



# BRANDON SCHOOL DIVISION

MARCH 5, 2014

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

TO BE HELD MONDAY, MARCH 10, 2014  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Reference to Statement of Board Operations

#### 1.02 Approval of Agenda

#### 1.03 Adoption of Minutes of Previous Meetings

a) Regular Board Meeting, February 24, 2014.  
Adopt.

b) Special Board Meeting, March 3, 2014.  
Adopt.

### 2.00 GOVERNANCE MATTERS:

#### 2.01 Presentations For Information

## **2.02 Reports of Committees**

- a) Education Committee P. Bartlette
- b) Other
  - Visit by Minister of Education and Advanced Learning – M. Sefton

## **2.03 Delegations and Petitions**

## **2.04 Communications for Action**

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

Refer Motions.

## **2.05 Business Arising**

### **- From Previous Delegation**

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

### **- 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 –
  - Dr. Peter Letkeman Scholarship – Refer Motions.
  - Spirit of Avery Hall Scholarship Agreement – Refer Motions.
  - 2014-2015 Final Budget – Refer Motions.
  - Trustee Indemnities – 2014 MSBA Convention – Refer Motions.
  - Crocus Plains Regional Secondary School Off-Site Activity Request – Refer Motions.

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

**2.07 Motions**

- 16/2014 That the scholarship known as the "Dr. Peter Letkeman Scholarship in Recognition of High Achievement in Chemistry" for a Grade 11 and Grade 12 at Vincent Massey High School for Chemistry be amended to increase the amount awarded to a Grade 11 student from \$250 to \$300, be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 17/2014 That the Agreement between the Family of Avery Hall and the Brandon School Division to establish an annual scholarship in the amount of \$3,000 to a graduating student from École secondaire Neelin High School to be known as the "Spirit of Avery Hall Scholarship" be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 18/2014 That the Final Budget for 2014-2015 and the 2014 Special Levy be approved as follows:
- |                                                    |                     |
|----------------------------------------------------|---------------------|
| Total Operating Expenditures                       | \$89,398,700        |
| Total Capital Expenditures                         | <u>\$ 2,145,100</u> |
| Total Expenditures                                 | <u>\$91,543,800</u> |
| 2014-2015 Special Requirement                      | <u>\$41,706,634</u> |
| 2014 Special Levy to be raised from Municipalities | <u>\$40,665,635</u> |
- 19/2014 That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2014 Convention to be held March 13 to 15, 2014, at the Delta Inn, Winnipeg, Manitoba.
- 20/2014 That the trip involving four (4) male and nine (9) female Advertising Art students, from Crocus Plains Regional Secondary School to make a trip to Vancouver, BC from May 6 – May 10, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 21/2014 That the School Calendar for the 2014-2015 school year be established with the Christmas break occurring from December 22 to January 5, inclusive, and the ten (10) non-instructional days be five (5) professional development days and five (5) administrative days.
- 22/2014 That the request of the Western Manitoba Science Fair for financial support be approved in the amount of \$1,400.

**2.08 Bylaws****2.09 Giving of Notice****2.10 Inquiries**

- Trustee Inquiries

**3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

Receive and File.

### **3.02 Communications for Information**

- a) Mr. James Allum, Minister of Education and Advanced Learning, February 26, 2014, released, as part of the government's anti-bullying action plan, a *Provincial Code of Conduct* that sets out appropriate disciplinary consequences and interventions that all schools are required to follow. Principals must ensure that school discipline and behavior management policies are consistent with these consequences as stated in Section 4 of the *Appropriate Disciplinary Consequences in Schools Regulation 92/2013*. A summary of the content of this regulation has been developed and is attached to this correspondence. The provincial code was developed in partnership with the Provincial Oversight Committee in consultation with the provincial Safe Schools Advisory Committee. A copy of the *Provincial Code of Conduct* can be found on the government website at: [http://www.edu.gov.mb.ca/k12/safe\\_schools/charter.html](http://www.edu.gov.mb.ca/k12/safe_schools/charter.html)

Refer Office of the Superintendent

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

Receive and File.

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

Receive and File.

### **3.03 Announcements**

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, March 12, 2014, Board Room.
- b) Manitoba School Boards Association 2014 AGM – March 13 to March 15, 2014, Delta Inn, Winnipeg.
- c) Policy Review Committee Meeting – 2:30 p.m., Monday, March 17, 2014, Board Room.
- d) Finance Committee Meeting – 2:00 p.m., Monday, March 24, 2014, Board Room.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 24, 2014, Board Room.

### **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"

### Western Manitoba Science Fair



#### *Our Supporters:*

Brandon University  
Manitoba Hydro  
A & W  
Acc Communications Engineering Technologist  
All Charities Campaign  
Altus Geomatics Manitoba Professional Land Su  
Andrews Foot Clinic Award  
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  
Charlee McLaughlin-ventnor  
Christie's Office Plus  
City Of Brandon  
Cliff Cullen - Mia Spruce Woods  
Diamond Jubilee (1960) Ch.ioda  
Donald Legal Services  
Healthy Brandon  
Heart And Stroke Foundation Of Manitoba  
Koch Fertilizer Canada Limited  
Larry Maguire - Mia Arthur-virden  
Leanne Rowat - Mia Riding Mountain  
Leech Printing Ltd.  
Manitoba Association Of Home Economists  
Manitoba Hydro  
Manitoba Innovation, Energy, And Mines  
Maple Leaf  
Paddock Drilling Ltd.  
Pfizer Canada  
Prairie West Academy  
Reg Helwar - Mia Brandon West  
Rotary Club Of Brandon-sunset  
Safe Communities Bdn & Area  
Samson Engineering  
School Of Agriculture And Environment At Acc

**2014**

#### **Western Manitoba Science Fair**

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

[www.wmsf.com](http://www.wmsf.com)

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

Dear Friend of Science:

This year The Western Manitoba Science Fair is to be held on Tuesday, March 18, 2014 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](mailto:trevor@maguire.ca)

Sincerely,

Trevor Maguire

7.04(a)

12:28 PM  
02/25/14  
Accrual Basis

**Western Manitoba Science Fair**  
**Profit & Loss Standard**  
September 2012 through August 2013

	Sep '12 - Aug 13
<b>Income</b>	
<b>Contributions Income</b>	
Designated Awards - Corp/Org	2,075.00
Designated Awards - Individuals	100.00
Government	2,150.00
Individuals Sponsorship	400.00
Organization/Corp Sponsorships	2,352.50
Participant T-shirt Promo	3,750.00
School Divisions	1,400.00
<b>Total Contributions Income</b>	<b>12,227.50</b>
<b>Entry Fees</b>	
Student Entry Fees	7,125.00
<b>Total Entry Fees</b>	<b>7,125.00</b>
Interest Income	22.40
Miscellaneous Income	0.13
<b>Total Income</b>	<b>19,375.03</b>
<b>Expense</b>	
<b>Administrative Costs</b>	
Copying/Stationary	341.28
Participant T-shirts	2,898.01
Postage	41.91
Supplies	986.36
<b>Total Administrative Costs</b>	<b>4,267.56</b>
<b>Awards</b>	
Canada-Wide Sci. Fair	6,440.00
Designated	2,195.00
<b>Total Awards</b>	<b>8,635.00</b>
<b>GST Expenses</b>	<b>161.92</b>
<b>Operations</b>	
Entertainment	300.00
Facilities	6,248.40
Security	300.00
<b>Total Operations</b>	<b>6,848.40</b>
<b>Total Expense</b>	<b>19,912.88</b>
<b>Net Income</b>	<b>-537.85</b>

12:35 PM  
02/25/14  
Cash Basis

**Western Manitoba Science Fair**  
**Balance Sheet Summary**  
As of August 31, 2013

	<u>Aug 31, 13</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	<u>5,306.54</u>
Total Current Assets	<u>5,306.54</u>
<b>TOTAL ASSETS</b>	<u><b>5,306.54</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	<u>5,306.54</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>5,306.54</b></u>



# BRANDON SCHOOL DIVISION

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

## **PRESENT:**

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

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

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

## **REGRETS:**

Mr. P. Bartlette

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance. He noted Mr. Bartlette sent his regrets as he was unable to attend the meeting this evening.

## **AGENDA**

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

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

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

The Secretary-Treasurer confirmed he had one property matter for in-camera discussion.

Trustee Karnes also requested an in-camera item regarding a property matter.

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

Trustee Sefton confirmed he had two items under Board Operations for in-camera discussions.

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

**1.03 Adoption of Minutes of Previous Meetings**

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

Mr. Kruck – Mr. Snelling

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Special Board Meeting held February 18, 2014 were circulated.

Mr. Sumner – Dr. Ross

That the Minutes be approved as circulated.

Carried.

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

The Chairperson recognized Betty Gibson School student, Lauren Stevenson, who won in her age category for the LivPolar Bear competition. Lauren spoke about the art project, her art work and her trip to Ottawa to receive recognition for her art work.

**2.02 Reports of Committees**

- a) Divisional Futures and Community Relations Committee Meeting

The written report of the Divisional Futures and Community Relations Committee meeting held on February 6, 2014 was circulated.

Mrs. Bowslaugh – Mr. Kruck

That the Minutes be received and filed.

Carried.

- b) Policy Review Committee Meeting

The written report of the Policy Review Committee Meeting held on February 10, 2014 was circulated.

Clarification was requested with respect to the discussions that were held regarding Policy 4001 – “Off-Site Activities”.

Mr. Kruck – Mr. Murray

That the Minutes be received and filed.

Carried.

c) Facilities and Transportation Committee Meeting.

The written report of the Facilities and Transportation Committee Meeting held on February 13, 2014 was circulated.

Trustee Kruck requested clarification regarding 638 Princess Avenue. The Committee Chairperson noted it was the Convergys Building.

Mr. Karnes – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

d) Other - NIL

**2.03 Delegations and Petitions**

- a) Ms. Alison Johnston, President, Brandon Teachers' Association, spoke to the Board of Trustees regarding the 2014-2015 Brandon School Division Budget. Ms. Johnston provided a snapshot of her own personal teaching history in the Division, noting the challenges, class size, composition and needs of the classes she had taught. She noted that what she described was experienced by other teachers in the Division. She confirmed that Trustees have recognized these issues have an impact on student learning and over the years have worked to address these matters. Trustees have been quick to respond to student needs through the implementation of programming and support services. These were excellent examples of educational goals determining fiscal policy. Ms. Johnston referenced the decisions made through Board motion at the Regular Meeting held October 15, 2014 and noted the impact on these decisions had on staffing. She felt the "year of the pause" became the "year of the staff cuts", with a reduction of 11 FTE teachers being the outcome of the budget deliberations on February 18, 2014. Ms. Johnston referenced the Division's strategic goals noting the difficulty the Board had in meeting these goals when fiscal policy dictates educational goals. She recognized that budget deliberations are never easy but urged the Board of Trustees to revisit the decisions of February 18, 2014 and at the very minimum, to consider staffing at the September 2013 levels.

Trustees asked a number of questions for clarification, including areas that the Brandon Teachers' Association might see reductions that did not involve staffing; and suggestions as to how to answer taxpayer concerns, such as those expressed in a letter attached to the current agenda. They noted the work that had been done on past budgets, increases and implementation of programming. Trustees spoke of concerns raised by taxpayers with respect to the ability to afford increased taxes. The Chairperson thanked Ms. Johnston for her presentation.

**2.04 Communications for Action**

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

Referred Business Arising.

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

Referred Business Arising.

## **2.05 Business Arising**

### **- From Previous Delegation**

### **- From Board Agenda**

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

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a, enclosing the "Authorization to Receive Board Ballots" for the upcoming MSBA Convention was discussed. Trustees Sefton and Snelling were authorized to pick up the ballots on behalf of the Brandon School Division Board of Trustees.
- b) The correspondence from Floyd Martens, President, Manitoba School Boards Association, from Communications for Action 2.04b, regarding several items that were discussed at regional meetings and follow-up requested by divisions upon receipt of documents and prior to convention, with respect to policy statements; governance review and possible restructuring of the organization; and Non-Teaching Pension Plans was discussed.

Trustee Murray inquired about follow-up discussions with CUPE regarding the Non-Teaching Pension Plans. It was agreed the ad-hoc committee would meet before the MSBA Convention to continue discussions.

Trustee Ross expressed concerns regarding the possible representation on the ad-hoc committee to review the essential services required from MSBA. The Board agreed that Dr. Ross would draft a letter to MSBA on behalf of the Board of Trustees expressing concern.



Trustee Snelling requested clarification regarding the possible increase in MSBA membership fees. He noted the percentage was not clearly identified in the proposed resolution. Trustee Sumner noted that Trustees could speak to the resolution from the convention floor at the AGM.

**- From Report of Senior Administration**

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

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

- a) Barb Gribben, Secretary, CUPE Local 737, as well as CUPE Manitoba Sector Secretary, inquired about whether or not Trustees had the required information to make an informed decision concerning the potential changes to the Non-Teaching Pension Plan contribution rates? She asked the following:
  - When was the last premium increase?
  - Has the Division had a holiday vacation from paying premiums since the last premium increase?
  - Do the Trustees know Manitoba is the only province in Canada that has a Defined Contribution Pension Plan for School Support Staff workers?

Ms. Gribben concluded her inquiry by asking if the Brandon School Division Board of Trustees will support an increase to the Non-Teaching Pension Plan contribution?

Trustees noted they did not have the information Ms. Gribben was requesting. Discussions were held regarding the information the Trustees were to receive post-convention. It was noted by the Secretary-Treasurer that the matter had been discussed at Regionals and a section on this item had been included in the MSBA package for Regional meetings. The Board reiterated the need for the ad-hoc committee regarding CUPE pensions to meet prior to the MSBA Convention.

- b) Alison Johnston, President, Brandon Teachers' Association, inquired about the Board's budget process for release of information to the public. She asked if preliminary information could be brought forward earlier.

Trustee Sefton noted the Board had met on February 5<sup>th</sup> following the funding announcement and that information was posted to the website the next day. He confirmed that anything posted earlier would have been hypothetical. However, he noted the Board would take Ms. Johnston's request under advisement.

**2.07 Motions**

11/2014 Mr. Karnes – Mr. Murray

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

Trustee Sumner, citing The Public Schools Act and the Board By-Laws, noted that all such motions regarding indemnity should be brought to the Board prior to the event taking place and not after.

Carried.

12/2014 Dr. Ross – Mr. Snelling

That Policy and Procedures 8001 – “Disposal of Equipment and Materials” is hereby reaffirmed.

Carried.

13/2014 Mr. Snelling – Mr. Karnes

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

Carried.

14/2014 Mr. Sumner – Mrs. Bowslaugh

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

Carried.

15/2014 Mrs. Bowslaugh – Mr. Kruck

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

Carried.

## **2.08 Bylaws**

NIL

## **2.09 Giving of Notice**

NIL

## **2.10 Trustee Inquiries**

NIL

## **3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

Mr. Labossiere, Secretary-Treasurer, spoke to the information regarding the decisions made on February 18, 2014 with respect to the 2014-2015 Budget Deliberations contained in the Report of Senior Administration.

Superintendent, Dr. Michaels highlighted the following from the Report of Senior Administration:

- Quality Learning at Green Acres School;
- Quality Teaching at Valleyview Centennial School;
- Quality Support Services at Kirkcaldy Heights School;
- The Suspension Report;
- The EAL Update;
- The Brandon Police Services Town Hall Consultation.

Trustee Murray expressed concern regarding the length of suspension for drug related incidents. He felt the Division may be too lenient when dealing with students bringing illegal substances into the schools. Mr. Malazdrewicz, Associate Superintendent, noted the policy was very broad in what was reported in this area. He confirmed that Senior Administration did review this matter on a regular basis and was very cognizant of the Board's position regarding this matter.

Mr. Murray – Mr. Snelling

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

Carried.

### **3.02 Communications for Information**

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

Ordered Filed.

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

Ordered Filed.

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

Ordered Filed.

- d) The Honourable James Allum, Minister of Education and Advanced Learning, February 14, 2014, noting it has come to his attention that a test was administered at a Manitoba high school that contained questions and potential responses that were obviously out of date and inappropriate for a Manitoba classroom. He finds this unacceptable. All tests in Manitoba must be accurate, up-to-date and reflect the high standards of quality that Manitoba parents expect from the system. Therefore, he expects that every test be reviewed for accuracy before it is used in the class room. Board Chairs are responsible for overseeing the educational leadership of their division. He knows Boards work tirelessly to ensure the best for all students in Manitoba and he is confident that the superintendent of the division in question has taken this concern seriously and the appropriate course of action for this

situation is being taken. Great things are happening in Manitoba schools and there is no reason to believe this has happened elsewhere in the province. However, he wants to be clear that schools must uphold the highest standards as it is our responsibility to ensure that our children get the highest quality education possible here in Manitoba.

Ordered Filed.

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

Referred to Budget Deliberations.

### **3.03 Announcements**

Point of Privilege: Trustee Sefton confirmed that the Minister of Education would be visiting on Thursday, February 27, 2014 and wished to meet with the Board of Trustees.

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

Mr. Sumner – Mr. Snelling

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) Trustee Kruck requested information regarding material presented during In-Camera at the All-Day Budget meeting.
- Trustee Inquiries

**4.03 Property Matters/Tenders**

- Reports
  - a) Trustee Karnes provided information regarding In-Camera discussions held at the Facilities and Transportation Committee meeting. The Board provided direction.
  - b) The Secretary-Treasurer provided information regarding a Board Property Matter.
- Trustee Inquiries

**4.04 Board Operations**

- Reports
  - a) Trustee Sefton spoke to a request he had received regarding Budget protocol.
  - b) Trustee Sefton provided information regarding a request received from the Minister of Education and Advanced Learning.
- Trustee Inquiries

Mr. Kruck – Mr. Snelling

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

Carried.

**5.00 ADJOURNMENT**

Mrs. Bowslaugh – Mr. Snelling  
That the meeting does now adjourn (9:35 p.m.)  
Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, MARCH 3, 2014.

## **PRESENT:**

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck (via conference phone), Dr. L. Ross, Mr. K. Sumner.

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

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

## **REGRETS:**

Mr. M. Snelling

## **CALL:**

The Chairperson called the meeting to order at 7:00 p.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

- a) Public Budget Feedback Presentations.

The following individuals made presentations regarding the Proposed 2014/2015 Budget:

- A) Ms. Carla Milne, Director, Chair of Government Relations Committee, Brandon Chamber of Commerce noted the Chamber continues to be a supporter of quality education in the community. The Chamber understands that quality education will have a positive impact on the City and the Community at large, but stressed that it is crucial this is carried out in a fiscally responsible manner. They have had discussions with the Board and felt optimistic that the Board was taking a look at finding efficiencies in the budget to assist with the inflationary tax increases. They understand how difficult this can be as more than 85% of the Division's budget is spent on salary and wages. The Chamber also realizes the Division has little or minimal control over what a teacher makes and that the Division needs to remain competitive so that teachers receive a reasonable compensation for their contributions to help educate our children. However, as costs increase and with little control over wages, turning to look at organizational effectiveness while still providing a strong core education for students is essential. Therefore, the Chamber supports the Board for looking at enrollment, program and staffing efficiencies.

On the Division's website, it notes that the effect of a 2.9% increase on an average commercial property would result in an increase of \$539. If this amount was to be increased greater than 2.9% it will have an even larger impact on businesses. Businesses have also been faced with PST rate increases, expenses required to operate now having PST charged on them, and increased local municipal taxes due to assessment and mill rate. Therefore the Chamber asks the Board to continue to make those tough choices on critical needs and not the wants.

From an advocate side, the Chamber continues to be frustrated with a Province that is mandating initiatives they cannot afford. Not all divisions are affected the same way with these initiatives but unfortunately the Brandon School Division is significantly affected. The provincial/municipal split is near 60/40 while our neighbors in other provinces do not surpass 80/20 and some are funded 100% provincially. There needs to be dramatic changes made.

Ms. Milne concluded her presentation by thanking the Board for the opportunity to speak and hoped that her comments are taken constructively as anything great than a 2.9% increase on top of last year's large increase is not palatable.

The Chairperson thanked Ms. Milne for her presentation.

- B) Ms. Alison Johnston, President of the Brandon Teachers' Association, provided a submission on behalf of the Division's teaching staff. She began her presentation by examining the statistics from the 2013-2014 FRAME Report. She noted if the Brandon School Division were ordinary, as defined on "Dictionary.com", then in order to match the provincial average, the Division's operating expenses per pupil would see an increase of \$1,194 per student. With a projected enrollment of 8,438 students for 2014-2015, by being merely ordinary an additional \$10,074,972 would be added to the Division "coffers". She noted that the neighboring divisions invest much more per student: Park West \$2,442 more per student; Southwest Horizon \$2,225 more per student and Rolling River \$2,186 per students. With these figures in mind, Ms. Johnston asked, "Is it fair or accurate to assert the position that the Brandon School Division is asking for a Cadillac education for Brandon students?"

She noted historically the Trustee have examined their budget and directed the dollars be invested in services for students. The pupil-teacher ratio and the variety of innovative programs support this fact. At the October 15 Board meeting, Trustees passed a motion to examine staffing, programming and enrollment efficiencies. Ms. Johnston believes that the Division is already an efficient operation noting that the Brandon School Division ranks 31 out of 36 on operating expenses per student.

Ms. Johnston then spoke to the proposed elimination of 11 FTE positions. She asked the Board "What if 11 teachers do not retire this year? What if nobody retires? Then what?" Ms. Johnston noted that term contracts or teachers in their first and second year of their career would be released. As these teachers make less money, then it would likely require the loss of 16 teachers in the Division to meet the proposed \$800,000 budget reduction. Ms. Johnston also addressed the possible impact of removing 9 FTE positions from pupil teacher ratio. She provided feedback on the elimination of one position from the divisional learning support services and one position from the school community transition program at the high school level.

Ms. Johnston noted that at the February 24, 2014 meeting of the Board of Trustees, Trustee Bowslaugh asked her how Trustees should respond to ratepayers who are expressing concern in regards to tax increases. Mrs. Bowslaugh referenced a public letter submitted to the Board on this matter. Ms. Johnston noted she would like to take the opportunity to address this question and provided a statement noting the changes, diversity, needs and pressures which have evolved over the years in the



classroom as society's expectations with respect to education and the dynamics of the family unit have changed.

Ms. Johnston concluded her presentation by noted the Brandon Teacher's Association is in opposition to the proposed 2014-2015 budget. The Association would like the Board to continue to meet their educational goals with even more investments in the classroom. At the very least, the Brandon School Division should have a status quo budget that maintains the September 2013 staffing levels and also sustains previous investments in programming and support. This, she offered, would be a platform that any Trustee could easily defend with the electorate in October.

The Chairperson thanked Ms. Johnston for her presentation. Trustee Kruck, via conference phone, requested clarification regarding Ms. Johnston's statements about a possible reduction from 11 FTE to 16 FTE positions.

- C) Mr. Jamie Rose, President, of CUPE Local 737 spoke on behalf of the 500 support staff members in the Division. He spoke in support of a Status Quo budget. A budget, he noted which was overwhelming supported by the public survey conducted by the Division. He noted the Union felt cuts will jeopardize students' futures as well as the future of Brandon. With enrollment on the rise, cutting staff will negatively impact the students of the Division. Mr. Rose noted one percent was the difference between keeping vital positions and programs that engage students and keep them motivated to attend school. Therefore, the Union felt the cuts that the Board was proposing were not in the best interest of the students of the Division. Mr. Rose concluded his presentation by noting that the negative impact on the students of the Division will not only affect students next year, but in years to come.

The Chairperson thanked Mr. Rose for his comments.

- D) Mr. Ron Chambers, Taxpayer, thanked the Board for giving him the opportunity to speak. He noted he had some questions which he wished to ask the Board regarding the proposed budget:
- "How much was last year's Trustee Travel Budget?"
  - "Did you travel outside Canada for your Meetings?"
  - "Where will you go this year?"
  - "When on School Board Travel, did spouse or other go along?"

Trustees noted that the cut in travel budget was for the Division's Professional Development. They confirmed the Professional Development Budget was approximately \$760,000 of which \$100,000 was for travel and the Board had proposed to reduce this budget line by \$40,000. Trustees noted that some Professional Development for staff does take place outside of Canada. They also confirmed that Trustees also travel and the next meeting the Board was attending was in Winnipeg in March.

Mr. Chambers also expressed concern regarding the citing of Brandon School Division buses in business parking lots throughout Brandon during the day. He noted buses have been seen at Home Depot, Superstore, Wal-Mart and even the Green Spot. He asked why Division employees were using school buses as personal vehicles.

The Chairperson noted that he did not have an answer to this question.

Mr. Chambers concluded his presentation by noting that people on a fixed income cannot afford any further tax increases. Between City taxes, increased PST and school board taxes people can no longer afford to live in their own houses.

The Chairperson thanked Mr. Chamber for his presentation.

- E) Mr. Ed Kostecki, Retired Teacher and Taxpayer spoke to the Board of Trustees regarding the proposed budget. He noted that he had been a teacher for 35 years and a principal. He had been retired for 22 years and his pension has not increased much during that time. He advised today's young teachers to save their money.

Mr. Kostecki noted that many seniors were on fixed incomes and lost half of that income when they became widows or widowers. He suggested the public needs to petition the Government to fund education fully.

Mr. Kostecki also noted that when he was teaching, teachers did not get big salaries and had to educate up to 36 students in a classroom. He noted that he felt the old system worked. Students were educated. He stated the old education system "got us to the moon".

He concluded his presentation by asking the Board to be concerned about the effects of increased taxes on other people and asked that they hold the line on taxes.

The Chairperson thanked Mr. Kostecki for his comments.

The Chairperson thanked all present for making presentations. He then asked the Vice-Chairperson, Mr. Jim Murray, to read into the record a letter which had been sent to Trustees by a member of the public who was unable to attend the meeting.

- Mrs. Sandra Koch-Gensiorek, February 16, 2014, expressing concern about limiting the number of credits a student can take in his/her high school career. She asked if limiting students to 34 to 38 credits would mean they could no longer obtain a dual diploma. She felt there were instances where a dual diploma in academics and vocational gave the student a step up in university. Students wishing to go into civil engineering have an advantage if they have an 85% plus average in academics but also a diploma in drafting. She also expressed concern about cutting non-compulsory classes with fewer than 15 students. She asked if these were vocational courses that students not taking the academic stream require for graduation. She felt these students could be affected, as well as academic students who would be limited in options that provide valuable experiences for the work world. She asked the Board to seriously look at the IB program in Neelin, especially since there were already AP courses being offered. She also asked the Board to consider cuts to out-of-province training for teachers noting Skype or Tela Links could be used. She also suggested there be no more Board retreats.

Prior to closing the meeting the Chairperson again thanked those who attended the meeting, made presentations and provided feedback.

Mr. Murray – Mr. Karnes

That the meeting do now adjourn (7:35 p.m.).

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Education Committee Minutes

Monday, March 3, 11:30 a.m.

Boardroom – Administration Office

Present: P. Bartlette (Chairperson), K. Sumner, Dr. D. Michaels, Superintendent

Regrets: G. Kruck, M. Snelling

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### 1. CALL TO ORDER:

The Education Committee met at 11:50 a.m. by the Committee Chair, Mr. Peter Bartlette.

### 2. APPROVAL OF AGENDA

Time permitting, the Committee wished to discuss ACC and the establishment of a Committee to review programming possibilities. The agenda was approved as amended.

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

The Committee minutes from December 3, 2013 were received as information.

### 5. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

### 6. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) 2014-2015 School Calendar

Dr. Michaels, Superintendent, spoke to the proposed school calendar for 2014-2015. It was noted there would be a total of 197 school days in 2014-2015. The Committee agreed to bring the recommendation forward to the Board of Trustees for approval. (Appendix "A")

#### Recommendation:

That the School Calendar for the 2014-2015 school year be established with the Christmas break occurring from December 22 to January 2, inclusive, and the ten (10) non-instructional days be five (5) professional development days and five (5) administrative days.

#### B) Establishment of an Assiniboine Community College Steering Committee

The Education Committee inquired about timelines for moving forward on the development and implementation of programming at Assiniboine Community College (ACC) should the Division receive approval to move forward from the Government. It was noted that the Division cannot do anything officially until there has been an official announcement from the Government. Discussions were held regarding the various opportunities available should this matter move forward. The Committee requested that a possible exploration committee be established and that Senior Administration identify who would be on such a Committee. In this way, the Committee would be set to begin their work as soon as an official announcement was received. It was suggested that perhaps this matter should be discussed In-Camera with the Board of Trustees in the near future.

**C) Report Card Committee Presentation (Timed Event)**

Mr. Chad Cobbe, Principal, École New Era School, Ms. Kathy Brigden, Principal, Linden Lanes School, Ms. Gail McDonald, Principal, George Fitton School, Mr. Michael Adamski, Principal, École secondaire Neelin High School, Mr. Bruce Shamray, Principal, Vincent Massey High School, Mr. Brent Ewasiuk, Director of MIST, and Ms. Marnie Wilson, Research and Evaluation Specialist entered the meeting at 12:00 p.m. to provide a presentation on the implementation of the Provincial Report card.

Mr. Chad Cobbe presented information to the Committee regarding the implementation of the Provincially mandated report cards in Grades 1-6 and 7-8. He noted the similarities and differences between the Division's MANE protocol and the Province's reporting expectations. Mr. Cobbe spoke to the specific requirements noting the report cards are to reflect outcomes based information. Mr. Cobbe referenced the Manitoba Provincial Report Card Policy and Guidelines document as well as other provincial documents which had been provided to assist teachers.

Trustees asked questions for clarification regarding reporting for EAL students, Grade 7 and 8 electives, and feedback from teaching staff.

Mr. Michael Adamski provided information regarding the implementation of the provincial report card at the high school level (Grades 9-12). He noted that although the Division did not participate in any pilots at the high school level, they had visited other schools in the Province who had participated in the pilots. Mr. Adamski noted one of the positive aspects of the provincial wide report card was the consistency in reporting across the Province which helps when students move into the Division from elsewhere.

Mr. Brent Ewasiuk, Director of MIST, spoke to some of the challenges faced in implementing the new report cards. He confirmed that an Outcomes Grade Book was currently being developed.

The Committee thanked the Report Card Committee for their presentation.

**7. BRIEFINGS ON DEVELOPMENTS IN EDUCATION**

NIL

**8. OPERATIONS INFORMATION**

- Superintendent, Dr. Michaels, provided an update on the EAL Dual Language Book display for the MSBA Convention;
- Superintendent, Dr. Michaels, also spoke to the school development and student achievement results meetings she is holding with school principals.

**9. NEXT REGULAR MEETING: Monday, January 6, 2013, 11:30 a.m., Board Room.**

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

\_\_\_\_\_  
P. Bartlette, Chair

\_\_\_\_\_  
G. Kruck

\_\_\_\_\_  
M. Snelling

\_\_\_\_\_  
K. Sumner (Alternate)

BRANDON SCHOOL DIVISION  
Administration/Professional Development Day Schedule 2014/2015

2014	Early & Middle Years (Kindergarten to Grade 8)	Senior Years (Grades 9 to 12)
September 2 Tuesday	Professional Development Day No Classes – K-12	
October 24, Friday	Professional Development Day (SAGE/LIFT) No Classes – K-12	
November 20, Thursday	Student/Parent/Teacher Conferences No Classes – K-8	Regular Classes
November 21, Friday	Student/Parent/Teacher Conferences No Classes – K-8	Student/Parent/Teacher Conferences No Classes – Gr. 9-12
2015		
January 30, Friday	Professional Development Day No Classes – K-8	Administration Day No Classes – Gr. 9-12 (2 <sup>nd</sup> semester for Gr. 9-12 begins February 2, 2015)
February 27, Friday	K-12 Division-Wide Professional Development Day No Classes - K-12	
March 19, Thursday	Student/Parent/Teacher Conferences No Classes - K-8	Regular Classes
March 20, Friday	Student/Parent/Teacher Conferences No Classes - K-8	Professional Development Day No Classes – Gr. 9-12
April 17, Friday	Regular Classes	Student/Parent/Teacher Conferences No Classes - Gr. 9-12
May 15, Friday	K-12 School-Based Professional Development School Development Planning No Classes - K-12	
June 29, Monday	Regular Classes	Administration Day No Classes – Gr. 9-12
June 30, Tuesday	Administration Day No Classes K-12	

Common Dates for All Schools:

2014	
September 2, Tuesday	Schools Open for Staff Only – Professional Development Day
September 3, Wednesday	First Day of Classes for Students
October 13, Monday	Thanksgiving Day (All Schools Closed)
November 11, Tuesday	Remembrance Day (All Schools Closed)
December 19, Friday	Last Day of School Prior to Christmas Vacation
December 22 – January 2 (inclusive)	Christmas Vacation (All Schools Closed)
2015	
January 5, Monday	All Classes Resume
February 2, Monday	Semester II Begins (Gr. 9-12)
February 16, Monday	Louis Riel Day (All Schools Closed)
March 28, Friday	Last Day of Classes Prior to Spring Vacation
March 30 – April 3 (inclusive)	Spring Vacation (All Schools Closed)
April 3, Friday	Good Friday
April 6, Monday	All Classes Resume
May 18, Monday	Victoria Day (All Schools Closed)
June 29, Monday	Administration Day (No Classes Gr. 9-12)
June 30, Tuesday	Administration Day (No Classes Gr. K-12)

Number of days schools are open for 2014-2015 – 197 days as follows:

September - 21;	October - 22;	November - 19;	December - 15;
January - 20;	February - 19;	March – 20;	April – 19;
May – 20;	June – 22		

## SCHOOL CALENDAR 2014/15

**FALL TERM** The school year begins Tuesday, September 2, 2014.

The first day of classes for students is Wednesday, September 3, 2014.

The number of school days for the **Fall Term** is as follows:

	Instructional Days	Non-instructional Days (Admin Days and/or PD Days)	Total Days
SEPTEMBER	20	K-12: 1	21
OCTOBER	20	K-12: 1	22
NOVEMBER	17	K-8: 2 9-12: 1	19
DECEMBER	18	0	15
Fall Term Total			77

The following are statutory holidays during the **Fall Term**:

- **Thanksgiving** Monday, October 13, 2014
- **Remembrance Day** Tuesday, November 11, 2014

*Special Area Groups of Educators (SAGE) Conference:* Friday, October 24, 2014

The last school day before Christmas vacation is Friday, December 19, 2014.

**SPRING TERM** The first day of classes is Monday, January 5, 2015.

The number of school days for the **Spring Term** is as follows:

	Instructional Days	Non-instructional Days (Admin Days and/or PD Days)	Total Days
JANUARY	19	K-12: 1	20
FEBRUARY	18	K-12: 1	19
MARCH	K-8: 18 9-12: 19	K-8: 2 9-12: 1	20
APRIL	K-12: 19 9-12: 18	9-12: 1	19
MAY	19	1	20
JUNE	K-12: 21 9-12: 20	K-8: 1 9-12: 2	22
Spring Term Total			120

Fall Term Total **77** + Spring Term Total **120** = **197**

The following are statutory holidays and vacation periods during the **Spring Term**:

- **Louis Riel Day** Monday, February 16, 2015
- **Spring Vacation** Monday, March 30 to Friday, April 3, 2015 inclusive
- **Good Friday** Friday, April 3, 2015
- **Victoria Day** Monday, May 18, 2015

*Education Week: April 13 - 17, 2015*

The last day of classes for students is K-8: June 29, 2015  
9-12: June 26, 2015

The official closing date of schools is Friday, June 30, 2015.

In each school year, the number of days for teacher in-service, parent-teacher conferences, administration and pupil evaluation in Grades Kindergarten to 12 shall not exceed ten days of which at least five shall be for teacher in-service. Please identify the dates scheduled for the 10 non-instructional days.

FALL TERM		Please ✓ one box for each date		SPRING TERM		Please ✓ one box for each date	
		ADMIN	PD			ADMIN	PD
September 2, 2014			K-12	January 30, 2015		9-12	K-8
October 24, 2014			K-12	February 27, 2015			K-12
November 20, 2014		K-8		March 19, 2015		K-8	
November 21, 2014		K-12		March 20, 2015		K-8	9-12
				April 17, 2015		9-12	
				May 15, 2015			K-12
				June 26, 2015		9-12	
				June 29, 2015		K-12	
Total	K-8:	2	2		K-8:	3	3
	9-12:	1	2		9-12:	4	3

In divisions with Hutterian Colony schools that will use a different schedule for non-instructional days to account for observed religious holidays, please identify those dates below.

FALL TERM (Hutterian)		Please ✓ one box for each date		SPRING TERM (Hutterian)		Please ✓ one box for each date	
		ADMIN	PD			ADMIN	PD
September 2, 2014			K-12	April 5, 2015		K-12	
October 24, 2014			K-12	April 7, 2015		K-12	
November 20, 2014		K-12		May 14, 2015			K-12
November 21, 2014		K-12		May 25, 2015		K-12	
				May 26, 2015			K-12
				June 29, 2015		K-12	
Total	K-12:	2	2		K-12:	4	2

APPROVED

Brandon School Division  
School Division

Dr. Donna M. Michaels  
Superintendent/Chief Executive Officer



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

March 10, 2014

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*“Accepting the Challenge”*



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

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

## A. Business Arising for Board Action

### I. PRESENTATIONS

### II. HUMAN RESOURCES

### III. SECRETARY-TREASURER

#### 1. TRUSTEE INDEMNITIES – 2014 MSBA CONVENTION

For Action.....D. Labossiere

At the Regular Meeting of the Board of Trustees held October 22, 2012 discussions were held regarding the paying of Trustee Indemnities. It was noted that the Board By-Law required payment of all indemnities to be approved through a resolution. A motion was approved retroactively paying all Trustee Indemnities to the current Board of Trustees. It was further determined that any future indemnities would require approval of the Board of Trustees through a motion before payment would be allowed. Therefore, the following motion is being brought forth to the Board of Trustees for approval at the Regular Meeting to be held on March 10, 2014.

**RECOMMENDATION:**

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

#### 2. DR. PETER LETKEMAN SCHOLARSHIP

For Action.....D. Labossiere

Dr. Peter Letkeman provides a scholarship to a Grade 11 and Grade 12 student at Vincent Massey High School for Chemistry. This scholarship is known as the “Dr. Peter Letkeman Scholarship in Recognition of High Achievement in Chemistry.” Dr. Letkeman would like to increase the amount awarded to a Grade 11 student from \$250.00 to \$300.00. The Agreement between Dr. Letkeman and the Division as amended to reflect this change is attached as Appendix A. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

#### 3. SPIRIT OF AVERY HALL SCHOLARSHIP AGREEMENT

For Action.....D. Labossiere

The family of Avery Hall, a 2013 graduate of École secondaire Neelin High School, would like to establish a scholarship which would be awarded to a graduating student from École secondaire Neelin High School who is continuing on to post-secondary education. The amount of the scholarship to be awarded annually is \$3,000. The scholarship is to be known as the “Spirit of Avery Hall Scholarship”. 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 between the Family of Avery Hall and the Brandon School Division to establish an annual scholarship in the amount of \$3,000 to a graduating student from École secondaire Neelin High School to be known as the "Spirit of Avery Hall Scholarship" be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.*

**4. 2014-2015 FINAL BUDGET**

For Action.....D. Labossiere

Further to the Budget deliberations at the Special Board Meetings held February 18, 2014 and March 3, 2014, included in the Agenda for the Board's final consideration upon completion of your budget discussions is a motion to finalize the Budget for the 2014-15 fiscal year and the Special Levy for the 2014 municipal and calendar year.

Attached are revised schedules (Appendix C) with changes directed by the Board at the February 18, 2014 Budget Meeting reflecting net expenditure reductions of \$920,000 and the Special Requirement increase of \$268,234. These revised schedules and budget totals include an adjustment of \$18,000 for the payroll tax and the offsetting Provincial General Support Grant resulting in no change to the Special Requirement or Special Levy. The following recommendation reflects these changes.

Attached as Appendix D are the public presentations that were presented at the Special Board Meeting held on March 3, 2014 and the Regular Board Meeting held on February 24, 2014.

If you have any questions with respect to the foregoing or the attached schedules, please call or have them discussed at the Board of Trustees meeting. This item is referred to Business Arising for discussion.

**RECOMMENDATION:**

*That the Final Budget for 2014-15 and the 2014 Special Levy be approved as follows:*

<i>Total Operating Expenditures</i>	<i>\$89,398,700</i>
<i>Total Capital Expenditures</i>	<i><u>\$ 2,145,100</u></i>
<i>Total Expenditures</i>	<i><u>\$91,543,800</u></i>
<i>2014-15 Special Requirement</i>	<i><u>\$41,706,634</u></i>
<i>2014 Special Levy to be raised from Municipalities</i>	<i><u>\$40,665,635</u></i>

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

##### **1. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action.....G. Malazdrewicz

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix E for Board of Trustees consideration) for four (4) male and nine (9) female Advertising Art students, from Crocus Plains Regional Secondary School to make a trip to Vancouver, BC from May 6 – May 10, 2014.

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

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

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

#### **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. CROCUS PLAINS REGIONAL SECONDARY SCHOOL FIRE**

For Information.....D. Labossiere

I have received correspondence from the Director of Facilities & Transportation advising that the Crocus Plains Regional Secondary School fire alarm was activated Thursday, February 27, 2014 at 8:02 am. The school custodians responded to the alarm which was coming from the South hallway by the power mechanics/auto body shop area. When they entered this area there was smoke in the hallway which was traced to a recycling container which had a small fire in it. The custodians moved the container outside. The fire soon extinguished itself since there was not much in the container. The fire

department arrived on site and the hallway was ventilated by opening the exterior doors and using fans to clear the smoke. There was no damage to the building or the recycling container. The incident is under investigation. This is provided as information.

### **III. SUPERINTENDENT OF SCHOOLS**

#### **SCHOOL VISITS (FEBRUARY 12 – MARCH 3, 2014)**

- February 19, 2014 - K-12 Principals Meeting
- February 24, 2014 - Barb Miller, King George – Mid-Year Student School Progress Report Meeting
- February 24, 2014 - Phil Vickers, Betty Gibson – Mid-Year Student School Progress Report Meeting
- February 24, 2014 - Shawn Lehman, JR Reid – Mid-Year Student School Progress Report Meeting
- February 26, 2014 - Kelly Braun, Riverview – Mid-Year Student School Progress Report Meeting
- February 26, 2014 - Chad Cobbe, New Era – Mid-Year Student School Progress Report Meeting
- February 26, 2014 - Bob Lee, Waverly Park – Mid-Year Student-School Progress Report Meeting
- February 27, 2014 - Rick Stallard, Earl Oxford - Mid-Year Student-School Progress Report Meeting
- February 27, 2014 - Chris Czarnecki, St. Augustine - Mid-Year Student-School Progress Report Meeting
- March 3, 2014 - Gail McDonald, George Fitton - Mid-Year Student-School Progress Report Meeting

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

For Information..... D. Michaels

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

###### **QUALITY LEARNING AT ÉCOLE HARRISON**

***Report prepared by Mr. Craig Laluk, Principal, École Harrison***

We are very proud of the learning opportunities that we have created for our students at École Harrison in response to our student achievement results and our Tell Them From Me survey. These results guide the planning we do as a school.

The responses to the Tell Them From Me survey were very clear...our students were looking for more opportunities to participate at the school level in clubs and in learning that will help enrich what they learn at the classroom level. We have done this through ongoing enrichment clusters on Day 2 afternoons (crossfit, Spanish, coding, design) and in specific enrichment cluster days that have been lead by our parents at the school level and in our community.

It is important for us to connect to our parents as a source of knowledge that can enrich learning at our school. Examples of the parent-lead enrichment clusters were CSI and gathering evidence (Constable Dana McCallum of Brandon Police Service), Running Club (Shane Robins of Brandon University), Life in the Real World and Money (accountant Terri-Lynne Hlady), Good Works in the community (Kerri-Lynn Gudz and Kami-Rae Caswell), Computer and Javascript (James Chambers, Microsoft) and Photography (Anita Vermaak). Two additional parent lead days are being planned for our students as a continuation of this.

We believe strongly that the arts enhance our literacy skills in French and in English. Our Music and Fine Arts teacher, Mme Marla Fontaine, has continued our past arts programming and is furthering it at the school level. She has begun a grade 1 and 2 choir called Nouvelles Voix which performed for the first time at the Festival of the Arts this year. She continues to lead our grade 3 to 6 Chorale group which has a tradition of excellence at our school. Our grade 7 and 8 Glee Club won the Betty Gibson Choir Award for outstanding school choir at the Festival this year (it had previously been won twice by our grade 3 to 6 Chorale). We have also had significant parent and community work done in our Music and Arts classroom in drumming and dance so far in 2013/2014.

We have been furthering writing opportunities for our students by our continued work on La Fierté, our student-written magazine. This has been a labour of love for three classroom teachers who work with students from grades 4 to 8 on a magazine, in French, about school life at École Harrison. We are also in discussions to produce a yearbook as a function of this project. The quality of written work done by the students is exceptional.

An important element in French Immersion programming is learning of the importance of Francophone cultures and traditions in our province and the world. Festival du Voyageur has played an important role in understanding Manitoban traditions for our students and we continue to focus on this event in the month of February. Our students learn the songs and dances of the voyageur, the history of the fur trade in Canada, the dress of the voyageur and the significance of the ceinture fléchée (sash). We have also continued our learning about celebrations like Réveillon and Mardi Gras on an annual basis. This has helped our students develop their pride in being French Immersion learners, which came out as a strong result in the Tell Them From Me survey.

## **B. QUALITY TEACHING**

### **QUALITY TEACHING AT VINCENT MASSEY HIGH SCHOOL**

***Report prepared by Mr. Bruce Shamray, Principal, Vincent Massey High School***

An essential component of student engagement is relativity to the real world with practical and theoretical implications. Vincent Massey is in our first year of implementation of the Media Arts Program. The program is a vocational program with the opportunity for students to get hands-on experience in the media world and learn skills to further their studies in the area of media and communications after graduation. We are in year one of a three year process to get accredited as a vocational program. We are currently offering three courses with the plan to offer nine courses by year three. Students would graduate with a Media Arts Diploma if they complete eight courses. We have worked closely with local media in both program planning and in getting equipment when they upgrade or update. Televisions are located throughout the school for students and staff to watch local broadcasts and information programming produced in our own studio. Courses currently offered are Intro to Digital Media 10S, Elements of Broadcasting 20S and Television Production 30S. Our plan is add Research, Write, Perform 30S, Programming for Radio 30S, Broadcasting Regulations 40S, Media Literacy 40S, Quality Control 40S and Applied Electronic Communications 40S. We continually explore teaching and learning opportunities to enhance student engagement and achievement.

#### Student Accomplishments

We have two students that have been recognized for their hard work. Amber Donnelly has been selected to the *Gene Researcher for a Week Program* which runs during spring break at various labs across Canada. Amber will be studying a Tumor Suppressant Drug.

Brett Skibo has been awarded a scholarship from the Council for Exceptional Children. We are very proud of these two students.

## **C. QUALITY SUPPORT SERVICES**

### **QUALITY SUPPORT SERVICES AT LINDEN LANES SCHOOL**

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

Quality Support Services plays a critical role in all school based initiatives and program planning for students at Linden Lanes School. The Learning Support Services team in collaboration with the school team work together to meet the diverse learning needs of students. This year our focus has been on the implementation of the Response to Intervention (RTI) model and how this response to *instruction* and *intervention* will support classroom programming and student success. The presentation by Dr. Martin Brokenleg (January 28, 2014) supported our

belief in the importance of relationship building and of creating a sense of belonging in schools.

In reviewing our recent Tell Them from Me survey, we found that students at Linden Lanes felt safe at school, had a strong sense of belonging, felt advocacy at school and were interested and motivated to learn. In order to continue to build a safe, supportive school environment we continue to educate students about bullying. Our Y-Revolution group is working toward the Day of Pink in April and several activities are planned. The leadership in this student group was promoted with our older students as they attended WE Day last fall. The Linden Lanes School matrix outlines the expectations of respectful, responsible and safe behavior. This is constantly reinforced through classroom and school activities. The school counsellor and social worker have worked together in several classrooms facilitating units on friendship and anti-bullying. Last year we included the school resource officer in class information sessions on cyberbullying. Each classroom partners with another classroom to do *buddy work* allowing older students to take on a mentorship role.

#### Student Accomplishments

*Battle of the Books* – The teacher librarian organized a *battle of the books* for middle years students. This activity is designed to promote an interest in reading a variety of genre and to foster a love of reading.

*Science Expo* – A total of seventy eight (78) students participated in completing fifty seven (57) science projects. Many of these students are planning to attend the Westman Science Fair in March.

*Music Club* – Our music teacher has an enthusiastic group of students that meet twice a week as part of the music club.

*Physical Education* – Many intramural activities and groups take place in the school gym organized by the physical education teacher (basketball, volleyball, gymnastics to name a few).

### **D. ADMINISTRATIVE AND STATISTICAL INFORMATION**

#### **SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	3 total	1 – 5 day 1 – 5 day 1 – 15 day	Drug and Alcohol Policy Unacceptable Behaviour Assaultive Behaviour
Neelin	9 total	6 – 3 day 1 – 3 day 1 – 10 day 1 – 30 day	Unacceptable Behaviour Assaultive Behaviour Drug and Alcohol Policy Drug and Alcohol Policy
Vincent Massey	5 total	3 – 5 day 2 – 5 day	Drug and Alcohol Policy Cyberbullying



## **2. DIVISIONAL INITIATIVES**

For Information..... D. Michaels

### **A. QUALITY LEARNING**

#### **PRINCIPAL LEADERSHIP PREPARATION PROGRAM – SESSION 6 STEWARDSHIP LEADERSHIP (WITH REVIEW OF BRANDON SCHOOL DIVISION POLICY AND PRACTICES) /**

**FEBRUARY 18, 2014**

***Report prepared by Mr. Jaime Lombaert, Vice Principal, George Fitton School and  
Mr. Blaine Aston, Vice Principal, École New Era School***

Presenters: Bruce Shamray, Principal, Vincent Massey High School; Angela Voutier, Principal, École O’Kelly School; Rob Tomlinson, Vice Principal, Crocus Plains Regional Secondary School; Glenda MacKay, Program Facilitator

The presenters used Policy 6017 – “The Principal as Steward”, as a framework for their presentation. The topics covered included:

- establishing and maintaining a safe and positive school environment;
- providing for the appropriate conduct of students through the development and implementation of a student conduct policy;
- managing the school’s finances in accordance with established accounting principles and procedures;
- supervising, evaluating and recommending personnel for hiring (teachers, support staff);
- implementing and overseeing implementation of Provincial and Divisional regulations and policy;
- managing time and information to ensure effective communication; and
- anticipating and responding to emerging and actual problems.

The presenters used research, case studies, and their own personal experiences to further enhance the topics covered. The session was both engaging and informative.

As part of the Principal Leadership Preparation Program, participants completed their second mentorship placement. Mentorships for Year 1 of the program consisted of two half-day mentorship placements.

### **3. COMMUNITY CONNECTIONS**

For Information..... D. Michaels

#### **BRANDON COMMUNITY DRUG AND ALCOHOL EDUCATION COALITION MEETING / FEBRUARY 20, 2014**

##### **Present:**

Assiniboine Community College  
Brandon Friendship Centre  
Brandon Ministerial Association  
Brandon Police Service  
Brandon School Division

Caley Strachan  
Randa Nadjiwon Cancade  
Dwayne Dyck  
Chief Ian Grant  
Dr. Donna Michaels  
Michael Adamski  
Rick Stallard  
Marcy Roziere  
Lili Jardine  
Trustee Linda Ross  
Al Zwicker  
Elaine Desbiens  
Breanna Dick  
Mark Hewins  
Brittany Donohoe

CFB Shilo

Child and Family Services  
Family Services and Labor  
Probation Services

##### **Regrets:**

Addictions Foundation of Manitoba

Brandon Friendship Centre  
Brandon School Division

Brandon University  
Child and Adolescent Treatment Centre  
City of Brandon  
Community Development Department  
Prairie Mountain Health  
Probation Services  
Teen Challenge

Julie Hockley  
Lorri Mathieson  
Gail Cullen  
Greg Malazdrewicz  
Mathew Gustafson  
Bruce Shamray  
Trustee Peter Bartlette  
Karen Doty-Sweetnam  
Liz McLeod  
Mayor Shari Decter Hirst  
Richard Greer  
Dolores McGregor  
Tanis Brugger  
Kim Lowes

##### **Welcome and Agenda Review**

Dr. Michaels welcomed everyone to the meeting. Mr. Adamski reviewed the minutes of the October 31, 2014 meeting.

Mental Health Presentation – Tracy Young Ridgen, Community Mental Health Nurse  
Prairie Mountain Health and Catherine Tsagarakis, Child and Adolescent Treatment  
Centre (CATC) Program Representative

Tracy and Catherine attended to present on mental health programs/information in the Community. Notes/comments of the presentation included:

- Tracy and Catherine thanked Dr. Michaels for allowing them to use data from the Youth Healthy Survey Report in their presentation:
  - there were seventy plus questions on the survey;
  - Provincial statistics will be available at a later date;
  - a copy of the full report can be requested from the Superintendent's Office. It will be presented to the Board of Trustees in April; and
  - much more cyberbullying now.
- CATC Intake workers for adolescents see:
  - relationship issues – aggression issues;
  - girls ages 12 to 17 dealing with anxiety, depression, self harm concerns; and
  - frustrated parents who don't know how to deal with teens.
- Chief Grant thanked Tracy and Catherine for their excellent presentation. He noted that currently Officers from Brandon Police Service (BPS) accompany youth ages 16 to 17 to the stabilization centre in Winnipeg. He expressed that it would be a huge benefit to have a In-Patient Unit in Brandon.
  - In 2007, the unit was changed from In-patient to Crisis Stabilization;
  - Prairie Mountain Health would be able to provide patient support, family support; and
  - in-patient treatment is currently done in Winnipeg.
  - Catherine will discuss this with her manager, Chris Bromley.
- Dr. Michaels noted that the At Risk Youth Program is an outreach program that assists students who have mental health issues and require specialized programming in their education.
- Need to work together to address family issues as a whole.

Tell Them From Me Survey Data Presentation – Marnie Wilson, Research and Evaluation  
Services Specialist

Dr. Michaels spoke to the background of the survey. Marnie's presented on the Tell Them From Me data. Marnie's presentation included the following information:

- Results presented were based on the following sample:
  - 1,123 Grade 6-8 students who completed the survey in the Fall of 2013 AND
  - 1,171 Grade 9-12 students who completed the survey in the 2011/12 school year
- Compared with the national norm, Brandon is seeing lower rates of substance use and risky behaviours among middle years students.
- Compared with the national norm, at the high school level, Brandon is seeing lower rates of tobacco, marijuana, inhalant, and steroid use and lower rates of gambling. However, compared with the national norm, Brandon is seeing similar rates of alcohol use and slightly higher rates of 'hard drug' use.

- In all areas of drug and alcohol use, there is a jump in prevalence at the grade 9 level with a steady increase in prevalence over the course of the high school grades.
- In general, there are slightly higher rates of drug and alcohol use among boys compared with girls.
- There are higher rates of drug use, alcohol use, and gambling among our student of Aboriginal heritage. At the middle years level, Aboriginal boys are overrepresented in the group of students using hard drugs, while Aboriginal girls are overrepresented in the group of students drinking alcohol. At the high school level, Aboriginal boys are overrepresented in the group of students using marijuana and steroids and who gamble, whereas Aboriginal girls are overrepresented in the group of students who use tobacco, hard drugs and alcohol.
- At the middle years level, there are similar rates of use among recent immigrants and Canadian-born, but slightly higher use in tobacco, inhalants, and alcohol among students who immigrated more than 5 years ago. This pattern also exists at the high school level, but with two notable exceptions: first, alcohol use is more prominent among Canadian-born high school students, and second, gambling is more prominent among high school students who have recent immigrated.

Notes/comments of the presentation included:

- Statistics are not surprising to members.
- The work of the Y-Revolution in schools is hopefully positively impacting the grade 6 to 8 results.
- Parent supervised drinking was discussed – this is a huge liability for parents/adults allowing it.
- Constable McCallum has been called on for school presentations on topics that arise through student/staff discussions.

Marnie will be invited to complete her presentation at the next meeting.

#### Partner Updates

Deferred to next meeting (first item on the agenda).

#### Next Meeting Date

Thursday, May 15, 2014 // 9:00 – 11:30 am

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_

BETWEEN:

DR. PETER LETKEMAN

And

THE BRANDON SCHOOL DIVISION

WHEREAS Dr. Peter Letkeman has offered to fund two Chemistry scholarships to be awarded annually to one Grade 11 and one Grade 12 Vincent Massey student;

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

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

1. That the scholarships in the amount of THREE HUNDRED (\$300) dollars at the Grade 11 level and FOUR HUNDRED (\$400) dollars at the Grade 12 level shall be known as the "Dr. Peter Letkeman Scholarship in Recognition of High Achievement in Chemistry."
2. That the annual scholarships in the amount of \$400 shall be made to a graduating student and in the amount of \$300 to a Grade 11 student of Vincent Massey High School, who have demonstrated outstanding ability in Chemistry. Both the laboratory and theory marks in Chemistry should be considered in determining the recipient. The graduating student must be continuing on to post-secondary studies preferably in Chemistry.
3. That the Brandon School Division will undertake to circulate information on the awards to potential applicants during the spring of each year, to supervise the selection of the successful candidate, and to so notify Dr. Peter Letkeman in order that he or a designate may participate in the annual presentations of the awards. The actual payment of the awards shall be made by Brandon School Division. Payment from Dr. Peter Letkeman to cover the cost of these awards, must be received by the Division by June 1<sup>st</sup> of each year.
4. That the scholarships shall be in effect commencing June of 2014 and shall remain in effect for an indefinite period of time; however, they can be discontinued at the discretion of Dr. Peter Letkeman, with six months' notice being provided to the Division of the intention to no longer provide the scholarship.
5. That the payment shall be made to the recipient upon presentation to the Brandon School Division of proof of continuing in a post-secondary program.

DATED at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_.

AGREED to on behalf of the Brandon School Division:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

AGREED to on behalf of Dr. Peter Letkeman:

\_\_\_\_\_  
Dr. Peter Letkeman

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2014

**BETWEEN:           THE FAMILY OF AVERY HALL**

**AND:                THE BRANDON SCHOOL DIVISION**

The family of Avery Hall wishes to establish a scholarship in the Spirit and Memory of Avery, a student who graduated from École secondaire Neelin High School in 2013. Avery had a wonderfully loving, happy, friendly spirit. Avery loved attending school for the love of learning opportunity and the social interaction at École secondaire Neelin High School. He enjoyed participating in team sports and played soccer and football. He was involved in extra-curricular activities such as guitar lessons, soccer and tae-kwon-do. Avery accepted everyone as they were and encouraged fellow students and friends to achieve their personal best. He loved to make people smile and did so through sharing his genuine fun-loving spirit with the people around him. Avery was recognized by teachers and adults as being a very polite and respectful individual. Avery was tragically killed in a car accident in August 2013, a couple of weeks before turning 18 and beginning a new educational chapter at Brandon University in September 2013.

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

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

1. That a scholarship in the amount of Three Thousand Dollars (\$3,000.00) will be awarded annually to a Brandon School Division student graduating from École secondaire Neelin High School;
2. The scholarship shall be known as the **Spirit of Avery Hall Scholarship**.
3. That recipients of this scholarship must:
  - a. Be continuing on to post-secondary education;
  - b. Be a person who has shown leadership at École secondaire Neelin High School;
  - c. Be a person who is genuine and caring of others and has shown respect and compassion for their fellow students, teachers and staff.
  - d. Have been involved in high school athletics at École secondaire Neelin High School.
  - e. Have a passion for music within the classroom or as an individual.
  - f. Have an interest in literature and writing.
4. The Brandon School Division Scholarship Committee shall select the recipient from the students who apply or are nominated and this committee shall have the right to withhold the award in any year in which it is deemed that no suitable candidate is available.
5. Preparation of an application form and a certificate to be given to the recipient at the annual presentation of the award shall be the responsibility of the Brandon School Division.
6. This award shall commence in June of 2014 and continue annually until 2016, subject to notification on or before March 1<sup>st</sup> of any year should the Hall family or Brandon School Division wish to terminate the agreement;

7. That the scholarship be funded from donations received in memory of Avery Hall, such amount to be placed in trust by the Division and invested at the discretion of the Secretary-Treasurer's Department;
8. That payment shall be made to the recipient upon presentation, to the Brandon School Division, of proof of continuing in a qualified post-secondary program.
9. That the Hall family be notified in advance of the awards ceremony and recipient so that they may attend or present the award when feasible.

**Dated at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, 2014.**

**AGREED to on behalf of the Brandon School Division:**

\_\_\_\_\_  
**Chair Person**

\_\_\_\_\_  
**Secretary-Treasurer**

**Agreed to on behalf of the family of Avery Hall:**

\_\_\_\_\_  
**Suasn H Hall (appointed by the family)**



*"Accepting the Challenge"*

# Financial Budget

**2014-2015**

March 10, 2014



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

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

**COST PER PUPIL**

	<u>Total Expenses (1)</u>	<u>Funding Of Schools Program</u>	<u>K-12 F.T.E. Enrollment</u>	<u>Expenses Per Pupil</u>	<u>Funding Per Pupil</u>
2014/2015 Budget	\$ 88,968,000	\$ 44,504,000	8,120.5	\$ 10,956	\$ 5,480
2014/2015 Preliminary Budget	\$ 89,906,000	\$ 44,504,000	8,120.5	\$ 11,071	\$ 5,480
2013/2014 Budget	\$ 86,072,700	\$ 42,160,100	8,084.0	\$ 10,647	\$ 5,215
2012/2013 Actual	\$ 80,151,366	\$ 39,219,907	7,728.0	\$ 10,372	\$ 5,075
2011/2012 Actual	\$ 73,052,265	\$ 35,360,890	7,609.0	\$ 9,601	\$ 4,647
2010/2011 Actual	\$ 67,214,318	\$ 33,790,734	7,393.0	\$ 9,092	\$ 4,571
2009/2010 Actual	\$ 62,939,676	\$ 32,055,441	7,056.0	\$ 8,920	\$ 4,543
2008/2009 Actual	\$ 59,728,033	\$ 30,381,145	6,948.0	\$ 8,596	\$ 4,373
2007/2008 Actual	\$ 56,172,370	\$ 29,178,324	6,765.5	\$ 8,303	\$ 4,313

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

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

	<b><u>2013-2014 Budget</u></b>	<b><u>2013-2014 Forecast</u></b>	<b><u>2014-2015 Budget</u></b>
<b><u>REVENUE:</u></b>			
Provincial Government Debt Servicing	\$ 1,774,600	\$ 1,840,000	\$ 1,890,600
Transfers			
From Operating	254,500	254,500	254,500
From Reserves	-	-	-
Grants & Reserves	-	-	-
Long Term Debt	-	-	-
<b>TOTAL REVENUE</b>	<b><u>\$ 2,029,100</u></b>	<b><u>\$ 2,094,500</u></b>	<b><u>\$ 2,145,100</u></b>
<b><u>EXPENDITURES:</u></b>			
Debt Servicing			
Debenture Debt Interest	\$ 745,600	\$ 778,900	\$ 743,000
Debenture Debt Principal	<u>1,083,500</u>	<u>1,115,600</u>	<u>1,202,100</u>
	\$ 1,829,100	\$ 1,894,500	\$ 1,945,100
Capital Assets & Allocations			
School Buses	200,000	200,000	200,000
Computer Infrastructure	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 2,029,100</u></b>	<b><u>\$ 2,094,500</u></b>	<b><u>\$ 2,145,100</u></b>

**BRANDON SCHOOL DIVISION  
SCHEDULE OF REVENUE AND EXPENDITURES  
2014/15 OPERATING BUDGET**

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

BRANDON SCHOOL DIVISION  
 OPERATING FUND - EXPENDITURE BY FUNCTION & BY OBJECT  
 2014/15

OBJECTS	FTE	Salaries	Employee Benefits & Allowances	Services	Supplies & Materials	Debt Services	Transfers	Total	
Regular Instruction	590.83	46,203,600	2,378,200	668,000	3,962,700	-	139,800	53,352,300	59.7%
Student Support Services	371.55	17,155,400	1,370,100	386,400	210,700	-	-	19,122,600	21.4%
Community Education and Services	4.80	186,500	26,600	41,400	36,400	-	-	290,900	0.3%
Divisional Administration	33.04	1,809,800	208,500	738,800	100,500	-	-	2,857,600	3.2%
Instructional & Other Support Services	20.94	1,635,200	92,400	669,800	97,800	-	-	2,495,200	2.8%
Transportation	37.45	1,329,700	165,900	256,100	399,600	-	-	2,151,300	2.4%
Operations and Maintenance	73.70	3,196,700	467,800	3,094,400	801,700	-	-	7,560,600	8.5%
Fiscal	-	-	-	-	-	30,600	1,537,600	1,568,200	1.8%
Totals	1,132.31	71,516,900	4,709,500	5,854,900	5,609,400	30,600	1,677,400	89,398,700	100.0%
		80.0%	5.3%	6.5%	6.3%	0.0%	1.9%	100.0%	

**BRANDON SCHOOL DIVISION  
BUDGET VARIANCE SUMMARY  
2014/2015**

OBJECTS	FTE	Salaries & Employee Benefits	Services	Supplies & Materials	Interest	Transfers	Total	
Regular Instruction	(8.20)	1,518,400	69,800	88,900		(4,600)	1,672,500	3.2%
Student Support Services	(2.05)	687,500	(2,200)	38,200			723,500	3.9%
Community Education and Services	-	(2,300)	-	-			(2,300)	-0.8%
Divisional Administration	-	59,900	79,400	(14,300)			125,000	4.6%
Instructional & Other Support Services	(0.75)	20,700	(37,600)	(28,900)			(45,800)	-1.8%
Transportation	-	100,200	2,800	15,800			118,800	5.8%
Operations and Maintenance	-	173,300	21,400	35,500			230,200	3.1%
Fiscal	-				18,900	47,600	66,500	4.4%
Totals	(11.00)	2,557,700	133,600	135,200	18,900	43,000	2,888,400	3.3%
Transfers to Capital						-	-	0.0%
	(11.00)	2,557,700	133,600	135,200	18,900	43,000	2,888,400	3.3%

## Brandon School Division Special Levy

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

Special Levy  
40,665,635  
38,029,913  
2,635,722 -  
6.9%

Mill Rate  
15.50  
16.58  
1.07  
-6.5%

FTE  
(11.00)

Approved  
(1,040,000)

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

**BRANDON SCHOOL DIVISION  
CALCULATION OF 2014 SPECIAL LEVY**

<b>Budget Shortfall</b>		<b>268,234</b>
A. Special Requirement: 2013/14 Budget (1)	41,438,400	
B. Amount related to 2013/14 included in 2013 Special Levy	18,025,704	
C. Balance of 2013/14 to be raised in 2014 (A - B)		23,412,696
D. Special Requirement: 2014/15 Budget (1)	41,706,634	
E. Amount included in 2014 Special Levy (43.5% of D) (2)		18,142,386
F. Surplus (Applied)/Raised (not included in the Special Requirement)		580,212
G. 2014 SPECIAL LEVY FOR DIVISION (C + E + F)		42,135,294
H. 2014 SPECIAL LEVY FOR D.S.F.M. (from line Q below)		377,979
I. 2013 SPECIAL LEVY ADJUSTMENT FOR D.S.F.M. (from line G of Adjustment form)		375
J. <b>SPECIAL LEVY BEFORE TAX INCENTIVE GRANT (G + H + I)</b>		42,513,648
K. Less: Tax Incentive Grant		1,848,013
L. <b>2014 TOTAL SPECIAL LEVY (J - K) (3)</b>		40,665,635
Total School Assessment		2,622,933,060
2014 Mill Rate		15.504
2013 Mill Rate		16.578
Percentage increase in Mill Rate over prior year		-6.5%

**2013 SPECIAL LEVY FOR D.S.F.M.**

M. 2014 Special Levy for Division (from line G above)	42,135,294	
N. Resident Non-D.S.F.M. pupils at September 30, 2013 (4)	7,859.0	
O. Special Levy per resident pupil (M ÷ N)	5,361.41	
P. Resident D.S.F.M. pupils at September 30, 2013 (4)	70.5	
Q. 2014 Special Levy for D.S.F.M. (O x P)		377,979

**BRANDON SCHOOL DIVISION  
CALCULATION OF 2015 SPECIAL LEVY**

**Budget Shortfall and Requests**

-

A. Special Requirement: 2014/15 Budget (1)	41,706,634	
B. Amount related to 2014/15 included in 2013 Special Levy	18,142,386	
C. Balance of 2014/15 to be raised in 2014 (A - B)		23,564,248
D. Special Requirement: 2015/16 Budget (1)	41,706,634	
E. Amount included in 2015 Special Levy (43.5% of D) (2)		18,142,386
F. Surplus (Applied)/Raised (not included in the Special Requirement)		\$258,260
G. 2015 SPECIAL LEVY FOR DIVISION (C + E + F)		41,706,634
H. 2015 SPECIAL LEVY FOR D.S.F.M. (from line Q below)		374,134
I. 2014 SPECIAL LEVY ADJUSTMENT FOR D.S.F.M. (from line G of Adjustment form)		375
J. SPECIAL LEVY BEFORE TAX INCENTIVE GRANT (G + H + I)		42,081,143
K. Less: Tax Incentive Grant		1,848,013
L. 2015 TOTAL SPECIAL LEVY (J - K) (3)		40,233,130

Total School Assessment	2,622,933,060
2015 Mill Rate	15.34
2014 Mill Rate	15.50
Percentage increase in Mill Rate over prior year	-1.1%

**2015 SPECIAL LEVY FOR D.S.F.M.**

M. 2015 Special Levy for Division (from line G above)	41,706,634	
N. Resident Non-D.S.F.M. pupils at September 30, 2014 (4)	7,859.0	
O. Special Levy per resident pupil (M ÷ N)	5,306.86	
P. Resident D.S.F.M. pupils at September 30, 2014 (4)	70.5	
Q. 2015 Special Levy for D.S.F.M. (O x P)		374,134



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

**TAX EXAMPLES:**

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



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

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

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



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

Based on average assessment increase of 10.0%

**Presentation to the Brandon School Division Board of Trustees  
February 24, 2014**

**Chairman, Trustees, Senior Administration and guests. My name is Alison Johnston and I am the President of the Brandon Teachers' Association.**

**Thank you for the opportunity to speak with you this evening.**

**I have been an employee of the Brandon School Division for many years. Over that same number of years I have listened to your budget deliberations and those of your predecessors.**

**Please allow me to share with you a small history lesson. In the fall of 1999, I accepted a new teaching assignment at Meadows School. This transfer resulted in me teaching a new grade and having to learn new curriculum. My teaching partner and I both went to Meadows School that year and between the two of us we had 69 Grade 6 students in our charge - 35 students for me and 34 students for him.**

**My 35 students were comprised of 21 boys and 14 girls. Along with a full-time Educational Assistant, and myself we had 37 people working in our classroom space. In my group of students, I had 4 students named Shawn, 2 named Amanda and 2 named Melissa. It was kind of amusing that I couldn't even call the Shawn's by their last initial because 3 of them were Shawn H's. I quickly decided that everyone in the classroom would be called by their last names because they were all different and that seemed to be the easiest way to individualize the students and establish relationships. The students that year were a pretty homogeneous group. The Educational Assistant was a true support in our classroom. She provided an extra pair of hands to assist with students and also helped to maintain the sanity of the teacher! It was a true partnership.**

**For my teaching partner and I, the week of Parent/Teacher/Student Conferences was an actual full week of interviews. Following the completion of the school day Monday through Wednesday, we held Conferences until 5:30-6:00. We chose this option so that the number of interviews left could be more easily managed during the assigned two days.**

**In the classroom, the students sat in 3 long rows with the desks side by side. Classroom management was a challenge. The opportunity for the students to work in groups and to actually move around was limited. As an educator, it was difficult for me to accept that the amount of time that I could spend with each student on a daily basis was also very limited. That year I learned that it takes longer to do 35 of everything - a definite workload issue.**

At the time, parents were told that there was no money available that year for an additional teacher in Grade 6, but they were guaranteed three classes of Grade 7 the following year. Parents reluctantly accepted this decision. Perhaps this could be considered a true example of *"the year of the pause."*

The fall of 2000 brought different challenges for me; 27 students that year – 8 less. Great, or so I thought. After the first week with the students, I approached the Principal and indicated that there were many needs in the classroom – both educational and behavioural. I needed help. The Principal told me there was no money for additional help and there were limited resources available to access. I approached the Principal the following week with the same concerns. Same answer. The next week, I was diagnosed with a case of shingles. The note from my physician recommended two weeks away from work. I believe this was directly related to the stresses I was experiencing in the classroom. Perhaps if adequate supports were in place for the students and for me, this may not have occurred.

I would like to share one more story of my early career at Meadows School. Early in September I identified that a student was having difficulty coping with curriculum. I put in the paperwork to have the student tested in order to provide a better idea in terms of appropriate programming. The report was completed in early June. While it was somewhat gratifying to learn from the report that the programming I implemented throughout the year was appropriate, the information received was more useful for the receiving teacher the following year than for me. Perhaps for this student, this also could be considered *"the year of the pause."*

It would be naïve to assume that the experiences that I have described are unique to me only. Rather, I would suggest that they are a snapshot of experiences for many of your staff and students at the time. I believe that the three scenarios I have shared are all examples of fiscal policy dictating educational goals.

My final years at Meadows, in my view, were completely different. Supports were put in place for students that quickly provided assessments and information to assist with programming. Each support assisted students with their success. One example of this would be the implementation of the Middle Years Literacy Support program.

Last year I told my students that I was glad that my final year at Meadows School was with them. They were a terrific bunch of kids. In reflecting back on the year, as educators all do, I honestly believe that as a teacher I was able to meet the educational needs of my students and that as a school team providing supports, that premise also held true.

Trustees have recognized that class size and composition have impacts on student learning, and over the years have worked to address this fact. The impact on our school system include such influences as the increasing diversity of student learning needs; a rapidly increasing number of English as an Additional Language students; At-Risk Youth; High Needs Students; and Bill 13.

Trustees have been quick to respond to these needs – the Neelin High Off School Campus; The Upper Deck; Full-Day All-Day Kindergarten; International Baccalaureate and Advanced Placement programs; and a comprehensive learning support services department providing curriculum and student support to name just a few innovations. These are all excellent examples of educational goals determining fiscal policy.

At the September 9, 2013 meeting of the Board of Trustees, Research and Evaluation Services Specialist, Ms. Wilson, presented the 2012-2013 Student Achievement Results. In the report, the data did what it was supposed to do – celebrate successes and identify areas that still need to be addressed. The achievement results of the full-day, everyday Kindergarten students were truly remarkable. This Brandon School Division Board of Trustee initiative should be acknowledged and applauded. Trustees recognized this need and addressed it. You did this.

At this same meeting, the Senior Administration Report included the Strategic Plan Overview. It stated *“The professionally focused work continues in 2013-2014 on the objectives and activities designed to implement our goal of “To engage ALL students actively in their learning through the provision of equitable, fair access to quality learning facilitated by quality teaching and enabled by quality support services”.”*

At the October 15 Board meeting, Trustees passed a motion to examine staffing, programming and enrollment efficiencies. The recommendation was to maintain September 2013 staffing numbers with consideration to possible staff reductions and examination of substitute teacher costs, no expansion of existing programs, no implementation of new programs, and the examination of minimum enrollment and maximum number of credits.

As an observer at the February 18, 2014 Preliminary Budget meeting, it was disheartening that the option of maintaining September 2013 staffing numbers received little consideration or debate. Ultimately, the *“year of the pause”* became the *“year of the staff cuts”*, and a staff reduction of 11 FTE teachers was the outcome of the deliberations.

It is my understanding that the Brandon School Division is anticipating that the student enrollment rate will increase by as many as 124 students in 2014.

**As you are aware, a good number of our new students do not speak English as their first language. The enrollment of EAL students in the Brandon School Division has increased significantly as a proportion of overall enrollment over the past several years; from 1.5% in 2006-07 to almost 15% in 2012-13. This trend will no doubt continue to see increases.**

**The increase in the number of students and the reduction of staff will obviously have an impact on class size in the division, and also on workload for your staff. It is worth noting that one less person in student support services will be providing services to 124 more students. How can this be what is best for students?**

**Would the same scenarios that I have described from 1999 and 2000 be able to achieve the Brandon School Division Strategic Plan goal of providing quality learning and quality teaching in 2014?**

**The deliberations at this table are never easy. Public education, at its core, is an investment in our children. My favourite part of the School Board meeting is where the Chairman, on behalf of the Board, acknowledges the achievements and successes of our students. For many of them, as they begin their journey on new educational paths and ultimately career choices, they may not end up in Brandon, but become contributing members of another community. Nonetheless, the education that they received here should be seen as an achievement of the Brandon School Division.**

**Together, we: Trustees, staff and community, nurture our students so that they will become successful contributing members of Society. It takes a community to raise a child. It takes a community to educate a child. I urge you to revisit your budgetary decisions of February 18 and, at a minimum, consider staffing at the September 2013 levels. Our students deserve it.**

**Thank you.**

## Sheri Bailey

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**From:** Gord Burgess  
**Sent:** February-16-14 6:13 PM  
**To:** Sheri Bailey  
**Subject:** Fw: 2014-2015 budget

Feb 16/2014

Good Morning:

**Please forward this letter to all trustees**

If I understand you correctly 4% increase would maintain current level.

Each 1% reduction would reduce teachers by 11

A freeze would chop 44 teachers.

Give the teachers the same budget as last year and let **them** figure it out. Cut teachers---take lower salaries--  
--more teachers aids—less teachers for example, less extra programs.

If this was a business that is basically the way it would work. Your division gets a budget and they HAVE to live within it. Government people can't grasp this idea but MUST eventually accept this idea or we go broke. Apparently when our tax rate hits 50% we can NO LONGER buy our way out of debt !!! Guess what—we are there !!!! . Over 35% in federal and provincial tax plus GST and PST of 13% and we are basically there—48%. We are putting our great great grandchildren in debt for the rest of their lives. Do we want that ?

I feel too high a percentage of the board are teaches or related profession and can't really see the forest for the trees !! The school system used to be there to prepare the kids for the workforce but we seem to have included much more than that now. Do we NEED it or just **want** it ??

Wages for police, fireman are insane and NOT required and you think teachers will ask for the same, is financial suicide

I phoned CPP to change an address and they increased the CPP .09% and OAS .01% last year. Why not follow them. The budget is supposed to be balanced next year !

I see nothing wrong with minimum class sizes at 15 for extra or specialty courses/classes. Perhaps a fee for these extra classes could be applied and then only the people who were REALLY interested would apply.

This generation of children will realize the importance of finance, budgeting, working etc. when they try to buy their first car. You can only buy what you can afford—NOT WHAT YOU WANT. Perhaps we should teach them that now ! The school division is in exactly the same situation at this point---do what we can afford—not what we want or feel we need.!! **Cut at LEAST 2% this year and then 0% for the next four and see if we get out of this mess.**

Even if you have an increase of only 1% you effect our spendable income.

\*Wheat King season tickets down 10 % or 300 people for about \$135,000 for 2013-14 season.

\*Less money for door-to-door canvassing—cancer society, community centers, fruit sales, Lung association, girl guide cookies, cash register donations at some stores,...and the list goes on.....

\*Less money for United Way—short about \$69,000 before an anonymous donor stepped forward.

\*It hurts business. I myself buy way more in the US to allow my spendable income to go as far as it once did. I feel sorry for the business's but I HAVE to balance MY budget.

Do you think Brandonites WANTED to stop any of this !!!! They stopped because we are being taxed to death and we are STOPPING some of the extras. Any increase you put on the taxpayer DIRECTLY impacts spendable income for maybe 60 % of the citizens. i.e.—the older seniors with **no extra** private pension or **no indexing**, minimum wage earners, low income, ( perhaps including anyone under \$ 20.00 per hour ) unemployed, disabled, single income families **are all negatively impacted**. (This obviously has a lot less impact on retirees who have indexed pensions – ie: most government employees)

Thanks for your anticipated consideration

Gord and Dot Burgess





**BRANDON  
CHAMBER OF  
COMMERCE**

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*"Setting the Pace  
for a Greater  
Brandon  
Since 1883"*

March 3<sup>rd</sup>, 2014

Brandon Chamber of Commerce Presentation to Brandon School Division Board of Trustees

Re: 2014/2015 Budget

Ladies and gentlemen and Brandon School Board Trustees, I am Carla Milne, and I am currently the Chair of the Government Relations Committee, a Director of the Brandon Chamber of Commerce and a business owner in the City of Brandon. As you are well aware the Chamber is a not for profit organization that represents over 600 member business's in our community, but also lobby's on behalf of all business and those taxpayers that do not have a voice.

We would like to thank you for the opportunity to provide input on the School Division's 2014/2015 Budget. We do appreciate that the Brandon School Division's Administration has some very difficult decisions to make and they have had challenges finding the balance between provincially mandated items and the needs/wants for the division. The Chamber appreciates the information presented through your website, through public consultations and through all other dialogue we have been able to have with one another over the last few months. The communication and transparency of budget challenges has continued to improve year after year.

The Brandon Chamber of Commerce continues to be a supporter of quality education in our community. The Chamber understands that quality education will have a positive impact on our city and the community at large, but is crucial this gets carried out in a fiscally responsible manner.

We have had discussions with you on the current year budget and felt optimistic that as a Board you were taking a look at finding efficiencies in your budget to assist with the above inflationary tax increases. We understand how difficult this can be as more than 85% of the Brandon School Division budget is spent on salary and wages. You have little or minimal control over what a teacher makes, as we need to remain competitive and they need a reasonable compensation for their contributions to help educate our children. As costs increase in a division, and with little control over the wages per teacher, the one impact is turning more to looking at organizational effectiveness. The main objective we would hope still remains at providing strong core education for our students. Therefore, we support that the board was looking at enrollment, program and staffing efficiencies. Evaluation and reflection of past programs to make sure there is value is an important part of obtaining this organizational effectiveness.

On your website, you demonstrate the effect a 2.9% increase would have on your average commercial property. The net result is a \$539 increase to businesses, plus an additional \$43 increase to the business owner on their own property (using the average business and home value calculation). If this amount was to be increased greater than 2.9% it will have an even larger impact to our businesses. Our businesses have been faced with PST rate increases, expenses required to operate now having PST charged on them, and increased local municipal taxes due to assessment increases and mill rate. We ask and support the board to continue to make those tough choices on critical needs and not the wants.

From an advocate side to the Brandon School Division we continue to be frustrated with a Province that is mandating initiatives they cannot afford. Not all divisions are affected the same way with these initiatives and unfortunately our division is significantly affected. The provincial/municipal split is near 60/40 (60% provincially funded and 40% municipally). Our neighbors and other provinces do not surpass 80/20 and some are now funded 100% provincially. We realize it's a different pocket of tax, but one that has a broader base. We are certainly at a very difficult spot right now, which means there needs to be dramatic changes made. Does it



mean that core education remains the main area of focus, we very much hope so. Do we know if these proposed changes will gradually get our division realigned with the Province's demands of placing more resources to our K-3 children, high risk youth and mandatory education until 18 and will this have a positive impact for our community? We are not sure, but one thing we do know is that if we do nothing to address the exceptional increases to run the division we will not be further ahead than we are now.

We thank you very much for this opportunity to speak publicly to you on behalf of our membership and hope our points are taken constructively as anything greater than a 2.9% increase on top of a large increase last year is not palatable. Taxpayers have been stretched to the limit and change needs to happen sooner than later.

School Trustees we do commend you on your hard work, but the Chamber must continue to take a fiscally responsible stance.

Thank you,

Carla Milne, Director  
Chair of Government Relations Committee  
Brandon Chamber of Commerce  
March 3, 2014

**Presentation to the Brandon School Division Board of Trustees  
March 3, 2014**

**Chairman, Trustees, Senior Administration, colleagues, and guests. My name is Alison Johnston and I am the President of the Brandon Teachers' Association.**

**Thank you for the opportunity to speak with you this evening. I am pleased to make this submission on behalf of your teaching staff.**

**In the past few weeks, I have listened to many comments and opinions in regard to the 2014-2015 budget. This presentation on the budget is a reflective commentary of my interactions in our community.**

**I would like to spend a few minutes examining the statistics. I am quoting from the 2013-2014 FRAME reports.**

**What is average? Dictionary.com describes average as: a typical amount, rate or norm; typical, common or ordinary.**

**If the Brandon School Division were merely ordinary, in order to match the provincial average, our operating expenses per pupil would see an increase of \$1194/student. With a projected enrollment of 8438 students for 2014-2015, being merely ordinary would add an additional \$10,074,972 to the coffers.**

**I have heard the argument that it is not fair to compare the situation in Brandon with the Winnipeg Metro Divisions. Ok. Let's make a comparison with our geographical neighbors. The evidence suggests that our neighboring divisions invest much more per student: Park West \$2442 more per student; Southwest Horizon \$2225 more per student and Rolling River \$2186 more per student to name a few.**

**With these figures in mind, is it fair or accurate to assert the position that the Brandon School Division is asking for a Cadillac education for Brandon students?**

**Historically, Brandon School Division Trustees have examined their coffers and determined that they would get the most "bang for the buck" by directing and investing their dollars in services for students. The pupil-teacher ratio and the variety of innovative programs offered to students would support this premise.**

**At the October 15 Board meeting, Trustees passed a motion to examine staffing, programming and enrollment efficiencies. Efficiency is actually an interesting word choice. Dictionary.com describes efficiency as: the state or quality of being efficient; a competency in performance.**

**I would suggest that in examining the above efficiencies, Trustees quickly determined that the Brandon School Division is already a pretty efficient operation. The Brandon School Division ranking on operating expenses per pupil in the province of #31 out of 36 would support this fact.**

**It is worth noting that the word *efficiency* has quietly disappeared from the discussion and subsequently replaced by *sustainability*. Back to dictionary.com – sustainability is described as the ability to be sustained, supported, upheld or confirmed. On this point I would advocate that the investments made by this Board should be supported and upheld; and that the data collected by BSD would confirm this point.**

**I would like to examine the proposed elimination of 11 FTE positions. I have a few thoughts on this point.**

**In the budget deliberations, Trustees indicated that they hoped that the elimination of the positions could occur through attrition and therefore there would be no staff layoffs. On this point, I pose the question “What if 11 teachers do not retire this year? What if nobody retires? Then what? I believe the answer would be that the \$880,000 budgeted as the savings would then have to come from teachers on term contracts, or teachers in their first or second year of their career. Here’s the problem – these teachers do not have the same number of years of teaching experience and as a result do not earn the same remuneration. If this held true, the Brandon School Division could find that as many as 16 teachers would have to be “let go” to make up the short fall.**

**Secondly, I would like to explore the impact of removing 9 FTE positions from the pupil teacher ratio. In examining this impact, I present the following information. Let’s assume for the sake of argument that the 9 teaching positions had 20 students in each classroom. That equals 180 students. Add this number to the projected enrollment increase of an additional 124 students, and suddenly over 300 students require placement. In a simple comparison, based on the division’s identified enrollment capacity of schools, that would equate to closing the doors at one of these schools: J.R. Reid, Betty Gibson or O’Kelly . Tied closely in with this point, is the assertion by the Board Chairperson this fall that the Division was lobbying the provincial government for an additional school. Perhaps a suitable response from the Minister of Education and Advanced Learning would be that a new school isn’t necessary; the students could simply be placed in the school that had been emptied.**

**In regard to the elimination of one position from the divisional learning support services and one from the school community transitions program at the high school, my comment would simply be that you are reducing the services to the students who require the additional supports the most!**

**A final thought on this point would be on the topic of wellness. The Brandon School Division has been at the forefront in the province in initiating and implementing wellness opportunities and programs for its staff.**

With an increase in enrollment and a decrease in staff, workload issues, and absenteeism as a method to cope with these pressures, cannot help but move to the forefront.

The February 19, 2014 editorial heading of the Brandon Sun announced, *"Teacher salaries squeeze BSD budget."* Further down the page was another headline: *"In 2004: BSD trustees make cuts during budget talks. Brandon School Trustees slashed 12 teaching positions, transportation for the Grade 2 and 4 swim program and reduced the division's clinical support and home-school liaison worker's time to tighten this year's school budget."* Sadly, we have been down this road before. What is new, however, is that ten years ago the student population was relatively constant. That certainly is not the situation today with our ballooning enrollment.

At the February 24, 2014 meeting of the Board of Trustees, Trustee Bowslaugh asked me how she should respond to ratepayers who are expressing concern in regard to tax increases. She referenced the public letter submitted to the Board by Mr. and Mrs. Burgess. Well, I have reflected on her question this week and given it much thought. I would like to take a crack at the answer. Here is what I believe should be said to the Mr. and Mrs. Burgess':

*"First of all, I would thank you for your inquiry. You have chosen the correct method to express your concerns. I would also like to thank you for giving me the opportunity to respond to your concerns. The answer is not simple, but complex.*

*I would encourage you to do some reflections on your own education and that of your family. In looking at the education you received as children, what did it look like? Think of the dynamics of the family unit, and that of society at that time. The child who was a bit different, probably stayed at home. The teacher stood at the front of your classroom and you received group instruction. Your education provided you with the knowledge and skills that were necessary for you to be a productive member of your community. At the time, students probably did not stray too far from the community in which they were raised.*

*Let's move ahead to when you raised your own family. What did the education that your children received look like? How has it changed and evolved over time from your experiences? Think of the dynamics of the family unit, and that of society at that time. The child who was a bit different now attended school, but not with your kids. The teacher probably was still at the front of the classroom, but the opportunities provided to your children were greater.*

*The education system provided your children with the knowledge and skills that would allow them to be a productive member of a larger society. Perhaps they had dreams that reached past the border of Manitoba. Let's continue our journey to the present time; perhaps with your own grandchildren. What does the education your grandchildren receive look like? How has it changed and evolved over time from your own experiences and that of your children? The child who is a bit different now is fully integrated into today's classroom.*

*Think of the dynamics of the family unit and that of society today. Our youngest children may be impacted by influences such as the involvement of Child and Family Services in their home; a single-parent family; or one week with Mom and the next with Dad. Our near graduates are also impacted by influences such as working full time while pursuing their studies; or living in a foster home.*

*As an elected Trustee, here is what I want for our students. It is no longer acceptable that our teachers be a "one trick pony", rather, it is expected that they be a "master of all trades." We need to prepare our students for a twenty-first century world, where they have the knowledge and skills necessary to be productive and competitive in a global marketplace. Let's examine our classroom of today. Teachers must teach an integrated curriculum that involves students in the unit development process. Teachers must provide differentiated instruction that adapts curriculum in different ways to meet the needs of all students. Teachers must have students engaged in active learning opportunities that internalize learning. I am satisfied that we have a dedicated staff providing this service.*

*In today's world, we will do a disservice to our students if we stand still and do not move forward. In fact, this means that we must continue to invest in our students. I believe that we, as a community, have a moral obligation and a moral responsibility to meet the needs of all of our students so that they are, in fact, ready to meet the demands of our global society.*

*The Brandon School Division provides these opportunities for each of our students in an efficient and cost effective manner. I am proud to stand on my record."*

**That is what I think the answer should be.**

**In conclusion, the Brandon Teachers' Association is in opposition to the proposed 2014-2015 Brandon School Division budget. In fact, BTA would like to see the Board continue their educational goals with even more investments in our classrooms. At the very least, Brandon School Division should have a status quo budget that maintains the September 2013 staffing levels and also sustains their previous investments in programming and supports, rather than eliminates them. In my view, this would be a platform that any Trustee could easily defend with the electorate in October.**

**I would like to leave you this evening with one final thought. The legacy of the Board from ten years ago was recently summed up in the Brandon Sun with this sentence: "The Brandon School Division is shrinking and the City of Brandon is growing." Ten years from now, what legacy does this Board wish to leave for our Community? What footnote will be reported in the Brandon Sun? I would suggest that ten years from now, ratepayers, like me, like all of us here tonight, will not remember that this Board saved them \$1.50 a month. Who will remember the decisions made today? Your clients, the students, will.**

**Thank you.**

March 3, 2014

Good Evening Trustees, Senior Administration, BTA, and members of the public:

As the President of CUPE Local 737, I am here tonight to speak on behalf of the 500 members of my local. For those of you who do not know me my name is Jamie Rose. The members of my local are the Support Staff of the Brandon School division.

We are here once again speaking in support of a Status Quo budget; a budget that was overwhelming supported by the public survey conducted by the Brandon School Division on February 12. We believe cuts will jeopardize our students' future and the future of Brandon. With student enrollment still on the rise, cutting staff, we feel is a very unwise decision and will negatively affect the students of the Brandon School Division.

One percent is the difference between keeping vital positions and programs that engage our students and keep them motivated to attend school. The discussion around the budget table on February 18 reflected how important it is to engage our students.

The cuts you are proposing to make to the 2014-2015 budget we feel do not have the best interest of the students of the Brandon School Division.

What you are saving now will have a negative impact on the students of the Brandon School Division, not only next year but in the years to come. we appreciate your dedication and hard work . Thank you

SCHOOL BOARD MEETING MAR 3<sup>RD</sup> / 2014

How much was LAST YEARS TRUSTEE  
TRAVEL BUDGET

DID you TRAVEL OUTSIDE CANADA  
FOR MEETINGS.

⇒ WHERE will you GO THIS YEAR.

| WHEN ON SCHOOL BOARD TRAVEL  
DID SPOUSE OR OTHER GO ALONG

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BUS AT WALMART HOME DEPOT  
SUPER STORE GREENSPOT

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**From:** \_ \_ \_  
**Sent:** Sunday, February 16, 2014 7:52 PM  
**To:** Peter Bartlette; Jim Murray; Pat Bowslaugh; Glen Kruck; Mark Sefton; Linda Ross; Marty Snelling; Doug Karnes  
**Subject:** Budget Talks

I was not at the budget meeting but did view it on line. No doubt the Board is faced with a challenge but I am seriously concerned about limiting the number of credits a student can take in his/her high school career. Does limiting the student to 34 to 38 credits mean they can no longer go for the dual diploma. I would hate to see that. There are some instances where a dual diploma of academics and vocational will give the student a step up in university. Students wishing to go into civil engineering have an advantage if they have an 85% plus average in academics but also a diploma in drafting.

Also cutting non compulsory classes with under 15 students is a serious concern. Trustee Sefton was quoted in the Brandon Sun as saying that "these changes would generally affect optional courses that are not part of compulsory credits needed for graduation or access to secondary education" Are we not talking here about a number of the vocational courses that students not taking the academic stream require for graduation? These students could be affected as well as the academic stream students being limited in options to gain valuable experiences for the work world. Computer science would be gone as they are currently mixing grade 11 and 12 classes together.

Why would you not seriously look at the IB program in Neelin? What percentage of students in terms of the overall BSD high school population are taking the program? Is it cost effective when students have the option of taking AP courses anyway? What about cuts to out of province training for teachers? Travel can be eliminated by Skype or tela links. Maybe no more Board retreats.

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Sandra Koch-Gensiorek