for a seconder who may speak to the proposed resolution and close debate.

#### Emergent/Late/Extraordinary Resolutions:

8. Any resolution(s) submitted to the Resolutions and Policy Committee or the Provincial Executive by any member board in the period of time between the deadline for receipt of proposed regular resolutions and the last Provincial Executive meeting prior to the AGM will be assessed by the Provincial Executive to determine whether it is truly emergent in nature – that

is whether the issue it addresses was evident prior to the deadline for the submission of resolutions. Where the resolution is determined to be truly emergent, the Provincial Executive will direct that the resolution in question be included among those being considered at the AGM. If the resolution is determined not to be emergent, it may still be considered at the AGM, at the request of the sponsoring board, if such consideration is supported by two-thirds of voting trustees. For this purpose each resolution will be voted on separately.

A proposed resolution will be accepted for consideration as an extraordinary resolution if the resolution arises out of the business of the AGM and consideration of the resolution is supported by two-thirds of voting trustees.

9. Any resolution sponsored by the Provincial Executive will be deemed to be a regular resolution, whether or not it meets the timelines outlined above.

Debate:

10. As soon as a proposed resolution has been moved and seconded, the Chair will call upon the seconder to explain the proposed resolution.
11. The Chair will then ask if any delegate wishes to speak against the proposed resolution. If no delegate so indicates, the seconder will be invited to close debate and the question will be called.
12. Once any delegate speaks in opposition to the proposed resolution, debate shall begin and continue until the question is called in the usual manner. The seconder will have the right to be the final speaker in the debate.
13. Each delegate wishing to speak to a resolution must first be formally recognized by the Chair and shall announce his/her name and school division/district before speaking to the resolution to be debated.
14. No delegate shall speak to a resolution more than once, except the seconder of the resolution, and debate shall be limited to three (3) minutes unless permission for an additional three (3) minutes is granted by general consent of the assembly.
15. Associate members and visitors may, at the discretion of the Chair, speak on a point of information but may not enter into the debate, nor may they move, second, or vote on a resolution.

Voting:

16. Member school boards who have at least one trustee in attendance at the Annual Convention shall be eligible to vote, via board ballots, on by-laws and by-law amendments. Trustees from member boards who are registered Convention delegates are eligible to register as voting delegates, and to receive a ballot book and voting delegate card that will be used to vote on resolutions other than by-laws.

#### 2014 Rules of Procedure, cont'd....

17. A quorum shall consist of not less than 100 voting delegates present on the floor of the convention at the time any vote is called on any motion before the assembly.
18. The Resolutions and Policy Committee [By-Law #4, (11.)] shall be responsible to know the voting strength at all times on the convention floor, and shall be responsible for ruling on any disputes over the issuance of voting cards and ballot books.
19. All voting shall be by show of hands (using the authorized voting cards) unless:
  - (a) the Chair, in his/her discretion, calls for a standing vote before announcing the results of a vote by show of hands, or
  - (b) immediately after the result has been announced by the Chair, one delegate can call for a standing vote.
20. A favourable vote of not less than two thirds of the board ballots cast shall be required to approve any amendments/changes to the By-Laws or MSBA Act. All other questions shall be decided by majority vote of those delegates present and voting unless otherwise specified in these rules of procedure.

#### Amendments:

21. A delegate may, at any time during the debate on a resolution, move an amendment, providing it is relevant to and deals with the same subject matter as the original resolution. Amendments must be seconded.
22. The Chair has the prerogative to divide a question into two or more questions so as to allow for a separate vote on any particular point or points, if the Chair deems that the division of the question will facilitate debate.
23. No more than one amendment and one amendment to the amendment (sub-amendment) will be accepted by the Chair at any one time.
24. The Chair may, in his/her discretion, require that any amendment to a resolution be submitted in writing.

#### Reconsideration:

25. A written notice of motion to reconsider a vote on the resolution shall be presented to the Chair, and may only be submitted by a delegate who originally supported the vote on that particular resolution. Upon validation of the request for reconsideration, the Chair shall immediately announce that a motion to reconsider will be presented after all other convention resolutions have been considered in accordance with [Section 4. (f)] above.

/ak

# Proposed MSBA Convention Resolutions – 2014

## Matters Affecting the Association

### VISION OF PUBLIC EDUCATION ..... M-01-14 (MSBA Executive)

The Manitoba School Boards Association believes that a strong public school system is a critical component of our society. In order to fulfill the promise of that system, it must:

- offer all children equitable educational opportunities;
- transmit basic skills and prepare students for further life career pursuits;
- examine and transmit societal values and concepts;
- develop independence in students within the framework of their social responsibilities; and
- foster a continued love of learning.

The Manitoba School Boards Association believes that a public school system must be adaptable and responsive to the evolving needs of the children and communities it serves. In evaluating the need for or direction of change within that system, the following principles must be respected.

- Student learning must remain the primary focus of public schools.
- Meaningful consultation between schools and communities must be a precursor of change.
- Change must be a reflection of shared values and goals, as determined through consultation and consensus-building.
- On-going evaluation is essential to determine the impact of change.

#### Comments:

The Manitoba School Boards Association is in the process of updating its Manual of Policies and Beliefs to ensure that this document reflects *general principles* that will provide direction to elected officials and staff in responding to *specific situations* as they arise. This revision is complementary to changes in the resolutions process, adopted by the membership last year, that enable boards and regions to submit *requests for action* on a year-round basis. Many of the association's existing policy statements were developed in response to specific situations, and might have been dealt with in a timelier manner as requests for action within a robust policy framework, rather than as resolutions at the annual convention.

This policy statement is intended to capture the underlying principles contained in the Philosophy or Vision of Public Education section of the association's Manual of Policies and Beliefs. If the new policy statement is adopted, it will replace existing policies/resolutions in this area, which will be archived. Existing policies/resolutions can be found online as a download at [www.mbschoolboards.ca/governance.php](http://www.mbschoolboards.ca/governance.php).

**MSBA MEMBERSHIP FEES ..... M-02-14**

(MSBA Executive)

**BE IT RESOLVED THAT membership fees paid to MSBA by school boards for the period July 1, 2014 to June 30, 2015 be \$1,855,266.**

Comments:

The proposed membership fee requirement reflects the consensus which the Executive heard through January regional meetings to ensure a balanced budget for fiscal year 2014-2015. Appendices A and B provide the detailed calculation of fees for all members school boards.

Further to this, the Executive has established an ad hoc committee to review Association core services and revenue options with a view to creating a multi-year financial plan to address the current imbalance between core services expenditures and core revenues to support these. In this regard, member boards can anticipate a report from the Executive in the spring of this year.

**MSBA AGM VOTING MECHANISM ..... M-03-14**

(Region 5 & 6)

**BE IT RESOLVED THAT electronic clickers be used by members to cast votes on ordinary resolutions at MSBA AGM meetings.**

Rationale:

To ensure the most secure and accurate means of collecting members' votes at the AGM meetings, MSBA should utilize an electronic voting system "Clickers". Currently when voting takes place members hold up a voting card to cast their ballot. In cases where the vote is close, the votes are taken more than once by visually recounting the voting cards. With electronic clickers, each member would cast their ballot with a clicker. With this electronic system votes would be counted accurately and quickly, reducing the chances of error and allowing for precise and efficient decision making.

# School Boards

## **SCHOOL BOARDS AND TRUSTEES.....SB-01-14** (MSBA Executive)

The Manitoba School Boards Association believes that Manitoba's system of locally elected school boards is essential to ensuring community voice in public education. To be effective community representatives and advocates, school boards require the autonomy to make local decisions within broad parameters established by provincial legislation. This autonomy includes the ability to:

- adapt or develop curricula that reflect community needs or values;
- manage financial, capital and human resources in an effective and efficient manner; and
- determine the school board's own internal operating structure.

The Manitoba School Boards Association believes that an individual elected as a trustee becomes a member of a corporate body and has no authority to act on any school board matter except as directed by board motion.

The Manitoba School Boards Association believes that no individual, once convicted of a crime against a child, should be allowed to serve as a school trustee.

### Comments:

The Manitoba School Boards Association is in the process of updating its Manual of Policies and Beliefs to ensure that this document reflects *general principles* that will provide direction to elected officials and staff in responding to *specific situations* as they arise. This revision is complementary to changes in the resolutions process, adopted by the membership last year, that enable boards and regions to submit *requests for action* on a year-round basis. Many of the association's existing policy statements were developed in response to specific situations, and might have been dealt with in a timelier manner as requests for action within a robust policy framework, rather than as resolutions at the annual convention.

This policy statement is intended to capture the underlying principles contained in the School Boards and Trustees section of the association's Manual of Policies and Beliefs. If the new policy statement is adopted, it will replace existing policies/resolutions in this area, which will be archived. Existing policies/resolutions can be found online as a download at [www.mbschoolboards.ca/governance.php](http://www.mbschoolboards.ca/governance.php).

# Education Finance

## **EDUCATION TAXES FOR PUBLIC SCHOOLS..... EF-01-14**

(MSBA Executive)

**BE IT RESOLVED THAT the Manitoba School Boards Association lobby the provincial government to ensure that all taxes identified as education taxes are remitted to school boards to fund Manitoba public schools.**

### Comments:

A recent article in the Winnipeg Free Press (Municipalities skim education taxes – January 31, 2014) reported that education property taxes assessed through municipal supplementary levies are not being remitted to the school divisions across the province. Tax Incentive Financing, introduced by the province in recent years, is also diverting monies that would otherwise be earmarked for education, to other entities such as municipalities and developers. Finally, where residential education taxes are less than the maximum education property tax credit (EPTC) allowed, these balances also remain with municipalities and are not remitted to the school divisions where they are raised.

These taxation policies and practices disadvantage the students served by Manitoba public schools and increase the challenge for school boards attempting to provide quality programs and services while still reducing operating costs and holding the line on local school tax levies. The lack of transparency in these processes is also unfair to taxpayers who assume that tax revenues earmarked for public education actually to fund public schools.

Manitoba school boards believe that all tax revenues identified for education purposes should be used accordingly and not diverted to municipal coffers or to developers for other purposes.

## **FUNDING FOR ADULT LEARNING CENTERS..... EF-02-14**

(Region 1)

**BE IT RESOLVED THAT the MSBA lobby the provincial government to develop a consistent and transparent funding formula for Adult Learning Centers that enhance education and benefit both adult learners and students who utilize the campus as an alternate environment.**

### Rationale:

In many communities Adult Learning Centers provide a service which complements public school programming. As a result these centers are considered a vital community resource. This is particularly true in rural environments where options are limited and where proximity to programming can create additional accessibility challenges. The economics and community benefit of providing these opportunities with our communities is significant. Funding provided to Adult Learning Centers from Advanced Learning and Literacy should strive to meet the needs of these facilities which serve our communities, and it must be fair and consistent provincially. Currently there is no specific formula for how Adult Learning Centers receive funding from Advanced Education and Literacy, and this should be established in order for equity and consistency to be achieved.

**OPERATIONAL ADVANCES ..... EF-03-14**

(Region 1)

**BE IT RESOLVED THAT the MSBA request the Minister of Education to begin distributing the support provided through Operational Advances in July of each fiscal year.**

Rationale:

This concern is related to the fact that many divisions are forced to operate in an overdraft position at their financial institutions due to the fact that the Province does not begin providing support until September. Also, many rural municipalities do not begin paying their tax requirements until as late as October each year. The negative cash flow that results is translated into interest costs paid by divisions to temporarily finance their operations and these funds could be re-directed into educating students.



# Students and Instruction

## **POVERTY REDUCTION MEASURES.....SI-01-14**

(Region 1)

**BE IT RESOLVED THAT the Manitoba School Boards Association continue to advocate with the Federal and Provincial governments for policies and strategies to address family and childhood poverty which has been demonstrated to impact negatively on student success in school.**

### Rationale:

Research has established a clear link between socio-economic status and student achievement. The proportion of children living in poverty has been increasing. We need a universal strategy in Canada to address this disparity in order to provide enhanced opportunities for student success.

## **LEVEL II AND III FUNDED STUDENTS.....SI-02-14**

(Region 2)

**BE IT RESOLVED THAT the MSBA petition the Provincial Government that the qualifying criteria for Level II and III funded students include all diagnoses listed in the Diagnostic and Statistical Manual of Mental Disorders (DSM-5).**

### Rationale:

Currently, most of the criteria for Level II and III funding speaks to extreme behavioral disruptions. Children with mental health diagnosis may not exhibit outward behavioral symptoms. These students require additional supports in order to achieve their full learning potential.

## **STUDENTS EXCEEDING EXPECTATIONS .....SI-03-14**

(Region 2)

**BE IT RESOLVED THAT the MSBA petition the Provincial Government to create an additional identification category for those students who are exceeding expectations on Provincial Assessments.**

### Rationale:

Currently the assessments identify students as out of range, below, meeting expectations, approaching expectations and needs ongoing help. Identifying students who exceed expectations will facilitate school boards providing the necessary funding and programming for these students.

## **MENTAL HEALTH SERVICES FOR STUDENTS.....SI-04-14**

(Region 2)

**BE IT RESOLVED THAT MSBA lobby provincial and federal governments to address the serious lack of mental health treatment options for children in rural Manitoba.**

Rationale:

There is a lack of mental health services and care in the South Central Region, and in too many instances this results in educational staff providing support to students with severe mental health issues in areas that extend far beyond their training and knowledge. At times, it seems that there is an assumption that educators receive training or have a wealth of experience in the field of mental health, and this simply is not the case. Shortages or lack of services are evident in the following areas:

- psychiatric services
- mental health services to support high needs students who require hospital stays or residence in treatment centers
- specialized, community based-treatment programs
- forensic programs for assessing and treating people with serious mental issues in conflict with the law

The region lacks the type of psychiatric facilities that are available in Winnipeg and Brandon, and students with serious mental illness who have come in conflict with the law or have a cognitive or developmental disabilities, are the hardest hit by the lack of services.

In addition, mental health referrals are frequently not dealt with in a timely manner, and it can be difficult to assess services for students struggling with a number of severe mental disturbances such as personality disorders, anxiety, stress, depression and frequent suicidal ideation. Further, we have had difficulty accessing psychiatrists that will assess students with cognitive scores below 70. For example, if a school psychologist wants diagnostic clarification as to whether or not a child is autistic, they can only refer if cognitive scores are above 70.

Added to these issues, there has been a major change in assessing services for school-aged autistic students. Rural school divisions no longer have access to services at the Health Sciences Centre, and Regional Health Authorities are being asked to take over this responsibility. Unfortunately, this change has been made without rural RHAs being prepared to assume this enormous responsibility. This will only further add to the list of services that are unavailable to rural schools.

**MENTAL HEALTH NEEDS IN PUBLIC SCHOOLS.....SI-05-14**  
(Region 2)

**BE IT RESOLVED THAT MSBA conduct a survey of Manitoba school divisions to determine the extent and nature of mental health needs among Manitoba students.**

Rationale:

A comprehensive picture of the mental health needs among students in Manitoba schools would inform planning, coordination and service provisions across the province.

**GRADUATING TEACHERS – LITERACY AND NUMERACY .....SI-06-14**  
(Region 2)

**BE IT RESOLVED THAT MSBA Petition Manitoba Education and Advanced Learning and Manitoba Universities to ensure that graduating teachers are adequately prepared to implement best pedagogical practices in the instruction of literacy and numeracy across all grade levels.**

Rationale:

In working with new teachers that have recently graduated from university, school divisions are noticing a lack of deep understanding of and sufficient skills in implementing best pedagogical practices in the instruction of literacy and numeracy. With the integrated and interdisciplinary approach to twenty-first century learning, it is important that all teachers become teachers of literacy and numeracy and have a deep understanding of best practices to assist all students, regardless of academic level, to be successful. To that end, we recommend that university courses on literacy and numeracy instruction be mandatory for all bachelors of education students.

**PSA 263(1) .....SI-07-14**  
(Region 4)

**BE IT RESOLVED THAT MSBA lobby the Minister of Education to collaborate with the appropriate department/authorities to amend the age restriction in the Employment Standards Code to match the Learning to 18 legislation and to request that educational authorization be added to the Child Employment Permit Application.**

Rationale:

Children are required to attend school from the time they reach compulsory school age (7 years of age or will be reaching 7 years of age by December 31 in a given calendar year) until they attain the age of 18. Every parent or legal guardian of a child of compulsory school age is responsible for sending his/her child to school. Every student is responsible for attending school and classes regularly and on time, and completing assignments and other related work.

No employer shall employ a student of compulsory school age during those hours in which the individual is required to be in attendance at a school. For those students of compulsory school age who wish to work outside of regular school hours, the principal may be asked to sign off an Application for a Child Employment Permit.

We are aware of school aged children are being scheduled for work during school hours and this is having a negative impact on their attendance and academic performance. We request the appropriate agencies/authorities enforce the legislation.

**PROPOSED FIRST NATIONS EDUCATION ACT .....SI-08-14**  
(Region 4)

**BE IT RESOLVED THAT the MSBA continue to actively lobby the Federal Government and Manitoba Members of Parliament to revise the proposed First Nations Education Act and renew negotiations with First Nations and to ensure that changes and reforms respect the rights and dignity of First Nations, contribute to positive outcomes for First Nations students and to a more positive relationship between First Nations and the Government of Canada.**

Rationale:

*"First Nations youth are the youngest and fastest-growing segment of our population. Their share of the labour force will triple over the next 20 years. First Nations youth who complete high school are twice as likely to be employed, and those who get university degrees triple their earning potential. Increasing their graduation rates to match those of other Canadians would inject an additional \$71-billion into Canada's economy over the next 10 years. . . ."*

*Investing in First Nations is a long-term, sustainable stimulus plan for Canada's economy. And yet our learners languish. First Nations children receive \$2,000 less per year than non-aboriginal students. Schools lack libraries, computers, even heat and drinking water. Some of our communities lack permanent schools. Simple fairness dictates that we address this intolerable inequity."*

*Grand Chief Shawn Atleo  
February 19, 2010 – Globe and Mail*

First Nations schools are funded at a level below provincial schools and far below comparable provincial schools (Frontier School Division). First Nations students often attend poor facilities with inadequate resources and experience high teacher turnover.

The proposed First Nations Education Act does not address these fundamental issues and is yet another example of failed colonial approaches to First Nations education. It is not supported by First Nations leaders. We are still repairing the sad legacy of residential schools. For First Nations education reform to succeed it must be founded on principles of equity and fairness and must have the full support of First Nations.

# Transportation

## **TRANSPORTATION.....T-01-14** (MSBA Executive)

The Manitoba School Boards Association believes that student safety is a key priority for public schools, and that concerns for safety extend to the transportation and movement of students to and from school. In order to maximize student safety, it is imperative that:

- school buses be outfitted with equipment and systems that are known to enhance safety;
- all students be educated on safe school bus ridership;
- appropriate accommodations be made in school zones to ensure the safety of students travelling to and from school (such as reduced speed zones and designated school bus loading/unloading zones);
- traffic laws relating to school buses (such as passing a stopped and signaling bus) be vigorously enforced; and
- regular public education campaigns be undertaken to ensure community members are aware of these laws, and the consequences for violating them.

### Comments:

The Manitoba School Boards Association is in the process of updating its Manual of Policies and Beliefs to ensure that this document reflects *general principles* that will provide direction to elected officials and staff in responding to *specific situations* as they arise. This revision is complementary to changes in the resolutions process, adopted by the membership last year, that enable boards and regions to submit *requests for action* on a year-round basis. Many of the association's existing policy statements were developed in response to specific situations, and might have been dealt with in a timelier manner as requests for action within a robust policy framework, rather than as resolutions at the annual convention.

This policy statement is intended to capture the underlying principles contained in the Transportation section of the association's Manual of Policies and Beliefs. If the new policy statement is adopted, it will replace existing policies/resolutions in this area, which will be archived. Existing policies/resolutions can be found online as a download at [www.mbschoolboards.ca/governance.php](http://www.mbschoolboards.ca/governance.php).

# Facilities and Materials

## **CALCULATING CLASSROOM CAPACITY .....FM-01-14**

(Region 1)

**BE IT RESOLVED THAT the MSBA Executive lobby the Minister of Education to revise the formula for calculating classroom capacity in order to ensure larger classroom spaces appropriate to meet the multiple and diverse learning needs of all students.**

### Rationale:

Today's classrooms are busier than ever. In addition to the usual student work spaces, additional space is often required to facilitate the infusion of technology in our classrooms. There are increasing numbers of students with special needs in regular classrooms. Many of these students have adult Educational Assistants and this also has an impact on the space available. Accordingly, the number of students who can reasonably be accommodated is smaller than the current formula indicates.

## **NEW SCHOOL INFRASTRUCTURE.....FM-02-14**

(Region 2)

**BE IT RESOLVED THAT MSBA lobby Manitoba Education and the PSFB to ensure that necessary infrastructure like roads and crosswalks are included in the planning and financing of new school construction.**

### Rationale:

Northlands Parkway Collegiate in Winkler opened in September 2013. Tragically a student was killed while crossing the street within the first month. Unfortunately infrastructure like sidewalks, crosswalks, and light standards were not in place. Student safety and infrastructure must be planned for and included in school awards. If included, the IDP (Integrated Design Process) would articulate what safety infrastructure is required and who is responsible for providing it in time for the opening of the school.



# 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, FEBRUARY 10, 2014.

## **PRESENT:**

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Mr. M. Snelling Mr. K. Sumner.

Secretary-Treasurer, Mr. D. Labossiere, Recording Secretary, Ms. Eunice Jamora, Assistant Secretary-Treasurer, Live Streaming Video Operator, Ms. K. Boklaschuk

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Ms. B. Switzer, Director of Human Resources.

## **REGRETS:**

Dr. L. Ross

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance. He noted Dr. Ross sent her regrets as she was unable to attend the meeting this evening.

## **AGENDA**

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

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

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

The Secretary-Treasurer confirmed he had one in-camera item for discussion regarding a personnel matter.

Dr. Michaels, Superintendent/CEO confirmed she had one student matter for In-Camera discussions.

Trustee Bowslaugh wished to provide information regarding several meetings she had attended.

Mr. Murray – Mr. Karnes

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 January 27, 2014 were circulated.

Trustee Kruck, under item 2.03, noted a typographical error with respect to the date confirming it should read 2012 and not 2014.

Mr. Bartlette – Mr. Sumner

That the Minutes be approved as circulated.

Carried.

**2.00 GOVERNANCE MATTERS:****2.01 Presentations For Information**

Donna Forsyth, Brandon University and Mathew Gustafson, Brandon School Division, were recognized by the Board Chairperson for their collaboration on a recently published article regarding the Professional Development School. Both Ms. Forsyth and Mr. Gustafson spoke about the Professional Development School and its benefits.

**2.02 Reports of Committees**

- a) Aboriginal Education Advisory Committee Meeting

The written report of the Aboriginal Education Advisory Committee meeting held on January 13, 2014 was circulated.

The Chairperson asked Mrs. Bowslaugh to explain the meaning of the acronyms AAA and BSSAP for the public.

Mrs. Bowslaugh – Mr. Kruck

That the Minutes be received and filed.

Carried.

- b) Finance Committee Meeting

The written report of the Finance Committee Meeting held on January 27, 2014 was circulated.

Trustees requested clarification regarding the MSBA's proposed membership increase and the renewal of banking services.

Mr. Sumner – Mr. Bartlette

That the Minutes be received and filed.

Carried.



## c) Other

- Trustee Bowslaugh reported on three meetings she had attended recently as a representative of the Brandon School Division Board of Trustees. This included a presentation by Dr. Martin Brokenleg, the Urban Aboriginal Task Force and the Brandon Police Services Public Consultation.

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

- a) James Allum, Minister of Education and Advanced Learning, January 30, 2014, noting he announced the government will increase funding to education by \$24.4 million or 2% in 2014-2015. The Government is providing new targeted funding to focus on fundamental math, science and reading skills. A further announcement on their commitment to further reduce class sizes will be made in the near future. The Government is also providing targeted funding for schools to provide students with tools and resources to understand their career and high learning opportunities and provide skills training so they can be better prepared once they complete high school. The Government is further providing schools with additional funding to build and renew science labs and school shop classes, and upgrade and acquire new tools, so that students have state-of-the-art equipment to learn the skills they need to get good jobs.

He further notes that schools divisions are to work hard to ensure funding for front line public education is maintained, including finding efficiencies and identifying savings in overhead and administration. He asks school divisions to take the following steps:

**i) Using accumulated surpluses**

Divisions are directed to use any excess accumulated surplus they have in reserves to the classroom to support student learning. Currently, existing policy permits school divisions to carry forward a surplus equivalent to 4% of their operating budget and anything over 4% is considered excess surplus. Over the next year they will be reviewing the potential to decrease this policy limit to help keep school taxes low.

**ii) School division administrative costs now capped**

Administrative costs caps in regulation are effective July 1<sup>st</sup>. The caps have been established to recognize that rural and northern divisions are smaller but still have basic administrative requirements to ensure quality and fiscal responsibility:

- Winnipeg: 4% of total operating expenditures
- Rural: 4.5% of total operating expenditures
- North: 5% of total operating expenditures

School divisions must maintain their administrative costs below these new regulated limits and should look for opportunities to further reduce costs as these limits will be reviewed.

**iii) Reduce administrative spending**

Divisions are to identify opportunities to reduce their administration and overhead costs, including the number of administrative and consultant positions, salary levels and associated expenses such as food and travel. Divisions should also focus on all administrative functions to improve productivity and reduce overhead costs, including functions such as purchasing, transportation, IT and facility maintenance.

Referred Business Arising.

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

- a) Mr. Steve Cherewyk, Parent, speaking to the Board about Syner-Voice and following up on past presentation regarding parents riding the bus with their child.

Trustee Kruck, Chairperson of the Policy Review Committee, noted the Committee had reviewed and discussed the request regarding parents riding the school bus with their child. He noted the Committee unanimously recommended this request be declined. He confirmed Senior Administration had been directed to review the current transportation policies and include a statement that parents will not be allowed to ride their bus with their child.

Superintendent, Dr. Michaels, confirmed that Senior Administration was reviewing ways to accommodate the request with respect to Syner-Voice and its capabilities. A report would be provided to the Board in due course.

**- From Board Agenda**

- a) The correspondence from James Allum, Minister Education and Advanced Learning, Communications for Action 2.04a), referencing the recent funding announcement for 2014-2015 and asking school divisions to follow steps to move resources into the classroom through use of accumulated surplus, adhering to administrative cost caps, and reduction in administrative spending was reviewed by the Chairperson. He noted the Division was below each of the caps referenced in the Minister's letter. The letter was received as information for the All-Day Budget meeting.

**- MSBA issues (last meeting of the month)**

NIL

**- From Report of Senior Administration**

The Secretary-Treasurer spoke to the recently received funding announcement and the motion regarding the transfer of the 2014-2015 operating budget to the Board of Trustees. Mr. Labossiere also confirmed that the Division had recently received the Kindergarten to Grade 3 Smaller Classes Initiative (formerly called 20K3) funding announcement noting the Brandon School Division will receive \$431,223 for 2014-2015.

- a) School Reports - NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report
- Funding Announcement – Referred Business Arising.
  - Transfer of 2014-2015 Operating Budget to Board of Trustees – Referred Motions.
  - Trustee Indemnities – Secretary-Treasurer and Assistant Secretary-Treasurer Selection Committee – Referred Motions.
  - Trustee Inquiries:
    - o Trustee Kruck – Additional Fundraising for Hockey Trip to Pittsburgh;

- Trustee Kruck – Survey of Other School Divisions – Extra-Curricular Costs.

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

## **2.07 Motions**

08/2014 Mr. Snelling – Mr. Karnes

That Senior Administration transfer the 2014-2015 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.

Trustee Bartlette requested clarification with respect to transferring ownership of the budget.  
Carried.

09/2014 Mr. Karnes – Mr. Snelling

That the Trustees participating on both the Secretary-Treasurer and Assistant Secretary-Treasurer Selection Committee be paid the appropriate indemnity for meetings of this Committee which were held August, October, November and December, 2013.

Trustees spoke for and against being paid indemnities for Committee work.  
Carried. (6-0 – Trustees Snelling and Kruck abstained)

## **2.08 Bylaws**

NIL

## **2.09 Giving of Notice**

NIL

## **2.10 Trustee Inquiries**

- a) Trustee Kruck thanked Senior Administration for the information provided with respect to his two trustee inquiries. He spoke to the results of the survey that had been conducted with respect to off-site activities.
- b) Trustee Bartlette asked Senior Administration if the recent increase in federal funding for Aboriginal students would have any impact on the Aboriginal students of the Brandon School Division. Superintendent, Dr. Michaels noted this was unknown at the present time and spoke to how federal funding is distributed directly to the native bands for redistribution locally.
- c) Trustee Bowslaugh also thanked Senior Administration for the information provided with respect to Mr. Kruck's trustee inquiries. She asked if any of the Divisions which participated in the survey requested a copy of the results. Mr. Labossiere, Secretary-Treasurer, noted he had not received any requests for a copy of the results.

## **3.00 ADMINISTRATIVE INFORMATION:**

**3.01 Report of Senior Administration**

Superintendent, Dr. Michaels, highlighted information from the Report of Senior Administration. She also circulated and spoke to a statement which she had released on behalf of the Brandon School Division regarding "Student Smudging Practice".

Mr. Murray – Mr. Sumner

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

Carried.

**3.02 Communications for Information**

- a) George Coupland, Director, Labour Relations, Manitoba School Boards Association, addressed to Superintendents, January 31, 2014, noting a number of school divisions have received a letter from Ken Pearce, General Secretary of the Manitoba Teachers' Society which requests division to supply information on FTE teachers. He notes Mr. Pearce's letter states "legislation requires divisions to provide information to the Manitoba Teachers' Society". Mr. Coupland confirms the requirement on school divisions to provide teacher specific information can be found in two Acts and includes excerpts from the two Acts he refers to in his letter. Mr. Coupland further notes that the specific request in the MTS letter appears to fall outside of the requirement on school divisions to provide information and therefore MSBA in their view, does not feel divisions are obligated to provide the requested information.

Referred to Personnel Committee.

**3.03 Announcements**

- a) Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 12, 2014 – École Harrison.
- b) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, February 13, 2014, Board Room.
- c) All Day Budget Meeting – 9:00 a.m., Tuesday, February 18, 2014, Board Room.
- d) Brandon Community Drug and Alcohol Education Coalition Meeting – 9:00 a.m., Thursday, February 20, 2014, Board Room.
- e) Finance Committee Meeting – 2:00 p.m., Monday, February 24, 2014, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 24, 2014, Board Room.
- g) Upcoming Budget Dates:
  - Special Board Meeting – Public Presentations re: Proposed 2014-2015 Budget – 7:00 p.m., Monday, March 3, 2014.

Mrs. Bowslaugh – Mr. Kruck

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**

- a) Superintendent, Dr. Michaels, provided information and clarification regarding a student matter.

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

- a) Confidential #1 – Personnel Report was noted.
- b) The Secretary-Treasurer provided information regarding a personnel matter.
- c) The Secretary-Treasurer spoke to Confidential #2. The Board agreed to the recommendations and a motion would be brought forward in open board.

**- Trustee Inquiries****4.03 Property Matters/Tenders****- Reports****- Trustee Inquiries****4.04 Board Operations****- Reports**

- a) The Chairperson spoke to a Board Operation and procedural matter.

**- Trustee Inquiries**

Mr. Snelling – Mr. Bartlette

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

Carried.

10/2014 Mr. Bartlette – Mr. Snelling

That the Brandon School Division Board of Trustees approve the Letter of Agreement with suggested amendment with respect to the Brandon Teachers Association Short Term Disability Benefit Plan; and the Chairperson and Secretary-Treasurer are authorized to sign same.

Carried.

**5.00 ADJOURNMENT**

Mr. Kruck – Mr. Murray

That the meeting does now adjourn (9:17 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Divisional Futures & Community Relations Committee Minutes

Thursday, February 6, 2014 12:00 noon  
McLaren Room, Administration Office Building

Present: P. Bowslaugh, Chairperson, M. Sefton, (exited at 12:15), D. Karnes (alternate),

Students and teacher/administrators from each of J.R. Reid, St. Augustine, Riverview and Riverheights Schools.

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

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### A) Equity and Sustainability in Education (Meeting with Students)

Four to five students from each of J.R. Reid, St. Augustine, Riverview and Riverheights Schools, together with their teacher/administrator supervisors, met with the Divisional Futures and Community Relations Committee. Mrs. Bowslaugh thanked all in attendance for their participation and reviewed the role of the Brandon School Division Board of Trustees' Divisional Futures and Community Relations Committee. The students organized into their respective school groups were asked the following questions:

- 1) What are the good things about your school?
- 2) What do Trustees need to know to make your school better?
- 3) Is there anything else about your school you would like the Trustees to know?

Following the break-out discussions, representatives from each school were asked to report out on their discussions. A summary of the points raised by students is attached to the Minutes as Appendix "A".

At the conclusion of the meeting Mrs. Bowslaugh thanked all present for participating, noting that student feedback was vital.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

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P. Bowslaugh, Chair

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M. Sefton

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M. Snelling

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D. Karnes (Alternate)

Meeting with Students of  
J.R. Reid School  
St. Augustine School  
Riverview School  
Riverheights School  
Thursday, February 6, 2014

**Questions:**

**1) What are the good things about your school?**

Students noted a number of similarities about the things that were good about their schools, including the staff, HALEP and enrichment clusters, the feeling of safety, and various school clubs and activities.

**2) What do Trustees need to know to make your school better?**

Students provided the Trustees with information regarding what they felt would make their school better.

**3) Is there anything else about your school you would like the Trustees to know?**

Students provided the Trustees with information which made their school unique in the Division together with other items they felt of importance for Trustees to know.





# BRANDON SCHOOL DIVISION

## Policy Review Committee Minutes

Monday, February 10, 2014, 2:30 p.m.  
Board Room, Administration Office

Present: G. Kruck (Chairperson), J. Murray, K. Sumner,  
M. Sefton, (Alternate), Dr. D. Michaels, Mr. D. Labossiere.

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### 1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 2:30 p.m. by Committee Chairperson, Glen Kruck.

### 2. APPROVAL OF AGENDA

The Chairperson requested discussions regarding the Division's Scent Policy be added to the agenda. The Committee agenda was approved as amended.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of November 18, 2013 meeting were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

### 5. OTHER COMMITTEE GOVERNANCE MATTERS.

#### a) Scent Free Policy

Discussions were held regarding Policy 1023 – "Scent/Fragrance Free Facilities". Superintendent, Dr. Michaels, confirmed the policy provided direction and the next step in the process was to develop procedures. These procedures would result from a series of consultations. She confirmed the consultations would take place following the current budget deliberations. Discussions were held regarding conflicting rights and degree of intensity. Dr. Michaels confirmed she would be providing further information to the Board of Trustees both publicly and in-camera at the Board meeting to be held later in the evening with respect to the recent media focus on this matter.

**b) Policy 4001 – Off-Site Activities**

Policy 4001 had been referred back to the Policy Review Committee from the December 9, 2013 Board meeting. The Committee was asked to review and discuss fundraising timelines as they pertain to invitational tournaments for extra-curricular teams. Discussions were held relating to year round fundraising for a “tournament fund”; communicating the policy to parents and students; the length of time the policy has now been in place; the importance of administrators and staff adhering to policy. It was agreed that Senior Administration would remind school administrators of the policy procedures and guidelines with respect to fundraising and timelines, including for invitationals. This matter would be raised at the next LSS meeting. It was also agreed that no further extraneous trips will be brought forward to the Board of Trustees for approval. The Committee noted there is a judicial procedural process to be followed should anyone wish to challenge the policy and Senior Administration decisions regarding this matter.

**c) Parent Request – Policy to ride bus.**

This matter was referred to the Committee from the Board meeting held January 27, 2014. Superintendent, Dr. Michaels, reviewed the background and history of the request. The Committee discussed the matter noting other Divisions do not allow parents to ride the bus with their child for numerous reasons. It was noted that due to space issues on school buses and procedure issues for allowing a parent to ride the bus, this was not a viable request for the Brandon School Division. Senior Administration was directed to review Division transportation policies and add a statement stating parents are not allowed to ride the bus with their child. The Committee Chairperson would be addressing this matter at the Board meeting to be held later in the evening.

**d) Trustee Request – Sponsorship Policy**

The Committee reviewed a report which had been prepared regarding the timelines and various committees which had studied this matter previously. Discussions were held regarding the difference between recognizing a contribution by an organization which “does good work in the Community” versus a contribution which has been made in order to advertise a product. It was agreed a set of filters would need to be developed through which a contribution would be scrutinized before accepted. A possible consultation with members of the City of Brandon, the Chamber of Commerce and various Community Service organizations was also discussed. It was noted that a search of other Division policies on this matter had been previously conducted. Senior Administration was directed to develop a list of filters for acceptance of a contribution, together with the development of a policy, and report back to the Committee in due course.

**e) Policy Review – Section 8**

The Committee reviewed and discussed Policy and Procedures 8001 – “Disposal of Equipment and Materials” as well as Policy and Procedures 8002 – “Use of Expendable Equipment in Schools by Outside Organizations”. The Committee agreed to reaffirm both policies and procedures. (Appendix “A”).

**Recommendation:**

That Policy and Procedures 8001 – “Disposal of Equipment and Materials” is hereby reaffirmed. That Policy and Procedures 8002 – “Use of Expendable Equipment in Schools by Outside Organizations” is hereby reaffirmed.

7. **OPERATIONS INFORMATION**

- Trustee Kruck – from Committee Meeting October 21, 2013 requested follow-up discussions regarding student fundraising accounts.

Due to time constraints, this item was deferred to the next Committee meeting.

8. **NEXT MEETING: Monday, March 17, 2014, 2:30 p.m., Board Room**

The meeting adjourned at 3:50 p.m.

Respectfully submitted,

\_\_\_\_\_  
G. Kruck, Chair

\_\_\_\_\_  
J. Murray

\_\_\_\_\_  
K. Sumner

\_\_\_\_\_  
M. Sefton (Alternate)



"Accepting the Challenge"

## **BRANDON SCHOOL DIVISION POLICY**

### **Appendix "A"**

#### **POLICY 8001**

#### **DISPOSAL OF EQUIPMENT AND MATERIALS**

*Adopted: 162/95*

The disposal of equipment, print material and supplies deemed surplus to the needs of The Brandon School Division shall be carried out under the authority and responsibility of the Secretary-Treasurer of the Division as directed by the Superintendent and shall be subject to this policy on disposal of equipment, and material, as well as the requirements of The Public Schools Act.



# BRANDON SCHOOL DIVISION POLICY

## PROCEDURES 8001

### DISPOSAL OF EQUIPMENT AND MATERIALS

*Adopted: 162/95*

#### 1. DEFINITIONS

- a) Disposal - the physical removal of surplus, obsolete and/or irreparable equipment, print materials, and/or supplies from the inventory of a School or Department by transfer, sale, donation or destruction.
- b) Surplus Equipment, Print Material and Supplies - Equipment, print material or supplies (not including land and fixed buildings) which is deemed to be obsolete, uneconomical to repair, or in excess of forecasted requirements.
- c) Stores Material Inventory - Item (s) of equipment, print material or supplies carried in central storage to meet anticipated demands of Schools/Departments.
- d) Moveable Equipment Inventory - A detailed record of moveable equipment that has been purchased by the Division for the use of Schools/Departments.
- e) Other Equipment, Print Material and Supplies - Those items of equipment, print material and supplies not controlled by a type of formal inventory system.

#### 2. IDENTIFICATION OF SURPLUS EQUIPMENT, PRINT MATERIAL AND SUPPLIES

- 2.1 Stores Material Inventory - Inventory shall be reviewed not less than twice per year by administrative personnel to ensure the accuracy of the inventory and that material is not being held in excess of requirements.
- 2.2 Moveable Equipment Inventory - All Schools/Departments shall be required to verify inventory records not less than once a year and advise the Secretary-Treasurer's Department of the results of the verification.
- 2.3 Other Equipment, Print Material and Supplies - Equipment, Print Material and Supplies located in each School/Department (cleaning supplies, stationery, books, educational learning aids, small tools, etc.) not controlled by a type of formal inventory system shall be reviewed by the School/Department annually to determine whether or not items are being held in excess of requirements.

### 3. DISPOSAL OF EQUIPMENT AND MATERIAL

#### 3.1 Identification of Surplus Equipment, Print Material and Supplies -

Schools/Departments shall report to the Secretary-Treasurer's Department annually any equipment, print material and/or supplies that is surplus to their needs.

#### 3.2 The Secretary-Treasurer's Department shall:

- a) arrange pick up from Schools/Departments, where possible and economical, of all items declared surplus and deliver them to a central storage area;
- b) with assistance from Division personnel or outside consultants, determine which items are:
  - i) reassignable within the Division;
  - ii) of value for use as parts
  - iii) of practical and economical value for sale to the public;
  - iv) of scrap value.
- c) redistribute reassignable items;
- d) turn over to the proper personnel, those items deemed to have parts value;
- e) arrange a public sale where practical and economical for those items deemed to be of no further use to the Division;
- f) offer to non-profit charities, any items not deemed to be usable or saleable;
- g) dispose of in the most economical manner, those items deemed as having no further use to the Division and declared to be scrap.

LEGISLATIVE REQUIREMENTS:            Public Schools Act



# BRANDON SCHOOL DIVISION POLICY

## **POLICY 8002**

### **USE OF EXPENDABLE EQUIPMENT IN SCHOOLS BY OUTSIDE ORGANIZATIONS**

*Adopted: Motion 67/2005 (May 9, 2005)*

The use of expendable equipment in schools by outside organizations is approved on the following basis:

1. that school Principals be authorized to allow the use of expendable equipment free of charge to outside organizations affiliated with the school community, provided the group makes no charge for the activity undertaken in the school and the use of the equipment is on an infrequent basis; or
2. that if the outside organization bears no direct affiliation with the school community, or charges the persons participating in the activity at the school, or wishes to use the equipment regularly, the outside organization shall be required to provide its own expendable equipment; or the Principal shall be authorized, at his/her discretion, providing for rental of such equipment at rates in keeping with charges made by other institutions in the City of Brandon.



## **BRANDON SCHOOL DIVISION POLICY**

### **PROCEDURES 8002**

### **USE OF EXPENDABLE EQUIPMENT IN SCHOOLS BY OUTSIDE ORGANIZATIONS**

*Adopted: Motion 67/2005 (May 9, 2005)*

#### **BASIC PRINCIPLES**

1. The requirements of school programs for the use of school equipment shall be priority over all other programs.
2. Items to be considered under this policy shall be those items normally purchased by the school through its instructional supply budget. Items such as chairs, coat racks and fixed equipment generally supplied to the school through a budget approved through discussions at the Administration Office shall not be regarded as “expendable” for purposes of this policy.
3. Requests for use of equipment in specially equipped classrooms or for specialized facilities (e.g. science labs, computer labs, industrial arts/home economics/vocational facilities, etc.) shall be referred to the Administration Office for consideration.

#### **SCHOOL’S RESPONSIBILITY**

1. It shall be the responsibility of the school principal to decide whether to provide equipment to an outside organization is in the school’s best interest.
2. When a school allows an outside agency ~~for~~ the use of a particular piece of equipment which it subsequently finds has a priority use in the school, it will be the school’s responsibility to notify the outside agency and reach agreement on the utilization of the equipment.
3. It shall be the school’s responsibility to ensure that the charges levied are paid to the school. It is recommended that charges be payable in advance of the use of equipment.
4. It shall be the school’s responsibility at all times to ensure that the community use of the facility is covered by an agreement with the City of Brandon.
5. Schools shall be responsible for arranging all repairs and regular maintenance of the equipment.

#### **RESPONSIBILITIES OF THE OUTSIDE AGENCY**

1. The outside agency shall assume total responsibility for the equipment during the time that it is in its possession.
2. Willful damage, damage resulting from accident while in the care of the agency, or misuse of the equipment shall be regarded as sufficient cause to discontinue use of the equipment.



3. Where damage to the equipment or facility is determined to be a responsibility of the outside agency, the agency shall assume costs for repair or replacement.
4. The outside agency is responsible to ensure the equipment does not leave the Division facility.



# BRANDON SCHOOL DIVISION

## Facilities/Transportation Committee Minutes

Thursday, February 13, 2014 – 11:30 a.m.  
Board Room, Administration Office

Present: D. Karnes, Chairperson, P. Bowslaugh, J. Murray (entered at 11:50 a.m.), D. Labossiere, G. Malazdrewicz, M. Clark and R. Harkness.

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### 1. CALL TO ORDER.

The Facilities & Transportation Committee Meeting was called to order at 11:40 a.m. by Committee Chairperson, Doug Karnes.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of December 5, 2013 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) Request for Buses

Supervisor of Transportation, Mr. Ron Harkness, spoke to this item. He noted that in the past the Division had supplied buses and drivers for the Society of Manitobans with Disabilities and the Y.M.C.A. for their various camps. He confirmed that he had a driver available to drive for the proposed camps and that the respective organizations pay for the driver's time. The Committee agreed to recommend the provision of a school bus to both the Society of Manitobans with Disabilities and the Y.M.C.A. for their camp programs.

#### Recommendation:

That a wheelchair school bus be provided to the Society of Manitobans with Disabilities for their March Break Program from March 31<sup>st</sup> to April 4<sup>th</sup>, 2014 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

That a school bus be provided to the YMCA for their YMCA Summer Days Camp from July 2, 2014 to August 22, 2014 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

#### B) Sale of New Era Lots – (In-Camera)

The Committee reviewed the history and background information which had been provided with respect to this item. It was agreed this item would be discussed in-camera with the Board of Trustees at their regular meeting to be held on February 24, 2014.

C) Possible Education Program Follow-up from Board Meeting

This matter was referred to the Education Committee from the Board of Trustees on November 25, 2013. Senior Administration redirected to the Facilities and Transportation Committee for discussion. The Chairperson of the Board of Trustees had received an inquiry regarding the possibility of the Brandon School Division setting up programming in the City's old fire hall. The Facilities and Transportation Committee discussed the matter. They unanimously agreed to decline looking into the matter further. It was felt the Division should focus on the opportunity presented through the use of Assiniboine Community College at the current time.

D) Parent Bussing Request – Exception to Policy

Supervisor of Transportation, Mr. Harkness, reviewed and email request from a parent for an exception to policy to bus a student to daycare after school. He reviewed the distances involved, providing pictures of the route and various measurements. He confirmed the Division policy of 1.6 km was tied into provincial funding, noting the Division does not receive funds from the Province for bussed students who live within the 1.6 km distance from school. The Committee discussed the request. It was agreed that the request for an exception to policy would be denied. Senior Administration was directed to send a letter to the parent noting the Committee's decision.

**6. OPERATIONS INFORMATION**

- Mr. Mel Clark, Director of Facilities and Transportation, reviewed the timelines and projects costs (attached as Appendix "A"). He also referenced the new portables and recently approved projects which had not been included in the list.
- Mr. Clark confirmed Mr. Kyle Lewkowich from the PSFB had attended in Brandon to review a number of buildings, including Green Acres, Meadows, Waverly Park, George Fitton and Assiniboine Community College (ACC). Mr. Malazdrewicz, Associate Superintendent, confirmed he had received a telephone request from Mr. Lewkowich with respect to timetabling and the use of ACC.
- Mr. Clark spoke to the letter received from PSFB with respect to the Crocus Plains Ceiling Remediation.
- Mr. Clark provided a verbal update with respect to 638 Princess, noting the City will hold the property for the Division until October 15, 2015.

**7. NEXT REGULAR MEETING: Thursday, March 6, 2014, Board Room**

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

\_\_\_\_\_  
D. Karnes, Chair

\_\_\_\_\_  
P. Bowslaugh

\_\_\_\_\_  
J. Murray

\_\_\_\_\_  
M. Snelling (Alternate)

## Brandon School Division - Project Update

Project Number	School	Project	Status	Cost
BR ALE PO 2012 1	Alexander	One unlinked portable	Complete except for extra exterior steps	\$ 253,873
BR CPR SC 2011 1	Crocus	Science Lab Renovation	To be tendered for construction Summer 2014	\$ 27,854
BR CPR SY 2011 1	Crocus	Welding Shop Ventilation Upgrade - Design	Completed	\$ 810,970
BR GEO MA 2011 1	George Fitton	New Gym	Under Construction - 20% done	\$ 6,495,767
BR NEE SC 2011 1	Neelin	Science Lab Renovation	Completed August 2013	\$ 721,498
BR NEE SY 2011 1	Neelin	Steam Heating System Replacement	Completed November 2012	\$ 1,687,896
BR NEW PO 2012 1	New Era	Two unlinked portables	Complete except for extra exterior steps	\$ 507,746
BR VAL RO 2012 1	Valleyview	Emergency Roof Replacement	Completed May 2013	\$ 195,199
BR VAL SY 2012 1	Valleyview	Heating and Ventilation Systems Replacement	98% complete - November 2013	\$ 1,074,148
BR VMH RO 2011 1	Vincent Massey	Roof Replacement	Completed May 2013	\$ 1,011,635
BR VMH RO 2012 1	Vincent Massey	Emergency Gym Roof Replacement	Completed June 2013	\$ 423,798
TOTAL:				<u>\$ 13,210,384</u>



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

February 24, 2014

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- III. Secretary-Treasurer
  - 1. Trustee Indemnities – All-Day Budget Meeting ..... 1
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- V. Senior Administration Response to Trustee Inquiries

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*“Accepting the Challenge”*

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

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

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

### **I. PRESENTATIONS**

### **II. HUMAN RESOURCES**

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

#### **1. TRUSTEE INDEMNITIES – ALL-DAY BUDGET MEETING**

For Action.....D. Labossiere

At the Regular Meeting of the Board of Trustees held October 22, 2012 discussions were held regarding the paying of Trustee Indemnities. It was noted that the Board By-Law required payment of all indemnities to be approved through a resolution. A motion was approved retroactively paying all Trustee Indemnities to the current Board of Trustees. It was further determined that any future indemnities would require approval of the Board of Trustees through a motion before payment would be allowed. Therefore, the following motion is being brought forth to the Board of Trustees for approval at the Regular Meeting to be held on February 24, 2014.

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

*That the Trustees be paid the appropriate indemnity for attending the All-Day Budget meeting held February 18, 2014 from 9:00 a.m. to 5:30 p.m.*

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

### **V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

## **B. Administrative Information**

### **I. HUMAN RESOURCES**

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

For Information..... B. Switzer

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

## **II. SECRETARY-TREASURER**

### **1. 2014/2015 BUDGET DELIBERATIONS**

For Information.....D. Labossiere

On February 18, 2014 the Board of Trustees held their all day budget meeting. Attached as Appendix A is the summary of the 2014-2015 preliminary budget decisions made by the Board together with the property tax implications for both commercial and residential properties. Please contact me should you require further information.

## **III. SUPERINTENDENT OF SCHOOLS**

### **SCHOOL VISITS (JANUARY 30 – FEBRUARY 12, 2014)**

- February 3, 2014 – School Update Meeting / Earl Oxford School
- February 6, 2014 – Principal’s Meeting (K-12) re: Preparation of Proposed Operating Budget
- February 10, 2014 – School Visit / Crocus Plains Regional Secondary School

### **1. *SCHOOL INFORMATION***

For Information..... D. Michaels

#### **A. QUALITY LEARNING**

##### **QUALITY LEARNING AT GREEN ACRES SCHOOL**

***Report prepared by Mr. Craig Manson, Principal, Green Acres School***

The following is an example of collaborative actions being taken to improve middle year student comprehension skills through the development of students’ ability to have conversations about readings they have done.

This particular School Development Goal expands guided reading group work beyond a single multilevel classroom to include several mixed multilevel classrooms at the 4 to 8 levels. The main focus is on comprehension skills, specifically beyond and about the text. The Fountas and Pinnell Benchmark Assessment System was used to measure growth. The “beyond” refers to making inferences and the “about” refers to the author’s craft. This gathered information is used in conversation.

Through the above process, it was noted, that by introducing the concept of “debating” the students had an opportunity to practice and develop listening and speaking skills.

It has been noted, that not only have conversation and comprehension improved, but accuracy in reading has also improved.



Examples:

Multilevel 4 Student:

September 2013 – Reading Level K – Accuracy 91% - Comprehension 6/7

February 2014 – Reading Level N – Accuracy 96% - Comprehension 8/10

Multilevel 8 Student:

September 2013 – Reading Level M – Accuracy 98% - Comprehension 4/10

February 2014 – Reading Level O – Accuracy 98% - Comprehension 6/10

## **B. QUALITY TEACHING**

### **QUALITY TEACHING AT VALLEYVIEW CENTENNIAL SCHOOL**

*Report prepared by Ms. Darlene Wilkinson, Principal, Valleyview Centennial School*

Multi-age classrooms are recognized in educational research as environments that are advantageous to student learning. They require much skill, effort, knowledge and planning on the part of teachers for effective curriculum delivery.

Manitoba curricular outcomes are both intensive and extensive at each grade level.

The two grade 5/ 6 teachers at Valleyview Centennial School have been addressing this teaching/learning methodology both individually and collaboratively over the past few years. This year they made the decision to plan together and to develop a two year model based on the theory of universal design for learning as described by Jennifer Katz in *Teaching to Diversity: The Three Block Model of Universal Design (2004)*.

The teachers met in August and began their planning. First of all, they identified the main units in science and social studies. The next step was to choose outcomes from both grade 5 and 6 curricula to ensure that students who moved would have outcomes from their grade level. They then searched for overlap and connections between social studies and science which could be integrated around a theme. Once they had determined the themes they began individual unit planning.

An example: the first unit that they developed focused on the connections between the simple machines topic from the science curriculum and the first peoples and early explorers from the social studies curriculum. The connections that they emphasized were the use of simple machines by both the first peoples and the early explorers.

The individual unit planning involved identifying the essential learning outcomes from the curricula and then creating the essential “big questions”. The assessment rubric was then developed where the questions are listed and the performance indicators (based on Bloom’s Taxonomy) are listed on a scale of 1 to 4.

Individual lessons were then developed to teach to the essential questions with a variety of teaching environments including whole group, small group and center-based learning. Student learning is assessed based on student choice from a variety of options which include all of the multiple intelligences.

The two classroom teachers planned their last unit with the High Ability Learner Enrichment Program (HALEP) teacher and the three of them are planning to attend a two day conference in Brandon when Jennifer Katz will be presenting on the Universal Design for Learning Theory/Practice.

### **C. QUALITY SUPPORT SERVICES**

#### **QUALITY SUPPORT SERVICES AT KIRKCALDY HEIGHTS SCHOOL**

*Report prepared by Ms. Nancy Hamilton, Principal, Kirkcaldy Heights School*

Throughout the 2013/2014 school year, the staff at Kirkcaldy Heights has focused professional development work in four areas:

- character development with a focus on respect, tolerance, and responsibility;
- supporting an increase in the speed of recall of mental math facts using innovative strategies;
- focusing on improving the overall comprehension abilities of our students in fiction and non-fiction reading genres; and
- implementation of the Response to Intervention philosophy as it applies to our Student Support Team activation process.

Each teacher is part of a leadership group within these four areas that plans our staff-based professional development, school wide activities which include students, and collates the data as an outcome of those plans. We have had monthly activities that have been planned in collaboration with the staff and students to encourage our school community to enhance the personal characteristics of respect, tolerance, and responsibility. Our teachers and educational assistants have participated in a workshop about unique mental math strategies presented by Blaine Aston, Numeracy Specialist/Vice Principal École New Era School. As well we have planned two mini-workshops focused on deepening our understanding of learning and teaching in the area of reading comprehension. These will include all of our staff (Kindergarten to grade 8 together with our support staff members). A great deal of work has been done in the area of the development of a Kirkcaldy Heights School Response to Intervention (RTI) process so that teachers, parents, and students are very clear about how to access supports when a student requires them. Our emphasis is on exemplary Tier 1 interventions via the classroom teacher and an inclusive classroom environment. We have also moved forward into developing the process of accessing Tier 2 interventions when required combined with monitoring of progress to ensure we are meeting student needs.

## D. ADMINISTRATIVE AND STATISTICAL INFORMATION

### SUSPENSIONS

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

### SUSPENSION REPORT – SEMESTER ONE – 2013/2014

There were one hundred seventy six (176) suspensions reported in the first semester of 2013/2014; nine (9) in elementary schools and one hundred sixty seven (167) in senior high schools.

Appendices B and C include details of the school suspension breaking down by category and/or days of consequence.

### ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / JANUARY 31, 2014

The Brandon School Division Currently has 1354 English as an Additional Language (EAL) Students.

- 18 new registrations were received from January 1 – 31, 2014;
- 4 students left the Brandon School Division from January 1 – 31, 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
Total	164

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				

	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
Betty Gibson	138	15	4		
Crocus Plains	238	19	11		
Earl Oxford	56	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	101	11	8		
Neelin	31	5	2		1
New Era	128	8	17		
O'Kelly	22	5			
Riverheights	69	5	1		7
Riverview	41	2	1		
Spring Valley	24				
St. Augustine	41	4			4
Valleyview Centennial	13		1		1
Vincent Massey	101	5	14	29	46
Waverly Park	50	1	1		
Total	1354	95	79	29	59

The number of students who left Brandon School Division from January 1 – 31, 2014 is four (4). Of these students:

- two (2) moved out of province; and
- two (2) moved out of Division.

Four (4) students changed catchment areas within the Division in January.

## **2. COMMUNITY CONNECTIONS**

For Information..... D. Michaels

### **A COMMUNITY TOWN HALL ON POLICING AND COMMUNITY SAFETY / FEBRUARY 4, 2014**

On February 4, 2014, the Brandon Police Service held a “Community Town Hall on Policing and Community Safety”. In the invitation it was stated: “we value our working relationship with your organization. As we begin to move forward to update our

Strategic Plan in 2014, we need to hear your thoughts on how the Brandon Police Service can enhance policing and community safety efforts moving forward.”

Prior to small group discussion, Chief Ian Grant provided a short overview presentation with respect to the Brandon Police Services’ state of policing in Brandon, its current strategic plan and budgeting and finances. Key messages:

- community mobilization essential; continue this direction;
- keep effectiveness first and foremost;
- Brandon is a very safe community;
- School Resource Officers (SRO) (K-12) very valued; doing an excellent job;
- COPS program effective;
- maintain high visibility;
- continue outreach to new Canadians and immigrant peoples, building relationships; and
- continue to support sexual equality amongst officers.

It was a very productive community feedback session.

**Brandon School Division Special Levy**

Special Levy 2014  
Special Levy 2013  
Net Dollar Inc.  
Net Percent Change

<b>Special Levy</b>	<b>Mill Rate</b>
40,665,635	15.50
38,029,913	16.58
2,635,722 -	1.07
6.9%	-6.5%

<b>FTE</b>	<b>Approved</b>
<b>(11.00)</b>	<b>(1,040,000)</b>

ITEM(S)	COSTS		Budget Day Calculations		
	FTE	Total	FTE	Approved	Comments
<b><u>Additional Kindergarten to Gr. 3 Smaller Classes Funding for 2014-2015 - 2 Teachers @\$60,000</u></b>		(120,000)		(120,000)	Added to Revenue
Establish minimum class size at 15 students, grades 9-12	(6.00)	(480,000)		-	
Pupil Teacher Ratio Changes	(10.00)	(800,000)	(9.00)	(720,000)	
	(20.00)	(1,600,000)		-	
Establish Limit @ 34 - 38 courses Gr 9 – 12 (4 year implementation)		-		-	
School Community Transitions/Student Support Programs: Eliminate at CPRSS, VMHSS	(7.00)	(560,000)	(1.00)	(80,000)	
Divisional Learning Support Services	(7.50)	(600,000)	(1.00)	(80,000)	
<del>Eliminate all</del> Reduce out of province professional development travel		(100,000)		(40,000)	
<b><u>Trustee Requests on Budget Day</u></b>					
Reduce Capital Maintenance Budgets - Parking Lots at Crocus Plains, Earl Oxford, King George - Trustee Sumner		(44,500)		-	
Increase Anti-Bullying Measures - Trustee Kruck		50,000		-	
<b>Total Resource Reductions for 2014-2015</b>	<b>(50.50)</b>	<b>(4,254,500)</b>	<b>(11.00)</b>	<b>(1,040,000)</b>	

**Brandon School Division  
Preliminary Budget 2014-2015**

**TAX EXAMPLES:**

**Education Property Tax on a Home valued at \$220,000 in 2014**



	2013	2014-2015 Budget	
		2014	Inc
<b>Brandon School Division Tax</b>			
Assessed Value*	\$ 200,000	\$ 220,000	10.0%
Mill Rate	16.58	15.50	-6.5%
<b>Total School Taxes</b>	<b>\$ 1,492</b>	<b>\$ 1,535</b>	<b>2.9%</b>
Annual			\$ 42.88
Monthly			\$ 3.57

Brandon residential properties saw an average increase in property values of 10%

**Education Property Tax on a Commercial Property valued at \$550,000 in 2014**



	2013	2014/15 Budget	
		2014	Inc
Assessed Value*	\$ 500,000	\$ 550,000	10.0%
<b>Provincial Education Support Tax</b>			
Estimated E.S.L. Mill Rate	11.83	11.83	0.0%
Education Support Tax Levy	\$ 3,845	\$ 4,229	10.0%
<b>Brandon School Division Tax</b>			
Estimated Mill Rate	16.58	15.50	-6.5%
Brandon School Division Tax	<b>\$ 5,388</b>	<b>\$ 5,543</b>	<b>2.9%</b>
<b>Total School Taxes</b>	<b>\$ 9,233</b>	<b>\$ 9,772</b>	<b>\$ 539</b>

Based on average assessment increase of 10.0%

## K-12 Suspension Report Semester 1 2013/2014

Category of Suspension							
School	Weapons	Gangs	Drug and Alcohol	Assaultive Behaviour	Cyberbullying	Unacceptable Behaviour	Total # of Suspensions
Alexander	0	0	0	0	0	0	0
Betty Gibson	0	0	0	0	0	0	0
Crocus Plains	1	0	22	28	4	56	111
Earl Oxford	0	0	0	0	0	1	1
George Fitton	0	0	2	0	0	0	2
Green Acres	0	0	0	0	0	0	0
Harrison	0	0	0	0	0	0	0
J.R. Reid	0	0	0	0	0	0	0
King George	0	0	0	1	0	0	1
Kirkcaldy Heights	0	0	0	0	0	0	0
Linden Lanes	0	0	0	0	0	0	0
Meadows	1	0	0	1	0	0	2
Neelin	0	0	15	4	0	17	36
New Era	0	0	0	0	0	0	0
O'Kelly	0	0	0	0	0	0	0
Riverheights	0	0	0	0	0	0	0
Riverview	0	0	0	0	0	0	0
St. Augustine	0	0	0	0	0	0	0
Valleyview	1	0	0	1	0	1	3
Vincent Massey	0	1	8	3	0	8	20
Waverly Park	0	0	0	0	0	0	0
Combined Total for K-12 Schools	3	1	47	38	4	83	176

### Suspensions, According to # of Days Consequence

# of Days Consequence	Crocus Plains	Neelin	Vincent Massey	Total High School By # of Days	Total K-8 Schools By # of Days
3 Days	1	6	0	7	5
4-6 Days	81	24	19	124	4
7-10 Days	4	1	1	6	0
11-15 Days	11	2	0	13	0
16-20 Days	1	1	0	2	0
21-30 Days	13	2	0	15	0
Total # of K-12 Suspensions	111	36	20	167	9
Combined Total (Total # of Suspensions K-12)	176				



## K-12 Suspension Report by Days of Consequence - Semester 1 Comparisons

	2009/2010		2010/2011		2011/2012		2012/2013		2013/2014	
# of Days Consequence	Total High School By # of Days	Total K-8 Schools By # of Days	Total High School By # of Days	Total K-8 Schools By # of Days	Total High School By # of Days	Total K-8 Schools By # of Days	Total High School By # of Days	Total K-8 Schools By # of Days	Total High School By # of Days	Total K-8 Schools By # of Days
3 Days	34	2	48	7	21	5	46	2	7	5
4-6 Days	88	3	97	4	71	1	116	2	124	4
7-10 Days	15	2	14	1	7	0	6	0	6	0
11-15 Days	10	0	5	0	2	0	6	0	13	0
16-20 Days	0	0	6	1	2	0	2	0	2	0
21-30 Days	7	0	6	0	7	0	2	0	15	0
<b>Total # of K-12 Suspensions</b>	<b>154</b>	<b>7</b>	<b>176</b>	<b>13</b>	<b>110</b>	<b>6</b>	<b>178</b>	<b>4</b>	<b>167</b>	<b>9</b>
<b>Combined Total (Total # of Suspensions K-12)</b>	<b>161</b>		<b>189</b>		<b>116</b>		<b>182</b>		<b>176</b>	