



BRANDON SCHOOL DIVISION

May 7, 2014

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

TO BE HELD MONDAY, MAY 12, 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, April 28, 2014.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Alexander School – Commonwealth Project – One of Fifteen Canadian Schools selected.

2.02 Reports of Committees

- a) Finance Committee K. Sumner
- b) Other
 - Trustee Education Session "Role of the Secretary-Treasurer" – April 25 M. Sefton

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Keith Thomas, Risk Manager, Manitoba School Boards Association, April 23, 2014, advising that the Office of the Fire Commissioner (Manitoba) has discussed with many administrators about the requirements for Fire and Life Safety in "assembly" type public buildings. One area that may require attention in many schools is the Occupant Load in gyms and non-fixed seating which needs to be fastened together in units of no fewer than 8 seats. The Manitoba Schools Insurance Committee Members discussed these requirements and he was directed to inform all boards before the end of this school year regarding this matter. He notes school administrators may find innovative ways of connecting chairs together that may not require new purchases or time consuming methods to put seats together. (Appendix "A")

Refer Business Arising.

- b) Floyd Martens, President, Manitoba School Boards Association, April 30, 2014, noting the Executive met to consider an interim report and recommendation regarding the need for feedback from member boards about their usage of association services and their perspectives about preferred options and strategies to align service expenditures with the necessary revenues to support these services. In mid-May a draft survey will be provided to intended respondents with telephone interviews to be conducted by Viewpoints Research after the May long weekend. For purposes of this survey, respondents will include board chairs as well as divisional superintendents and secretary-treasurers. Upon completion of the interviews a final report of the survey findings will be provided to the Executive in late June or early July. These findings will be shared with the Ad Hoc Core Services and Funding Committee and with member school boards so that the work of determining MSBA services and revenue strategies into the future can move forward within the initial timeframe proposed by the Executive earlier this year. (Appendix "B")

Refer MSBA Issues.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Keith Thomas, Risk Manager, Manitoba School Boards Association, from Communications for Action 2.04a), advising that the Office of the Fire Commissioner (Manitoba) has discussed with many administrators about the requirements for Fire and Life Safety in "assembly" type public buildings and Mr. Thomas was directed to inform all boards before the end of this school year regarding this matter.

- MSBA issues (last meeting of the month)

- a) Correspondence from Floyd Martens, President, Manitoba School Boards Association, from Communications for Action 2.04b), noting in mid-May a draft survey will be provided to intended respondents with telephone interviews to be conducted by Viewpoints Research after the May long weekend.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - P.E.O. Chapter R Scholarship – Refer Motions.
 - MNP LLP Scholarship – Refer Motions.
 - Murray Family Scholarship – Refer Motions.
 - Five-Year Capital Plan – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 44/2014 That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as “The P.E.O. Chapter R of Brandon Scholarship” in the amount of \$350.00 for the 2013-2014 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 45/2014 That the Agreement to establish three scholarships, to be awarded annually to one Grade 12 Graduating Student from each of the three high schools, in the amount of \$1,000 each, and to be known as the “MNP LLP 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.
- 46/2014 That the Agreement to establish an award to be known as “The Murray Family Award” in memory of Kelly Murray, a graduate of the Neelin Off-Campus Program, in the amount of \$500.00 to be distributed annually to a student graduating from the Neelin High School Off-Campus Program and enrolled in a post-secondary program be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 47/2014 That the Five-Year Capital Plan 2015/16-2020/21 be approved for submission to the Public Schools Finance Board.

2.08 Bylaws

First Reading:

That By-law 1/2014 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2014 to June 30, 2015 be now read for a first time.

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) Peter Kotyk, Chair, Board Trustees for River East Transcona School Division, April 17, 2014, addressed to Mr. Floyd Martens, President, Manitoba School Boards Association, noting they wish to register their support of the Brandon School Division's concerns and unanimously oppose the position/direction taken by the Executive of MSBA. They find no compelling evidence to qualify an ad hoc committee comprised of four past presidents with the necessary expertise to conduct a proper and comprehensive review of our organization. A more representative committee, as referenced by the Brandon School Division, would better serve the exercise and the membership.

Receive and File.

- b) Joanne Muller, Secretary, Board of Reference, Manitoba Education and Advanced Learning, April 22, 2014, advising of a Board of Reference Hearing to be held June 18, 2014, in the offices of The Brandon School Division, located at 1031 – 6th Street, Brandon, MB.

Refer to Facilities & Transportation.

- c) Heather Demetriooff, Associate Director, Manitoba School Boards Association, April 30, 2014, enclosing two versions of the information brochure "Public Schools Matter to Everyone". To request hard-copy pamphlets, or a customized electronic version of either document, please contact Communications Officer Karen Harrington at kharrington@msbschoolboards.ca.

Receive and File.

3.03 Announcements

- a) Workplace Safety and Health Committee Meeting, 1:00 p.m., Wednesday, May 14, 2014, Conference Room.
- b) Policy Review Committee Meeting, 2:30 p.m., Tuesday, May 20, 2014, Board Room.
- c) Divisional Futures and Community Relations Committee Meeting, 11:30 a.m., Wednesday, May 21, 2014, Board Room.
- d) Personal Committee Meeting, 9:00 a.m., Monday, May 26, 2014, Board Room.

- e) Finance Committee Meeting, 2:00 p.m., Monday, May 26, 2014, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 26, 2014, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- a) Confidential #2 – Parent Council Letter.

- 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

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

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

April 23, 2014

TO: All Board Chairs
 All Secretary Treasurers
 All Supervisors of Facilities

FROM: Keith Thomas - Risk Manager

RE: Use of gyms for concerts/plays/etc.

The Office of the Fire Commissioner (Manitoba) has discussed with many administrators about the requirements for Fire and Life Safety in "assembly" type public buildings.

One area that may require attention in many schools is the Occupant Load in gyms. The following requirements are in place;

- When occupant load exceeds 200 persons, non-fixed seating shall be fastened together in units of no fewer than 8 seats.
- Aisle widths must be at least 1100 mm wide (unless Occupant Load is less than 60)
- No more than 16 seats per row between aisles
- Minimum 400 mm between rows

The Manitoba Schools Insurance Committee Members discussed these requirements at our March meeting and I was directed to inform all boards before the end of this school year. There is no doubt that interlocking chairs are the quickest way to fasten seats together, but our committee is well aware of the financial costs involved in purchasing such chairs. School administrators may find innovative ways of connecting chairs together that may not require new purchases or time consuming methods to put seats together.

KT/jc

2.04/10

MSI Committee Members 2014

Name	School Division	E-mail address
Bert Skogan	Lord Selkirk	bskogan@lssd.ca
Derek Dabee	Seven Oaks	derek.dabee@7oaks.org
Gord Olmstead	Beautiful Plains	golmstead@bpsd.mb.ca
Jake Cornelsen	Red River Valley	jcornelsen@rrvsd.ca
Murray McLenehan	Portage la Prairie	murraymclenehan@plpsd.mb.ca
Neal Hastings	River East Transcona	nhastings@retsd.mb.ca
Yolande Dupuis	DSFM	ydupuis@rainyday.ca
Grant Ostir	Western Financial Group	grant.ostir@westernfgis.ca
Bert Walker	Western Financial Group	bert.walker@westernfgis.ca
Ken Fingler	Western Financial Group	ken.fingler@westernfgis.ca
Keith Thomas	MB School Boards	kthomas@mbschoolboards.ca

Manitoba Fire Code Regarding Gym Occupancy

The Manitoba Schools Insurance Committee (MSI) met on March 12, 2014 and discussed a number of insurance and risk management items. One item that the Committee discussed was The Manitoba Fire Code Requirements for non-fixed seating.

Many schools use this type of seating for concerts and graduation events in gymnasiums. Typically, non-fixed seating will be arranged in rows or at tables.

Part 5 of The Manitoba Fire Code is attached with specifics on how the seating is to be set up. Points contained in the Fire Code requirements for non-fixed seating (numbers 2-5), provide specifics for distances and number of seats in a row.

Number 7 discusses the fastening together of seats in a row when the assembly contains more than 200 seats. The type of fastening is left up to the property owner and could be tape, cord or some other device that can be used to fasten the seats together. If purchasing new seats then consider the purchase of chairs that have clamps or brackets that allow the attachment of several chairs together. Some divisions have already purchased a supply of chairs that interlock and bring them to the schools as required for special events. This does require some coordination between schools for December concerts or grad ceremonies in June.

I know this Part 5 of The Manitoba Fire Code will cause extra work in setting up events and one other suggestion may be the use of bleachers. A number of gyms have bleachers and these are a form of fixed seating that is outside of Part 5. By the use of bleachers and setting up of less than 200 chairs, you can be in compliance with The Fire Code.

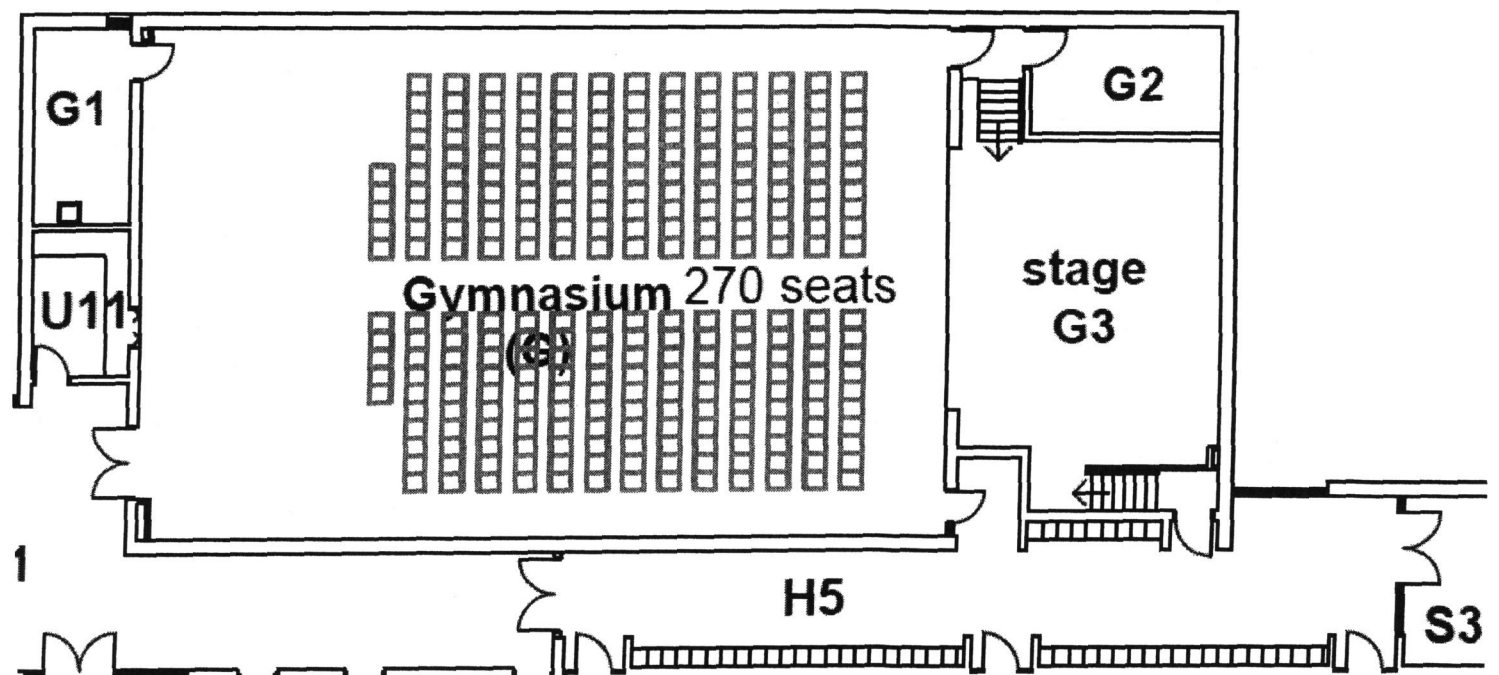
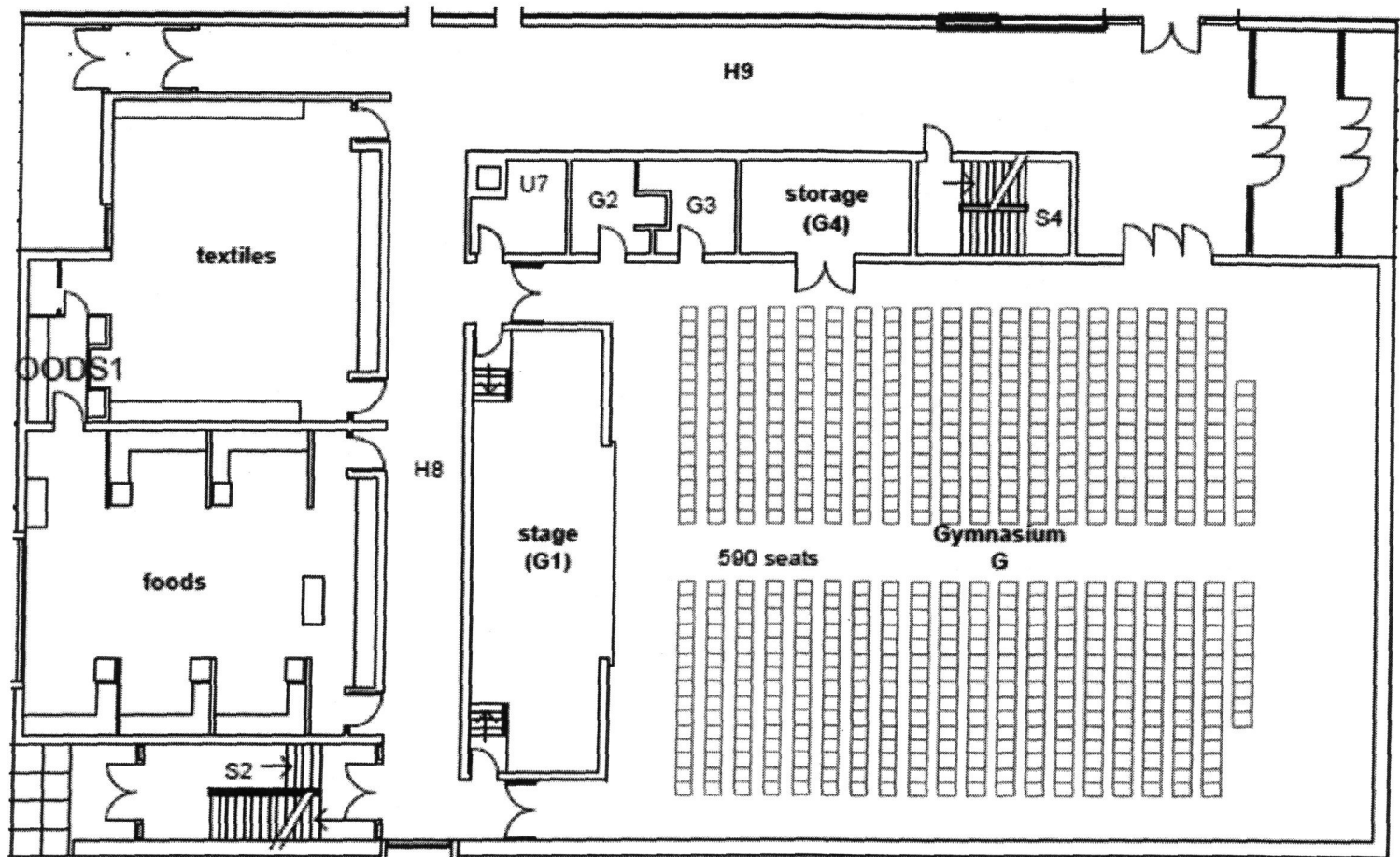
In visiting other provinces and a number of American locations, I have noticed that public assemblies meet the specifications on rows and fastening together of chairs so this is not unique to Manitoba. Personally, I find sitting in such an arrangement is confining and uncomfortable and I always try to get an end seat.

The reason for these requirements is in case of an emergency evacuation. If an evacuation is required, it is possible for non-fastened chairs to be knocked over and cause occupants to fall. This could lead to injuries as people rushing to get out could fall over each other, especially if the area is in darkness.

There is an additional item that requires consideration at the same time and this is the occupant load. The Manitoba Fire Code 2.7.1.4 requires that "in assembly occupancies with occupant loads exceeding 60 persons, the occupant load shall be posted in conspicuous locations near principle entrances to the room or floor area." The number of persons permitted to occupy the room or floor area shall not exceed the posted occupant load.

Winnipeg schools shall apply to the Winnipeg Fire Paramedic Service and all other schools to your local fire department. MSBA Risk Management can assist you with this process.

Seating plan examples.
Never exceed the Occupancy Load.



Interlocking Chairs



PART 5 – GUIDE TO THE MANITOBA FIRE CODE REQUIREMENTS

FOR NON-FIXED SEATING

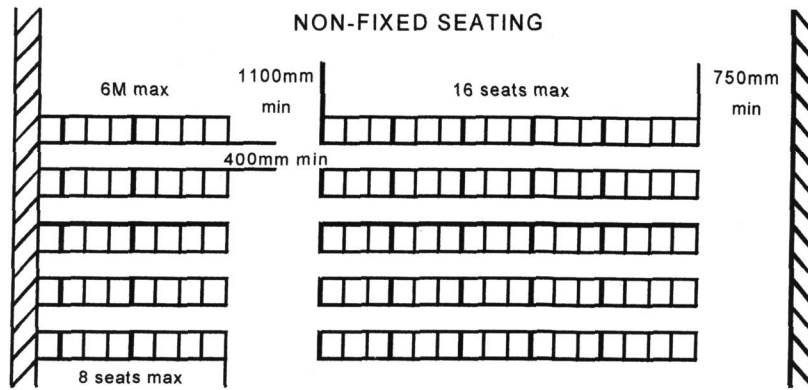
Non-fixed seating applies to seats that are not permanently attached in one position. Generally non-fixed seats are used in areas that are utilized in many different ways. An example would be the gymnasium in a school, or the hall in a community club.

This guide is to assist property/business owners so they are in compliance with the Manitoba Fire Code requirements for non-fixed seating.

Typically, non-fixed seating will either be arranged in rows (indoors or outdoors), or at tables.

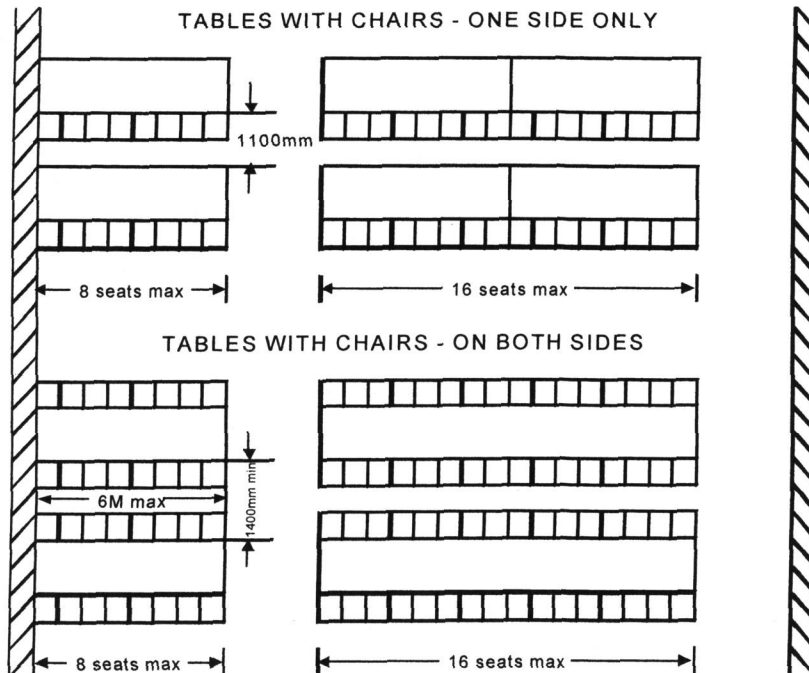
A. Non-fixed seating arranged in rows shall meet the following (see illustration):

- 1) The seats shall be arranged in rows.
- 2) The distance between the rows shall be 400 mm (16 inches), and be measured from a plumb line from the back of one seat to the most forward projection of the seat directly behind it.
- 3) Aisles shall be located so there are no more than 7 seats between any seat and the nearest aisle. Thus, there can only be 16 seats in a row between aisles.
- 4) Aisles that serve rows where there are 60 seats or fewer must be at least 750 mm (30 inches) wide.
- 5) Aisles that serve rows where there are more than 60 seats must be the greater of 1100 mm (44 inches) wide, or the number of seats the aisle serves X 6.1 mm/person. For example, if the aisle serves 100 seats: $100 \times 6.1 = 610$ mm. The greater of 610 mm or 1100 mm is 1100 mm. Thus, the minimum width the aisle serving 100 seats can be is 1100 mm (44 inches).
- 6) Dead end aisles must not be longer than 6 M (20 ft.).
- 7) When your assembly contains more than 200 seats, the seats in a row shall be fastened together in units no fewer than 8 seats. If the row has 7 or fewer seats, then all the seats in the row shall be fastened together.
- 8) When arranging non-fixed seats in outdoor assembly areas, aisles can be located so there are no more than 15 seats to the nearest aisle (a maximum of 32 seats/row). Aisles shall be the greater of 1200 mm (48 inches), or the number of seats served by the aisle X 1.8 mm.

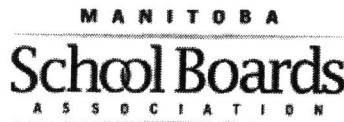


B: Non-fixed seating that is arranged with tables shall meet the following (see illustration below):

- 1) If the tables being used will be set up with chairs on both sides, the distance from the edge of one table to the edge of the next shall not be less than 1400 mm (56 inches).
- 2) If the tables being used will be set up with chairs on one side only, the distance from the edge of one table to the edge of the next shall not be less than 1000 mm (40 inches).
- 3) There can be no more than 16 seats in a row, or no more than 7 seats to the nearest aisle as was applied to assembly seating in rows.



Appendix "B"



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

April 30, 2014

TO: All School Board Chairs
CC: All Superintendents and Secretary-Treasurers
FROM: Floyd Martens, President
RE: Membership Survey

On Thursday, April 24th the Executive met by teleconference call to consider an interim report and a recommendation from the Ad Hoc Core Services and Funding Review Committee regarding the need for feedback from member boards about their usage of association services and their perspectives about preferred options and strategies to align service expenditures with the necessary revenues to support these services.

In 2010, the MSBA Executive engaged Viewpoints Research to conduct a comprehensive membership satisfaction survey with the intent that a similar survey be repeated every four years. In its consideration of the Ad Hoc Committee recommendation for member feedback on core services and revenues strategies, the Executive concluded that this survey approach would likely yield the most complete and accurate data to inform the questions at hand. Accordingly, the Executive has authorized association administration to contract with Viewpoints Research for this purpose.

The focus of the 2014 MSBA membership survey will be similar to the last one with content questions updated to reflect service changes which have occurred over the past four years and with the addition of a specific question about member preferences regarding revenue strategies. The survey methodology and timelines for conducting the survey will mirror what was done in 2010.

In mid-May, the survey in draft will be provided to intended respondents. Telephone interviews to be conducted by Viewpoints researchers will follow after the May long weekend. The intent of this interval is to allow time for respondents to become familiar with the survey questions and to gather information about services usage and value from divisional personnel who use the services most frequently. For purposes of this survey, respondents will include board chairs as well as divisional superintendents and secretary- treasurers who themselves often initiate service requests of the association and/or who interact frequently with other divisional personnel who do so (i.e. operations and transportation supervisors, human resources personnel, safety officers, building principals, school workplace safety committees, payroll staff, etc.).

Upon completion of the telephone interviews, Viewpoints Research will prepare and submit a final report of the survey findings to the provincial Executive in late June or early July. These findings will be shared with the Ad Hoc Core Services and Funding Committee and with member school boards as soon as possible thereafter so that the work of determining MSBA services and revenue strategies into the future can move forward within the initial timeframe proposed by the Executive earlier this year.

I look forward to the collaboration of school boards and divisional administrators in the MSBA's 2014 membership survey and to the insights it will provide the Ad Hoc Review Committee in its deliberations and your Executive in its planning for the future of our Association. Should you have questions about this course of action outlined in this memo, please feel free to contact me directly or Executive Director Carolyn Duhamel at the MSBA office.

FM/ak

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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, APRIL 28, 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.

Mr. D. Labossiere, Secretary-Treasurer, 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, Assistant Secretary-Treasurer, Ms. E. Jamora Ms. B. Switzer, Director of Human Resources.

The Chairperson called the meeting to order at 7:04 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

The Secretary-Treasurer noted he had two motions to bring forward as late items from the Finance Committee meeting which was held earlier in the day.

The Superintendent confirmed she had one personnel item for In-Camera discussions.

The Chairperson noted he would be bringing forth one item under In-Camera discussions.

Dr. Ross – 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 April 14, 2014 were circulated.

Mr. Kruck – Mr. Snelling
That the Minutes be approved as circulated.
Carried.

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

The Chairperson recognized the following students for their accomplishments:

- École secondaire Neelin High School:
 - o Levi Stark – Silver medal – GIS – Skills Competition;
- Crocus Plains Regional Secondary High School:
 - o Kevin Disterhoft – Gold medal – Welding – Skills Competition;
 - o Hector Robinson – Gold medal – Electronics – Skills Competition;
 - o Tyler Schellenberg – Silver medal – Welding – Skills Competition;
 - o Doug Wilkinson – Bronze medal – Auto CAD 2D – Skills Competition;
 - o Kyra Forest – Bronze medal – Baking – Skills Competition;
 - o Ted Kim - Bronze medal – Baking – Skills Competition.
- George Fitton School:
 - o Yeabera Gonete - \$1,200 scholarship from Career Trek.
- Vincent Massey High School:
 - o Amber Donnelly – Gene Researcher for a Week Program.

The Chairperson spoke with each student about the accomplishment for which they were being honoured. Amber Donnelly provided the Board of Trustees with a brief presentation regarding her participation in the Gene Researcher for a Week Program at the University of Alberta.

2.02 Reports of Committees

a) Facilities & Transportation Committee Meeting

The written report of the Facilities & Transportation Committee meeting held on April 10, 2014 was circulated.

Trustees requested clarification regarding boundaries and the refillable water stations.

Mr. Karnes – Mr. Snelling

That the Minutes be received and filed.

Carried.

b) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on April 14, 2014 was circulated.

Dr. Ross – 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 April 16, 2014 was circulated.

Mrs. Bowslaugh – Mr. Kruck

That the Minutes be received and filed.

Carried.

The Board directed the Secretary-Treasurer to follow-up with the Revenue Canada Agency regarding the use of the Friends of Education fund by the City of Brandon to help fund the Mobile Environmental Unit as noted in the Minutes of the Divisional Futures and Community Relations Committee and provide a report to the Board in due course.

d) Other

2.03 Delegations and Petitions

2.04 Communications for Action

NIL

2.05 Business Arising

- From Previous Delegation

- a) The presentation by Michelle Hood, Parent Council Representative, Valleyview Centennial School, regarding concerns about the Valleyview Centennial School Playground and request for a guarantee of funding for banking purposes was discussed. Trustee Kruck asked the Secretary-Treasurer if he had heard back from the City of Brandon regarding their position with respect to providing a guarantee of funding. Mr. Labossiere noted he had received an email from Mr. Dean Hammond of the City of Brandon, noting the City does not guarantee third party funding and that their obligation is to the Brandon School Division only. Trustee Bowslaugh noted she had attended at Valleyview School and spoke directly to the school principal asking about the funds the Parent Council has currently raised and noting that amount for Trustees.

The Chairperson requested Trustees provide him with their position on whether or not they support issuing a guarantee of funding for banking purposes for the Valleyview Parent Council. Trustees spoke to the matter, noting the advice of the Division solicitor and the advice of the Secretary-Treasurer that the Division should not be using taxpayer funds to provide a loan guarantee. With the exception of Trustee Kruck, who declined to provide his position, the Board unanimously agreed, with regret, to decline the request for a guarantee.

It was the will of the Board that the Secretary-Treasurer and the Board Chairperson would draft a letter of support for the Valleyview Centennial School Playground noting the Division's multi-year planning and that the Valleyview Playground was scheduled to receive funds in the 2015-2016 school year depending on budget deliberations. It was agreed the solicitor would be asked to review the letter once it has been drafted. It was further noted that the Facilities and Transportation Committee would request a report from the Director of Facilities and Transportation at the next Committee meeting, regarding the state of the current playground and what, if anything, can be done to repair the playground structure.

The Chairperson thanked the Parent Council for pursuing this matter and putting the interest of not only their own children, but all children in the school, first.

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

- a) The correspondence from Mr. Floyd Martens, read as Communications for Action 2.04b) at the Regular Meeting of the Board of Trustees held April 14, 2014 and requesting discussion and response regarding the brief included in the communication was referred to motions.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report
 - Brandon Clinic Medical Corporation Scholarship – Referred Motions.
 - Gracie Daniels Bursary/Award – Referred Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Design Drafting – Referred Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Skills Competition – Referred Motions.

The Secretary-Treasurer spoke to the two scholarship agreements which were being brought forth in the Report of Senior Administration.

2.06 Public Inquiries (max. 15 minutes)**2.07 Motions**

36/2014 Mr. Bartlette – Mrs. Bowslaugh

That the Agreement to establish three scholarships, to be awarded annually to one Grade 12 Graduating Student from each of the three high schools, in the amount of \$2,000 each, and to be known as the “Brandon Clinic Medical Corporation Scholarship” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

The Committee directed the Secretary-Treasurer to forward a thank-you letter of behalf of the Board of Trustees to the Brandon Clinic Medical Corporation.

37/2014 Mrs. Bowslaugh – Mr. Bartlette

That the Agreement to establish an award to be known as the “Gracie Daniels Bursary/Award” in memory of Roberta “Gracie” Daniels, a former student of the Brandon School Division in the amount of \$6,000 to be distributed annually to eleven (11) students graduating from the Neelin High School Off-Campus Program be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

The Committee directed the Secretary-Treasurer to forward a thank-you letter on behalf of the Board of Trustees to Mr. Dourado.

38/2014 Mr. Murray – Mr. Karnes

That the trip involving twenty (20) male and five (5) female Design Drafting students, from Crocus Plains Regional Secondary School to make a trip to Spain/France from March 25, 2015 to April 5, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Mr. Snelling asked Senior Administration how matters are handled at the school level should a participant not be able to meet the monthly financial obligations. Dr. Michaels confirmed it is handled at the school level with the family and reiterated that no student would be left behind.

Carried.

39/2014 Mr. Karnes – Dr. Ross

That the trip involving two (2) male Skills Competition students, from Crocus Plains Regional Secondary School to make a trip to Toronto, Ontario from June 3, 2014 to June 7, 2014 to be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Bowslaugh asked if, as there were only two male students on this trip, was a female chaperone still required. Dr. Michaels confirmed that given the Board's direction and as per amended Policy 4001 – a male and female chaperone will be in attendance regardless the number of students and gender of students participating.

Carried.

40/2014 Mr. Snelling – Mr. Karnes

That the catchment area for Riverheights School Grades 7 and 8 students be extended from its current boundary east from McDiarmid Drive to the west side of 26th Street with the southern boundary to be extended east on Victoria Avenue to 26th Street and the northern boundary to be extended to the CPR train tracks which shall include Westaway Bay, Pacific Avenue and the associated Bays from 34th Street to 26th Street.

Trustees agreed to a friendly amendment to change the motion from “extended west on Victoria” to read “extended east on Victoria”.

Carried.

41/2014 Dr. Ross – Mr. Bartlette

Be it resolved that, the Board of Trustees has reviewed the Manitoba School Boards Association brief regarding a possible governance restructuring of the Association and wishes to provide the following statements of belief:

- That the Association maintain the status quo with respect to the size of the Executive of the association;
- That there be no changes to the number Regions;
- That student population is the right basis for determining representation in the Association; and
- That the term limits be set at three years for all Executive members.

Trustees agreed to a friendly amendment to add the word “number” before the word “Regions”.

Carried.

42/2014 Mr. Sumner – Mrs. Bowslaugh

That the Tender for School Furniture for 2014-2015, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted:

Allmar	\$4,562.00
Cdn Education	\$8,438.10
Accent	\$20,112.50
Christies	\$585.22
Supreme	\$3,383.23
School Specialty	\$10,400.32
Global Industrial	\$2,371.00

Carried.

43/2014 Mr. Sumner – Mrs. Bowslaugh

That the Janitorial Services Contract between the Brandon School Division and JCI Johnson's Commercial & Industrial services at Vincent Massey High School be extended for the 2014/2015 and 2015/2016 School Years in the following amounts (all taxes included):

<u>2014/2015</u>	<u>2015/2016</u>	<u>Total</u>
\$180,775	\$189,343	\$370,118

2.08 Bylaws

NIL

2.09 Giving of Notice

Mr. Bartlette

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 1/2014 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2014 to June 30, 2015.

2.10 Trustee Inquiries

- a) Trustee Kruck requested clarification regarding class structure and allocation based on grade performance for Lifeskills students. Superintendent, Dr. Michaels provided a detailed response regarding sheltered classrooms and integration. She also spoke about the difficulty of accurately assessing grade level and the importance of students being included with their social/peer groups.
- b) Trustee Bowslaugh inquired about whether or not the Division continued to provide scoliosis screening for students. She noted this had been raised at the recently held Pre-School Wellness Event and provided the Superintendent with the name of a person who would be willing to conduct such screening for the Division.

3.00 ADMINISTRATIVE INFORMATION:**3.01 Report of Senior Administration**

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

- Quality Learning at Kirkcaldy Heights;
- Quality Teaching at Betty Gibson;

- Quality Support Services at New Era
- Suspensions
- EAL Report
- Principal Prep

Dr. Michaels also spoke to the Cultural Proficiency Video which had been prepared for the Division. She noted this item would be brought forward as a presentation to Trustees in due course.

Dr. Michaels concluded her report noting the teacher staffing allocation sessions were going well despite the short staffed challenges faced in the Human Resources Department.

Trustee Snelling inquired about future plans to reduce staffing in the area of EAL as the EAL enrollment changed.

Trustee Bowslaugh suggested the Divisional Futures and Community Relations Committee meet with representatives of Maple Leaf to receive a status update. The Board agreed to the Committee pursuing this meeting.

Mr. Murray – Mr. Snelling

That the April 28, 2014 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Thank-you note from the Brandon Career Symposium, undated, for the Division's participation in helping to make this event a success. They look forward to working together again next year.

Ordered Filed.

- b) Amber Donnelly, April 7, 2014, thanking the Board for supporting her participation in the Gene Researcher for a Week Program. She notes working in Dr. Hughes' lab at the University of Alberta was an incredible experience. She had the chance to learn about the biological basis of the disease that the lab is working to cure and was able to perform many procedures within the lab which contributed to their research. On her first days back at school she will be presenting to her biology class to inform them of the program and share with them what she learned.

Ordered Filed.

- c) Floyd Martens, President, Manitoba School Boards Association, April 11, 2014, addressed to The Honourable Jon Gerrard, Member of the Legislative Assembly, requesting the opportunity to meet with him to discuss educational issues of importance to Manitoba school boards and the citizens of Manitoba.

Ordered Filed.

- d) Floyd Martens, President, Manitoba School Boards Association, April 11, 2014, addressed to The Honourable Brian Pallister, Leader of the PC Manitoba Caucus, requesting the opportunity to meet with him to discuss educational issues of importance to Manitoba school boards and the citizens of Manitoba.

Ordered Filed.

- e) Floyd Martens, President, Manitoba School Boards Association, April 11, 2014, addressed to The Honourable James Allum, Minister of Education and Advanced Learning, regarding the resolutions passed at the 2014 MSBA annual general meeting held March 14, 2014. He notes two major concerns emerged as most pressing for Manitoba's public school boards. The first of these is in the area of student mental health and the second area is that of provincial taxation policies which have the effect of eroding school board access to local education property tax revenues and redirecting these dollars to other entities for non-educational purposes. They invite the Minister to provide a written response to the enclosed resolutions, as well as attend a meeting with the association's provincial Executive at its regular meeting on June 2, 2014 to discuss the resolutions and explore any other matters the Minister may wish to bring to the attention of the association.

Ordered Filed.

- f) Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch, Manitoba Education and Advanced Learning, April, 2014, presenting the document *Education for Sustainable Development: Kindergarten to Grade 4 Poster Activities*. This resource is linked to the "A Declaration for Sustainable Living" poster that was created to inspire Kindergarten to Grade 4 teachers and students in Manitoba classrooms to learn about and take action related to sustainable development. The poster was designed around the central declaration "The Earth is Our Home" and includes images of various activities related to sustainable living. This resource can be found online at www.edu.gov.mb.ca/k12/esd

Referred to Office of Superintendent.

3.03 Announcements

- a) Education Committee Meeting, 11:30 a.m., Monday, May 5, 2014, Board Room.
- b) Facilities and Transportation Committee Meeting, 11:30 a.m., Wednesday, May 7, 2014, Board Room.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 12, 2014, Board Room.

Mr. Kruck - Mrs. Bowslaugh

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- a) The Superintendent provided follow-up information for the Board of Trustees regarding student programming, which had been raised previously by Trustees.

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.
- b) Confidential #2 regarding a Personnel Matter was received as information.
- c) The Superintendent provided the Board with an update on a Personnel Matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) Trustee Sefton discussed the importance of Trustees adhering to governance roles only.

- Trustee Inquiries

Mr. Murray – Mr. Sumner

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

Carried.

5.00 ADJOURNMENT

Mr. Murray – Mr. Sumner

That the meeting does now adjourn (10:00 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, April 28, 2014, 2:00 p.m.
Board Room, Administration Office

Present: K. Sumner (Chairperson), M. Sefton, L. Ross,
D. Labossiere, E. Jamora

Regrets: Dr. D. Michaels

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 2:10 p.m. by Committee Chairperson, Mr. Kevan Sumner.

2. APPROVAL OF AGENDA

The Chairperson requested discussions regarding the delegation from the Valleyview Parent Council asking the Division to provide a letter of guarantee of funding for banking purposes. The Finance Committee Agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held April 7, 2014 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Tender Approval

The Assistant Secretary-Treasurer spoke to the school furniture tender for 2014-2015. She noted the process which had been followed and the reasoning for choosing the suppliers. As the tender was under \$50,000 by less than a few hundred dollars, the Office of the Secretary-Treasurer felt it was prudent to bring forth the tender request for Board approval. Ms. Jamora and Mr. Labossiere answered Trustee questions for clarification. The Committee agreed to bring the recommendation forward to the Regular Board Meeting to take place later in the day as a late item.

Recommendation:

That the Tender for School Furniture for 2014-2015, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted:

Allmar	\$4,562.00
Cdn Education	\$8,438.10
Accent	\$20,112.50
Christies	\$585.22
Supreme	\$3,383.23
School Specialty	\$10,400.32
Global Industrial	\$2,371.00

The Secretary-Treasurer spoke to the contract extension for janitorial services at Vincent Massey High School. Mr. Labossiere noted the increased cost, but confirmed the contract amount fell within the 2014-2015 budget. He noted he had received positive feedback from both the Director of Facilities and Transportation and the Supervisor of Facilities regarding the services provided by JCI Johnson's Commercial & Industrial Services. Trustees asked questions for clarification. It was agreed to extend the contract services for a further two years. This recommendation would be brought to the Regular Meeting to take place later in the day as a late item.

Recommendation:

That the Janitorial Services Contract between the Brandon School Division and JCI Johnson's Commercial & Industrial services at Vincent Massey High School be extended for the 2014/2015 and 2015/2016 School Years in the following amounts (all taxes included):

<u>2014/2015</u>	<u>2015/2016</u>	<u>Total</u>
\$180,775	\$189,343	\$370,118

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Confirm Payments of Account (March)

The payments of account for March were accepted.

B) Review Monthly Reports (March)

It was agreed this item would be deferred until after the March 31st Audit had been completed.

6. OPERATIONS INFORMATION

- The Committee reviewed the Tender Summaries (Appendix "A") provided by the Assistant Secretary-Treasurer.
- The Committee requested that the policy regarding purchasing authority be brought forward to the next Committee meeting for discussion and review in regards to the sum of \$50,000, for tenders and to clarify whether or not if all taxes should be included in the determination of tenders over \$50,000.
- The Committee Chairperson asked a number of questions for clarification regarding the request from the Valleyview Parent Council for a letter of guarantee of funding for banking purposes. The Secretary-Treasurer reiterated the opinion of the Division solicitor advising against providing a third party loan guarantee.

7. NEXT REGULAR MEETING: Monday, May 26, 2014, 2:00 p.m., Board Room.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)

Tender/Quotation Summary**(Tenders less than \$50,000)****FOR INFORMATION:**

That the following Tenders were awarded as follows:

TENDER – PAPER SUPPLIES

The Tender for the 2014-2015 Paper Supplies and Laminating Film based upon the quoted unit prices and in the approximate total amounts as follows (applicable taxes extra):

Christie's Office Plus	\$34,346.12
Unisource	6,004.50
<u>GBC Canada</u>	<u>3,429.00</u>
Total	\$43,779.62

TENDER – PAPER TOWELS, TOILET TISSUE, AND GARBAGE BAGS

The Tender for the 2014-2015 Paper Towels, Toilet Tissue, and Garbage Bags based upon the quoted unit prices and in the approximate total amounts as follows (applicable taxes extra):

<u>Bunzel Distributors</u>	<u>\$48,411.22</u>
Total	\$48,411.22

TENDER – ENVELOPE SUPPLIES

The Tender for the 2014-2015 Envelopes is based upon the quoted unit prices and in the approximate total amounts as follows (applicable taxes extra):

<u>Christie's Office Plus</u>	<u>\$ 2,198.68</u>
Total	\$ 2,198.68

TENDER – CUSTODIAL SUPPLIES

The Tender for the 2014-2015 Custodial Supplies is based upon the quoted unit prices and in the approximate total amounts as follows (applicable taxes extra):

Wesclean Equipment & Cleaning	11,158.54
Swish Maintenance Ltd.	\$ 5,764.75
Busy Bee Sanitary Supplies	2,814.13
<u>Prairie West</u>	<u>190.80</u>
Total	\$19,928.22

TENDER – STATIONERY SUPPLIES

The Tender for the 2014-2015 Stationery Supplies is based upon the quoted unit prices and in the approximate total amounts as follows (applicable taxes extra):

Christie's Office Plus	\$19,020.97
School Speciality Canada	6,554.95
<u>Supreme Office Products</u>	<u>1,204.92</u>
Total	\$26,780.84

TENDER – ART SUPPLIES

The Tender for the 2014-2015 Art Supplies is based upon the quoted unit prices and in the approximate total amounts as follows (applicable taxes extra):

School Speciality Canada	\$ 7,643.87
Christie's Office Plus	4,756.67
<u>Supreme Office Products</u>	<u>2,414.48</u>
Total	\$14,815.02

TENDER – PHYSICAL EDUCATION EQUIPMENT & SUPPLIES

The Tender for the 2014-2015 Physical Education Supplies is based upon the quoted unit prices and in the approximate total amounts as follows (applicable taxes extra):

Skyline Athletics	\$ 6,702.98
School Specialty	6,115.56
Brandon Source for Sports	3,116.42
<u>Spectrum Educational Supplies</u>	<u>386.55</u>
Total	\$16,321.51

TENDER – LIGHT BULBS SUPPLIES

The Tender for the 2014-2015 Light Bulbs is based upon the quoted unit prices and in the approximate total amounts as follows (applicable taxes extra):

Westburne	\$ 5,881.84
<u>EEcol Electric</u>	<u>425.74</u>
Total	\$ 6,307.58



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

May 12, 2014

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- III. Secretary-Treasurer
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 - 2. Scholarship Agreement – MNP LLP 1
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“Accepting the Challenge”

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. P.E.O. CHAPTER R SCHOLARSHIP

For Action.....D. Labossiere

P.E.O. Chapter R of Brandon would like to renew a scholarship for a female student graduating from the Neelin High School Off-Campus Program. The conditions for establishing the scholarship have now been completed and an Agreement prepared. The scholarship is to be known as “The P.E.O. Chapter R of Brandon Scholarship” in the amount of \$350.00 for the 2013-2014 school year for a graduating female student from the Neelin High School Off-Campus Program. The Agreement is attached as Appendix A. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

RECOMMENDATION:

That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as “The P.E.O. Chapter R of Brandon Scholarship” in the amount of \$350.00 for the 2013-2014 school year 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 AGREEMENT – MNP LLP

For Action.....D. Labossiere

MNP LLP would like to fund three scholarships to be awarded annually, to one Grade 12 Graduating Student from each of the high schools within the Brandon School Division. The scholarship is to be known as the “MNP LLP Scholarship” in the amount of \$1,000 each to a student from each of the three high schools who has applied and been accepted to a post-secondary institution to pursue an education in Business. The conditions for establishing these scholarships have now been completed and the Agreement prepared. The Agreement is attached as Appendix B. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

RECOMMENDATION:

That the Agreement to establish three scholarships, to be awarded annually to one Grade 12 Graduating Student from each of the three high schools, in the amount of \$1,000 each, and to be known as the “MNP LLP 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.

3. FIVE-YEAR CAPITAL PLAN 2015/16 – 2020/21

For Action.....D. Labossiere

The Five Year Capital Plan for 2015/16-2020/21 has been completed for submission to the Public Schools Finance Board. The report has been included as a separate item in the Board Agenda Package. A motion has been included in the agenda for Board consideration. Please contact me should you require further information in this regard.

RECOMMENDATION:

That the Five-Year Capital Plan 2015/16-2020/21 be approved for submission to the Public Schools Finance Board.

4. SCHOLARSHIP AGREEMENT – THE MURRAY FAMILY AWARD

For Action.....D. Labossiere

The Murray Family would like to fund an award to be known as the “The Murray Family Award” in memory of their daughter, Kelly Murray, a graduate of the Neelin High School Off-Campus Program. The award shall be in the amount of \$500.00 to be distributed annually to a student graduating from the Neelin High School Off-Campus Program who is enrolled in a post-secondary program. The conditions for establishing this award has now been completed and the Agreement prepared. The Agreement is attached as Appendix C. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

RECOMMENDATION:

That the Agreement to establish an award to be known as “The Murray Family Award” in memory of Kelly Murray, a graduate of the Neelin Off-Campus Program, in the amount of \$500.00 to be distributed annually to a student graduating from the Neelin High School Off-Campus Program and enrolled in a post-secondary program be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

IV. SUPERINTENDENT OF SCHOOLS

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information B. Switzer

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

II. SECRETARY-TREASURER

1. GREEN ACRES PLAYGROUND DONATION

For Information D. Labossiere

Kevin and Sheri Miller, owners of Miller's Pharmacy in Brandon, Manitoba, have graciously donated \$50,000 through the Brandon School Division Friends of Education Fund to support the construction of the Green Acres School Adventure land play structure. The School and Parent Council plan to begin construction of the new play structure during the 2014 summer months. The Brandon School Division and Green Acres School Students and Staff were overjoyed with the generous donation. A certificate acknowledging the Miller's contribution was presented to Kevin and Sheri Miller at the Green Acres 50th Anniversary celebration on April 15th.

III. SUPERINTENDENT OF SCHOOLS

SCHOOL VISITS (APRIL 21 - APRIL 30, 2014)

- April 29, 2014 – Nancy Hamilton, Kirkcaldy Heights School – School Update Meeting
- April 30, 2014 – Phil Vickers, Betty Gibson School – School Update Meeting

1. SCHOOL INFORMATION

For Information D. Michaels

A. QUALITY LEARNING

QUALITY LEARNING AT LINDEN LANES SCHOOL

Report prepared by Ms. Kathy Brigden, Principal, Linden Lanes School

The Reading Recovery and Literacy Support Programs continue to provide strong literacy support for students identified as requiring additional literacy learning. This direct, explicit instruction is furthered by the guided reading and conferencing component of the overall balanced literacy framework. Teachers build opportunities to develop reading behaviors that focus on comprehension strategies *within* the text, *beyond* the text and *about* the text as part of this instruction. At a recent

professional learning session, Linden Lanes teachers discussed the following guiding principles for literacy instruction:

- teachers in every subject area should teach students to read and write clearly and expressively in that subject;
- students must do a lot of reading and writing each day;
- as much as possible, reading and writing in the classroom need to mirror the real purposes and types of texts used by readers and writers in the outside world;
- the collection of texts we use with our students must reflect a high literacy quality; and
- our instructional practices should be consistent with how students learn.

Teachers have been encouraged to think about the Gradual Release of Responsibility Model and the components of model, guided practice, independent practice and independent application in the planning of units.

The High Ability Learner Enrichment Programming (HALEP) school-wide enrichment model of planning, co-teaching and enrichment clusters supports quality learning. In addition to co-teaching classroom units, the HALEP teacher facilitated one set of enrichment clusters with early years' students and we are currently in our second set of enrichment clusters with middle years' students. Thirteen clusters are underway with topics ranging from photography, gardening, science experiments, cooking, drama, newscasters, inventors, fitness, sports, creative art, and community service. Engagement in learning, motivation and creativity are high as evidenced by the student and staff involvement!

Student Specific Achievements

Orff Children's Day – Several Grade 5 students participated in Orff Children's Day at Brandon University. The Orff method of music education combines song, dance, acting and percussion. This was a wonderful opportunity for our students to further their music experience.

Y-Revolution and Student Leadership Team – Both of these groups worked together to promote the Day of Pink and anti-bullying activities and presentations.

B. QUALITY TEACHING

QUALITY TEACHING AT CROCUS PLAINS REGIONAL SECONDARY SCHOOL

Report prepared by Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary School

English as an Additional Language Programming

We are in the initial stages of planning the new Crocus Plains English Literacy program. This new initiative will focus on improving the literacy skills of our English as an Additional Language (EAL) students across the content areas. Students will be

grouped according to their reading levels and will move based on their personal growth and achievement. Teachers work collaboratively to plan units and continually regroup students. Programming is designed to accelerate literacy skills which will allow students to access mainstream programming at an earlier point and to provide greater access to university and college programming. Our goal in initiating this project is to ensure that all EAL students leave Crocus Plains with the literacy skills they will require for personal success and happiness.

Dinner Theatre

Crocus Plains staff and students joined forces this April to show Brandon what true citizenship, community and collaboration looks like! The cast, band, choir, culinary arts, cosmetology, advertising arts design drafting, production team and our many staff volunteers worked tirelessly to create an interactive production amid laughter, fellowship and the pure joy of working together. As a team, we were delighted to present *I'm Getting Murdered in the Morning*; an interactive dinner theater that showcased the diverse talents and personalities of our students. Crocus Plains provides a variety of opportunities, and my hope is that our Dinner Theatre offered just a glimpse into our terrific school community.

Our first Dinner Theatre was sold out and received much positive feedback simply because of the team that made it happen.

A great big thank you to the twenty-eight (28) staff and sixty-six (66) students involved in our production.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES ÉCOLE O'KELLY SCHOOL

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

The three goals at École O'Kelly School all relate to Quality Support Services because they embody the Response to Intervention (RTI) philosophy, using Professional Learning Community (PLC) groups to strengthen our work in the areas of Student Citizenship and Engagement, Numeracy, and Literacy. All PLC groups have met regularly throughout the year (every four to six weeks) to examine available data from assessments and the Tell Them From Me survey. They have discussed ways of improving student engagement and achievement in all three areas and have narrowed our school's work into targeted goals.

The Student Citizenship and Engagement PLC has incorporated several initiatives that have addressed the education of our students about bullying. This work has included Mindfulness strategies delivered with the help of the Guidance Counselor in four classrooms that helped students with lessening stress and anxiety while practicing kindness and open mindedness. A Panther Leadership Group and an Aboriginal Student Group were established and they coordinated a Day of Pink

March with a fundraising campaign for Free the Children, our first ever Diversity Day, and helped with celebrations of individual classroom achievement celebrations. Another initiative that has promoted positive relationships has been a very successful Peer Tutoring program. Literature about bullying has also been shared with classes by the Teacher Librarian.

The Literacy PLC has refocused attention to our commitment to the use of the 6 Traits of Writing and has worked with the Resource Teacher and Teacher/Librarian to ensure proper resources are available. They have used many strategies including quick writes in the classroom and school wide to promote writing strategies.

Work in the Numeracy Professional Learning Community had focused on the implementation of Math Stations to help teachers address the differentiation needs in their multi-aged classrooms. Student progress is tracked with the help of the Math continuum developed last year. Three teachers have shared their different strategies for implementing Math Stations and collaboration/co-teaching planning sessions have been requested to enable others to use these with their students.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	6 total	3 – 5 day 1 – 10 day 1 – 15 day 1 – 15 day	Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour
Earl Oxford	1 total	1 – 3 day	Assaultive Behaviour
Meadows	1 total	1 – 3 day	Assaultive Behaviour
Neelin	6 total	1 – 3 day 1 – 5 day 1 – 15 day 3 - 30 day	Unacceptable Behaviour Unacceptable Behaviour Drug and Alcohol Policy Drug and Alcohol Policy
Riverheights	1 total	1 – 3 day	Assaultive Behaviour
Vincent Massey	4 total	1 – 5 day 1 – 5 day 1 – 15 day 1 – 30 day	Weapons Drug and Alcohol Policy Assaultive Behaviour Assaultive Behaviour

2. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. QUALITY LEARNING

YEAR ONE/TWO TECHNOLOGY IN LEARNING CLUSTER SCHOOL UPDATE

Report prepared by Ms. Kelli Boklaschuk, Communication and Technology Specialist and Brent Ewasiuk, MIST Director

During the initial stages of the BSD Technology in Learning Implementation Plan, several committees were developed to provide support and guidance during the roll out. These committees include: the Senior Admin Technology Team (SATT), a Technology in Learning Committee with representatives from each school and the Technology in Learning Cluster Schools (Network). SATT visited each of the Brandon School Division schools to spend time reviewing the technology section of the Educational Best Practices Self Evaluation Tool (all schools filled this out in September 2013). Personalized learning projects and technology in learning was the other focus of conversation. Each school was given the opportunity to express their interest in participating in year 1 of 4 of the Technology in Learning Cluster (network). The goal of the Technology in Learning Cluster is to advance the “informed and responsible engagement of technology and communication” with a strong focus on the implementation of personalized learning.

Some of the roles of the cluster schools are to:

- plan collaboratively for personalized learning, project based or problem based learning,
- develop innovation and Technology in Learning,
- co-teach/plan,
- implement the gradual release of control towards student self-directed learning,
- mentor other schools and;
- provide/participate in professional development

Year 1 Cluster Schools are: <ul style="list-style-type: none">• Vincent Massey High School• Meadows School• Alexander School• Valleyview Centennial School	Year 2 Cluster Schools (Starting work early in 2015) are: <ul style="list-style-type: none">• Waverly Park School• École New Era School• J.R. Reid School• Riverview School• École O’Kelly School
--	--

The Year 1 Cluster School Administration Team has met and is in the process of developing/implementing a personalized learning project in each school during the months of May/June 2014 and is planning for a wider scale implementation in September.

We, Kelli Boklaschuk and Brent Ewasiuk, along with Senior Administration, are very pleased with the progress of the implementation of the Technology in Learning Divisional Plan in 2014-2015.

LEADERSHIP IN ADOLESCENT LITERACY 2

PROFESSIONAL LEARNING OPPORTUNITY – DOUGLAS FISHER APRIL 25, 2014

Report prepared by Ms. Cory Nevill, Literacy Specialist

On April 25, 2014 thirteen teachers who are participating in the second round of Leadership in Adolescent Literacy attended the Douglas Fisher workshop – Improving Adolescent Literacy sponsored by the Manitoba Reading Association. The day was very practical and offered many strategies to support and improve adolescent literacy. Douglas Fisher is a well-known literacy professional whose research, particularly in the area of adolescent literacy, has been at the cutting edge of the literacy landscape for a number of years. At this recent session he framed many of his strategies in framework of RTI which was of particular interest to the Brandon School Division staff that attended the session. Focusing on the Tier 1 exemplary practice and the responsibilities of all classroom teachers and then offering ways to work with a diverse group of learners gave the day a strong focus mirroring the focus of the Leadership in Adolescent Literacy program. To continue this focus, all member of the Leadership in Adolescent Literacy 2 group will be receiving the book *Teaching Students to Read Like a Detectives* by Douglas Fisher, Nancy Frey and Diane Lapp and this book will be added as another resource for the group who have already received *Guiding Readers and Writers* by Irene Fountas and Gay Su Pinnell.

3. CORRESPONDENCE

For Information..... D. Michaels

CORRESPONDENCE RECEIVED FROM MARIO DE ROSA, STAFF OFFICER, THE MANITOBA TEACHERS' SOCIETY

The following correspondence has been received from Mario De Rosa, Staff Officer, The Manitoba Teachers' Society:

We are very pleased to advise you that Ms. Anna-Maria Cristina-Gaudet, teacher at École O'Kelly School, was elected to the Executive of the Éducatrices et éducateurs francophones du Manitoba (EFM). The work Ms. Cristina-Gaudet will do on behalf of Manitoba teachers working in French and French Immersion schools is important, and her efforts will be greatly appreciated. Ms. Cristina-Gaudet's work on the EFM Executive will require several days release time. You will no doubt agree that teachers in Manitoba will benefit from her participation in EFM activities at the provincial and national levels. Please find below a list of provisional dates in the 2014-2015 school year on which Ms. Cristina-Gaudet will require release time to attend EFM Executive meetings and activities:

Friday, September 26, 2014 – EFM Executive Meeting
Friday, October 24, 2014 – EFM Fall Conference
Friday, November 21, 2014 – EFM Executive Meeting
Friday, April 10, 2015 – EFM Executive Meeting
Friday, April 17, 2015 – EFM Annual General Meeting
Friday, May 1, 2015 – EFM Executive Meeting
Friday, June 5, 2015 – EFM Executive Training Session, if Ms. Cristina-Gaudet is re-elected

If I can be of any assistance regarding Ms. Cristina-Gaudet's release time, please contact me.

THIS AGREEMENT made this _____ day of _____, 2014.

BETWEEN:

THE P.E.O. CHAPTER R OF BRANDON
Hereinafter called P.E.O. Chapter R

AND:

THE BRANDON SCHOOL DIVISION
Hereinafter called the Division

WHEREAS P.E.O. Chapter R 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 P.E.O. Chapter R of Brandon Scholarship”.
2. That the scholarship shall be in the amount of \$350.00 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. Wendy Cockerline, Treasurer, P.E.O. Chapter R, in order that a member of Chapter R 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 P.E.O. Chapter R. 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 \$350.00 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 The P.E.O. Chapter R of Brandon

President

THIS AGREEMENT made this _____ day of _____, 2014

BETWEEN: MNP LLP

AND: BRANDON SCHOOL DIVISION

WHEREAS MNP LLP has offered to fund three scholarships, to be awarded annually, to one Grade 12 Graduating Student from each of the high schools within the Brandon School Division;

AND WHEREAS the Board of Trustees of the Brandon School Division has agreed to assist with the administration of such an award;

NOW THEREFORE, the parties to this agreement hereby mutually agree as follows:

1. The scholarship shall be known as the "MNP LLP Scholarship".
2. That three (3) scholarships in the amount of *One Thousand Dollars (\$1,000.00)* each will be awarded annually to one Brandon School Division student graduating from each of the three high schools;
3. That recipients of this scholarship must:
 - a) have applied to and have been accepted to a post-secondary institution to pursue a post-secondary education in Business;
 - b) have demonstrated proven academic capabilities (with a high school average of 80% for Grades 10 through 12);
 - c) have participated in school and community activities; and
 - d) have shown an interest in a career as a Chartered Accountant;
4. The Brandon School Division Scholarship Committee shall select the recipients from the students who apply or are nominated, and the committee shall have the right to withhold the award in any year in which it is deemed that no suitable candidate is available;
5. Brandon School Division undertakes to circulate information on the scholarship to potential applicants during the spring of each school year, to supervise the selection of the successful candidate, and to notify MNP LLP in order that a representative may participate in the annual presentation of the scholarship. The preparation of a letter or certificate to be given to the recipient at the annual presentation of the scholarship shall be the responsibility of MNP LLP.
6. Payment of this award will be made by MNP LLP upon the recipient providing proof of acceptance into a post-secondary education program in the business field.

7. The MNP LLP Scholarship shall be in effect commencing June of 2014 and shall remain in effect for an indefinite period of time. However, the MNP LLP Scholarship may be discontinued at the discretion of either MNP LLP or the Brandon School Division by providing the other with written notice by March 31st of its intention to no longer participate in this scholarship.

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 MNP LLP:

Per:

Per:

THIS AGREEMENT made this _____ day of _____, 2014

BETWEEN:

THE FAMILY OF KELLY MURRAY, FORMER STUDENT OF THE BRANDON
SCHOOL DIVISION
Hereinafter called “the Murray Family”

AND:

THE BRANDON SCHOOL DIVISION
Hereinafter called the “Division”

WHEREAS the Murray Family proposes to fund an award in memory of their beloved daughter, Kelly Murray, a graduate of the Neelin Off-Campus Program;

AND WHEREAS the Board of the Brandon School Division is agreeable to the establishment and administration of this award;

NOW THEREFORE, the parties hereto mutually agree as follows:

1. That the name of the award shall be known as the “THE MURRAY FAMILY AWARD”.
2. That the award shall be in the amount of \$500.00 and be awarded annually.
3. That the application guidelines for this award shall be as follows:
 - a. A deserving student who has graduated/completed the Grade 12 Program of Studies through attendance in the Off-Campus Program;
 - b. Enrolment in a Post-Secondary Program.
4. That the staff of the Neelin High School Off-Campus Program shall supervise the selection of the successful candidate, which selection shall be based on application guidelines for this award.
5. That the Murray Family shall be notified in order that they, or their designate, may participate in the award presentation.
6. That this award shall be in effect commencing at the date of signing of this agreement, continuing indefinitely, subject to notification on or before March 1st of any year if the Murray Family or the Brandon School Division wishes to terminate the award.

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 the Murray Family
