



BRANDON SCHOOL DIVISION

April 9, 2014

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

TO BE HELD MONDAY, APRIL 14, 2014
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, March 24, 2014.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Workplace Safety & Health Committee
- b) Finance Committee

D. Karnes

K. Sumner

- c) Other
 - Meeting with City of Brandon – March 25, 2014

M. Sefton

2.03 Delegations and Petitions

- a) Michelle Hood, Parent Council Representative, Valleyview Centennial School, regarding concerns about the Valleyview Centennial School Playground and request for funding.

2.04 Communications for Action

- a) Mr. Bob Lee, Organizing Member of the Division Wide MY Oratorical Event, March 21, 2014, noting this year's Division Wide Middle Year's Oratorical Event will take place on May 8, 2014 in the Lorne Watson Recital Hall at the Brandon University. A copy of last year's program and a breakdown of expenses have been included. They ask that the Board of Trustees continue their financial support of the event. (Appendix "A")

Refer Motions.

- b) Mr. Floyd Martens, President, Manitoba School Boards Association, March 26, 2014, attaching a brief identifying the origins of the question regarding whether or not the Association should pursue a thorough governance review and providing information about the history of Governance in the Association and the major governance restricting initiative that was undertaken in 2000-2001. Several questions are outlined on page 5 of this brief. In order to determine the next steps in this process, the Executive is seeking responses to these questions from all board members. They are asking that this matter be brought to the board table for discussion and response. They hope to hear back from all boards by the end of April and will review the feedback received on this issue at its planning session on May 2 and 3. (Appendix "B")

Refer to MSBA Issues.**2.05 Business Arising****- From Previous Delegation**

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

- From Board Agenda**- MSBA issues (last meeting of the month)**

- a) Correspondence from Mr. Floyd Martens, President, Manitoba School Boards Association, March 26, 2014, requesting responses to the questions included regarding governance restructuring and asking that this matter be brought to the board table for discussion and response.

- From Report of Senior Administration

- a) School Reports – Kirkcaldy Heights and Waverly Park School
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - Kirkcaldy Heights School Off-Site Activity Request – Refer Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Refer Motions.

- Scholarship Committee – Refer Motions.
- Scholarship Agreement – Diamond Jubilee (1960) Chapter IODE – Refer Motions.
- Audit Engagement Letter – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 25/2014 That the trip involving twenty three (23) grades 7 and 8 French students, from Kirkcaldy Heights School to make a trip to Quebec and Montreal from June 1 to June 6, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 26/2014 That the trip involving six (6) grades 10 and 11 Design Drafting students, from Crocus Plains Regional Secondary School to make a trip to Brooklyn, Michigan from May 15 to May 18, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 27/2014 That Trustees _____ and _____ be approved to serve as members of the Scholarship Committee for 2013/2014.
- 28/2014 That the Agreement to establish two scholarships, one for a male student and one for a female student each graduating from the Neelin High School Off Campus program, to be known as "The Diamond Jubilee (1960) Chapter IODE Scholarship" be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 29/2014 That the Auditor Letter regarding the audit engagement for the March 31, 2014 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.
- 30/2014 That support for the Division Wide Oratorical Event for Grades 5-8 in the amount of \$400.00 be approved.
- 31/2014 That the proposed budget dates for the 2015/2016 budget deliberations be as follows:
- | | |
|------------------------------|--|
| Wednesday, February 4, 2015 | Special Board Meeting (Preliminary Budget) |
| Wednesday, February 11, 2015 | Public Budget Consultation Forum |
| Tuesday, February 17, 2015 | All-Day Budget Meeting |
| Monday, March 2, 2015 | Special Board Meeting – Public Presentations |
| Monday, March 9 2015 | Final Budget Approval |

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) Edwin Guenther, Board Chair, Garden Valley School Division, March 19, 2014, addressed to the Manitoba School Boards Association regarding the Pension Plan for Non-Teaching Employees of Public School Boards in Manitoba. They are requesting a delay of the implementation of any proposed changes to the contribution rates of the pension plan because:

- i) the proposed increases to the Pension Plan contribution rates will have a direct impact on the non-teaching employees of participating school divisions. The Garden Valley School Board would prefer to consult with its employees prior to implementing any changes and in doing so, will be able to provide better feedback to the Pension Trustees; and
- ii) delaying any proposed changes to contribution rates will better provide school divisions the ability to adequately address the impact on expenditures through the annual budget process.

He notes the timeline proposed by the MSBA President indicating the earliest implementation date would be January 2015. Given the inability of the Division to properly address an expenditure amount through the annual budget process for January 2015, and without seeking input/feedback from the employees directly impacted they recommend that any proposed changes be implemented not sooner than July 1, 2015.

Refer to Personnel Committee.

- b) Floyd Martens, President, Manitoba School Boards Association, March 24, 2014, addressed to Mr. Edwin Guenther, Board Chair, Garden Valley School Division, regarding his letter of March 19, 2014 the concerns of the Grand Valley Board of Trustees regarding the timeline and implementation of a contribution rate change for the pension plan. He noted the MSBA Executive is planning to have the pension plan contribution rate change on the agenda for their June 2, 2014 meeting. School Board can be assured that the effective date of any increase in contribution rate will take into account the need for school boards to plan for future expenditures.

Refer to Personnel Committee.

- c) Several thank-you notes from students who participated in the Western Manitoba Science Fair, thanking the Brandon School Division for the generous support with respect to the 2014 Western Manitoba Science Fair.

Receive and File.

- d) Michael Barrett, President, Ontario Public School Boards' Association, March 27, 2014, addressed to Mr. Joe Preston, Committee Chair, Standing Committee on Procedures and House Affairs, Ottawa, expressing concerns regarding Bill C-23, *Fair Elections Act (An Act to Amend the Canada Elections Act and other Acts and to Make Consequential Amendments to Certain Acts)*.

Limiting the powers of the Chief Electoral Officer; the loss of informational and educational programs and the use of media or other means for the purposes of

educating the public on the importance of voting and democracy; and eliminating an important and necessary method used for voter identification, are matters affected by the proposed Bill that cause great concern. As municipal politicians, they invest time and energy to raise the profile of the democratically locally elected school board trustees so that the electorate has a direct conduit to local decision making. The proposed legislation completely contradicts the actions they are undertaking with regard to increasing public awareness of the upcoming municipal elections to be held on October 27, 2014. He notes that they join with the voices of all Canadians who see the *Fair Elections Act* as being anything but fair. They oppose measures that limit the rights of the public to fully participate in democratic elections and to have access to information that supports and encourages them to exercise their democratic rights.

They ask that the Committee ensure voter rights are protected and that the use of voter ID cards and couching continue. They ask that the Committee support the role of the Chief Electoral Officer in undertaking and expanding work that is aimed at public education and information programs, including the use of media outlets to communicate important messages.

They encourage all public school board trustees to share this letter with their local MP and their local media.

Receive and File.

3.03 Announcements

- a) Divisional Futures and Community Relations Committee Meeting, 2:30 p.m., Wednesday, April 16, 2014, Board Room.
- b) School Division/Parent/Guardian Advisory Committee Meeting, 7:00 p.m., Wednesday, April 16, 2014, Conference Room.
- c) Policy Review Committee Meeting, 2:30 p.m., Monday, April 21, 2014, Board Room.
- d) Board Working Session, 7:00 p.m., Monday, April 21, 2014, Board Room (In-Camera).
- e) MSBA Trustee Education Session, "Understanding The Role of the Secretary-Treasurer", 8:00 a.m., Friday, April 25, 2014, Victoria Inn, Brandon.
- f) Finance Committee Meeting, Monday, April 28, 2014, Board Room.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 28, 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

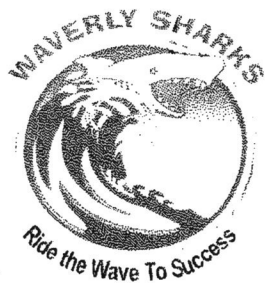
- Trustee Inquiries

4.04 Board Operations

- Reports

- Trustee Inquiries

5.00 ADJOURNMENT



Waverly Park School

3800 Park Avenue Brandon, MB R7B 3X2
 waverlypark@brandonsd.mb.ca
 www.brandonsd.mb.ca/waverly
 Tel.: (204) 729-3250 Fax: (204) 729-3255

March 21, 2014

Mr. Mark Sefton
 Chairperson Brandon School Division
 Board of Trustees
 1031 – 6th Street
 Brandon, MB R7A 4K5

Dear Mr. Sefton:

Please consider the following request to continue your support of the Division Wide Middle Year's Oratorical Event. This year's event takes place on May 8th, 2014 in the Lorne Watson Recital Hall at Brandon University. This venue allows our participants the opportunity to focus on a communication skill that is highly sought after in today's job market where "communicating" well, is one major key to success.

A copy of last year's program and a breakdown of expenses are included.

Finding sponsorship continues to be a great challenge and it is our hope that the BSD will offer to cover all costs that we incur to a maximum of \$500 per annum.

Costs to host such an event include:

Venue	\$125.00
Awards (plaques, shields, books, gift certificates)	\$300.00
Honorariums (3 judges - \$25 Lunch Gift Certificates)	<u>\$ 75.00</u>
Total	\$500.00

Current sponsoring bodies are the BSD, Diamond Jubilee 1960 IODE, and Coles Books.

In past years we have approximately 50 students directly involved in this event, representing most Schools and Middle Year's classrooms from around the division.

Thank you in advance for your consideration. Any support can be forward to Waverly Park School.

Sincerely,

Bob Lee

Organizing Member of the Division Wide MY Oratorical Event

2.042



"Accepting the Challenge"

OUR SINCERE THANKS:

Contestants
Introducers
Parents
Classmates
Friends
Teachers

A HUGE THANK YOU TO OUR SPONSORS:

**Diamond Jubilee 1960 IODE
The Brandon School Division
Coles Book Store**

OUR ADJUDICATORS:

Sheri Bailey
Cory Nevill
Bill Bolley

THANKS TO:

Greg Beckwith, Vincent Massey – Media Class

**for helping to make this
Oratorical Contest
such a successful event!**



2013 Presenters

*Congratulations to all the
school winners and runners-up*

GRADE 5/6			
School	Speaker	Title	Introducer
Meadows	Jessica Granger	Beagles and Franklin	Alborz Khakbazan
George Fitton	Grayson Turner	Earth	Not able to attend
Riverheights	Kobe Lim	My Birth Day	Olivia Sanderson
Waverly Park	Lauren Michta	Papa – My Hero	Reece Cullen
Green Acres	Daniele Newman	Dragons	Mackena Bergman
Earl Oxford	Abby Grindey	Mondays	Daylyn Lidster
Alexander	Amy Curtis	Gymnastics	Segwun McPherson
St. Augustine	Jack Lumbard	Daydreaming	Sydney Houlihan
O'Kelly	Daynah Hall	Visiting France	Nathaniel Lang
New Era	Jordan Dehais	Children & Divorce	Nardin Soliman
J.R. Reid	Jillian Mabon	Ringette	Nolan Slate
Kirkcaldy	Jenna Fisch	Smoking	Brooke Schoonbaert
Betty Gibson	Joel Rodriguez Fajardo	Learning a New Language	Brady Girouard
Linden Lanes	Abby Wakewich	Poverty	Hillary Derewianchuk
Riverview	Alexandria Johnson	Friendship	Abby Swain

Grade 7/8		
School	Speaker	Title
George Fitton	Danielle Kilmury	Music
Earl Oxford	Landen Danyluk	The Outdated Curriculum
O'Kelly	Dana Fraser	Female Body Image
Betty Gibson	Emma Robinson	Animal Cruelty
Linden Lanes	Carson McComb Introducer- Nico Hernando	The Friendly Fish
Meadows	Jayde Penman	Disappointment
St. Augustine	Anna Lopez	Social Anxiety
J.R. Reid	Emily Hartley	Dyslexia
Kirkcaldy	Madeline Crane	How to Annoy Telemarketers
Waverly Park	Rhett Bryant	Why Cleaning my Room is Pointless
Green Acres	Maddy Pryke	Stereotypes
Alexander	Mackenzie Campbell	Art Infused School Programming
O'Kelly	Kyra Lavoie	Reason Why I Dance
Green Acres	Song Qi Shi	If the World Ends
J.R. Reid	Annie Perret-Smith	Music
Betty Gibson	Spirit Bruce	Tupac
Alexander	Kiara Schwartz	Bullying
Kirkcaldy	Max Darvill	Creativity
Meadows	Jade Murray	Twilight
St. Augustine	Brynn Pedlow	Depression
Waverly Park	Mackenzie Cullen	My Parents are Liars
George Fitton	Cherise Baker	My Role Model
Earl Oxford	Michelle Rodriguez Fajardo	Learning Another Language

Brandon School Division

Welcomes you
to the

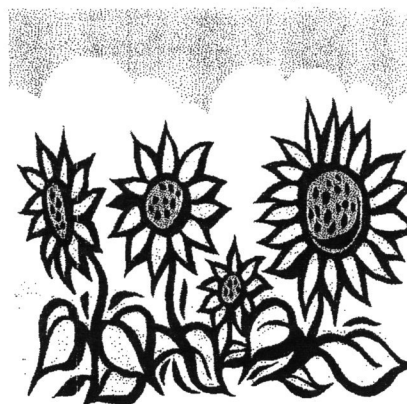
Division - Wide

Middle Years

Grade 5 & 6

Grade 7 & 8

Oratorical Event



May 8, 2013

School of Music

Queen Elizabeth II Music Building

Room Rental Agreement

Client: Bob Lee, Waverly Park School
3800 Park Avenue
Brandon MB R7B 3X2

Rehearsal Hall: Lorne Watson Recital Hall - MY Speeches

Rental Date/Time: 8-May-14
8:30 am - 3:30 pm

Room Charges: \$125.00

Additional Charges: An additional charge of \$50 will be applied to the Total Charges if the rented room is not straightened and returned to its original condition.

Please Note: If the schedule conflicts with any concerts in the Lorne Watson Recital Hall, the booking will be cancelled.

Total Charges: \$125.00

Prepared by: Leanne Barcellona
Administrative Assistant
School of Music

Date: 29-Jan-14

DIVISION-WIDE MIDDLE YEARS ORATORICAL EVENT
Will be held at:

Lorne Watson Recital Hall – Brandon University (Music Building)

Grade 5 & 6 - Wed. May 8, 2014 @ 9:30 a.m.

Grade 7 & 8 – Wed. May 8, 2014 @ 1:00 p.m.
(Please note that both events are on the same day)

We hope to see your school represented this year as the Oratorical Event is a wonderful opportunity to promote the development of public speaking skills among middle years students in the Brandon School Division.

Guidelines:

1. Each school may send **one** representative from Grade 5 **or** 6 and **two** representatives from Grade 7 **or** 8 for the respective events. The runner-up from each school is asked to introduce the representative. Thirty seconds will be allotted for this. In the Grade 7 & 8 competition, the two contestants could introduce each other rather than bringing a separate introducer.
2. The deadline for submission of the student's name, the name of the introducer, topic and school is Friday, May 3rd at 3:30 p.m. Entries will be taken by Bob Lee at Waverly Park School. Email harper.susan@brandonsd.mb.ca (be sure of correct spelling for the program).
3. The speeches are to be 3 - 5 minutes in length and are to be adjudicated by three persons selected by the host school staff. **Speakers may use cue cards; however, props of any type, including dress, will not be allowed.**
4. Each student representative is entitled to bring a maximum of 2 friends and his/her parent(s). If possible, the homeroom language arts teacher may wish to attend.
5. The winning speaker will receive a keepsake plaque and the division trophy will become the property of that student's school from May until April of the following year. Each Grade 5 & 6 competitor will receive a book from the IODE and all Grade 7 & 8 competitors will receive a \$10 gift certificate from a local book store.
6. Gr. 5 & 6 participants are asked to be in attendance at the Lorne Watson Recital Hall by 9:15 a.m. on May 8th. Each school is to provide transportation for its students or have parent drivers/supervisors available.
7. Gr. 7 & 8 participants should be at the Lorne Watson Recital Hall by 12:45 p.m. on May 8th. Each school is to provide transportation for its students or have parent drivers/supervisors available.
8. Parking information for all participants will be shared prior to the event date.

Tips for Speech Writing

1. *Choosing a Topic*
 - a. Choose a topic that interests you, or that you already know something about.
 - b. Make sure that you cover the topic adequately within the time allowed (3 to 5 minutes for competition).
 - c. Present your main idea and give supporting details.
 - d. Make sure the topic is "appropriate" for you and your audience.
2. *Gather Information*
 - a. Find the necessary information at the library, from newspapers or magazines, from a web site, from an expert on the subject, or someone you know that has firsthand information about your topic.
3. *Organize the Content*
 - a. Make sure your speech has an introduction, a body, which presents your main points and details, and a conclusion that ties your ideas together in an impressive fashion.
 - b. Put the speech into *your* words and language, if you are uncertain about the pronunciation or meaning of words ask for assistance from your parent or teacher
 - c. Write your speech on small cards (such as an index or recipe cards) that are easier to handle and less obvious.
4. *Rehearse the Speech*
 - a. After you have put your speech together, you need to rehearse many times so that you will be comfortable speaking and you will be able to show enthusiasm about your topic. The more you practice you will come to depend less and less on your notes.
 - b. Practice will help you to pronounce your words clearly and help you to find the right pace, not too fast or too slow.
 - c. When you are ready ask a family member to listen to you and give you feedback.
 - d. Try to think about body gestures that might help to emphasize a point you are making.
5. *Delivering the Speech*
 - a. Take a deep breath or two to help you stay calm
 - b. Try to act and speak confidently, in a clear voice, at the right volume
 - c. Make direct eye contact with your audience to gain their attention before you begin. Once you begin speaking your nervousness will decrease.
6. *Other Useful Tips*
 - a. Have a catchy title
 - b. Don't give away too much in your introduction. You want to capture your audience's attention, so that they are eager to hear more.
 - c. Be alive! Vary your voice; speak with expression
 - d. Stand correctly, holding your cards in an appropriate, comfortable way.
 - e. Make sure you finish speaking before heading back to your seat
 - f. Avoid well, but, so, ah, ur
 - g. Avoid long "lists" i.e. ...foods I like are... (and the list goes on and on)
 - h. Be careful not to "over do it" in your presentation

BRANDON SCHOOL DIVISION ORATORICAL COMPETITION

Topic _____ Contestant _____ Timed length _____

Componet Evaluated	Max.	Mark	General Comments
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Material			
1. Introduction: Form + Effectiveness	10		
2. Substance of Speech: Organization (Use of Logic/Facts etc.)	10		
3. Substance of Speech: Content/Topic (Meaningful/Age Appropriate/etc.)	10		
4. Conclusion: (Summary, quotation, grand climax)	10		
Material Total	40		

Presentation (Physical Delivery)

1. Posture	4		
2. Facial Expression	4		
3. Eye contact with audience	4		
4. Degree of motion: effective or distracting	4		
5. Gestures... hand, body	4		

Presentation (Vocal Delivery)

1. Voice quality	4		
2. Cadence of inflection	4		
3. Variety of pace of volume	4		
4. Word pronunciation	4		
5. Word enunciation...clarity	4		

Presentation - (Sense of Communication)

1. Shared feeling with audience	4		
2. Sentence structure & variety	2		
3. Kept audience attention	2		
4. Humour/empathy to allow for either type of speech	4		
5. Sincerity	4		
6. Enthusiasm	4		

Total marks for presentation **60**

Total of Speech Presentation _____
(Material & presentation) **100**

Additional remarks (if any):





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

Appendix "B"

March 26, 2014

Dear Board Chairs,

As you will recall, I indicated in my remarks at our recent convention that as a follow up to a resolution referred to the provincial Executive from the Region 5 & 6 meeting in January, school boards would be asked to indicate whether or not the Association should pursue a thorough governance review at this time.

The attached brief identifies the origins of this question and provides information about the history of governance in our Association and the major governance restructuring initiative that was undertaken in 2000-2001. Several questions are outlined on page 5 of this brief. In order to determine the next steps in this process, the Executive is seeking responses to these questions from all member boards.

The intent of this letter is to ask for your collaboration in ensuring that this matter is brought to your own board table in the coming weeks for discussion and response. The Executive is hoping to hear back from all boards by the end of April and will review the feedback received on this issue at its planning session on May 2 & 3.

Should you have any questions about this matter, please feel free to contact me directly or Executive Director Carolyn Duhamel at the MSBA office. I look forward to hearing your board's perspective on this important issue.

Sincerely,

A handwritten signature in dark ink, appearing to read "Floyd Martens". The signature is fluid and cursive, written over a light background.

Floyd Martens
President

FM/ak

2.046)

Information Brief:

Manitoba School Boards Association Governance Structure and Possible Review

Background

At its 2013 planning retreat, the Manitoba School Boards Association's provincial Executive identified as one of its priorities a review of the association's provincial structure and operations. Two key actions were undertaken in this area. The first of these was the development of a proposed by-law change, which was intended to enable greater participation in the election of directors. That by-law change was subsequently withdrawn from consideration at the 2014 convention, pending a possible governance review. The second action was the development of a discussion paper that explored a possible reconfiguration of Region 5 into two smaller regions, each of which would be represented by one director on the provincial Executive. That discussion paper (Appendix 1, attached), was distributed to Region 5 boards for their consideration to see if there was a desire to explore changes to the governance of their region. No formal feedback has been collected to date.

The possibility of a restructuring of the association's provincial Executive was also raised at the January 2014 regional meetings, through a resolution brought forward by the board of the River East Transcona School Division. That resolution (attached, Appendix 2) was distributed, along with other proposed resolutions, at all regional meetings; it was discussed at only the Region 5/6 meeting. At that meeting, representatives of the sponsoring board agreed to withdraw the motion, subject to the region referring the matter of a possible governance review to the provincial Executive as a request for action.

At its February 3, 2014 meeting, the association's provincial Executive passed a motion directing administration to prepare a discussion paper designed to determine the membership's interest in initiating a governance review which would be broader than simply a potential change for Region 5/6. That motion was the origin of this document, which is divided into three main sections: the evolution or history of association governance, the cost of association governance, and an overview of the most recent association governance review. This document is being distributed to school boards as background information to inform a discussion as to whether or not the association should undertake a governance review at this time. Boards are asked to respond to that question by way of a board motion, and convey their answer to Executive Director Carolyn Duhamel at the association office.

The evolution or history of association governance

The immediate precursor to the Manitoba School Boards Association, the Manitoba Association of School Trustees (MAST), was formed in 1965 with the amalgamation of the Manitoba School Trustees Association (MSTA) and the Urban School Trustees Association of Manitoba (USTAM). The latter group was created in the late 1950s, when a number of school boards expressed their dissatisfaction with aspects of the MSTa by forming their own association.

The existence of two trustee organizations was short-lived. When they amalgamated, the Executive structure they selected was one that served the association, with only minor variations, until the MAST Executive restructuring of 2000-01. That structure was a two-tiered governance body, with table officers (the president, vice-president, past president, and rural and urban directors-at-large), and the larger Executive, which included directors from the association's nine regions. The table officers met monthly, as did the Executive in its entirety. The total number of Executive members ranged from 19 to 21, although for many years up to the restructuring, that number remained constant at 21.

The 2000-01 restructuring was initiated by the provincial Executive when it adopted as one of its strategic directions an "assessment of the structure and composition of MAST." The process that culminated in that

restructuring is outlined elsewhere in this paper. The final result of that restructuring was a streamlined, single-tiered Executive of 11 members, rather than the previous 21. The position of director-at-large had been eliminated. The function of that position—ensuring that both rural and urban voices were heard at a senior level at the Executive table—had been accommodated by the inclusion of two vice-presidents in the new structure, one representing smaller boards, and one representing larger boards.

The number of regions had also been reduced, from nine to six. In establishing those regions, an attempt was made to ensure a degree of equality of representation, with the ideal being one representative (or regional director) for each 30,000 students served by the board of the region. With close to 70,000 students at that time, Region 5 was given two representatives. Region 1 (26.6 K students), Region 2 (20.5 K students), Region 3 (26.5 K students) and Region 6 (33 K students) all fell within a range that the membership deemed acceptable. Region 4, with fewer than 14,000 students, fell significantly below the 30,000 student goal, but the membership determined that it should still be entitled to its own representative, given the large geographic area and sometimes unique circumstances of Region 4 boards.

The 2002 school board amalgamations which reduced the number of boards from 54 to 37 posed a minor challenge for the newly configured governance structure, as one of the new divisions (Border Land) encompassed both Region 2 and Region 3 divisions. That matter was decided in consultation with the affected school board. Other adjustments have been made to the original Executive structure, but those have been relatively minor. Two by-law changes have been made. The first of these opened the possibility for the president to serve a second, one-year term. The second change was directly related to the first. Initially, the past president only served a one-year term, so should the president be elected for a second year, the position of past president would be vacant. That was subsequently changed to enable the past president to serve for up to two years. Other than that, the only changes that have been made have resulted from the natural change in student population, which has seen at least one school board (Hanover) move from fewer than to more than 6000 students.

Overview of 2000-01 governance review

As indicated above, the 2000-01 restructuring of the association's organization and governing body was initiated by the provincial Executive when it adopted as one of its strategic directions an "assessment of the structure and composition of MAST." The provincial Executive saw some urgency in this matter. Long-simmering tensions between some larger and primarily urban school boards and smaller, rural and northern boards had come to a head at the March 2000 convention. For many years, the association's presidency and vice-presidency had been held alternately by trustees from metro Winnipeg boards and trustees from boards outside the city of Winnipeg. That changed in March 2000, with the election of a rural president and a northern vice-president. What had in fact been a "gentlemen's agreement" was viewed by some as a cornerstone of association operations, and they saw these election results as a violation of their rights. With concerns about a potential and serious rift in the association's membership, the Executive initiated a thorough review.

The Ad Hoc Structural Review Committee consisted of eight members. It was co-chaired by two trustees, one from a rural school board and one from a metro Winnipeg board. Of the remaining six members, two were from metro Winnipeg boards, one was from Winnipeg School Division, one was from a northern board, one was from a rural board, and one was from Brandon School Division.

The mandate of the committee was "to review, research and report to the MAST Executive its recommendations with regard to:

- voting structure for the MAST Annual Convention;
- the size and structure of the MAST Provincial Executive, including regional boundaries and provisions for regional and provincial representation at this level;
- the length of term, structure and eligibility criteria for the President, Vice-President and Past President positions; and
- the role and mandate of the Nominating Committee.”

In fulfilling this mandate, the Structural Review Committee met seven times, from June 2000 to January 2001. It presented a preliminary report to the provincial Executive in November 2000. The report was then distributed to all school boards. It was the focus of discussion at a special provincial general meeting attached to the December 2000 Trustee Development Forum, and again at the association’s January 2001 regional meetings. The committee revised its report in light of feedback received over the course of these discussions, and the final version was presented to the Executive in February 2001. The ultimate decision regarding a renewed structure for the association was made by the membership, through the resolutions process at the 2001 convention. The changes approved at that time came into force at the 2002 convention.

In meeting its mandate, the Structural Review Committee identified three underlying principles that it sought to honour.

1. The Executive should be structured to maximize effectiveness and efficiency, while maintaining accountability. The effectiveness and efficiency of the body is affected by both its overall size and its internal structure and operations.
2. School trustees should not be unnecessarily restricted in their choice, through the electoral process, of who will represent them on the Provincial Executive. While it is necessary to ensure appropriate regional representation on the Provincial Executive through some structural controls, members should have as much freedom as possible to choose the representatives who they feel are most able to do the job asked of them.
3. Representation on the Provincial Executive should relate to population. Because MAST is a student-centred organization, the number we considered was student population. Although the view of each trustee, as expressed through the resolutions and electoral process, is valued, their needs to be some structural recognition that school boards from across the province serve vastly different numbers of students.¹

As a result of the adoption by the membership of the recommendations of the Structural Review Committee, a number of significant changes were made to the association’s governance and structure. These are summarized below.

- The size of the Executive was reduced to 11 members from 21 members.
- The Executive was no longer divided into two groups: table officers and the Executive at-large. As a result, meetings were reduced in frequency to once a month on average from twice a month.
- The number of regions was reduced from nine to six.
- A second vice-president position was introduced. The two vice-president positions are split between a trustee from a board with fewer than 6000 students, and a trustee from a board with 6000 or more students.
- The concept of board ballots was introduced, as recognition of the greater number of students served and the larger financial contribution made to the association by some boards. Board ballots are used for the election of president, and any resolution related to by-laws.

¹ From the Final Report to the Membership and Provincial Executive by the MAST Ad Hoc Structural Review Committee

The cost of association governance

The direct costs of association governance are impacted largely by two factors: the number of Executive members, and their location. Because costs associated with travel to and from Executive and other meetings can vary widely per meeting—from virtually nothing to \$1000 plus when airfare, ground transportation, hotel accommodations, and additional meals are factored in—this paper does not attempt to calculate the total change in cost that might be associated with governance restructuring. Rather, it looks only at fixed costs, on a per member basis. Those costs have been calculated on a governance year that includes four standard components: regular Executive meetings, regional meetings, convention, and the Executive planning retreat. The costs associated with each of these components are contained in the table below.

Fixed annual costs per provincial Executive member			
Component	Per diems (\$140/day)	Accommodation/meals	Other
Regular Executive meetings (7/yr)	\$980	\$105 (7 lunches @ \$15)	
Regional meetings (4)	\$560	\$135 (1 night)	
Convention		\$405 (3 nights @ \$135)	\$525 (comped registration)
Executive retreat	\$280	\$130 (1 night + meals)	
Totals	\$1820	\$775	\$525
Grand total:	\$3120 plus annual expenses ranging from <\$100 to \$5000+ per member		

These costs were calculated based on the 2013-14 experience of seven in-person Executive meetings. That number may vary from year to year. In addition, conference call meetings are charged at a rate of \$25/hour; and such charges are not contemplated in these calculations. All directors are eligible to attend and claim a per diem for January regional meetings. In recent years, there have been four in-person meetings, and one teleconference meeting. One of those in-person meetings typically requires one night's accommodation. The Executive retreat generally runs for an evening and a day (down from an evening and two days a few years ago). None of these calculations take into account eligible expenses such as mileage, hotel, parking, additional meals, etc.

This treats the President, Vice-Presidents and Past President positions as Executive members only and does not include the costs related to other meetings they are required to attend on behalf of the association.

Next steps

This document is being distributed to school boards as background information to inform a board-level discussion about the current and past governance structures of the Manitoba School Boards Association. The provincial Executive is asking boards to consider this information as it responds to a series of questions relating to the current structure. Those questions are as follows.

1. An effective governing body strikes a balance between being cost-effective and efficient (and thus smaller) and highly representative and inclusive (and thus larger). The current provincial Executive consists of 11 members. Is that size appropriate for this association? Should it be smaller (and therefore more cost-effective)? Should it be larger, (and therefore more inclusive)?
2. For governance purposes, the province is divided into six regions. Is this a sufficient number to capture the social/cultural, economic and geographical diversity of the province? Should we have more regions? Fewer regions?
3. Representation on the provincial Executive is determined on the basis of student population within a region (with some allowance made for geography). Thus, Region 5, with roughly twice the student population of Region 6, has twice the representatives on the provincial Executive. Is student population the right basis for determining representation? Should some other factor take precedence, and if so, what?
4. Term limits were introduced for all positions as a result of the last governance review. Prior to that time, term limits had existed for the president *only*. The rationale for introducing term limits at that time was that they would ensure greater turnover on the smaller Executive, and thus give more trustees an opportunity to serve. Are term limits still needed? If yes, are the current term limits (two years for President, and three years for all other positions) appropriate?

Boards are asked to respond to these questions by way of a board motion, and convey their answers to Executive Director Carolyn Duhamel at the association office. Information gathered through this process will form the basis of a discussion that will take place at the Executive's planning retreat on May 2 and 3, 2014.

Appendix 1

Manitoba School Boards Association Region 5 Configuration—For Discussion Only

Background

A review of the Manitoba School Boards Association's provincial structure and operations was identified by the association's provincial Executive as a priority for 2013-14. Specifically, the configuration of the metro Winnipeg was flagged for attention. The configuration of the metro Winnipeg regions (regions 5 and 6) warrants re-examination in light of shifting demographics within the regions, with growing student populations in some divisions, and declining numbers in others. These population shifts have had a concurrent impact on membership fees paid by these divisions to the association.

This report offers one approach to addressing these concerns. Key elements of this approach include:

- no increase in the overall size of the provincial Executive (remains at 11 members);
- division of Region 5 into two sub-regions (east and west), each with its own representative on the provincial Executive;
- no change to the method of fee calculation; and
- no impact on Region 6.

Metro Winnipeg regional configuration

Metro Winnipeg currently consists of two regions: Region 6 (Winnipeg School Division) and Region 5 (Pembina Trails, St. James-Assiniboia, River East Transcona, Seven Oaks and Louis Riel School Divisions, along with part of DSFM). These regions were established on the basis of equal representation for equal numbers of students. Region 6, with approximately 30,000 students, has one representative at the Executive table. Region 5, with approximately 60,000 students, has two representatives. These enrollment figures, along with other relevant information, are contained in the table, below.

Division	2012 FTE Enrolment	2013/14 Membership Fee	Membership Fee as % of 2012/13 Operating Budget	Membership Fee as % of total fee requirement
Winnipeg	30,336.0	134,928.40	0.038	8.000
River East Transcona	15,792.0	113,840.77	0.070	6.750
Louis Riel	13,793.5	107,698.61	0.071	6.386
Subtotal	29,585.5			
Pembina Trails	12,293.5	102,996.33	0.074	6.107
St. James-Assiniboia	8,072.0	75,361.98	0.080	4.468
Seven Oaks	10,379.0	91,116.56	0.080	5.402
Subtotal	30,714.5			
DSFM (total)	4845.5	53,327.95	0.074	3.170
DSFM (Winnipeg) only)	2,550.0	28,067.00	0.039	1.664

While membership fees are also based on student numbers, the relationship is not as simple due to the cap that ensures no single school division will pay more than 8% of the association's total fee requirement. Currently, Winnipeg S.D. is the only division that falls under the 8% cap, although three other metro Winnipeg divisions pay

over 6% each.² In total, the metro Winnipeg school divisions (including a prorated portion of DSFM fees) pay almost 31% of the association's fee requirement, or almost four times that paid by Winnipeg S.D. This discrepancy—supporting the association's work at four times the rate paid by Winnipeg S.D., but having only twice the representation on the decision-making body—has led to some frustrations and calls for change from Region 5 school boards.

Without major adjustments to either the association's fee or governance structure, the apparent discrepancy between fees paid and representation at the table for Region 5 boards will be difficult, if not impossible, to reconcile. Changes to the governance structure would likely require an increase in the total number of members on the Executive. An increase in Region 5 representation on the Executive has the potential to reignite the urban/rural split that was, at least in part, the impetus for the association's restructuring more than a decade ago. Eliminating or increasing the fee cap has the potential for alienating Winnipeg S.D., and ignores the reality that the largest school boards do not necessarily utilize association services in direct correlation to their student numbers.

An alternate approach to resolving the issue of fees and representation may be to divide Region 5 into two separate regions. For ease of discussion, these could be called Region 5 West and Region 5 East. Each would be represented by one director at the Executive table, so the total number of Executive members would remain unchanged. In this configuration, Region 5 East would consist of River East Transcona and Louis Riel, and Region 5 West of Pembina Trails, St. James-Assiniboia, and Seven Oaks. Student enrollment for both of these new regions would be very comparable to the 30,000 students in Region 6.

The Winnipeg portion of DSFM could be accommodated within either of the new metro Winnipeg sub-regions. There may be practical advantages to having that accommodation made within Region 5 East. This is the proposed region that would have both the fewest number of students (29,585.5), and the fewest number of trustees (18). The addition of DSFM would bring these numbers to 32,135.5 and 22, respectively. By comparison, adding DSFM to Region 5 West would be further enlarging the region that already has the highest student enrolment (30,714.5), and the greatest number of trustees (27).

This revised configuration may increase the likelihood of any one school board being represented on the provincial Executive. Instead of running for office against candidates from four other school boards, each candidate would be facing competition from only two other boards. Alternately, school boards within a region could reach an agreement to alternate representation to the provincial body, should they wish to do so. This model also eliminates the possibility of both Region 5 directors coming from the same school board, which has sometimes been voiced as a concern.

² Based on the current year membership fee requirement and calculations, any school division with a student population of 24,900 would reach the 8% fee requirement cap.

Appendix 2

Resolution – Manitoba School Boards Association Executive Structure

WHEREAS the Manitoba School Boards Association has an important role as advocate to Government on behalf of member school boards,

AND WHEREAS the Manitoba School Boards Association has an important role as defender to Government of the local autonomy of member school boards,

AND WHEREAS the Manitoba School Boards Association's present organizational structure is weak in its regional representation to meet the need of a province-wide consensus on matters of concern to member school boards,

NOW THEREFORE BE IT RESOLVED that the regional representation on the Manitoba School Boards Association executive be restructured to include 15 members as follows:

President
Vice-President (2)
Past-President
Capitol Region (4)
Provincial Region (7)
(Capitol and Provincial Regions attached as addendum)

Rationale:

Unlike our partners in education – Manitoba Association of School Superintendents, Manitoba Association of School Business Officials, Manitoba Teachers Society – the MSBA is funded primarily by the public. Indeed, MSBA has a line in every school board budget in the province. It follows that MSBA should follow the principle of local representative government. Three characteristics of local representative government are inclusion, community of interest and closest to the people.

The present structure has seven regional directors. There are 14 Members of Parliament in Manitoba – the most distant representation. The regional directors now represent, on average two federal ridings – hardly closest to the people.

How much community of interest is there between Swan River and Boissevain; Gladstone and Altona; or Ashern and Steinbach? Yet, each of these communities is a member of the same provincial region. Adding a single member to the capitol region and just three members to the provincial region significantly improves the community of interest within the regions and fosters a greater identity with the representative member.

Capitol Region	
Central	Core Winnipeg
North	Partners in the Red River north
South West	Similar to the City of Winnipeg community committee
South East	A francophone community of interest

Provincial Region	
North	The starkness and the beauty of the Canadian Shield
Interlake	Where the ground is harder but the water is sweet
East	Burgeoning Steinbach and the Sunrise/Whiteshell people
Central	The good black earth of the Portage district
South Central	The golden triangle – Morden, Winkler, Altona
South West	Brandon and district – The Wheat City – our western capitol
North West	The great sweep of farmland over the mountains to the Swan River Valley

Proposed Structure:

1. The Executive

- The executive will consist of 15 members to better reflect the genuine communities of interest in the province (a president, two vice-presidents, a past president and eleven regional members).
- This is an increase from the present 11 members, but down from the founding executive of 21 members.

2. The Capitol Region

- The capitol region shall have four regional directors.
- Division Scolaire Franco-Manitobaine (DSFM) has eleven trustees, 5,094 student (September 2012) and province-wide responsibilities but mostly in the southern portion of the province. DSFM, presently a member of four of the existing six regions of the province, is assigned to the capitol region – South East.
- The capitol region – South East, consisting of Louis Riel School Division, Seine River School Division and DSFM, addresses a francophone community of interest. The St. Norbert portion of Seine River School Division is part of the City of Winnipeg. Both Seine River School Division and DSFM are headquartered in Lorette.

3. The Provincial Region

- The provincial region of seven directors is the smallest number that can properly recognize the distinct communities of interest in the province.
- Frontier School Division has ten trustees, 6,553 students, and province-wide responsibilities, mostly in the north. The division, presently a member of the North region is assigned to provincial region – North.
- The provincial region has many more trustees and fewer students than the capitol region, but most of the province's geography. The capitol region has many more students and fewer trustees than the provincial region.



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, MARCH 24, 2014.

PRESENT:

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

Assistant Secretary-Treasurer, Ms. E. Jamora, Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk

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

REGRETS:

Mr. D. Labossiere, Secretary-Treasurer.

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Sefton requested the addition of one item for In-Camera discussion.

Trustee Bowslaugh noted she had a report regarding the Western Manitoba Science Fair she wished to speak to under Section 2.02 "Reports of Committees".

Mr. Snelling – Mr. Bartlette

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held March 10, 2014 were circulated.

Mr. Kruck – Mrs. Bowslaugh

That the Minutes be approved as circulated.

Carried.

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

- a) The Chairperson recognized Ms. Glenda Zelmer, Teacher, Crocus Plains Regional Secondary School and Constable Dave Scott, City of Brandon Police Services School Resource Officer, for their quick intervention regarding a student matter which resulted in a positive outcome for all involved. Ms. Zelmer had also been recognized by the City of Brandon Police Services for her involvement in the situation. Ms. Zelmer, Constable Scott and Chief Grant, of the City of Brandon Police Services all spoke about the positive impact of the working relationship and partnership between the Division and the City Police. The Chairperson thanked both Ms. Zelmer and Constable Scott for their involvement and commended them for saving the life of a student.
- b) Members of the Vincent Massey High School Student Council spoke to the Board of Trustees about various events and activities that the student council has been hosting and participating in over the past year. They highlighted their participation in the Canadian Student Leadership Conference noting the experiences they had gained through their attendance at the event. They thanked the Board of Trustees for providing financial assistance over the past years for the members of student council to attend such events.

2.02 Reports of Committees

- a) Parent Guardian Division Advisory Committee Meeting

The written report of the Parent Guardian Division Advisory Committee meeting held on February 19, 2014 was circulated.

Superintendent, Dr. Michaels, referencing the minutes wherein the Committee directed that discussions regarding the financial benefit of chocolate bars as a fundraiser, noted those discussions should take place at the Policy Review Committee meeting and not the Education Committee meeting as stated in the Committee minutes.

Mrs. Bowslaugh – Mr. Snelling

That the Minutes be received and filed.

Carried.

- b) Friends of Education Committee Meeting

The written report of the Friends of Education Committee meeting held on March 5, 2014 was circulated.

Trustee Snelling requested clarification regarding the request to use the Friends of Education Fund for a City project such as the Mobile Education Project.

Trustee Murray referred to past practice with respect to the Friends of Education Fund collecting guitars. He noted it was the school that put out the request, not the BSIMA, and the schools owned the instruments. He suggested the music teacher involved in the collection of guitars be contacted regarding procedures. He also suggested the minutes of past Friends of Education Fund Committee meetings be reviewed for information on this matter.

Mr. Bartlette – Mr. Murray

That the Minutes be received and filed.

Carried.

c) Divisional Futures and Community Relations Committee Meeting.

The written report of the Divisional Futures and Community Relations Committee meeting held on March 5, 2014 was circulated.

Mrs. Bowslaugh – Mr. Bartlette

That the Minutes be received and filed.

Carried.

d) Personnel Committee Meeting.

The written report of the Personnel Committee meeting held on March 10, 2014 was circulated.

Trustee Bowslaugh expressed concern regarding the support staff pension plan citing the issues and difficulties surrounding the teacher pensions when she was involved with that matter.

Dr. Ross – Mr. Kruck

That the Minutes be received and filed.

Carried.

e) Other

- Trustee Sefton reported on the Manitoba School Boards Association 2014 Annual General Meeting held March 13 – 15, 2014 at the Delta in Winnipeg.
- Trustee Bowslaugh reported on the Western Manitoba Science Fair held March 18, 2014. She noted 469 students from the Brandon School Division participated. Mrs. Bowslaugh circulated information on the projects which had received awards.

2.03 Delegations and Petitions

- a) Ms. Robin Leslie, Parent, appealed to the Board of Trustees regarding the decision of the Facilities and Transportation Committee to deny an exception to policy with respect to bussing for her child from day care to Kirkcaldy Heights School. She provided information regarding her circumstances, the distance the child walked from day care to school, the route the child had to take as well as providing pictures of the route. Trustees asked questions for clarification including the age of the child, where the day care facility was located, how long the child had been attending day care, whether or not the other children at day care were bussed and how the child got back to day care at the end of the school day. The Chairperson thanked Ms. Leslie for her presentation noting that the Board would deliberate on the matter and provide a response to her request at the next regular meeting of the Board of Trustees.

2.04 Communications for Action

- a) Amber Donnelly, student, Vincent Massey High School, March 4, 2014, noting she has been accepted to the Canadian Gene Cure Foundation to participate in the Gene Researcher for a Week Program. She has been assigned to the University of Alberta Faculty of Medicine and Dentistry, where researchers are using the fruit fly to study the regulation of a tumor suppressor protein and adhesion proteins which, if they mutate in humans, cause

Neurofibromatosis Type 2. To attend the program she is required to organize her own flight from Brandon to Edmonton, her own accommodations and Meals. The Canadian Gene Cure Foundation will reimburse her \$500. That money only covers one third of her expenses which came to approximately \$1,500 (\$600 for plane tickets, \$500 for hotel, and \$400 for food). Therefore she is asking the Board of Trustees for assistance in covering her expenses to participate in the program.

Referred Business Arising.

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

Referred MSBA Issues.

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

Referred MSBA Issues.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) The correspondence from Amber Donnelly, student, Vincent Massey High School, from Communications for Action 2.04a), noting she has been accepted to the Canadian Gene Cure Foundation to participate in the Gene Researcher for a Week Program and asking the Board of Trustees for assistance in covering her expenses to participate in the program was discussed. It was recommended that the sum of \$400 be provided for the student to participate in the program. The Board directed a motion be brought forward later in the evening.

- MSBA issues (last meeting of the month)

- a) The correspondence from Janis Arnold, MSBA Board Development Consultant, from Communications for Action 2.04b), regarding the "Understanding the Role of the Secretary-Treasurer" Workshop to be held Friday, April 25, 2014, was discussed. It was noted that five representatives from the Brandon School Division could attend the workshop. The Board agreed that the Assistant Secretary-Treasurer attend with the Secretary-Treasurer, if she was interested in the workshop. Trustee Bartlette noted he was available to attend should any of the Board members required to attend, were unable to attend the workshop.
- b) The correspondence from Mr. Floyd Martens, President, Manitoba School Boards Association, from Communications for Action 2.04c), responding to the Board's letter of March 1st concerning the composition of the ad hoc committee which the Executive had created to explore the services and funding structure for the Manitoba School Boards Association was discussed. The Chairperson noted he had heard from some urban trustees who supported the Board's position regarding the need for representation on the ad hoc committee from the rural areas. Discussions were held as to whether or not to forward a letter to the ad hoc committee noting the specific concerns of the Brandon School Division. It was agreed, before forwarding a letter, the Board needed to understand what was the intent of the Committee, including did they plan to meet with other Boards? The Board agreed that Trustee Murray would contact members of the ad-hoc committee on an informal basis to obtain an immediate response regarding intent and determine if Boards would have the opportunity to speak to the matter. Discussions were also held regarding procedures to be followed before implementation of any changes could take place. Mr. Murray noted that this would be a change to the MSBA by-laws and therefore it would need to be brought to the AGM in 2015 before any final decisions and implementation could take place.

- From Report of Senior Administration

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

2.06 Public Inquiries (max. 15 minutes)

- a) Barb Gribben, Recording Secretary, CUPE Local 737 and Chair of CUPE Manitoba School Division Sector, asked the Board of Trustees if at the Manitoba School Boards Association AGM there had been any resolution passed to increase the premiums with respect to the support staff pensions. Trustee Ross confirmed there had not been a resolution. She noted that Mr. Craig Wallis, Labour Relations for MSBA, confirmed a report is still being formulated to be presented to the Pension Committee.

2.07 Motions

23/2014 Mr. Bartlette – Mr. Snelling

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

Trustees commended the school organizers for the advanced notice and preplanning which had taken place with respect to this trip. They hoped this would become the standard for future requests for student trips. They also commended the school organizers for arranging the trip during spring break rather than taking students out of the classroom.

Carried.

24/2014 Mr. Murray – Mr. Snelling

That the request for financial assistance for one (1) Vincent Massey High School student to attend the Gene Researcher for a Week Program at the University of Alberta Faculty of Medicine and Dentistry from March 30 to April 5, 2014, be approved in the amount of \$400.00.

Trustees congratulated the student and wished her all the best at the Gene Researcher for a Week Program in Alberta.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

NIL

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

The Assistant Secretary-Treasurer referenced the 2014-2015 FRAME Budget.

The Superintendent noted that the student responsible for the recent fire at Crocus Plains Regional Secondary High School had been appropriately reprimanded. She also confirmed that the Associate Superintendent and Director of Human Resources were heavily involved in staffing following the approval of the budget. She noted she was meeting with principals on an individual basis to review school achievement results.

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

- Quality Learning at J.R. Reid School
- Quality Teaching at Waverly Park School
- Quality Support Services at Meadows School
- Student Suspensions
- EAL Report

Mr. Murray – Mr. Bartlette

That the March 24, 2014 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

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

Referred to In-Camera Discussions.

- b) Mr. Jim Murray, March 20, 2014, noting he had the distinct honour of chaperoning a group of students on a field trip to New York City for the IBS hair show. He stated the group was composed of students from Crocus Plains, Sturgeon Heights Collegiate, St. James Collegiate and R.D. Parker Collegiate. He felt the trip was an exceptional experience for the students. The trip was planned and carried out extremely well. The level of respect displayed by the students towards their teacher was evident at all times. The teacher involved had made the trip memorable and educationally relevant. He felt the experience would be a high point for these students' high school years. He noted he would have no problem giving his approval to any future trips planned in this manner and felt he needed to communicate to the Board the outstanding work and dedication of the staff involved.

Ordered Filed.

3.03 Announcements

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

Mr. Kruck – Mr. Bartlette

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:**4.01 Student Issues**

- Reports
- Trustee Inquiries

4.02 Personnel Matters

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

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) Confidential #2 regarding a Board Operations Matter was discussed.
 - b) Information was circulated regarding Confidential #3 for review by the Board of Trustees. This matter would be discussed further with the City of Brandon at the next Joint Meeting.
 - c) The Chairperson provided clarification regarding a Board Operations matter noting Senior Administration was still gathering information.
- Trustee Inquiries

Mr. Murray – Mr. Kruck

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

Carried.

5.00 ADJOURNMENT

Mr. Murray – Mr. Snelling

That the meeting does now adjourn (9:10 p.m.)

Carried.

Chairperson

Secretary-Treasurer

Committee Minute Form

Room 328, 340-9th Street
 Brandon MB R7B 2K8
 Phone (204) 726-6361
 FAX (204) 726-6749
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Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: <u>March 12, 2014</u> Date of next meeting: <u>May 14, 2014</u> Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mel Clark Doug Karnes Craig Laluk	Occupation Director Fac & Trans Trustee School Administrator	Present x x	Absent x
	Worker Members Alison Johnston James Copeland Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Secretary	x x x	 x
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	<u>Minutes of January 15, 2014</u> • M. Clark, Chair, called the meeting to order at 1:13 p.m.	- M. Clark reviewed minutes. Moved by A. Johnston – Jamie Rose – That the previous meeting minutes of January 15, 2014 be adopted as circulated. Carried. - A. Johnston adds Shelter in Place (Portables) to the Agenda under New Business.	-
B	Outstanding Issues: 1. Audiometric Testing – Update – D. Armstrong (A#1)	- D. Armstrong reviewed the Brandon School Division's Annual Hearing Conservation Report. A total of 197 BSD employees were scheduled for testing and 132 employees received testing. All employees are encouraged to attend scheduled hearing assessments by school Principals. A. Johnston put forth the motion: WPS&H Committee recommends to Senior Administration that all employees who did not get tested in 2013/14 be notified in writing and tested in 2014/15. The motion is seconded by H. Kryshewsky. Carried.	D. Armstrong, to identify and note those employees for 2014/15 testing
	2. WPS&H Safety Rep Training – Update – D. Armstrong	- D. Armstrong reported that an Incident Investigation training session took place on February 5, 2014. To date, all committee members have received training except H. Kryshewsky (scheduled May 2014). The session was excellent, good facilitation and discussions. A. Johnston put forth the motion; WPS&H Committee recommends to Senior Administration that the WPS&H Committee representatives in the schools receive Incident Investigation every two years. The motion is seconded by J. Rose. Carried.	A. Johnston to draft letter of acknowledgement to Ms. Deb Draper, cc to Barry Cowan
	3. Additions to the role of Co-Chair – Update – M. Clark	- M. Clark reported the matter had been discussed with Barry Cowan and the rotation between Management and BTA/ CUPE is in order. The rotation will come into effect immediately.	-

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark

(x) Print Name of Worker Co-Chair Alison Johnston

Signature

Signature

Within 7 days, copy to: ● Committee members; ● Committee files; ● Workplace Safety and Health; ● Post on S&H Bulletin Board

Committee Minute Form

Room 328, 340-9th Street
 Brandon MB R7B 2K8
 Phone (204) 726-6361
 FAX (204) 726-6749
 Email: cominutes@gov.mb.ca

Page 2 of 2



Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	4. Incident Reporting – Update – M. Clark	- M. Clark reported a letter is being forwarded from the Office of the Superintendent to all School Principals emphasizing the importance of reporting all incidents. Reference to the related Policy & Procedures will be outlined in correspondence.	-
	5. NVCI Training – Update – M. Clark	- M. Clark advises the committee Non-Violent Crisis Intervention (NVCI) encompasses a full two day training session. There is no NVCI lite. There is however, a half-day De-escalation Training available to all EA's. Registration is done on-line and employees are compensated for their attendance. It is the responsibility of the school to identify individuals that should attend the training. A discussion regarding the selection of employees who should receive training occurs. A. Johnston puts forth the motion; WPS&H Committee recommends to Senior Administration all staff in direct contact with students on a Behaviour Intervention Plan receive De-escalation Training. The motion is seconded by J. Rose. Carried.	-
	6. Bite Protocol – Update – M. Clark	- M. Clark reported at this time there is no information on the Bite Protocol to report to the Committee. The item is carried forward as an agenda item, May 14, 2014.	M. Clark – Update – May 2014
C	Correspondence:		
D	New Business: 1. Incident Report, Dec 7, 2013 – February 25, 2014 – D. Armstrong (A #2)	- D. Armstrong reviewed the data with the Committee. It was noted there was a greater number of Phys. Ed incidents than playground incidents. The definitions of minor, moderate and severe incidents were outlined. The Committee is reminded that Dr. Michaels reviews and signs all incident reports. - M. Clark reviews the BSD Emergencies and Environmental Dangers Incident Report – St. Augustine, January 21, 2014.	-
	2. Shelter in Place (School Portables) – A. Johnston	- A. Johnston enquires if there is a protocol or policy in place regarding Shelter in Place for School Portables? D. Armstrong refers to the "Shelter in Place" pg.34 in the Risk Response Manual. M. Clark advises that schools practice Shelter in Place and portables are included as a part of the school. The committee agrees that a small kit could be put into each portable. A. Johnston puts forth a motion; WPS&H Committee directs the WPS&H Officer to remind schools to include portables in their Shelter in Place/Severe Weather. J. Rose seconds the motion. Carried.	D. Armstrong – Update – May 2014

Other Business: Confirmation of Next Meeting: May 14, 2014

Adjournment: Heather Kryshewsky – A. Johnston – That the meeting is adjourned at 2:20p.m. Carried.

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark

(x) Print Name of Worker Co-Chair Alison Johnston

Signature

Signature

Within 7 days, copy to: ● Committee members; ● Committee files; ● Workplace Safety and Health; ● Post on S&H Bulletin Board



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, April 7, 2014, 2:00 p.m.
Board Room, Administration Office

Present: K. Sumner (Chairperson), M. Sefton, L. Ross (via conference phone) Dr. D. Michaels (entered at 2:10 p.m.), D. Labossiere

Regrets: E. Jamora

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 2:00 p.m. by Committee Chairperson, Mr. Kevan Sumner.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held January 27, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2014-2015 Budget Process

The Secretary-Treasurer spoke to the 2014-2015 Budget Process and possible amendments for future budgets. Discussions were held regarding meeting dates and presentation of the proposed budget; what other divisions do with respect to presenting the budget to the public; the pros and cons of changing budget dates to correspond with the government's funding announcement dates; and the impact any changes would have on the newly elected Board of Trustees. It was agreed that the Board should realign the preliminary budget presentation to fall after the funding announcement for the next budget. The Committee reviewed the dates as per policy 3001 and determined the budget dates for the 2015-2016 budget.

Recommendation:

That the proposed budget dates for the 2015/2016 budget deliberations be as follows:

Wednesday, February 4, 2015	Special Board Meeting (Preliminary Budget)
Wednesday, February 11, 2015	Public Budget Consultation Forum
Tuesday, February 17, 2015	All-Day Budget Meeting
Monday, March 2, 2015	Special Board Meeting – Public Presentations
Monday, March 9 2015	Final Budget Approval

Further discussions were held regarding the Public Budget Consultation Forum. It was felt the forum had run smoothly and Trustees liked that they were held accountable and spoke to the budget at the forum, rather than Administration. However, concern was expressed regarding the survey. It was agreed the survey is of benefit to Trustees but needed to be clearer as to what information was required from the public. It was agreed that the Board should consult with the Division's Research and Evaluation Specialist early in the budget process to determine how the survey should be structured.

The Committee suggested that Senior Administration incorporate the budget process in the Trustee Orientation for the newly elected Board. They asked that this be presented at the beginning of day two of the orientation.

The Committee agreed that the stakeholder meeting set up for the 2014-2015 budget had worked well and recommended that the same stakeholder meetings take place for the 2015-2016 budget deliberations.

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Confirm Payments of Account (January and February)

The payments of account for January and February were accepted.

B) Review Monthly Reports (January and February)

The Secretary-Treasurer reviewed the monthly reports for January and February with Trustees asking questions for clarification. The reports were accepted.

C) Reconciliation of teaching staff

The Secretary-Treasurer spoke to the reconciliation of teaching staff (Appendix "A"), attached to the agenda. He noted that the Total Teacher FTE over the approved Teacher FTE for 2013/14 had decreased by .75 FTE from the previous report.

Mr. Labossiere also spoke to the funding received and the calculations used by the Public Schools Finance Branch with respect to enrollment numbers. He noted the Provincial Funding for 2013/14 had increased by \$79,621 which was broken down as follows:

Provincial funding changes for 2013/2014

Base Support	\$(22,666)
Categorical Support	(384,713)
Equalization Support	<u>487,000</u>

2013/2014 Funding Increase \$ 79,621

Mr. Labossiere indicated that the early estimates are projecting a surplus for 2013/14. The additional Teacher FTE (based on the enrollment shortfall) will not cause a deficit, as the Division will be receiving all the budgeted Provincial Funding for 2013/14. Trustees asked questions for clarification purposes.

6. **OPERATIONS INFORMATION**

7. **NEXT REGULAR MEETING: Monday, April 24, 2014, 2:00 p.m., Board Room.**

The meeting adjourned at 3:25 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)

2013/2014 Teacher Staffing Report
February 2014

Balance

2013/14 Approved Teacher FTE		665.67
Assigned Teachers	670.64	
Teacher Vacancies that will not be filled	(1.68)	
Learning to 18 Grant	(0.50)	
EA transfers (R.H./Neelin)	(0.50)	
Policy 5026 - Respectful Workplace	(1.00)	
Workplace Health & Safety/Acommodated Returns (unbudgeted)	<u>(1.50)</u>	665.47
Difference in Teacher FTE		<u>(0.20)</u>
Fall Adjustments		
Estimated Enrolment shortfall (83.4 Students/13.03 ratio)	6.40	
Short Term Supports:		
Betty Gibson	0.10	
Earl Oxford	0.20	
Principal Interviewers	<u>0.10</u>	6.80
Add back Workplace Health & Safety /Acommodated Returns		<u>1.50</u>
Total Teacher FTE over approved Teacher FTE for 2013/14		<u><u>8.10</u></u>



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

April 14, 2014

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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

FROM SCHOOLS

Kirkcaldy Heights School
Waverly Park School

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. SCHOLARSHIP AGREEMENT – DIAMOND JUBILEE (1960) CHAPTER IODE

For Action.....D. Labossiere

Diamond Jubilee (1960) Chapter IODE would like to establish two scholarships to be known as the “The Diamond Jubilee (1960) Chapter IODE Scholarship”. One would be for a male student and one for a female student both graduating from the Neelin High School Off Campus Program. The scholarships shall each be in the amount of \$100.00. The conditions for establishing these scholarships have now been completed and Agreements prepared. The Agreements are attached as Appendix A and B. A recommendation approving the Agreements is included in the agenda. Please contact me should you have any questions in this regard.

RECOMMENDATION:

That the Agreement to establish two scholarships, one for a male student and one for a female student each graduating from the Neelin High School Off Campus program, to be known as “The Diamond Jubilee (1960) Chapter IODE Scholarship” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

2. SCHOLARSHIP COMMITTEE APPOINTMENTS

For Action.....D. Labossiere

Each year a Scholarship Committee is established to consider and recommend recipients for the various scholarship awards administered by the Division for successful graduating students. Two trustees are required to serve on the Scholarship Committee, which will meet on Monday, June 2, 2014 from 1:00 p.m. to 4:00 p.m. Please note this date cannot be moved. A motion is included in the agenda for consideration to approve the trustee representatives. Please contact me should you require further information in this regard.

RECOMMENDATION:

That Trustees _____ and _____ be approved to serve as members of the Scholarship Committee for 2013/2014.

3. AUDIT ENGAGEMENT LETTER

For Action.....D. Labossiere

The March 31, 2014 year end has recently passed for the Brandon School Division, therefore, we have received an audit engagement letter from BDO Canada LLP, the Division Auditors. A motion to approve the signing of this engagement letter has been included in the agenda.

RECOMMENDATION:

That the Auditor Letter regarding the audit engagement for the March 31, 2014 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

IV. SUPERINTENDENT OF SCHOOLS

1. KIRKCALDY HEIGHTS SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Kirkcaldy Heights School has submitted an off-site activity request (attached as Appendix C for Board of Trustees consideration) for twenty three (23) grades 7 and 8 French students, from Kirkcaldy Heights School to make a trip to Quebec and Montreal from June 1 to June 6, 2014.

Ms. Nancy Hamilton, Principal, Kirkcaldy Heights School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving twenty three (23) grades 7 and 8 French students, from Kirkcaldy Heights School to make a trip to Quebec and Montreal from June 1 to June 6, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

2. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix D for Board of Trustees consideration) for six (6) grades 10 and 11 Design Drafting students, from Crocus Plains Regional Secondary School to make a trip to Brooklyn, Michigan from May 15 to May 18, 2014.

Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving six (6) grades 10 and 11 Design Drafting students, from Crocus Plains Regional Secondary School to make a trip to Brooklyn, Michigan from May 15 to May 18, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

1. BUS/VEHICLE ACCIDENT

For Information.....D. Labossiere

Correspondence has been received from the Supervisor of Facilities advising of an accident on Tuesday, March 25, 2014, at approximately 9:55 a.m., involving a Brandon School Division maintenance vehicle. While stopped going West at the controlled intersection of Richmond and 26th Street, the Brandon School Division maintenance vehicle was rear ended. Both drivers continued through the intersection and parked on 26th Street to exchange particulars. The accident is being reported to Manitoba Public Insurance. This is provided as information.

III. SUPERINTENDENT OF SCHOOLS

SCHOOL VISITS (MARCH 17 – MARCH 31, 2014)

- March 17, 2014 - Shelley Cords, Alexander School Instructional Plan Meeting
- March 17, 2014 - Shelley Cords, Alexander School Mid-Year Student/School Progress Report Meeting
- March 18, 2014 - Rick Stallard, Earl Oxford School Instructional Plan Meeting
- March 18, 2014 - Gail McDonald, George Fitton School Instructional Plan Meeting

- March 25, 2014 - Chris Czarnecki, St. Augustine School Instructional Plan Meeting
- March 25, 2014 - Chad Cobbe, New Era School Instructional Plan Meeting
- March 26, 2014 - Mike Adamski, Neelin Mid-Year Student/School Progress Report Meeting

1. **SCHOOL INFORMATION**

For Information..... D. Michaels

A. **QUALITY LEARNING**

QUALITY LEARNING AT KING GEORGE SCHOOL

Report prepared by Ms. Barbara Miller, Principal, King George School

At our school, we place an emphasis on providing programming that fosters the development of the whole child. As part of this process, we focus on providing learning opportunities where individual differences are acknowledged and celebrated through developing an understanding of each other as individuals, as well as a community. A key principle to this philosophy is establishing and maintaining an environment founded on mutual respect and understanding. The following is a snapshot of the programming that occurs within our building to foster an appreciation of the cultural diversity that exists in our school community, local community, and global community.

A group of students and teachers worked together to plan our cultural events. The purpose was to build students' capacity to understand and appreciate the cultural diversity that exists in our community, as well as the commonalities that exist among cultures in order to develop an appreciation of the essence of humanity. In the weeks leading up to our celebration, the students had an opportunity to research and share their families' cultural heritage. The students were asked to talk with their families to determine their family origins, which were then represented on a large world map in our main foyer. The purpose of this take home activity was to stimulate a conversation between students and their families and facilitate an understanding that the vast majority of us immigrated to Canada at some point in recent history. Teachers talked with students about concepts related to culture, quality of life, and immigration.

As part of our learning experience, students and the community came together to explore culture through various artistic forms. The celebration began with an evening event where our students showcased their cultural heritage through song, dance, and martial arts performances. The confidence and pride was evident as students shared a part of who they are with the audience. The following day, the students were grouped in multi-level groupings, from Kindergarten to grade 8, to explore cultures from all over the world. Students attended eight different workshops throughout the day. The workshops focused on providing students with a glimpse into cultural aspects including hoop dancing, Scottish music, Tai Chi, food sampling, dancing, singing, creating Chinese ink symbols, and sculpting turtles while

exploring the Métis culture. The day concluded with all of the students getting the opportunity to listen to the hoop dancer share his experiences and the cultural significance of hoop dancing while he performed. The following day students reflected on their learning experiences through classroom discussions and journaling. The students' responses illustrated the positive impact on their understanding and appreciation of culture and its role in defining who we are as individuals.

B. QUALITY TEACHING

QUALITY TEACHING AT ALEXANDER SCHOOL

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

The Early Development Indicator (EDI) assessments are provincially administered and are conducted by our Kindergarten teacher. The categories she assesses include Physical Health and Well-Being, Emotional Maturity, Language and Cognitive Development, and Social Competence. These results give an indication of children's school readiness. McMaster University prepares and distributes this report to the Brandon School Division and to the Province of Manitoba.

At Alexander School we are aware of the need to address Kindergarten readiness and support children's acquisition of social, emotional, and basic academic skills as early as possible to address potential learning challenges in a proactive manner. Alexander School has implemented a KinderClub program to help strengthen Kindergarten readiness. In addition, the Kindergarten teacher has prepared a pre-Kindergarten package (Welcome to Kindergarten Bag) that contains manipulatives and parent information to continue working on literacy, numeracy, and fine motor skills over the summer prior to coming to Kindergarten. Parents have expressed their appreciation for this valuable resource. In May/June, our new Kindergarten students are invited to come to school for a full day to help prepare for their entry into Kindergarten.

During our KinderClub program, we assess our 4 year olds in several key areas including speech and language, fine and gross motor, literacy and numeracy acquisition, and social/emotional development. The results of these assessments are used to help families' access community resources prior to Kindergarten, as well as program appropriately for students as they enter Kindergarten.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL

Report prepared by Mr. Michael Adamski, Principal, École secondaire Neelin High School

The Neelin Learning Centre is an initiative that has been developed as our high school community works towards the implementation of the Response to Intervention (RTI) model and its connection to Brandon School Division's Policy 4044.

The Learning Centre is a place for Neelin students to go and receive focused educational support in any subject area; a Tier 1 intervention available to all of our students. The Learning Centre is a Quality Support Service dedicated to support and supplement quality classroom instruction, not replace it. The Neelin Learning Centre is available to students and teachers throughout the entire school day, including lunch-time. It is staffed with both a teacher and an educational assistant, one of whom provides literacy support, and the other providing numeracy support.

Students may access the Learning Centre in a variety of ways. Students can make an appointment on their own if they feel they require the extra help in their academic classes. Teachers may also recommend and sign students up if they feel individuals are not keeping pace with their coursework or require additional focused support. Student walk-ins are also welcome as space permits.

Students are also encouraged to use the Learning Centre during their spare or at lunchtime so that it does not interfere with their regular classes. Neelin students receive help studying, working on assignments or catching up on missed work due to absences. The Neelin Learning Centre allows students to get extra help without falling further behind in their courses. Students may opt to visit on a short-term or intermittent basis as they see fit.

The École secondaire Neelin High School RTI team presented the concept to staff as part a January 2014 staff development session and then introduced the Learning Centre model to the student population in February 2014 for the beginning of semester 2. Since opening, the Learning Centre continues to increase in popularity with our students. Teachers too are becoming vigilant in recommending students when they notice the student beginning to struggle. Students are becoming aware of this resource support service and are now enrolling themselves to receive focused support in areas of academic concern. This quality support service available at Neelin continues to grow. Students are now requesting this form of support be available to them after school. As a school team we currently do remain open after school, as needed, and plan on offering specific academic skill sessions as part of our “after school” efforts to small groups when similar gaps in skills amongst students are recognized. Our first session following the spring break will be on study skills and strategies.

The Learning Centre initiative created for the Neelin learning community will continue to evolve as an intervention practice for students and staff alike.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	22 total	2 – 5 day 9 – 5 day 8 – 5 day 1 – 15 day 1 – 20 day 1 – 30 day	Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour Unacceptable Behaviour Unacceptable Behaviour Assaultive Behaviour
George Fitton	1 total	1 – 5 day	Drug and Alcohol Policy
Riverheights	1 total	1 – 5 day	Drug and Alcohol Policy

2. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. QUALITY LEARNING

PRINCIPAL LEADERSHIP PREPARATION PROGRAM – SESSION 7 PERSON AND CHARACTERISTICS OF LEADERS; LEADERS AS PERSON CONTINUED / MARCH 18, 2014
Report prepared by Mr. Jaime Lombaert, Vice Principal, George Fitton School and Mr. Blaine Aston, Vice Principal, École New Era School

Presenters: Cam Clark, CKLQ; Jeannie Millis, BDO; Kathy Brigden and Judy Pilling, Covey Training

Cam Clark was first to present. Cam's presentation consisted of being a leader in an industry that is being changed drastically by technology. This technology change has forced him to adapt his leadership style and leadership methods. He also talked about the challenges of leading new employees in the ever changing technology industry.

Jeannie Millis was the second presenter for the evening. Jeannie's presentation consisted of her personal rules of leadership. The rules included developing your own philosophy of leadership, making sure your role fits well with your natural instincts and strengths, tackling negativity head on.

Kathy Brigden and Judy Pilling presented on the 7 Habits of Highly Effective People (Covey Training). Covey Training is for organizations; the program is designed to help individuals and teams become more effective. The 7 Habits of Highly Effective People is a three day training seminar that Judy and Kathy condensed into a one and a half hour presentation.

All Principal Leadership Program Participants completed their second half day mentorship visit.

3. CORRESPONDENCE

For Information D. Michaels

CORRESPONDENCE RECEIVED FROM GILLES LANDRY, DISTANCE LEARNING AND TECHNICAL-VOCATIONAL EDUCATION CONSULTANT; INSTRUCTION, CURRICULUM AND ASSESSMENT BRANCH; MANITOBA EDUCATION AND ADVANCED LEARNING

The following correspondence has been received from Gilles Landry, Distance Learning and Technical-Vocational Education Consultant; Instruction, Curriculum and Assessment Branch; Manitoba Education and Advanced Learning:

Thank you for nominating Jeff Kasprick to sit on the Automotive Technology Curriculum Revision Team. I am happy to announce that Manitoba Education and Advanced Learning has selected him. The team will have its first meeting on April 24 and 25.

Please contact me if you have any questions. Thank you for your commitment to Technical Vocational Education.

THIS AGREEMENT made this _____ day of _____, 2014.

BETWEEN:

Diamond Jubilee (1960) Chapter IODE
Hereinafter called IODE

AND:

THE BRANDON SCHOOL DIVISION
Hereinafter called the Division

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

AND WHEREAS the monies for this award will be provided for the 2013-2014 School year;

NOW THEREFORE, the parties hereto mutually agree as follows:

1. That the name of the scholarship shall be known as “The Diamond Jubilee (1960) Chapter IODE Scholarship”.
2. That the scholarship shall be in the amount of \$100.00 and shall be awarded to a female graduating student from the Neelin High School Off-Campus Program.
3. That the application guidelines for this award shall be as follows:
 - a. A female who has Graduated/Completed the Grade 12 Program of Studies through attendance in the Off-Campus Program;
 - b. Enrolment in a Post Secondary Program;
 - c. Financial Need.
4. That the Division will select the successful student and notify Ms. Olive Norberg, Secretary, Diamond Jubilee Chapter IODE, in order that a member of Diamond Jubilee Chapter may participate in the annual award presentation. The preparation of a letter or certificate to be given to the recipient shall be the responsibility of IODE. The actual payment of the award shall be made by the Brandon School Division’s Friends of Education Fund, upon presentation by the recipient of proof of her successful enrolment in a post secondary institution or program at which time a check in the amount of \$100.00 will be forwarded to the student’s account at that institution or program.
5. That this Agreement shall remain in effect for the 2013-2014 school year.

DATED at Brandon, Manitoba this _____ day of _____, 2014

AGREED to on behalf of The Brandon School Division

CHAIRPERSON

SECRETARY-TREASURER

AGREED to on behalf of Diamond Jubilee (1960) Chapter IODE.

President

THIS AGREEMENT made this _____ day of _____, 2014.

BETWEEN:

Diamond Jubilee (1960) Chapter IODE
Hereinafter called IODE

AND:

THE BRANDON SCHOOL DIVISION
Hereinafter called the Division

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4. That the Division will select the successful student and notify Ms. Olive Norberg, Secretary, Diamond Jubilee Chapter IODE, in order that a member of Diamond Jubilee Chapter may participate in the annual award presentation. The preparation of a letter or certificate to be given to the recipient shall be the responsibility of IODE. The actual payment of the award shall be made by the Brandon School Division’s Friends of Education Fund, upon presentation by the recipient of proof of his successful enrolment in a post secondary institution or program at which time a check in the amount of \$100.00 will be forwarded to the student’s account at that institution or program.
5. That this Agreement shall remain in effect for the 2013-2014 school year.

DATED at Brandon, Manitoba this _____ day of _____, 2014

AGREED to on behalf of The Brandon School Division

CHAIRPERSON

SECRETARY-TREASURER

AGREED to on behalf of Diamond Jubilee (1960) Chapter IODE.

President