



BRANDON SCHOOL DIVISION

February 6, 2013

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

TO BE HELD MONDAY, FEBRUARY 11, 2013 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

K. Zabowski
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, January 28, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Barb Miller – Alexander Arts Program.

2.02 Reports of Committees

- a) Policy Review Committee Meeting G. Kruck
- b) Finance Committee Meeting M. Snelling

- c) Other

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Trevor Maguire, Western Manitoba Science Fair, undated, noting this year's fair is to be held on Tuesday, March 19, 2013 at the Keystone Center. The WMSF cost of operation is covered by the student entry fees. The donations from school divisions, corporate and private sponsors allows them to provide awards and send students to the Canada Wide Science Fair. They ask the Division for support to give more students the chance to be part of this life changing experience. (Appendix "A")

Refer Motions.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – NIL.
- b) Learning Support Services Presentation – NIL.
- c) Items from Senior Administration Report-
 - Funding Announcement – Refer Business Arising.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

17/2013 That the request of the Western Manitoba Science Fair for financial support be approved in the amount of \$1,400.

18/2013 That the Auditor's Engagement Letters regarding the September 30, 2012 enrolment report audit and the December 31, 2012 compensation audit year end between the Brandon School Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

2.08 Bylaws

2.09 Giving of Notice

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I or someone in my stead, will introduce a motion to rescind Policy and Procedures 9039 – “Public Relations Student-Parent/Guardians Policy”.

2.10 Inquiries

- Trustee Inquiries

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

Receive and File.

3.02 Communications for Information

- a) Minister of Education, Nancy Allan, January 21, 2013, thanking the Board of Trustees for sharing a copy of the new Joint Use Agreement between The Brandon School Division and the City of Brandon. The initiative aligns well with the Government's common objective to maximize access and use of school and community facilities for educational, recreational, social and cultural purposes. She commends the Board for the collaborative work and consultative process used in developing this agreement to make the Division and City facilities available to the citizens of Brandon.

Receive and File.

- b) Lesley Wilde, Coordinator, Manitoba Education Resources Brandon, January 2013, noting Manitoba Education, in partnership with the Council of Ministers of Education, Canada (CMEC) is pleased to provide copies of the newly revised bilingual booklet, *Copyright Matters! Key Questions & Answers for Teachers*. The CMEC has revised its long-standing publication to provide the education community with user-friendly information on the recently amended copyright law. The booklet covers items from the Canadian *Copyright Act* and its regulations, contractual and tariff arrangements with copyright collectives, and court decisions. The document is available on the CMEC website at: www.cmec.ca

Receive and File.

3.03 Announcements

- a) Policy Review Committee Meeting – 11:30 a.m., Wednesday, February 13, 2013, Board Room.
- b) All-Day Budget Meeting – 9:00 a.m., Tuesday, February 19, 2013, Board Room.
- c) Divisional Futures and Community Relations Committee Meeting – 11:45 a.m., Wednesday, February 20, 2013, Betty Gibson School.
- d) School Division/Parent/Guardian Advisory Committee – 7:00 p.m., Wednesday, February 20, 2013, Board Room.

- e) Finance Committee Meeting – 12:00 noon, Monday, February 25, 2013, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 25, 2013, 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

Appendix A

→ Kevin Gabowicki
dr
02/01/13

Western Manitoba Science Fair



Our Supporters:

Brandon University
Manitoba Hydro
A & W
Acc Communications Engineering Technologist
Altus Geomatics Manitoba Professional Land Su
Assiniboine Community College
Assiniboine Kiwanis
Brandon Chamber Of Commerce
Brandon Clinic Medical Corporation
Brandon Emergency Support Team
Brandon Environment Committee
Brandon Fire & Emergency Services
Brandon School Division
Brandon University
Cando Contracting Ltd.
Canexus Limited
Cdpi - Healthy Brandon
Christie's Office Plus
City Of Brandon
Diamond Jubilee (1960) Ch.iode
Donald Legal Services
Heart And Stroke Foundation Of Manitoba
Koch Fertilizer Canada Limited
Leech Printing Ltd.
Manitoba Association Of Home Economists
Manitoba Hydro
Manitoba Innovation, Energy, And Mines
Manitoba Institute Of Agrologists
Paddock Drilling Ltd.
Pfizer Canada
Prairie West Academy
Rotary Club Of Brandon-sunset
Safe Communities Bdn & Area
Samson Engineering
School Of Agriculture And Environment At Acc
The Davis's
The Rotary Club Of Brandon
Westman Communication Group
Westman Recreation Practitioner's Association
Westoba Credit Union
Wheat City Lions Club

2013

Western Manitoba Science Fair

637 10th Street
Brandon
Manitoba
R7A 4G6
(204) 727 4700
trevor@maguire.ca
www.wmsf.com

Brandon School Division
1031 6th Street
Brandon, Mb.
R7A 4K5

RECEIVED

FEB 01 2013

Office of the Superintendent/CEO
Brandon School Division

Dear Friend of Science:

This year The Western Manitoba Science Fair is to be held on Tuesday, March 19, 2013 at the Keystone Center. As in years past, your support of this event is critical to ensure that students continue to have the opportunity to develop their science and technology skills.

The WMSF cost of operation is for the most part covered by the student entry fees. It is the donations from the school divisions, corporate and private sponsors, which allows us to provide awards and send students to the Canada Wide Science Fair. Currently the WMSF sends only 3 to 4 students to the Canada Wide Fair, although we are eligible to send up to 6 students. We need your support to give more Southwestern Manitoba youth the chance to be a part of this life changing experience. If you have contributed in the past, we thank you for your much needed support.

If your division would like more information on the Western Manitoba Science Fair or the Canada Wide Fair please feel free to contact me at 204.727.4700. or trevor@maguire.ca

Sincerely,

Trevor Maguire

2.04a)



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, JANUARY 28, 2013.

PRESENT:

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

Secretary-Treasurer, Mr. K. Zabowski and 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, Mr. Denis Labossiere, Assistant Secretary-Treasurer.

REGRETS:

Dr. L. Ross, Mr. G. Kruck, Ms. B. Switzer, Director of Human Resources

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance to the meeting. He noted the artwork on the Board Room walls had been supplied by the Grade 12, Fine Arts Students at Crocus Plains Regional Secondary School. He thanked the students, noting the artwork was stunning and brightened the Board Room.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Secretary-Treasurer, Mr. Zabowski, requested the following additions:

- One Board Operations matter for In-Camera discussion;
- One Personnel matter for In-Camera discussion;
- A late motion from the Finance Committee meeting which had been held earlier in the day;
- A brief discussion on the Provincial Funding Announcement.

Mr. Zabowski also noted the deletion of the school report from Crocus Plains Regional Secondary School under Section 2.05 – Business Arising – From Report of Senior Administration.

Trustee Snelling confirmed he had a verbal report under Section 2.02 – Report of Committees.

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

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

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held January 14, 2013 were circulated.

Trustee Bartlette noted he had a follow-up inquiry regarding HALEP and the clarification of the implementation of “Stage 2” which he would be bringing forth under Trustee Inquiries.

Mr. Murray – Mr. Bartlette
That the Minutes be approved as circulated.
Carried.

- b) The Minutes of the Special Board Meeting held January 21, 2013 were circulated.

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

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information *(Video Streaming 7 minute mark)*

- a) Sherry Baker, Resource – Grade 5-8, George Fitton School, speaking to the school’s “Project of Heart” initiative.

Ms. Baker, with the assistance of five students, spoke about the “Project of Heart” initiative. She noted the program taught students about residential schools in Canada. She stated the goals of the program were to: Investigate the history and legacy of the residential school system; Honouring those children who did not survive the residential school system; Fostering positive relationships into the future. Part of the program involved painting tiles to honour those who died while in the residential school system. Samples of the tiles were circulated for trustees. She was pleased to confirm that the student tiles would be on display at the Winnipeg Museum of Human Rights in the spring. Each of the five students in attendance spoke about what they had learned through the study of residential schools in Canada. Ms. Baker concluded her presentation by inviting trustees to learn more about the initiative at the following website: <http://www.projectofheart.ca/>

The Chairperson thanked Ms. Baker and her students for the presentation, noting such presentations helped the Board to understand how important this is to the students. He presented Ms. Baker with a Certificate of Recognition for the work she and the students have done in this area. Ms. Baker thanked the Board for inviting her and her students to the meeting. She also thanked the parents for their support and the George Fitton School BSSAP worker and the school’s Vice-Principal for all they did to help make this project a success for the students at George Fitton School.

2.02 Reports of Committees *(Video Streaming 20 minute mark)*

a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on January 14, 2013 was circulated.

Mr. Murray – Mr. Bartlette

That the Minutes be received and filed.

Carried.

b) Education Committee Minutes

The written report of the Education Committee meeting held on January 15, 2013 was circulated.

Mr. Bartlette – Mr. Snelling

That the Minutes be received and filed.

Carried.

c) Other

- Trustee Bartlette reported on the Minister of Education's visit on January 17, 2013. He noted the Minister visited the Crocus Plains Regional Secondary School Welding Shop to view the new ventilation system. He confirmed Trustee Bowslaugh was also in attendance, together with the school administrator, the Director of Facilities and Transportation, the Secretary-Treasurer, teaching staff and students. The Minister spent time talking to the students about their course before retiring to a separate room for coffee and conversation with the adults in attendance.
- Trustee Sefton reported on the MSBA Region 1 meeting held on January 21, 2013 at the Elkhorn Resort. He confirmed topics of conversation at the meeting included the MSBA budget; whether or not to continue membership in the CSBA; and a new model for submitting resolutions to the MSBA at the annual convention.
- Trustee Sefton reported on the Manitoba Premier's visit to École New Era School on January 22, 2013. He noted the purpose of the Premier's visit was to announce joint funding with the Red Cross on an anti-bullying initiative entitled "Beyond the Hurt". He complemented the Grade 4 students who had been a part of the Premier's visit noting the students were very well behaved and focused on what the Premier had to say to them. He felt the Premier had done a wonderful job of connecting with the students and even had his picture taken with the students at the end of the visit.
- Trustee Snelling reported on the Brandon Urban Aboriginal People's council meeting noting the council was looking for submission of names for an Elder. Mr. Snelling would like to propose the name of Kevin Tacan the Division Elder and asked the Board for their consideration of this nomination.
- Trustee Bowslaugh reported on the B.J. Hales Ad-Hoc Committee meeting which took place on Friday, January 18, 2013. She confirmed the purpose of the meeting was to review the proposed agreement which had been prepared by the Division's solicitor.

2.03 Delegations and Petitions

2.04 Communications for Action

NIL

2.05 Business Arising**- From Previous Delegation****- From Board Agenda****- MSBA issues (last meeting of the month)**

a) Trustee Sumner asked the Board if the MSBA Regional meetings were ever held at alternative times in order to accommodate the schedules of those Trustees who work at a full-time day job. Trustee Murray confirmed this was a regional decision and provided examples of when other regions hold their regional meetings. He confirmed Region 1 likes to meet during the day on a Monday. Trustee Sumner suggested that perhaps next time this question is asked at a regional meeting someone could suggest an alternate time to accommodate those Trustees who work during the day.

- From Report of Senior Administration (*Video Streaming 35 minute mark*)

a) School Reports – Riverheights School

Mr. John Minshull, Principal, Riverheights School, provided his report for the Board of Trustees. Mr. Minshull highlighted the student literacy intervention program, a partnership with Brandon University which began on January 28, 2013. He noted the work Mr. Reg Reimer had been doing with his staff regarding technology and the use of iPads to provide students with the skills they will require in High School. Mr. Minshull spoke to the school results of the “Tell Them From Me” survey and in particular the results regarding bullying. He noted the school’s response to the issues identified in the survey.

The Chairperson thanked Mr. Minshull for his presentation. Trustees asked questions regarding Mr. Minshull’s opinions and observations with respect to the implementation of Full Day/Every Day Kindergarten noting they looked forward to receiving data on these students as they continue to move through the grades in years to come.

Superintendent, Dr. Michaels, thanked Mr. Minshull, for bringing forth the results of the student survey and being proactive in addressing the issues raised by students.

b) Learning Support Services Presentation –NIL

c) Items from Senior Administration Report

- Invite Minister of Children and Youth Opportunities to Committee Meeting – Referred Motions.
- Nomination for Region 1 Director – Referred Motions.
- Trustee inquiry – Trustee Sumner – Enrolment data and school capacities in other divisions.

The Secretary-Treasurer reviewed the Provincial funding announcement which had been received earlier in the day. He noted Division's would be receiving, on average, a 2.3% increase in the coming year. He confirmed the Ministry was working towards "improving quality and helping students develop in math, reading and writing". Highlights in the funding included: new resources for anti-bullying programs and continuing support for stay-in-school initiatives; additional resources for numeracy to help students in early and middle years build strong foundational skills in math; and additional resources for early childhood literacy to help students get a strong start in reading. Mr. Zabowski noted the funding announcement did not include any money for the 20K-3 class size initiative; however, he had received a letter from the Minister confirming additional funding for this initiative will be provided prior to the spring budget. He stated this meant the Board would need to budget for the 20K-3 class size initiative without knowing the level of support the Division will receive in the spring.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions (Video Streaming 55 minute mark)

Mr. Zabowski, Secretary-Treasurer, spoke to the motion being brought forth regarding the Fleming School sale proceeds. He also provided clarification regarding debenture by-laws, their purpose, how they are recorded on the Division books, and that 2nd and 3rd reading of debenture by-laws may take place at one meeting. Mr. Zabowski noted an additional motion regarding the nomination of Mr. Tacan as an elder for the Brandon Urban Aboriginal People's Council had been prepared should the Board wish to proceed to put forth Mr. Tacan's name for consideration.

12/2013 Mr. Bowslaugh – Mr. Bartlette

That an invitation be extended to the Honourable Kevin Chief, Minister of Children and Youth Opportunities to a meeting following the inaugural meeting of the Brandon School Division's Aboriginal Education Advisory Committee.

Carried.

Prior to Motion 13/2013 being read, Mr. Sefton stepped down from the position of Chairperson. The Vice-Chairperson, Mr. Jim Murray, assumed position of Chairperson.

13/2013 Mr. Bartlette – Mr. Snelling

That the nomination of Trustee Sefton for the position of Director – Region 1, Manitoba School Boards Association is hereby approved.

Carried. (Trustee Sefton abstained).

Trustee Mark Sefton resumed the position of Chairperson for the remainder of the meeting.

14/2013 Mr. Snelling – Mr. Bartlette

That the amount of \$298,009.03, being the sale proceeds of the sale of Fleming School, be allocated to the Building Reserve fund.

Carried.

15/2013 Mr. Snelling – Mr. Bartlette

That the Brandon School Division approve the nomination of Kevin Tacan, Aboriginal Elder for the Brandon School Division, as a possible Elder for the Brandon Urban Aboriginal People's Council.

Carried.

2.08 Bylaws

Mr. Karnes – Mr. Sumner

That By-Law 3/2012 being a borrowing by-law in the amount of \$3,510,700.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of the following projects: Betty Gibson Boiler Replacement, Waverly Park Boiler Replacement, Crocus Plains Welding Shop Ventilation Upgrade, Green Acres Roof Replacement, Vincent Massey Emergency Gym Roof Replacement, Neelin Steam Heating System Replacement, Vincent Massey Roof Replacement, Riverview Furnace Replacement, and Valleyview Emergency Roof Replacement, be now read for a third and final time, and taken as read, finally passed.

Carried.

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

1. Trustee Bartlette requested from the Superintendent the following:

“Please provide details of Stage 2 (HALEP) with plans or requirements given to schools with respect to Stage 2 – i.e.: Academic Enrichment focus.”

3.00 ADMINISTRATIVE INFORMATION:**3.01 Report of Senior Administration *(Video Streaming 1 hour and 2 minute mark)***

The Secretary-Treasurer reviewed his response to Trustee Sumner’s inquiry regarding enrolment data and school capacities in other divisions.

Superintendent, Dr. Michaels noted in the funding announcement the Minister’s statement regarding focusing on literacy and was pleased to advise the Board of Trustees that the Brandon School Division has been dedicating resources to the improvement of student literacy for a number of years. She highlighted school reports from Earl Oxford, Linden Lanes and St. Augustine. She also spoke to the Suspension Report. Dr. Michaels highlighted the increase in EAL registration noting the Division now has 1,388 EAL students enrolled in the Division. Dr. Michaels spoke of her final meeting with Brandon Police Chief Atkinson prior to his retirement and confirmed she looked forward to meeting with new Chief of Police in due course. She concluded her report by noting the letter received from IB Program Manager regarding the IB Program at École Secondaire Neelin High School.

Trustee Sefton thanked Dr. Michaels for her report noting the increase in new EAL students to the Division since September and the impact this will have on the budget.

Mr. Murray – Mr. Bartlette

That the January 28, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information *(Video Streaming 1 hour and 14 minute mark)*

- a) Mr. David Yeo, Director, Manitoba Education, January 7, 2013, noting the 2013/2014 school year will be comprised of 194 days. The project of the school calendar for the next four years is included. Parameters applicable to the 2013-2014 school year, including Christmas Vacation, Spring Break and in-service days are noted. Divisions are asked to complete the form attached once they have established the dates of the days to be used for non-instruction purposes and submit to the Department.

Referred Superintendent's Office.

- b) Robert Rivard, President, Manitoba School Boards Association, January 16, 2013, addressed to the Honourable Stan Struthers, Minister of Finance, encouraging the Government to continue funding education at the rate of provincial economic growth as the futures of the Province's young people are dependent upon the strong public school system that such support engenders. They also ask that the government provide sufficient new funding to school boards to enable them to fully implement the kindergarten to grade 3 class size reduction strategy, announced by the Premier in 2011. Many school boards face significant costs in the upcoming years and are concerned that without a clear and sustainable funding model, the cost of this provincial initiative will ultimately be borne by local taxpayers. Their second request is that school boards once again be allowed to exercise their authority to "determine the number, kind, grade and description of schools to be established and maintained", as outlined in Section 41(1)(p) of *The Public Schools Act*. He notes this authority was curtailed by the passage of Bill 28, *The Strengthening Local Schools Act*, in 2008 which amended *The Public Schools Act* to require both community consensus and ministerial approval in order to close a school. Since the passage of Bill 28, both the government and school boards have spent millions of dollars to repair and maintain schools that are not required for educational purposes. Expenditures that could have been avoided if school boards had been able to manage the capital resources entrusted to them in a fiscally and educationally appropriate manner. They asked the government to revisit this policy.

Ordered Filed.

3.03 Announcements *(Video Streaming 1 hour and 15 minute mark)*

- a) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Wednesday, February 6, 2013, Board Room.
- b) Public Budget Consultation – 7:00 p.m., Wednesday, February 6, 2013, Earl Oxford School.
- c) Facilities & Transportation Committee Meeting – 11:30 a.m., Thursday, February 7, 2013, Board Room.
- d) Personnel Committee Meeting – 12:00 noon, Monday, February 11, 2013, Board Room.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 11, 2013, Board Room.

Mr. Snelling – Mrs. Bowslaugh

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.
- b) The Secretary-Treasurer reviewed a personnel item and provided an update.
- c) Confidential #2 relating to a Letter of Understanding between the Division and the Brandon Teachers Association was discussed and referred to Motions following the conclusion of In-Camera discussions.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

- a) Trustee Bowslaugh inquired about a MSBA matter. It was noted the deadline for submission had passed and would be brought forward again for December, 2013.
- b) Trustee Sefton confirmed an upcoming Board item.
- c) Trustee Bartlette raised a question regarding a Board Operation matter.

Mr. Sumner – Mr. Murray

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

Carried.

16/2013 Mr. Sumner – Mr. Karnes

That the Letter of Understanding between the Brandon Teachers' Association of the Manitoba Teachers' Society and the Brandon School Division amending Article 32 – Preparation Time” of the Collective Agreement to allow preparation time to accumulate to half day or full day blocks of time, and be returned by agreement with the member be

approved for the 2012/2013 and 2013/2014 school years; and the Chairperson and Secretary-Treasurer be authorized to affix their signatures therefore.

Carried.

5.00 ADJOURNMENT

Mr. Snelling – Mrs. Bowslaugh

That the meeting does now adjourn (9:02 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Wednesday, January 23, 2013, 11:30 a.m.
Board Room, Administration Office

Present: G. Kruck (Chairperson), P. Bartlette, M. Sefton
Dr. D. Michaels Mr. K. Zabowski

Guest: G. Malazdrewicz

CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:45 a.m. by the Committee Chairperson, Mr. Glen Kruck.

2. APPROVAL OF AGENDA

The Committee agenda was approved.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the December 19, 2013 Board Meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Registration of Students (Child in Care)

Associate Superintendent, Mr. Malazdrewicz, attended the Committee meeting to speak to the policy and procedures. He noted he had worked closely with the Division solicitor to develop the procedures. He confirmed the revised policy and procedures was an expansion of the first draft as the revised policy and procedures were more inclusive and comprehensive and went beyond "child in care" students. Mr. Malazdrewicz reviewed the procedures which included various types of registration including: procedures for parents; procedures for custodial parents; and procedures for child welfare agencies. The Committee expressed concerns regarding the policy possibly conflicting with The Public Schools Act Section 58(4)(1). Mr. Malazdrewicz noted school of choice and other Division policy and procedures such as 7025 – "Admission of Non-Resident Students" addressed the concerns raised by the Committee. Further discussions were held regarding various legal wording; clarification regarding turnaround time for enrollment of students from other Manitoba divisions; and the need to provide further detail referencing policy and procedures 7025 in the Registration of Students policy. Senior Administration was directed to bring the revised policy and procedures to the next Committee meeting for a final review, prior to taking to the Board of Trustees for approval.

b) Policy and Procedures 9039 – Public Relations: Student-Parent/Guardians Policy

The Committee reviewed Policy and Procedures 9039 – Public Relations: Student-Parent/Guardians Policy (Appendix “A”). As the information contained in Policy and Procedures 9039 can now be found in Policy and Procedures 9002 – “Student Transportation Safety” and Policy and Procedures 9003 – “Student Conduct on School Buses”, it was agreed motion would be brought forward to rescind Policy and Procedures 9039.

Recommendation:

That Policy and Procedures 9039 – “Public Relations Student-Parent/Guardians Policy” is hereby rescinded.

c) Lunchroom Survey Results

Superintendent, Dr. Michaels, reviewed the lunchroom survey results noting the wide range of programs currently running in the Division. She noted the difficulty in hiring staff for lunchroom supervision and confirmed a budget request will be brought forward that would incorporate lunchroom supervision into the Education Assistant assignment. Discussions were held regarding allowing any student who wished to stay for lunch be allowed to stay. It was agreed the Superintendent would discuss the matter with school principals as to how this could be accomplished.

6. OPERATIONS INFORMATION

- Superintendent, Dr. Michaels, confirmed a draft of the Social Media policy would be brought forth at the next Committee meeting.

NEXT MEETING: 11:30 a.m., Wednesday, February 13, 2013

The meeting adjourned at 12:55 p.m.

Respectfully submitted,

G. Kruck, Chair

P. Bartlette

M. Sefton

K. Sumner (Alternate)



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

POLICY 9039

PUBLIC RELATIONS: STUDENT–PARENT/GUARDIANS POLICY

Adopted: 85.06.24

The Brandon School Division, in order to ensure that parents/guardians are knowledgeable about the transportation services, shall make every reasonable effort to inform parents/guardians of the policies and procedures pertaining to the transportation system.

At the time of registration for transportation and through the instructional programs provided by the schools, parents/guardians shall have access to information pertaining to such topics as ridership expectations, transportation service cancellations, routes and schedules. In addition, information will be provided to parents/guardians by the bus drivers of their children.



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

PROCEDURES 9039

PUBLIC RELATIONS: STUDENT–PARENT/GUARDIAN POLICY

Adopted: 85.06.24

The following procedures have been established to ensure appropriate distribution of information to parents/guardians regarding the transportation services of the Brandon School Division.

1. Students shall receive materials regarding ridership and other topics related to the use of the Division transportation services from the educational programs at school.
2. The Principals, through their school newsletters, may disperse information relating to transportation, especially information relating to the schools expectations with regards to discipline.
3. Any policy or procedural guideline developed by the Division are available to parents/guardians upon request.
4. Prior to the conclusion of the first full week of classes, each parent/guardian shall be provided with, through the students riding buses, material relating to or stating:
 - a) the names, telephone numbers and times of pick-up and drop offs for each student on the route;
 - b) the procedures to be followed when transportation is cancelled because of inclement weather;
 - c) a description of the system used to monitor the drop off process during inclement weather;
 - d) an explanation of the expectations the Division has for parents/guardians; and
 - e) a brief description of the disciplinary process.



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, January 28, 2013, 12:00 p.m.
Board Room, Administration Office

Present: M. Snelling (Chairperson), M. Sefton.
Dr. D. Michaels (entered at 12:25 p.m.), G. Malazdrewicz (exited at 12:25 p.m.), K. Zabowski, D. Labossiere.

Regrets: D. Ross

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 12:05 p.m. by the Committee Chairperson, Trustee Snelling.

2. APPROVAL OF AGENDA

Trustee Snelling requested the addition of discussions regarding the upcoming Public Forum and the All-Day Budget Meeting. Trustee Sefton requested discussions regarding the recently received Provincial Funding Announcement. The Finance Committee Agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held December 10, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2013-2014 Budget Preparations

- Follow-up to Local Taxpayer meeting:

The meeting with the local taxpayer held on January 8, 2013 was discussed. It was agreed that due to the continued low turnout for this event, a separate meeting with the local taxpayer will not be held in the future, regarding the budget. Instead, the local taxpayer will continue to be invited to the Public Forum to be held each year in early February, as per Policy 3001 – "Budget Deliberations".

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Fleming School Proceeds

The Secretary-Treasurer provided background information with respect to the disposition of the sale proceeds from the sale of Fleming School. The Assistant Secretary-Treasurer, spoke to conversations held with the Schools Finance Branch on this matter and provided options as to the disposition of the funds. He noted the Public Schools Finance Board had provided confirmation that the funds could be deposited in a Capital Reserve at the time the sale had been concluded.

Discussions were held regarding the various options. Trustees asked questions for clarification. The Assistant Secretary-Treasurer reviewed the FRAME rules regarding reserve funds for the Committee. The Superintendent was directed to contact Dr. Farthing regarding this matter and to advise him as to what had taken place. The Committee also agreed to bring forth a late motion to the Board on January 28, 2013 asking the Schools Finance Branch for permission to put the net sale proceeds into the Building Reserve account.

Recommendation:

That the amount of \$298,009.03, being the sale proceeds of the sale of Fleming School, be allocated to the Building Reserve fund.

B) BDO Canada LLP – Engagement Letters

The Secretary-Treasurer reviewed the two Auditors Engagement Letters for the Committee. It was agreed a motion would be brought forth to the next Regular Meeting of the Board of Trustees to approve same.

Recommendation:

That the Auditor's Engagement Letters regarding the September 30, 2012 enrolment report audit and the December 31, 2012 compensation audit year end between the Brandon School Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

C) Confirm Payments of Account (December)

The payments of account for December were accepted.

D) Review Monthly Reports (October and November)

The monthly reports for December were accepted.

The Secretary-Treasurer provided clarification regarding the purpose of borrowing debentures and how they are recorded in the system. He also confirmed that 2nd and 3rd reading of debentures can take place in one meeting. The Committee asked the Secretary-Treasurer to provide an educational piece on borrowing by-laws for the Board at the Regular Meeting scheduled for January 28, 2013.

The Assistant Secretary-Treasurer circulated information regarding the Accumulated Surplus and a Summary of Projected Over/Under Expenditures for 2012/2013. Discussions were held and the Committee highlighted the importance of bringing the accumulated surplus back up to a more comfortable level. (Appendix "A")

6. OPERATIONS INFORMATION

- The letter from Kerri Irvin-Ross, Minister of Housing and Community Development addressed to the Provincial Director of the Canadian Red Cross Society, Manitoba Division, was received as information.
- The letter from Division Solicitor, Mr. D. Swayze, regarding an increase in legal fees was received as information.
- Discussions regarding Appropriate Education Programming (AEP) funding were held immediately after the Chairperson called the meeting to order. Associate Superintendent, Mr. Greg Malazdrewicz, joined the meeting to provide the Committee with an update regarding the current AEP Funding. He spoke of the additional resources which had been put in place to address student needs; he provided information regarding what Appropriate Education Programming is and what support a student may require; he noted AEP funding had expired for several students and the downward pressure from funding which may impact whether or not these students will

have their funding renewed. Mr. Malazdrewicz expressed concerns regarding the impact this will have on the budget and the difficulty the Division has in planning for next year. Mr. Malazdrewicz answered questions for clarification. Discussions were held and it was agreed if the Board of Trustees are granted their request to meet with the Minister of Education, then the Associate Superintendent also needs to be present to discuss this item with the Minister.

Mr. Malazdrewicz exited the meeting at 12:25 p.m.

- The Secretary-Treasurer reviewed the Provincial Funding Announcement which had been received just prior to the beginning of the Committee Meeting. He confirmed his staff would need to review it in further detail. He also noted that the funding for the 20K-3 initiative would not be provided to Divisions until later in the spring. The Secretary-Treasurer was directed to speak to the Funding Announcement at the Regular Meeting of the Board to be held on January 28, 2013.
- The Committee reviewed the agenda for the Budget Public Forum Consultation to take place Wednesday, February 6, 2013 at Earl Oxford School. It was noted the Communications and Technology Specialist will be streaming the consultation live in order to allow those who are not in attendance to ask questions. The Secretary-Treasurer was directed to provide the Trustees with a copy of his power point presentation prior to the 6th of February.

7. NEXT REGULAR MEETING: 12:00 noon, Monday, February 25, 2013, Board Room.

The meeting adjourned at 1:15 p.m.

Respectfully submitted,

M. Snelling (Chairperson)

L. Ross

M. Sefton

G. Kruck (Alternate)

Appendix A

BRANDON SCHOOL DIVISION ACCUMULATED SURPLUS ANALYSIS

As of December 31, 2012

	Board Motion No.	
ACCUMULATED SURPLUS AS AT July 1, 2011		\$ 3,561,360
LESS: Non-vested Sick Leave Liability Adjustment for Prior Years		(266,290)
LESS: Deficit on 2011-2012 Operations		(801,812)
Accumulated Surplus - June 30, 2012		2,493,258
LESS: Designated & Committed		
a) School Carry Forwards	Policy	\$ 140,600
b) Computer Replacement (School Bundle)	17/2002	106,561
c) Ameresco software	169/2011	22,760
d) Teacher Mentorship Initiative	22/2012	32,000
e) Real-Time Streaming and Archiving of Board Meetings	22/2012	16,500
f) Riverheights School Parking Lot Extension	22/2012	52,500
g) Joint Job Evaluation Secretary	56/2012	49,883
h) Teachers for Increased enrollment and Provincial K-3 class size initiative	96/2012	216,000
i) All-Day/Every Day Kindergarten for George Fitton School	98/2012	108,700
LESS: Designated but not Committed		
a) Vocational Equipment Replacement		50,000
b) Major Building Renovations		40,894
c) Administration Computers		9,924
d) Insurance Aggregate Retention (Self-Insurance)	155/2006	45,000
e) Natural Gas Infrastructure - Transportation	156/2007	54,880
Total Designated Surplus		946,202
Undesignated Surplus (Deficit)		1,547,056
LESS: Non-vested Accumulated Sick Leave Liability		290,731
Unallocated Surplus before 2012/2013 Operating Surplus (Deficit)		\$ 1,256,325
LESS: Over expenditures 2012/2013	(949,930)	
ADD: Designated from above in over expenditures	604,904	(345,026)

Projected Unallocated Operating Fund Accumulated Surplus (Deficit) - June 30, 2013 **\$ 911,298**

2012/2013 Operating Budget \$ 78,884,000
Percentage of Projected Unallocated budget on 2012/2013 Operating Budget 1.16%

In previous financial reports to the Board of Trustees we have reported the auditors opinion that the Division should carry an unappropriated surplus of at least 5% of the annual budgeted expenditures, or approximately \$3,900,000. An unappropriated accumulated surplus of \$911,298, or 1.16%, is a low operating contingency fund in relation to our total budget and the uncertainties characteristic of the current budgeting process. The Secretary-Treasurer's Department continues to recommend that the Board of Trustees endeavor to maintain the unappropriated accumulated surplus balance.

Furthermore, we have recommended, and the Board of Trustees have agreed, that the unappropriated surplus not be allowed through budget deliberations to fall below a minimum level of \$1,000,000 in order to be in a management position to address unexpected significant variances from budget.

Summary of Projected Over/Under Expenditures
2012/13
As of December 31, 2012

Motion **Approved Over Expenditures**

17/2002	Computer Replacement/School Bundle		106,561	
169/2011	Ameresco		22,760	
22/2012	Teacher Mentorship Initiative		32,000	
22/2012	Real-Time Streaming and Archiving of Board Meetings		16,500	
22/2012	Riverheights Parking Lot Extension		52,500	
55/2012	Joint Job Evaluation Human Resources Secretary		49,883	
96/2012	Teachers for K-3 Class Size Initiative, staff changes	755,000		
	20K3 Class Size Initiative funding	(131,200)		
	Additonal Grant funding (EAL & Enrollment Change)	(407,800)	216,000	
98/2012	All-Day/Every Day Kindergarten for George Fitton		108,700	
			<hr/>	604,904

Unapproved Over (Under) Expenditures

Respectful Workplace	250,000	
Other various over (under) expenditures	95,026	345,026
		<hr/>
Total projected over expenditure		<u><u>949,930</u></u>



Report of Senior Administration to the Board of Trustees

February 11, 2013

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II.	Human Resources	
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B. Administrative Information

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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 LEARNING SUPPORT SERVICES

Alexander School, Arts Program

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. FUNDING ANNOUNCEMENT FOR 2013-2014

For Action..... K. Zabowski

The following is a summary of the announcement by the Minister of Education on January 28, 2013:

- The Province announced an increase of 2.3% or \$27.2 million provincially over last year's funding.
- The Tax Incentive Grant funding was discontinued in 2012. However, divisions will continue to receive the amount provided to them in the 2011 calendar year. The amount the Brandon School Division received in 2011 was \$1,848,013.
- The announcement did not include funding for the Provincial 20K3 class size initiative which is expected to be announced prior to the Provincial spring budget.
- The total funding represents an 8.4% increase in total support for the Brandon School Division over the prior year.

Base Support

- Base Support has increased 3.1% or \$698,567 resulting primarily from enrollment growth.
- All rates for base support have remained unchanged.
- The Division has received slight increases in Sparsity support of \$6,638 resulting from larger student enrollment at rural schools, Student Services Grant (\$2,632 without growth), and Physical Education due to larger enrollment at grades 11 and 12. The Occupancy support has decreased by \$3,420 due to an increase in total Provincial school building space.

Categorical

- Board & Room rate has increased from \$480 to \$600 per eligible student per month.
- The Special Needs support for Level 2 and 3 students reflects a decrease in eligible funded students over the 2012/2013 funding announcement reflecting that fewer students are being funded in this area.

- A change in the formula component of the Early Literacy Intervention grant to be responsive to enrolment changes and to recognize that a percentage of pupils will require literacy support in the target grades is included in the announcement. This grant is now calculated at \$2,475 per 20% of eligible kindergarten pupil (headcount) at September 30, 2012. This grant also includes \$61,000 for Reading Recovery Teacher Leader Support which is allocated by the Early Childhood Education Unit.
- The school readiness vulnerability incidence (SRVI) used to calculate the Early Development Instrument Supplement portion of the Early Childhood Development Initiative funding has increased from 28.3% to 28.4% resulting in a 9.1% increase in funding including enrollment growth.
- The Enrollment Change Grant decreased by \$156,926 compared to last year due to the enrollment change from 2011 to 2012 was greater than projected change from 2012 to 2013.
- The remaining categorical grant rates have remained unchanged from last year and any increases in the funding are solely due to enrollment increases.

Equalization Support

- The Equalization Support Grant has increased by 31.2% or \$2,611,939. Equalization Support is based on many factors including the 2013 assessment for all divisions; enrollment; the amount of unsupported expenditures; and the maximum assessment per pupil used to determine the 2013/2014 equalization factor which has increased to \$479,000 from \$444,000. The percentage of unfunded expenditures is maintained at 62%.

The Minister of Education's Funding Announcement press release for 2013-2014 is attached as Appendix A.

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

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL INFORMATION

For Information D. Michaels

MEETING WITH SCHOOL PRINCIPALS RE: SCHOOL DEVELOPMENT PLANS

January 24, 2013 – Rick Stallard, Principal, Earl Oxford School

A. QUALITY LEARNING

QUALITY LEARNING AT GEORGE FITTON SCHOOL

Report prepared by Ms. Gail McDonald, Principal, George Fitton School

This is the first year for full implementation of Full Day Every Day Kindergarten at George Fitton School. Currently there are fifty three kindergarten students in three classrooms. It has been very beneficial to have additional time to program for students. A wide variety of play based learning experiences and opportunities further enhance oral language acquisition which is the precursor to reading. The students exhibit positive social skills and have formed friendships earlier in a full day program than in a half day program. The majority of the students have mastered learning letter and number names. Some children are at the beginning stages of reading and numeracy. In previous years, these skills would not be realized until later in the spring term.

Grades 1-4 teachers are implementing Literacy Blocks and utilizing a “push in” or “co-teaching” approach in all Early Years classrooms. Educational Assistants have been trained by the Early Years Literacy Support Teacher to work with students in a Guided Reading setting within the classroom. The Educational Assistants will work closely with the classroom and support teachers (English as an Additional Language, Resource Teacher, Literacy Support, etc.) to assist students in utilizing reading strategies.

Grades 5-8 teachers continue to implement mental math strategies using resources from Origo Education into their daily work with students. George Fitton students have been developing their ability to do math calculations mentally. Teachers use Origo Resources to help students sequence activities for developing a range of mental computation strategies and to improve computational fluency. The goal is to help students become more efficient, accurate, and flexible in their choice of mental computational strategies. Games are used to improve problem-solving abilities, encourage appropriate mathematical language, increase social interaction, and promote self-esteem; as well to practice and extend basic addition, subtraction, multiplication, and division.

Engagement has been a prominent focus in the George Fitton School plan this year. In each classroom, the first thirty minute block has been dedicated to

activities that would improve student attendance and decrease the number of students who are late in the morning and in the afternoon. Some classroom based activities have included math games and activities (Origo, Power of 10, BINGO, morning breakfast, play based centres, etc.).

The school held their community BINGO on January 24, 2013. Leading up to the actual BINGO, George Fitton Students were able to play BINGO as a school from January 7-25, 2013 each morning and afternoon before classes commenced. Teachers saw a marked increase in the number of students who were on time for classes as a result of this initiative.

Middle Years teachers continue to focus on engagement through increasing their ability to differentiate instruction for all students. This has been facilitated by utilizing the HALEP or Co-Teaching model for planning. Each Middle Years teacher will have the opportunity to plan with the team of support teachers (High Ability Learner Enrichment Program (HALEP), English as an Additional Language (EAL), Middle Years Literacy Support, Math Recovery and Resource) to develop diverse learning opportunities for all students within their classrooms. The support teachers will act as resource personnel for the classroom teacher who is responsible for student programming.

HALEP Enrichment clusters are in the process of being formed and will be implemented at the Grades 5-8 levels after the March reporting period. Interest areas include; dance (Flash Mob), fine arts, photography, film/video, textiles, lifelong games, animal advocate, cosmetology, gardening, cooking, America, space travel, Mother Earth, hockey, print shop, and woodworking.

As a way of improving student engagement in literacy, all Middle Years Students will be participating in the "George Fitton Battle of the Books". Selected titles will be available for each of the grades 5-8 students. All students will read the selected books and in April teams of students from each classroom will be competing against other classrooms to test their knowledge and comprehension of the books.

B. QUALITY TEACHING

QUALITY TEACHING AT MEADOWS SCHOOL

Report prepared by Ms. Nancy Dane, Principal, Meadows School

Over the course of the past several months as Meadows school staff we have deepened our understanding of the Response to Intervention (RTI) philosophy, foundations, and strategies. Currently we have been working on identifying our continuum of supports and determining the Tier I, II, and III types of programming that we offer. Most importantly, we have been discussing ways to improve our support services to students; ensure we identify struggling students quickly and, get them the help they need efficiently and effectively. The staff has also been engaging in collaborative dialogue to determine clearly the processes and internal

organizational structures necessary to facilitate all of these initiatives. Our work in RTI has confirmed that our School Division and Meadows School possess an already solid philosophy of inclusion; a belief in the effectiveness of exemplary classroom practice as the primary way in which we support students. During the February 1, 2013 Professional Development Day, we analyzed our school achievement data, facilitated by Marnie Wilson, our Research and Evaluation Services Specialist. Within the context of our understanding of RTI, we were able to make deeper connections between what the data is telling us and our response to student needs in our school.

All members of our Y Revolution Leadership group participated in facilitating sessions with each K to 2 classroom about the Meadows School Behaviour Matrix. Teachers reported that students responded positively to having older students actually model the expectations for behaviour in various locations in the school, and that the "carry-over" of this type of learning has shown in the students overall behaviour within the school setting.

The Grade 7/8 teachers and our High Ability Learner Enrichment Program (HALEP) teacher planned a unit on Shakespeare focused on Romeo and Juliet. This integrated unit included research, drama, music and art, and many of the activities were planned by the students. The teachers have noted that student engagement was very high, the understanding of a challenging piece of literature was much richer than anticipated, and overall the students met and exceeded the curriculum outcomes for this unit of study with the support of this high level of differentiation in learning strategies.

Our Grades 1 and 2 teachers are finding that the literacy achievement of students in their classroom is increasing at a rate that is higher than when they were engaging in Guided Reading groups on their own. We instituted a "blocked timetable approach" along with the support of literacy support teachers, resource teacher, and educational assistants who work with groups in teams for each classroom. This has allowed every student to have focused reading instruction on a daily basis with an adult who is trained in guided reading strategies. Year end Fountas and Pinnell assessment will provide us with the data we need to confirm our opinions about the success of this approach.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT SPRING VALLEY COLONY SCHOOL ***Report prepared by Ms. Jaclyn Hutchinson, Teacher, Spring Valley***

Spring Valley Colony School has had a few changes in the past few months, but with that has had some exciting things happen. Having recently received the Fountas and Pinnell kit, all Grade 1 to 7 students are in the process of being assessed regularly. This has increased the student's literacy development as it helps identify areas of need. This year in numeracy we have put a strong emphasis on building and expanding mental math strategies within the classroom. There has been

improved student engagement in the writing process with all students due to implementation of new writer's workshop program.

This year the students from Grade 3 to 6 entered a Hog and Poultry poster contest within Manitoba, with one of our Grade 4 students receiving second prize. This year all students will participate in a school based science fair, with twenty students involved with eleven science projects. The science fair will be held in March.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	13	3, 5, 10, 30	Assaultive (6), Drug and Alcohol (4), Unacceptable (3)
Neelin	3	3, 15	Assaultive (1), Unacceptable (2)
Vincent Massey	3	5	Unacceptable (3)

2. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. QUALITY LEARNING

FUTURE DEVELOPMENT OF SENIOR HIGH SCHOOLS

This initiative relates to the Divisional Strategic Plan in the area of Quality Learning – Objective #3 regarding increase of student engagement. Consideration of the future development of Senior High Schools is essential given the increasing diversity of students, their changing learning styles, increasing student support services, increasing integration of technology in teaching, learning, business activities and the requirements for increasing diversity in programs (academic, vocational) and varied learning opportunities.

Work on this initiative began in October, 2012; concurrent with the Board's forthcoming work on the future use of the senior high school facilities. Initially discussion has focused on high schools' readiness for further change (reported as "very good"); the process of change including the importance of guiding principles (eg. "our students come first in all we do"); changing context of education in Brandon (eg. increasing diversity of student population); supports required for teachers regarding further change (eg. professional learning in teaching classes of diverse student populations).

These preliminary discussions set the stage for the full day professional learning session held on January 16, 2013 involving G. Malazdrewicz, Associate Superintendent; Dr. D. Michaels, Superintendent of Schools/Chief Executive Officer;

Principals T. Osiowy, Crocus Plains Regional Secondary School; M. Gustafson, Vincent Massey High School and M. Adamski, École Secondaire Neelin High School.

On January 16, 2013 the purpose was to ESTABLISH A FRAMEWORK FOR THE FUTURE DEVELOPMENT OF SENIOR HIGH SCHOOLS. Upon indepth discussion and deliberation it was concluded that this framework had to have:

- clear, distinct purpose;
- a set of guiding principles with the student at the centre;
- specific strategic goals, objectives, desired results, measures, timelines;
- an inherent change process that respected the heritage, culture and current development of each senior high school while moving into the future; and
- the involvement of teachers, support staff, administrators, students, parents, community members in an indepth consultation process.

Our next meeting is scheduled for February 20, 2013. The purpose and agenda of this forthcoming meeting is to determine the organizational details necessary to commence the actual process of developing a framework for the future of senior high schools.

PRINCIPAL PREPARATION PROGRAM - MENTORSHIP PROGRAM AND “BUILDING STAFF CAPACITY”/JANUARY 15, 2013

Report prepared by Mr. Jaime Lombaert, Vice Principal, George Fitton School

Three teachers in Brandon School Division will be taking part in the extended mentorship program. The first of the mentorship placements have started and the other two will begin after spring break.

The previous Principal Preparation Program Session was the Strategic Leadership Council Meeting on December 3, 2012.

The January Principal Preparation Program session took place on the January 15 and the topic for the session was Building Staff Capacity. Presenters were: Mathew Gustafson (Principal of Vincent Massey High School), and Ingrid Gross (Staff Development Specialist, Vincent Massey High School). Some of the information presented included Building a Learning Community, Creating Collaborative Cultures, and the Role of Leadership on Building Capacity. Both Mathew and Ingrid shared how they build staff capacity in their role. Some of the key points on how to build capacity included:

- professional development based on collaboration, inquiry and evaluation;
- needs to be on-going;
- participants need to be involved in designing the purpose and process of professional development;
- dialogue and time are necessary components; and
- embedded professional development in the daily teaching practices.

The session was interesting and informative.

Next session is February 12, 2013 and the topic is Budgeting. Presenters are Kevin Zabowski, Secretary – Treasurer; Denis Labossiere, Assistant Secretary – Treasurer; and Bruce Shamray, Principal, Kirkcaldy Heights School.

3. COMMUNITY CONNECTIONS

For Information D. Michaels

HEALTHY SCHOOLS COMMITTEE MEETING/DECEMBER 5, 2012

On December 5, 2012, members from Prairie Mountain Health and Brandon School Division met for the initial Healthy Schools Committee Meeting of the current school year.

Each Committee member shared updates on new and continuing initiatives.

Dr. Michaels provided an update on the 2012-2013 Healthy Schools Community Activities funding received from the Ministry of Health. A discussion regarding what projects to fund will be held at the next meeting.

Vanessa Hamilton of Prairie Mountain Health provided an update on the Youth Health Survey that will be implemented shortly by Partners in Planning for Healthy Living. This survey will be delivered to schools by Regional Health Authority staff. At the next meeting, the Healthy Schools Committee will discuss how best to use the information gained from the survey.

The next meeting will be held on Friday, February 15, 2013.

BRANDON COMMUNITY DRUG AND ALCOHOL EDUCATION COALITION MEETING/ JANUARY 22, 2013

Present:

Addictions Foundation of Manitoba
Brandon Police Service

Brandon Ministerial Association
Brandon School Division

Child and Family Services
Community Development Department

Shirley Kendzierski
Constable Travis Foster
Constable Dave Scott
Dwayne Dyck
Greg Malazdrewicz
Michael Adamski
Lili Jardine
Trustee Linda Ross
Trustee Peter Bartlett
Breanna Dick
Richard Greer

Regrets:

Addictions Foundation of Manitoba
Assiniboine Community College
Brandon Friendship Centre
Brandon Police Service
Brandon Regional Health Authority

Brandon School Division

Brandon University
CFB Shilo
Child and Adolescent Treatment Centre
City of Brandon
Community Development Department
Family Services and Housing
Probation Services
Teen Challenge
Youth for Christ/U Turn Program

Julie Hockley
Caley Strachan
Gail Cullen
Chief Keith Atkinson
Janice Loe
Erin McDougall
Dr. Donna Michaels
Mathew Gustafson
Terry Osiowy
Craig Laluk
Rod Balkwill
Karen Doty-Sweetnam
Lt. Robert Wuskynyk
Liz McLeod
Mayor Shari Decter Hirst
Esther Bryan
John Scott
Tanis Brugger
Ann French
Amanda

Welcome and Agenda Review

Mr. Malazdrewicz welcomed everyone to the meeting. The minutes of the September 25 meeting were accepted with amendments.

Manitoba Addictions Knowledge Exchange Project Presentation

Margaret Clark, Manitoba Addictions Knowledge Exchange Coordinator, Addictions Foundation Manitoba, attended the meeting to present on Make Connections - a website that was developed around addictions knowledge exchange (www.makeconnections.ca). Ms. Clarke reviewed the website which includes a directory of AFM contacts as well as resources for parents, educators, service providers and youth. The website includes a "What's Happening" section where such items as news articles and client programs are posted. The articles get updated based on how fast the information is coming in. There is also a networking area where you can follow conversation streams.

Partner Updates

Addictions Foundation of Manitoba

- Addictions Awareness week was in November – there was good attendance at all events
- Programs continue as usual

- St. Rose and Brandon Offices were open and well attended over Christmas
- Work continues on Strategic Plan – implementing feedback received through surveys and focus groups throughout the city
- AFM workers assigned to schools are now working with justice as well – this means that a client can see the same worker i.e. a suspended student

Assiniboine Community College – no report

Brandon Friendship Centre – no report

Brandon Ministerial Association

- Joy Smith is coming to Brandon March 17 for a round table community stakeholders meeting to discuss human trafficking – let Mr. Dyck know if you are interested in attending

Brandon Police Service

- Constant issues with drugs – drug parties/pharmacy parties
- Neelin High School presentation with AFM had good feedback from students
- At Youth Risk Program (AYRP) is doing well and has taken off well

Brandon Regional Health Authority (BRHA) – no report

Child and Adolescent Treatment Centre – no report

Brandon School Division Schools

- Mr. Malazdrewicz spoke to the At Youth Risk Program (AYRP)
 - School referral for at risk/justice involved students
 - Staffed late November
 - Began referral process from high schools and received seven referrals to date – five students in custody and two students awaiting custody
 - Students will maintain an academic connection
 - Working with Probations to determine what students need upon their release from custody
 - Looking at risk factors of likelihood to reoffend
 - Trying to stay with a slightly older group of students
 - Very much a transitional program – back to High School or referral for incarceration
 - The program encourages safe functions in the school
- Mr. Malazdrewicz noted
 - There is one psychologist assigned to all three high schools
 - Social work support is now on site at all three high schools
 - A social worker is assigned to give support to Neelin Off Campus

High Schools

Crocus Plains – no report

Neelin

- Have had a great first semester – not seeing any huge spikes in drug or alcohol incidents
- Had second school dance this year – so far students can continue this opportunity with no incidents
- Neelin High School Off Campus Upper Deck program is available for students 16 to 18 years of age

Vincent Massey – no report

Elementary/Middle Schools – no report

Youth Revolution Update

- Lili Jardine reviewed her report with the Committee

Brandon University – no report

Youth For Christ/U Turn Program – no report

CFB Shilo – no report

Child and Family Services

- Youth Engagement Worker – current and former students in care, connecting them to agency – meet with Social Worker on a fun basis
- Teen Talk Girls Group – being ran for eight weeks – a different topic is discussed each week
- Breakfast Club is being held every third Friday of the month – this brings together former children in care

City of Brandon – no report

Community Development Department

- Lighthouse Program is in nine different schools – for students ages 9 to 11
- Summer activity centers – hoping for three centers again this year for students ages 9 to 15
- Youth Advisory Committee has been created to advise city on areas important to youth
- A Youth Centre may be opening as early as fall this year/summer next year; youth drove the campaign
- Winter Festival will be held the first week in February

Family Services and Housing – no report

Probation Services – no report

Teen Challenge – no report

Next Meeting Date

Wednesday, May 29, 2013

9:00 – 11:30 a.m.

Board Room, Brandon School Division Administration Office

MEETING WITH BRANDON POLICE SERVICE, SERGEANT G. ROBERTS/FEBRUARY 6, 2013

Mr. Malazdrewicz and Sergeant Guy Roberts discussed a number of school safety topics of common interest to the Brandon Police Service and the Brandon School Division. The topics included Brandon Police Service training opportunities, Brandon Police Service school orientations, as well as school facility topics related to Brandon Police Service's emergency response plans and their impact on school emergency response planning.



NewsRelease

January 28, 2013

INCREASED FUNDING TO HELP STRENGTHEN SCHOOLS, SUPPORT STUDENT SUCCESS: ALLAN

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Province Increases Education Funding For 14th Consecutive Year

The provincial government will increase funding for Manitoba schools by \$27.2 million or 2.3 per cent in the coming year to give students better supports and more of the attention they need, Education Minister Nancy Allan announced today.

"There was a time when uncertainty in the economy meant cuts to our schools. But your government knows there's nothing more important than giving our children the start they deserve," said Allan. "That's why we're focused on improving our schools. It's a priority for Manitoba families and it means our children can get the foundation they need for good jobs in the future."

Since 1999, the Manitoba government has funded schools at or above the rate of economic growth, an increase of 57.1 per cent or \$440.5 million. Today's announcement will provide continued, stable funding for all school divisions including those with declining enrolments, the minister said.

"These new supports will ensure our schools have the same or increased levels of funding to keep building on programs that are producing results. Together we're improving quality and helping students develop in math, reading and writing," said Allan.

Highlights in education funding this year include:

- new resources for anti-bullying programs and continuing support for stay-in-school initiatives,
- additional resources for numeracy to help students in early and middle years build strong foundational skills in math,
- additional resources for early childhood literacy to help students get a strong start in reading, and
- increased supports for northern students and students from remote communities.

"Every parent wants the best possible education for their child. A good start in school means the ability to build a life and contribute to our economy," Allan said. "Despite the uncertainty ahead, we're investing in our schools and our children while helping keep property taxes low for all Manitobans."

Since 2000, provinces across Canada have seen property tax increases as high as 71 per cent. In Manitoba, taxes have increased by a modest 9.2 per cent, the lowest in Canada, the minister added.

HIGHLIGHTS

2013/2014 Funding of Schools Program

- Equalization Support is calculated using the 2013 assessment for all divisions and the maximum assessment per pupil used to determine the 2013/2014 equalization factor is set at \$479,000. The percentage of unfunded expenditures is maintained at 62%. The Additional Equalization for 2013/2014 is maintained at the 2012/13 amount.
- Formula Guarantee is maintained at 0%.
- The Board and Room grant rate has been increased from \$480 to \$600 per eligible pupil per month.
- The Northern Allowance grant rate has been increased from \$550 to \$670 per eligible pupil.
- The formula component of the Early Literacy Intervention grant is now calculated in the support file and will be responsive to enrolment changes for the duration of the funding cycle. The formula recognizes that a percentage of pupils will require literacy support in the target grades. The percentage eligible for support will be funded at \$2,475 per eligible kindergarten pupil (headcount) at September 30, 2012. Project funding of \$550,000, to assist divisions with the extra costs associated with Reading Recovery® teacher leaders, continues to be allocated by the Early Childhood Education Unit.

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January 28, 2013

To: Secretary-Treasurers
Chairs
Superintendents

Dear Sir/Madam:

Subject: Information Pertaining to 2013/2014 Funding

Today the Minister of Education announced an increase of 2.3% or \$27.2 million in provincial funding to public schools for the 2013/2014 school year, including a \$21.5 million increase for operating support and a \$5.7 million increase for capital debt servicing requirements.

Equalization for 2013/2014 is calculated using the 2013 assessment for all divisions and the percentage of unfunded expenditures remains at 62%. The maximum assessment per pupil used to determine the 2013/2014 Equalization is set at \$479,000. The Additional Equalization for 2013/2014 is maintained at the 2012/2013 amount. Also, the 0% Formula Guarantee has been maintained to ensure school divisions receive no less than last year in formula grants for 2013/2014.

The attached highlights page and press release outlines the changes included in the announcement. Detailed information regarding the FSP is available in the Funding of Schools 2013/2014 School Year booklet which will be available on the internet at www.edu.gov.mb.ca/k12/finance/. The FRAME budget files and forms will also be available on the Department's web-site.

There are a number of points I would like to note for school division consideration:

1. **Board and Room** – the grant rate has been increased from \$480 to \$600 per pupil per month.
2. **Northern Allowance** – the grant rate has been increased from \$550 to \$670 per pupil.
3. **Early Literacy Intervention (ELI)** – the formula component of the Early Literacy Intervention grant is now calculated in the support file and will be responsive to enrolment changes for the duration of the funding cycle. The formula recognizes that a percentage of pupils will require literacy support in the target grades. The percentage eligible for support will be funded at \$2,475 per eligible kindergarten pupil (headcount) at September 30, 2012. Project funding of \$550,000, to assist divisions with the extra costs associated with Reading Recovery® teacher leaders, continues to be allocated by the Early Childhood Education Unit.
4. **Early Childhood Development Initiative** – the school readiness vulnerability incidence (SRVI) used to calculate the Early Development Instrument Supplement portion of the Early Childhood Development Initiative funding has been updated based on the most recent survey data (average of 2006/07, 2008/09 and 2010/11). The provincial SRVI has increased from 28.3% to 28.4%.

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5. **Aboriginal Academic Achievement (AAA)** – Transition funding has been discontinued.
6. **Technical Vocational Initiative (TVI) Professional Development** – the grant has been discontinued.
7. **TVI Equipment Upgrade** – has been renamed Technical Vocational Equipment Upgrade.
8. **Transfer Fees** - the Schools of Choice Transfer Fee for 2013/2014 is \$1,300.00 per pupil for residents of public school divisions and \$2,112.00 for residents of The Whiteshell Special Revenue School District.
9. **DSFM Special Levy** - for school divisions raising Special Levy on behalf of the DSFM, please note the following:
 - A copy of your completed 2013 Special Levy form and the Adjustment to the 2012 Special Levy form must be forwarded to the DSFM **no later than March 15, 2013.** If there are any subsequent changes to either form, the DSFM is to be advised immediately.
 - The DSFM Special Levy, including the previous year adjustment is to be remitted to the DSFM **within 5 working days of receipt** by the school division. The Tax Incentive Grant (TIG) and the Education Property Tax Credit (EPTC) applicable to the DSFM will be paid directly to the DSFM by the province in July 2013. It is not necessary for school divisions to remit the TIG and EPTC to the DSFM.

A 2013/2014 FSP Support file (DSF2013-14E2) containing a detailed estimate of your school division's funding for the 2013/2014 school year has been emailed to secretary-treasurers. Secretary-treasurers should contact Gonzalo Pizarro at 204-945-4028 or Gonzalo.Pizarro@gov.mb.ca if they have not received the DSF2013-14E2 support file. The 2013/2014 FSP Support file reflects all of the announced FSP funding changes and contains a comparison of the changes between the 2013/2014 estimate and 2012/2013 formula support.

The percentage change in funding for your school division may not equal the provincial percentage announced due to circumstances specific to your division. The file contains an instruction worksheet with directions for updating data and re-calculating estimated funding for budgeting purposes. Please review the support file data for accuracy and contact Schools' Finance Branch at 204-945-6910 regarding any discrepancies or any questions you may have.

An information package, including a print-out of the support file, and the documentation listed in Appendix A will be mailed on January 29, 2013. Divisions that wish to arrange for either pick-up or courier delivery of the announcement information packages should contact Arlene Dela Cruz at 204-945-3163 or Arlene.DelaCruz@gov.mb.ca as soon as possible.

Please call me at 204-945-4061 if you have any questions or concerns.

Yours truly,

Original Signed by
Lynne Mavins
Director

Attachments
LM/ad



**MINISTER
OF EDUCATION**

Room 168
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Winnipeg, Manitoba, Canada
R3C 0V8

January 28, 2013

To: Chairs of School Boards

Dear Chair:

Today I announced that our Government will increase funding to education by \$27.2 million or 2.3 % in 2013-14. Total provincial funding to our schools is now over \$1.2 billion. We know that education is an investment in the future prosperity of our province. This additional funding will support important initiatives to help our children get a strong start in school, improve reading, writing, and math skills, and increase our graduation rate.

We are committed to making Manitoba a leader in education. Despite challenging economic times, this is the 14th year in a row that our government has increased funding to education, meeting our commitment to fund education at or above the rate of economic growth. Since 1999, we have increased overall education funding by 57% or more than \$440.5 million.

School divisions should exercise restraint and ensure that funding is directed to the classroom as much as possible. Working together, we have made record investments in our education system, while keeping it affordable for taxpayers. I know you will make the best decisions possible for your community and taxpayers.

Additional funding for our class size initiative will be announced prior to the spring budget. Funding for class size reductions will be in addition to the 2.3 % schools funding increase. We made great progress on our class size initiative last year, hiring 79 new teachers and reducing Kindergarten to Grade 3 classes with 24 or more students by 20 %, increasing the number of classes with 23 or fewer students by 11 % and

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increasing the number of classes with 20 or fewer students by over 13 %. We look forward to working with you as we continue to implement this important initiative.

Everywhere I go throughout Manitoba, I am impressed by the hard work, dedication and professionalism of teachers, administrators and trustees striving to make our education system one of the best in Canada. I very much appreciate all your hard work and all that we have accomplished thus far. I look forward to continued progress in the coming year.

Sincerely,

Honourable Nancy Allan
Minister of Education

c. **Superintendents**
Secretary-Treasurers