



BRANDON SCHOOL DIVISION

June 5, 2013

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

TO BE HELD MONDAY, June 10, 2013
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

K. Zabowski
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, May 27, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Education Committee Meeting P. Bartlette
- b) Finance Committee Meeting M. Snelling
- c) Other
- Employee Long Service Recognition Evening – M. Sefton.

2.03 Delegations and Petitions

2.04 Communications for Action

NIL

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – Published Student Storybooks – Amy Buehler and École New Era School students.
- c) Items from Senior Administration Report
 - Tabled Motion 46/2013 – Refer Motions.
 - Secondment of the President of the Brandon Teachers' Association – Refer Motions.
 - Scholarship Agreement – Juggernaut Computers – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

Tabled Motion (April 22, 2013)

46/2013 That effective the beginning of the 2013/2014 school year, all students shall have the opportunity to stay for lunch at school should they wish to do so.

63/2013 That the request of the Brandon Teachers' Association, that the President of the Association for the 2013/2014 school year, Ms. Alison Johnston, be seconded from the Division on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment, to the details of the release time being agreed upon between the Association Superintendent, the affected school principal, and Ms. Johnston, and that upon the return of the teacher to the Division, the teacher shall be reinstated in the same or comparable position.

64/2013 That the Agreement for establishment of the scholarship to be known as "The Juggernaut Achievement Award" for a male or female student graduating from each of the three high schools be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

65/2013 That the proposed changes to the budget process, as presented to the Board of Trustees on June 10, 2013, be adopted on a trial basis for the 2014/2015 operating budget.

66/2013 That the residual cost fees for the students from other divisions attending Special Education Programs, High School Academic, Academic Elementary Programs in the Division and Vocational Programs at Crocus Plains Regional Secondary School, during the July 2011 - June 2012 fiscal period, the July 2012 - June 2013 fiscal period, and for the July 2013 to June 2014 fiscal period (subject to adjustment to reflect the audited financial statements) be set as follows:

	2011/2012 Final	2012/2013 Estimated	2013/2014 Estimated
Academic Elementary Students	\$ 4,187	\$ 4,400	\$ 4,500
Academic High School Students	\$ 3,562	\$ 3,800	\$ 3,900
Vocational Students	\$ 4,826	\$ 5,100	\$ 5,300
Special Education Students	\$18,971	\$21,100	\$21,700

67/2013 That the non-resident tuition fees for students from Sioux Valley Educational Authority Inc. and other First Nations students attending Brandon Division schools during the July 2011 - June 2012 fiscal period, the July 2012 - June 2013 fiscal period, and for the July 2013 to June 2014 (subject to adjustment to reflect the audited financial statements) be set as follows:

	2011/2012 Final	2012/2013 Estimated	2013/2014 Estimated
Academic Elementary Students	\$ 8,018	\$ 8,500	\$ 8,800
Academic High School Students	\$ 6,571	\$ 7,000	\$ 7,200
Vocational Students	\$ 8,284	\$ 8,800	\$ 9,100
Special Education Students	\$22,719	\$24,900	\$25,600
Modified Program Students	\$15,006	\$16,300	\$16,800

68/2013 That the non-resident tuition fees charged to foreign students for the 2013/2014 school year be set at \$10,000 per student and for the 2014/2015 school year be set at \$10,500 per student.

69/2013 That the Tender for School Furniture for 2013-2014, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted:

The Accent Group Inc.	\$45,454.25
Christie's Office Plus	\$ 3,856.80
Allmar International	\$ 4,790.00
Supreme Office Products	\$ 2,791.50
Wintergreen	\$ 2,160.00

70/2013 That the Proposal from AAA Alarms in the total amount of \$177,016.52 (including taxes) for the Supply and Installation of Security Management Systems for Crocus Plains Regional Secondary High School, École Secondaire Neelin High School, Vincent Massey High School, and the Administration Office, be accepted.

71/2013 That the low tender from myITsource.ca in the amount of \$176,886.50 plus taxes for the supply of 350 Computer Laptops to be funded from the 2013/2014 computer replacement budget be accepted

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) Keith Thomas, Risk Manager, Manitoba School Boards Association (MSBA), May 29, 2013, enclosing the insurance availability for Community Use of Schools. He notes that if the Community group has access to their own insurance then this type of insurance will not be necessary. However, if they do not carry insurance, the Division may choose to provide them with the attached information.

Refer Secretary-Treasurer Office.

- b) Nancy Allan, Minister of Education, May 24, 2013, addressed to Superintendents of School Division, regarding Bill 18, *The Public Schools Amendment Act (Safe and Inclusive Schools)*. She notes Bill 18 provides educators and administrators with new tools to tackle the problem of cyberbullying. Bill 18 defines bullying and also sets out its characteristics and forms, which includes bullying by means of electronic communication. Bill 18 requires staff, when they become aware that a student has engaged in cyberbullying or been negatively affected by it, to take appropriate disciplinary measures when that activity is disruptive to maintaining a positive school environment. This Bill expands on the obligation of school personnel and those with care and charge of pupils to advise the principal when they become aware of a cyberbullying situation involving students. School Divisions need to review and amend their codes of conduct and appropriate use policies for the internet to be in compliance with this Bill when it has passed into law. Therefore, it would be prudent to begin work in these areas now.

Receive and File.

3.03 Announcements

- a) Employee Long Service Dinner – 6:00 p.m., Thursday, June 13, 2013, Victoria Inn.
- b) Education Committee Meeting – 11:30 a.m., Monday, June 17, 2013, Board Room.
- c) Policy Review Committee Meeting – 1:30 p.m., Monday, June 17, 2013, Board Room.
- d) Joint City Council/School Board Committee – 4:30 p.m., Thursday, June 20, 2013, BNRC Office.

- e) Finance Committee Meeting – 12:00 p.m., Monday, June 24, 2013, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, June 24, 2013, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report.
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT



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, MAY 27, 2013.

PRESENT:

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

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

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

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance to the meeting. The Chairperson noted the artwork on the Boardroom wall had been provided by students of Linden Lanes School.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Board Chairperson noted he had four additional items for In-Camera discussions.

The Secretary-Treasurer noted his memo regarding Extended Health Care Benefits included in the report of Sr. Administration. He confirmed there would be further discussion In-Camera regarding this item.

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

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held May 13, 2013 were circulated.

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

- b) The Minutes of the Regular Board Meeting held May 13, 2013 were circulated.

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

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

- a) The Chairperson recognized the following student accomplishments:
- Kevin Russel, Waverly Park School, for winning the Division-wide Grade 4 Oratorical Contest with his speech "Experience is the best teacher".
 - Lauren Michta, Waverly Park School, for winning the Division-wide Grade 5 and 6 Oratorical Contest with her speech "Papa – My Hero".
 - École Secondaire Neelin High School Students, Emma Bell, Rebecca Storey and Lea Johnson, for their accomplishments in placing 1st, 3rd and 4th in the Canadian Mennonite University Essay Contest.
 - Lukas Harvey, École Secondaire Neelin High School, for his award winning science fair project entitled "Rock, Paper and Keyboard" from the Western Manitoba Science Fair.

The Chairperson offered the opportunity for each honouree to speak following receipt of their recognition.

2.02 Reports of Committees

- a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on May 13, 2013 was circulated.

Trustee Bartlette requested clarification regarding the Short Term Disability Benefit Plan with respect to Brandon Teachers' Association members. He asked if this was a negotiated item or not. The Secretary-Treasurer confirmed Senior Administration is still looking into the matter and will be reporting back to the Personnel Committee in due course.

Dr. Ross – Mr. Murray
That the Minutes be received and filed.
Carried.

b) Policy Review Committee

The written report of the Policy Review Committee meeting held on May 15, 2013 was circulated.

Trustee Bowslaugh inquired as to whether or not the new Social Media policy would include anything on students bringing their own devices. Mr. Kruck noted the policy was still in the consultation phase and nothing had been determined with respect to students bringing their own devices at this point in time.

Trustee Ross, referencing discussions regarding policy 7024, asked what documentation or regulations are passed on to outside user groups who book school facilities through the Joint Use Agreement. Mr. Karnes, Chairperson of the Facilities and Transportation Committee, confirmed the current agreement is silent in this respect. However, he noted the agreement is up for review and renewal on a yearly basis and was perhaps something that could be discussed at that time.

Trustee Sumner inquired about the Division's liability if the Division remains silent on food being brought in by outside user groups and something does happen as a result of no policy for this group. Mr. Kruck confirmed the Committee had not discussed liability in that scenario, but rather discussed liability should there be rules and regulations in place and no way to monitor situations should something occur.

Mr. Bartlette – Mr. Murray
That the Minutes be received and filed.
Carried.

c) Workplace Safety and Health Committee Meeting

The written report of the Workplace Safety and Health Committee meeting held on May 15, 2013 was circulated.

Trustee Bartlette inquired about the timing of the water testing which had been conducted. It was noted that the retesting had been done during the school year and provided better results. Trustee Bartlette also inquired about the grace period for a scent free policy. Mr. Murray noted the discussions had been regarding a possible "soft launch" giving students and staff an opportunity to adjust to the new policy. He also noted that the soft launch would be determined by the Board of Trustees.

Mr. Snelling – Mr. Kruck
That the Minutes be received and filed.
Carried.

d) Other

- NIL

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) Jamie Harrison, Student Council Teacher Advisor and Jill Oman, Student Council Teacher Advisor, École Secondaire Neelin High School, May 7, 2013, noting the school's Student Representative Council (SRC) has recently registered for the Canadian Student Leadership Conference (CSLC) which is to be held from September 17-21, 2013 in Montague, P.E.I. The delegate fee for this conference is \$375 per attendee plus airfare. They are sending two students and two teachers for a cost of approximately \$4,800. They are requesting any financial support which can be made available by the Board in order to offset this cost.

Referred Motions.

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

- a) School Reports – Linden Lanes School

Ms. Kathy Brigden, Principal, Linden Lanes School, provided Trustees with her school report. She noted student achievement data shows strong, consistent growth in all areas. The percentage of students meeting or approaching curricular outcomes continues to be at or above expectations when compared to divisional data. She felt this success could be attributed to the fact the school staff, through the school development plan, chose to focus on two goals and do them well as opposed to trying to do several things. Ms. Brigden spent time discussing the school's first goal which was "To increase the achievement of all students with a focus on engagement in learning." She spoke to a number of school initiatives and professional development which had helped the school to achieve this goal. Ms. Brigden concluded her presentation by reading a letter from a student about what it meant to be involved in a HALEP cluster.

Trustees thanked Ms. Brigden for her presentation and congratulated her on focusing and targeting on a particular area to achieve higher results.

- b) Learning Support Services Presentation – NIL

- c) Items from Senior Administration Report

- Rotary Club of Brandon Sunset Scholarship – Referred Motions.
- P.E.O. Chapter R Scholarship – Off-Campus – Referred Motions.
- SMD request for bus transportation – Referred Motions.
- Crocus Plains Regional Secondary School Off-Site Activity Request – Referred Motions.
- CPRSS Request for Financial Assistance – Skills Winners – Referred Motions.
- Trustee Inquiries:
 - o Trustee Bowslaugh – Anti-bullying forum.

The Secretary-Treasurer spoke to the motions being brought forth through Senior Administration.

The Secretary-Treasurer also reviewed a memo he included in the Report of Senior Administration with respect to Extended Health Care Benefits. He noted the Manitoba Association of School Board Officials (MASBO) was meeting on Thursday of this week to discuss the matter further. Trustees expressed concern that there had been a lack of discussion and consultation on this matter with school divisions. They also expressed concern with the upcoming deadline of the fall with only one month of school left and many employees unavailable during the summer months. They expressed disappointment that Mr. Trubyk, Labour Relations Consultant for Manitoba School Boards Association (MSBA), had not met with Trustees on this matter. Trustees inquired as to who authorized MSBA to negotiate on behalf of the divisions. They also requested clarification regarding which company would be administering the plan; would new ID cards be required; who would pay for the implementation costs; what would happen to employee plans should an employee change jobs and hours within the division; what were the reactions of other school divisions; will retired teachers be under the same plan and will this put some Trustees in a conflict of interest position? Mr. Zabowski was asked to note the various questions raised by Trustees and seek clarification when this matter was to be discussed at the MASBO conference.

2.06 Public Inquiries (max. 15 minutes)

- a) Barb Gribben, Recording Secretary CUPE Local 737 and Chair CUPE Manitoba School Division Sector, noted she had several questions with respect to the Manitoba Public School Employees Dental & Extended Health Benefits Plan. She noted CUPE Local 737 knew nothing about the proposed plan until Dr. Michaels and Mr. Zabowski met with the Executive on May 23. She had then contacted Kelly Moist, President CUPE Manitoba, and learned that CUPE Manitoba also knew nothing about this plan. Therefore, she requested clarification regarding the following:
1. "Why was CUPE not involved in the discussion for the set-up of this plan? Why the secrecy – this was out of the blue!"
 2. "Who initiated this plan? Why can't support staff have their own plan?"
 3. "Why the rush to have Support Staff determine if their members wish to participate? We have to determine by October 1, 2013 if we are participating – the Executive found out May 23 and the majority of our members do not work in July and August."
 4. "With our current plan we can opt in every second year – this plan does not allow our members to opt in at a later date. Why? It appears our current members are making a decision for future members – is this fair?"
 5. "How does it work for a term employee? If (I cannot speak for our members) join the plan we have term support staff who work 25 hours or more a week. Are they automatically enrolled in the plan? What happens if they have a break in their employment?"
 6. "What is the difference in the premiums from our current plan? What is the difference in the coverage?"
 7. "Is it fair Support Staff currently participating in the MTS Extended Health Plan will have no coverage as of September 1 as the current plan ceases to exist effective September 1, 2013?"

She concluded her inquiry by noting that the union has many questions and concerns regarding the plan and wonders why the union was not consulted from the beginning given that they are to be part of a joint Trustee Committee to oversee the plan.

Trustees noted they shared CUPE's concerns and are looking for the same answers. It was agreed a motion would be brought forward directing a letter be forwarded to MSBA noting CUPE's questions and concerns and supporting those concerns. The letter would also express concerns regarding the implementation timelines and lack of consultation/discussion with Trustees. Ms. Gribben was asked to relay the discussions which had taken place at the Board table regarding this matter, to the CUPE membership.

2.07 Motions

Tabled Motion (May 13, 2013)

50/2013 Mr. Sumner - Mr. Kruck

That the Agreement to establish an award which would be provided annually to one Grade 8 student from each school in the Brandon School Division who has participated in extracurricular activities demonstrating involvement, leadership or organizational skills in their school and community; and to be known as "The Rotary Club of Brandon Sunset" award, be approved. The Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried (Trustee Bowslaugh abstained).

57/2013 Mr. Kruck – Mrs. Bowslaugh

That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as "The P.E.O. Chapter R of Brandon Scholarship" in the amount of \$500.00 for the 2012-2013 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

58/2013 Mrs. Bowslaugh – Mr. Kruck

That a school bus be provided to the Society for Manitobans with Disabilities' 2013 Summer Day Camp for the weeks of July 8th, 2013 to August, 23rd, 2013, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Motor Transport Board.

Carried.

59/2013 Mr. Karnes – Mr. Murray

That the trip involving eight (8) Grade 10 to 12 Drafting, Electronics, and Autobody students, from Crocus Plains Regional Secondary School to make a trip to Vancouver, BC from June 4 to June 9, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Ross raised concerns that there were only male teachers chaperoning the trip. She noted the Board had discussed allowing for a gender balance several years ago. Mr. Malazdrewicz, Associate Superintendent, confirmed he would follow-up on the matter with the school administrator. The Chairperson asked Mr. Malazdrewicz to advise the school administrator that this has been raised by the Board previously and is a concern for the Board.

Carried.

60/2013 Mr. Murray – Mr. Karnes

That the request for financial assistance for eight (8) Crocus Plains Regional Secondary School students to attend the National Skills Canada Competition to be held in Vancouver, British Columbia between June 5 – June 8, 2013 be approved in the amount of \$3,200.00.

Carried.

61/2013 Mr. Bartlette – Mr. Murray

That the request for financial assistance for two École Secondaire Neelin High School students to attend the Canadian Student Leadership Conference to be held in Montague, P.E.I., September 17-21, 2013 be approved in the amount of \$800.00.

Mr. Murray noted in the past the Division has received presentations from students who have requested financial assistance for travel. He inquired as to the possibility of having some of these students report back to the Board at a later date.

Carried.

62/2013 Mr. Murray – Mr. Kruck

That the Brandon School Division Board of Trustees forward CUPE's concerns regarding the Manitoba Public School Employees Dental and Extended Health Benefits Plan Trust to the Manitoba School Board Association with the full support of the Board of Trustees; including concerns regarding implementation timelines; and further ask why this new plan was not brought forward for discussion at the MSBA AGM in March, 2013.

Mr. Karnes – Mr. Kruck

That Motion 62/2013 be tabled until after In-Camera discussions on the matter.

Carried.

2.08 Bylaws

Trustee Kruck exited the meeting at 8:50 p.m.

Dr. Ross – Mr. Snelling

That By-law 2/2013 being a by-law in the amount of \$14,000,000.00 providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the period of May 1, 2013 to June 30, 2013, be now read for the second time, having first been read on May 13, 2013.

Carried (8-0).

Mr. Snelling – Dr. Ross

That the rules be suspended and By-law 2/2013 be now read for a third and final time, and taken as read, finally passed.

Carried (8-0).

Trustee Kruck returned to the meeting at 8:53 p.m.

Mr. Snelling – Mr. Murray

That By-law 3/2013 being a by-law for the construction of the George Fitton School Gymnasium and Day Care Addition, not exceeding the amount of \$6,500,000.00, to provide for other related costs, and to provide for temporary financing, be now read for the second time, having first been read on May 13, 2013.

Carried.

Mr. Snelling – Mr. Murray

That the rules be suspended and By-law 3/2013 be now read for a third and final time, and taken as read, finally passed.

Carried.

Mr. Karnes – Mrs. Bowslaugh

That By-law 4/2013 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2013 to June 30, 2014, be now read for the second time, having first been read on May 13, 2013.

Carried.

Mr. Karnes – Mrs. Bowslaugh

That the rules be suspended and By-law 4/2013 be now read for a third and final time, and taken as read, finally passed.

Carried.

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

The Chairperson noted that new Trustee Inquiry forms had been prepared with a “Part B” included that would be completed by Senior Administration whenever a detailed response was inquired. This preliminary response would include cost and staff hours required and time needed to complete the request. It would then be returned to the Board of Trustees to determine whether or not the Board wished to pursue the matter. It was noted those inquiries which could be answered directly at the Board table would not fall under this process.

Trustee Kruck inquired about his request for follow-up with the Minister from the previous Board meeting. The Chairperson noted this matter would be discussed further In-Camera.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels, referenced the report from Spring Valley Colony School noting the work taking place at the school, including participation in a school science fair. Trustee Bowslaugh inquired about the possibility of the students participating in the Western Manitoba Science Fair in the future.

Trustee Bowslaugh thanked Senior Administration for providing the costs with respect to her inquiry regarding a Division wide anti-bullying training. She realizes it is not affordable at this time, but still felt it would be a worthwhile endeavor. Trustee Murray inquired about the possibility of partnering with Brandon University Education Students to provide this curriculum. Dr. Michaels confirmed she would be meeting with the new Education Dean in the future and could raise the matter with the Dean.

Mr. Murray – Mr. Kruck

That the May 27, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

NIL

3.03 Announcements

- a) Joint Meeting with Chamber of Commerce – 11:30 a.m., Tuesday, May 28, 2013 – Chamber of Commerce.
- b) Employee Long Service Pin Recognition Evening – 7:00 p.m., Thursday, May 30, 2013 – City Hall Foyer.
- c) Finance Committee Meeting – 12:00 noon, Monday, June 3, 2013, Board Room.
- d) Divisional Futures and Community Relations Committee Meeting – 11:30 a.m., Wednesday, June 5, 2013 – Board Room.
- e) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, June 6, 2013 – Board Room.
- f) Personnel Committee Meeting – 12:00 noon, Monday, June 10, 2013 – Board Room.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, June 10, 2013, Board Room.

Mr. Bartlette – Mr. Murray

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

IN COMMITTEE OF THE WHOLE IN CAMERA**4.00 IN CAMERA DISCUSSION:****4.01 Student Issues**

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

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

- Trustee Inquiries

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

- a) The Board agreed to continue the Welcome Back Breakfast to be held on September 3, 2013.
- b) The Board reviewed an upcoming Provincial announcement and the staging of a communications event to take place in conjunction with the announcement.
- c) The Board declined to follow through on a Trustee inquiry/request.
- d) Trustees continued discussions regarding the MSBA Extended Health Care Benefits plan with direction provided to Senior Administration.

- Trustee Inquiries

Mr. Kruck – Mr. Sumner

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

Carried.

Tabled Motion:

62/2013 Mr. Murray – Mr. Kruck

That the Brandon School Division Board of Trustees forward CUPE's concerns regarding the Manitoba Public School Employees Dental and Extended Health Benefits Plan Trust to the Manitoba School Board Association with the full support of the Board of Trustees; including concerns regarding implementation timelines; and further ask why this new plan was not brought forward for discussion at the MSBA AGM in March, 2013.

Carried.

5.00 ADJOURNMENT

Mr. Kruck - Mr. Sumner

That the meeting does now adjourn (10:07 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Education Committee Minutes

Wednesday, May 22, 2013, 11:30 a.m.

Board Room, Administration Office

Present: P. Bartlette (Chairperson), P. Bowslaugh, M. Snelling
M. Sefton (Alternate), Dr. D. Michaels, Superintendent

Guests: Mr. Phil Vickers, Principal, Betty Gibson School
Ms. Marsilah Pearson, Program Facilitator
Marnie Wilson, Division Research and Evaluation Specialist

1. CALL TO ORDER:

The Education Committee Meeting was called to order at 11:40 a.m. by the Committee Chairperson, Mr. Bartlette.

2. APPROVAL OF AGENDA

Trustee Bowslaugh requested the addition of two items should time permit at the end of the meeting. The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Committee minutes from April 15, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) RESPONSE TO DIVERSITY (INTERVENTION)

Superintendent, Dr. Michaels, provided background information regarding the draft Response to Intervention (RTI) policy which was provided to the Committee. She noted the proposed policy would be the third installment to Policy 4044 – “Appropriate Educational Programming”. Dr. Michaels confirmed the Quality Support Services Committee, of which Mr. Vickers and Ms. Pearson were co-chairs, had been working on the proposed policy for approximately two years.

Mr. Vickers, Principal of Betty Gibson School, spoke to the draft policy. He noted the policy was developed to address how the Brandon School Division should respond to every student's learning in the division. He reviewed the three tiers noted in the policy which form the continuum of interventions for the RTI Model. Mr. Vickers also reviewed the four guiding principles in the policy which help to provide for a child-centred and inclusive learning environment. Mr. Vickers stressed it was important not to label students and have them locked into one stream. Through the RTI model students would be able to move in and out of the various levels on an as needed basis. Therefore, Mr. Vickers noted there was some concern

regarding the title of the policy as the word “intervention” could be connected with a deficit for the child involved.

Discussions were held regarding the rights of students in relation to the policy; the draft policy’s connection to other Division policies; brain based learning; and initiatives undertaken by the Division to promote student engagement. Trustees inquired about the proposed timelines for implementation of the draft policy. The Superintendent confirmed should the Board approve the policy the next step would be to develop procedures.

Trustees spoke to the policy noting their appreciation for the clarity of it and the philosophy behind it.

Superintendent, Dr. Michaels spoke to the role of the principal with respect to implementation of the policy. Further discussions were held regarding timelines within the policy; however, it was noted that each student is different; therefore, the timelines for each student will also be different. It was agreed that the proposed policy and philosophy behind it will not make life easy for the adults involved as the policy ensures differentiation for each student. The proposed policy requires schools to “change the way we do business” allowing for a much more child-centred approach to teaching.

Discussions were also held regarding the name of the policy. It was noted the word “intervention” can be limiting to a student as it has connotations that the child has a deficit. Use of the words “diversity” and “student-centred” were also discussed. Ms. Wilson, Evaluation and Research Specialist for the Division, noted that she had attended a workshop by Dr. Chris Webber and his explanation that “Response to Intervention” referred to the student’s response to intervention which provided a very different connotation to the word intervention.

The Committee agreed to bring the policy to the Board of Trustees for approval in June following a final review of the draft policy at the next Education Committee meeting. Once approved by the Board of Trustees, Superintendent, Dr. Michaels, confirmed the policy would be reviewed and discussed at the August school opening meeting following which the development of procedures would begin.

The Committee Chairperson thanked Mr. Vickers and Ms. Pearson for their presentation. Mr. Vickers and Ms. Pearson exited the meeting at 12:30 p.m.

6. BRIEFINGS ON DEVELOPMENTS IN EDUCATION

NIL

7. OPERATIONS INFORMATION

a) POINT OF PRIVILEGE:

Trustee Bowslaugh brought forth two newspaper articles she felt might be of interest to the Committee. The first article was regarding Aboriginal Education at Major Pratt School which she planned to share with the Division’s Aboriginal Education Advisory Committee. The second article was on “traditional dancing” which she would be referring to the LIFT Committee.

b) Policy 1001.2

Superintendent, Dr. Michaels confirmed the first set of 4 pilot schools would be participating in the new assessment process in the next school year. She confirmed the Board will be provided with the first set of results using this new assessment process before Christmas Break of the next school year.

c) POINT OF PRIVILEGE:

Trustee Bowslaugh noted last school year the Rotary Club, of which she is a member, set aside funds to purchase books for several students in four different schools. She spoke to the success of the project and student reactions to receiving the books. She noted the Rotary Club would again like to purchase books and asked the Superintendent for four schools which she felt would benefit from this project.

8. NEXT REGULAR MEETING: Wednesday, June 17, 2013, 11:30 a.m. Board Room.

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

P. Bartlette, Chair

P. Bowslaugh

M. Snelling

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, June 3, 2013, 12:00 p.m.
Board Room, Administration Office

Present: M. Snelling (Chairperson), M. Sefton, Dr. L. Ross (via conference phone) Dr. D. Michaels, K. Zabowski, D. Labossiere, G. Malazdrewicz (1:05 to 1:55)

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 12:10 p.m. by the Committee Chairperson, Trustee Snelling.

2. APPROVAL OF AGENDA

Mr. Zabowski, Secretary-Treasurer, requested over/under expenditure projection discussions be held In-Camera, as staff names and positions were involved. The Finance Committee Agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held April 22, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2014-2015 Budget Process

The Secretary-Treasurer reviewed the proposed changes to the Operating Budget Process for 2014/2015 (Appendix "A"). Trustees asked questions for clarification throughout the presentation. Discussions were held with the Committee agreeing that Trustees had not provided Senior Administration with enough direction during the past budget. The Committee also agreed there was a need to provide a ceiling which would allow Senior Administration to prioritize requests. Discussions were held regarding the number of consultations to be held in future. It was generally agreed that the Committee liked the idea of only 3 consultations prior to the public forum. However, it was noted that students needed to be included in the process and concern was raised that perhaps parent councils and the Chamber of Commerce should be given separate opportunities to consult with the Finance Committee. Trustee Snelling suggested the proposed changes should also include the addition of the Board decision to have an accumulated surplus of 2% of the budget. Discussions were also held as to how enhancements will be brought forward by Senior Administration; the tax carry-over for 2014/2015 from the 2013/2014 budget; guiding principles; advising the public that review of programs takes place continuously; and connecting student achievement results to program reviews. The Committee agreed to recommend to the Board of Trustees that the proposed changes to the operating budget be accepted on a trial basis for the 2014/2015 budget as policy changes may be required following the 2014/2015 budget.

Recommendation:

That the proposed changes to the budget process, as presented to the Board of Trustees on June 10, 2013, be adopted on a trial basis for the 2014/2015 operating budget.

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) March Audit/Public Sector Compensation Disclosure Report

Secretary-Treasurer, Mr. Zabowski, spoke to the March 31st Audit Report. He noted the Auditor's review of the School Division's financial information is to ensure that the Division's statements are sufficient to consolidate into the Province's financial statements.

Mr. Zabowski also reviewed the 2012 Compensation of \$50,000 or More Public Sector Compensation Disclosure. He noted the Auditor's responsibility with respect to the report and that the Auditor found the report to be in accordance with The Public Sector Compensation Disclosure Act.

Trustees asked questions for clarification with respect to the March 31st Audit Report. Both the March 31st Audit Report and the Compensation Disclosure document were received as information.

B) Residual Cost & Tuition Fees for Non-Resident Students

The Secretary-Treasurer reviewed the residual cost fees for students from other divisions attending Special Education Programs, High School Academic, Academic Elementary Programs in the Division and Vocational Programs at Crocus Plains Secondary School. He also reviewed the non-resident tuition fees for students from Sioux Valley Educational Authority Inc. and other First Nations students attending the Brandon School Division. The non-resident tuition fees charged to foreign students was also reviewed and set. The Committee reviewed the information presented by the Secretary-Treasurer and agreed to recommend the fees suggested to the Board of Trustees for approval.

Recommendation:

That the residual cost fees for the students from other divisions attending Special Education Programs, High School Academic, Academic Elementary Programs in the Division and Vocational Programs at Crocus Plains Regional Secondary School, during the July 2011 - June 2012 fiscal period, the July 2012 - June 2013 fiscal period, and for the July 2013 to June 2014 fiscal period (subject to adjustment to reflect the audited financial statements) be set as follows:

	2011/2012 Final	2012/2013 Estimated	2013/2014 Estimated
Academic Elementary Students	\$ 4,187	\$ 4,400	\$ 4,500
Academic High School Students	\$ 3,562	\$ 3,800	\$ 3,900
Vocational Students	\$ 4,826	\$ 5,100	\$ 5,300
Special Education Students	\$18,971	\$21,100	\$21,700

That the non-resident tuition fees for students from Sioux Valley Educational Authority Inc. and other First Nations students attending Brandon Division schools during the July 2011 - June 2012 fiscal period, the July 2012 - June 2013 fiscal period, and for the July 2013 to June 2014 (subject to adjustment to reflect the audited financial statements) be set as follows:

	2011/2012 Final	2012/2013 Estimated	2013/2014 Estimated
Academic Elementary Students	\$ 8,018	\$ 8,500	\$ 8,800
Academic High School Students	\$ 6,571	\$ 7,000	\$ 7,200
Vocational Students	\$ 8,284	\$ 8,800	\$ 9,100
Special Education Students	\$22,719	\$24,900	\$25,600
Modified Program Students	\$15,006	\$16,300	\$16,800

That the non-resident tuition fees charged to foreign students for the 2013/2014 school year be set at \$10,000 per student and for the 2014/2015 school year be set at \$10,500 per student.

C) Confirm Payments of Account (April)

The payments of account for March were accepted as circulated.

D) Review Monthly Reports (April)

The Secretary-Treasurer circulated information regarding over/under expenditures and accumulated surplus as of April 30, 2013. He noted and thanked the work involved by the Assistant Secretary-Treasurer and the Accountant in preparing this documentation. Mr. Zabowski provided the Committee with a power point presentation which detailed the information regarding the over/under expenditures and accumulated surplus. He confirmed the total projected over expenditure is currently sitting at \$1,576,870. This consists of three components: 1. Trustee Approval of \$604,904; Increased Collective Agreements Costs of \$865,074; and Other Items at \$106,892, with the unallocated accumulated surplus projected to be at \$284,359 or .36% of the operating budget at June 30, 2013.

The discussion subsequent to Mr. Zabowski's presentation was held In-Camera as the financial situation had associated personnel matters. A comprehensive report will be presented at the June 24, 2013 Board Meeting. This will include an updated projection.

E) Tender Approval – Over \$50,000

The Assistant Secretary-Treasurer reviewed and summarized the Furniture Tender, Security Management Tender and Supply of Computer Laptop Tender, all of which were over \$50,000. The Committee agreed to bring forth the recommendations regarding these three tenders to the Board for approval.

Recommendation:

That the Tender for School Furniture for 2013-2014, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted:

The Accent Group Inc.	\$45,454.25
Christie's Office Plus	\$ 3,856.80
Allmar International	\$ 4,790.00
Supreme Office Products	\$ 2,791.50
Wintergreen	\$ 2,160.00

That the Proposal from AAA Alarms in the total amount of \$177,016.52 (including taxes) for the Supply and Installation of Security Management Systems for Crocus Plains Regional Secondary High School, École Secondaire Neelin High School, Vincent Massey High School, and the Administration Office, be accepted.

That the low tender from myITsource.ca in the amount of \$176,886.50 plus taxes for the supply of 350 Computer Laptops to be funded from the 2013/2014 computer replacement budget be accepted.

6. OPERATIONS INFORMATION

- The Assistant Secretary-Treasurer reviewed the summary of tenders under \$50,000 for the Committee's information.
- Mr. Zabowski, Secretary-Treasurer, noted the Annual Report of The Public Schools Finance Board for the period ending June 30, 2012 which had been attached to the agenda for information.

7. **NEXT REGULAR MEETING: 12:00 noon, Monday, June 24, 2013, Board Room.**

The meeting adjourned at 2:00 p.m.

Respectfully submitted,

M. Snelling (Chairperson)

L. Ross

M. Sefton

G. Kruck (Alternate)



BRANDON SCHOOL DIVISION

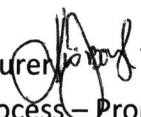
Office of the Secretary-Treasurer

Mr. Kevin Zabowski, Secretary-Treasurer

Mr. Denis Labossiere, Assistant Secretary-Treasurer

Appendix A

MEMORANDUM

DATE: May 28, 2013
TO: Finance Committee
FROM: Kevin Zabowski, Secretary-Treasurer 
SUBJECT: 2014/2015 Operating Budget Process – Proposed Changes

Due to the context of the Brandon School Division 2014/2015 Operating Budget, Senior Administration is recommending that the Finance Committee consider the following revision to the Operating Budget process to address required efficiencies; including possible reductions and financial targets.

Month	Process Task
September 2013	<p>Establishment of Guiding Principles</p> <p>Senior Administration is recommending that the Board of Trustees institute guiding principles for the development of the 2014/2015 operating budget in late September.</p> <p>These guiding principles should include direction for the following:</p> <p>1) <i>Budget Provisions for:</i></p> <ul style="list-style-type: none">• Inflationary percentage increase for controllable expenditures;• Non-controllable expenditures such as utilities, staff benefits;• Capital and Maintenance Budget;• Non-negotiated salary increases as both collective agreements will have expired. <p>2) <i>Direction for:</i></p> <ul style="list-style-type: none">• Keeping any budget additions to a minimum or the establishment of a dollar value ceiling on any requests brought forward;• How to address budget reductions. For example, would potential budget reductions be made on specific programs or would reductions be made equally across the board (everyone shares in the pain)?• Board's willingness to access the local tax levy. Will it be the will of the Board to keep taxes low and will the Board set a target for potential tax increase or decrease?

"Accepting the Challenge"

October/ November 2013	<p>Budget Consultation Meetings</p> <p>Senior Administration recommends the following process for the budget consultation meetings for the 2014/2015 budget development outside of the public budget consultation forum held the first Wednesday in February:</p> <ul style="list-style-type: none"> • One consultation meeting for Teachers, CUPE, Out-of-Scope • One consultation meeting for parents and community members • One consultation meeting for school principals <p>Senior Administration would compile the feedback from the consultation meetings and present the results to the entire Board of Trustees. The Board would then direct the Finance Committee to consider the feedback to determine which items would be feasible. The Finance Committee would then recommend to the Board which items should be considered on Budget Day.</p>
Mid November 2013	<p>Direction to Senior Administration</p> <p>The Board of Trustees will provide Senior Administration with any new direction based on the consultation meetings.</p>
December/ January 2013	<p>Draft Budget</p> <p>Senior Administration, through the Office of the Secretary-Treasurer, will build the draft budget based on guiding principles and feedback directions in anticipation of the Provincial funding announcement in late January.</p>

It is essential that the Board of Trustees establish a clear process for the development of the Operating Budget (2014-2015) given the economic realities of the current and seemingly future context. This process is recommended to build on the strength of past practice while addressing the anticipated future realities.

“Accepting the Challenge”



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

June 10, 2013

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- III. **Secretary-Treasurer**
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“Accepting the Challenge”

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

FROM LEARNING SUPPORT SERVICES

Book Update – Amy Buehler

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. TABLED MOTION

For Action..... K. Zabowski

At the Regular Board Meeting on April 22, 2012 Motion No. 46/2013 was presented for the purpose of allowing all students in the Brandon School Division the opportunity to stay for lunch should they wish to do so. At the meeting, the Board agreed to table the motion to June 10, 2013 in order to follow up on “cost, impact on parent council run programs, impact on community run programs such as *Food for Thought*, impact on supervision. Trustees directed Senior Administration to prepare a report which would address these concerns and provide a detailed costing for the first meeting in June.” Therefore, Motion No. 46/2013 has been brought back to this meeting in order to resume consideration of the item which had been previously “laid on the table”.

2. SECONDMENT OF THE PRESIDENT OF THE BRANDON TEACHERS’ ASSOCIATION

For Action..... K. Zabowski

The Brandon Teachers’ Association has requested Board approval to second their incoming President, Ms. Alison Johnston. The Division has received this request annually since 1995. Similar requests go forward to many school boards across Manitoba. The secondment would be on a full-time basis with salary and benefits to be reimbursed to the Board by the Association. The actual details of the release time are agreed upon between the teacher, the affected school principal and the Superintendent’s Office later in the spring term when staffing conditions and circumstances are better understood. The practice has worked well for us to this point in time.

RECOMMENDATION:

That the request of the Brandon Teachers’ Association, that the President of the Association for the 2013/2014 school year, Ms. Alison Johnston, be seconded from the Division on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment, to the details of the release time being agreed upon between the Association Superintendent, the affected school principal, and Ms. Johnston, and that upon the return of the teacher to the Division, the teacher shall be reinstated in the same or comparable position.

3. SCHOLARSHIP AGREEMENT - JUGGERNAUT

For Action..... K. Zabowski

Juggernaut Computers would like to again establish a scholarship to be known as the “The Juggernaut Achievement Award” for a male or female student graduating from each of the three high schools. The scholarship shall consist of a lap top computer from Juggernaut, together with a gift certificate to a Brandon Restaurant. The conditions for establishing the scholarship have now been completed and an Agreement prepared. The Agreement is attached as Appendix A. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

RECOMMENDATION:

That the Agreement for establishment of the scholarship to be known as “The Juggernaut Achievement Award” for a male or female student graduating from each of the three high schools be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

IV. SUPERINTENDENT OF SCHOOLS

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

1. CAR ACCIDENT

For Information..... K. Zabowski

Correspondence has been received from the principal of Betty Gibson School advising of an accident on Monday, June 3, 2013, at approximately 3:30 p.m., involving a vehicle driven by a teacher transporting three students, while returning from a “Stingers” performance at Riverheights School.

The teacher was driving east on Van Horne. A truck was heading south on 15th Street and ran a yield sign. The truck hit the driver's side front quarter of the car with the teacher and students. The impact caused the teacher driven vehicle to spin.

Two of the students were transported to the local RHA complaining of sore ankles and knees. The students' parents were informed of the accident. Another staff member waited at the hospital until the parents arrived. The students were examined by hospital staff and have no serious injuries, only bruises. All students involved in the accident were shaken by it.

The Brandon Police Services attended on the scene and a report has been filed as Police Report #20133657129. This is provided as information.

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL INFORMATION

For Information D. Michaels

SCHOOL VISITS (MAY 21 – MAY 31, 2013)

- May 22, 2013 – Vincent Massey High School
- May 27, 2013 – King George School

A. QUALITY LEARNING

QUALITY LEARNING AT ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL

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

Students at École secondaire Neelin High School have for the past nine years participated in an annual Food Drive for the Samaritan House. Neelin students have been coordinated over the years by Neelin teacher, Ms. Tara Leach and have volunteered their Saturday mornings to collect food donations to ensure local food banks' shelves are stocked for the summer months. Summer is typically a time when hunger needs are not met – the community need does not decrease, but donations unfortunately do. As a result, this annual activity for high school students provides an excellent learning opportunity on how various community stakeholders come together and work collaboratively towards a common goal in supporting those members of our community that are less fortunate. Community partners with this annual effort include Physio First, Investors Group, Lions Club, The Wheat City Journal and of course, students and staff of École secondaire Neelin High School. Many hands make light work: two to three hours of volunteer time translates into a full food bank for the summer months.

Staff and volunteers at Brandon's Samaritan House provide thirty to fifty food hampers on a typical day. About two thousand people per month benefit and almost half of these surprisingly are children. Hampers contain thirty to forty dollars worth of supplies including non-perishable food items, fruits, vegetables, and meat as

available. Sadly, the number of people in our community that require access to the food bank continues to grow.

Each year the Food First Spring Drive targets ten thousand pounds of food and in many years students, as part of this collective effort, have met this goal. The initiative is a great opportunity to provide students with a learning connection on giving back to the community and promoting the idea and necessity of the need to volunteer. At the same time it raises a level of social awareness and responsibility for students.

A wonderful additional learning aspect of the Food First Drive is the opportunity for high school aged students to spend time with older community members from the Lions Club who volunteer as their drivers. Intergenerational appreciation is often the result, and students and drivers always have great things to say about each other. Some students request the same driver year after year, a great connection made within the community. Many students continue to participate year after year – some students even will participate for all four years of their high school experience.

This year, sixty five Neelin students volunteered as runners to collect seven thousand two hundred (7200) pounds of food valued at close to \$17 762.00 for this local charity.

Marla Somersall of the Samaritan House will attend the Food Banks Canada conference in Charlottetown, PEI in 2013 and will share the food drive model that is used in Brandon as an example of how incredible community partnerships can make such a powerful impact for local food banks.

A great learning experience for our students is the result!

Highlights of Student Accomplishments at Neelin to Date – February 4, 2013 - present

- Adam Gagnon - Grade 12 student recognized with the Lord Strathcona Trust Fund Medal as part of Royal Canadian Sea Cadets Swiftsure corps' annual inspection held on May 28, 2013. This is one of the highest honours bestowed to a sea cadet in Canada.
- Scott Gallinger-Ho a Grade 10 student won his Provincial Boxing Title making him the Novice Welterweight champion.
- Sam Frederickson (Grade 12) has been with our Students Working Against Tobacco Use (SWAT) group since its inception in February 2010. She will receive a certificate on behalf of SWAT Manitoba and the Minister of Health, Ms. Theresa Oswald for the Province of Manitoba for her hard work as a graduating student

- Tristan Blaikie and Jordan Laroque were both accepted into the Royal Military College (RMC) program. Tristan plans to register into the fighter pilot program while Jordan is registered into the engineering program.
- The following students participated at the Skills Manitoba-Geographic Information Systems (GIS) competition held in April at Red River College. Sam Waters (Grade 10) received a gold medal; Brendan McKibbin (Grade 10) captured the silver while Tyrell Medwid (Grade 10) registered a bronze.
- Drake Waters and Riley Balcaen both Grade 12 students presented at the ESRI Regional User Conference for Geographic Systems.
- A number of Neelin students received recognition this year for their participation in the sport of Badminton. Varsity Mixed Doubles – Joe Waters (Grade 10) and Jamie Debacker (Grade 9); Junior Varsity Boys Doubles – Brendan McKibbin (Grade 10) and Mahesh Shumungan (Grade 10); Junior Varsity Girls Doubles – Jamie Debacker (Grade 9) and Danielle Billings (Grade 9); Girls Singles – Kirsten Brown (Grade 10); Boys Singles – Noah Patton (Grade 10) and Junior Varsity Mixed Doubles – Kirsten Brown (Grade 10) and Lane Tufts (Grade 9) all city champions.

B. QUALITY TEACHING

QUALITY TEACHING AT VALLEYVIEW CENTENNIAL SCHOOL

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

On Friday, May 31, 2013 the Kindergarten, Grade 1, Grade 1/2 and Grade 2/3 classes gathered on the lawn at the front of the school to release the Painted Lady butterflies they had been nurturing for the past month.

Through the science budget, we were able to purchase butterfly larva which students were able to watch morph into butterflies. The larva arrived at the school at the end of April and each of the four classes took six to their classroom to observe and nurture. The larvae were very tiny when they arrived (less than 1 cm) but soon grew into big caterpillars.

Each of the larva was placed in an individual container and, on the day each began to turn into a chrysalis, was found hanging from the top of that container. They were then all moved by the teachers to hang in a butterfly cage to continue their growth. That cage was set up in the Grade 2/3 classroom.

There was rarely a moment when there wasn't something happening in the butterfly cage that was exciting learning. Frequently student (or adults) from other classrooms were visiting to watch their development.

On the Tuesday morning after the May long weekend, the children arrived back at school to discover that the chrysalis were beginning to open and reveal Painted Lady butterflies. It took some time for the adult butterfly to emerge from the chrysalis

and then their wings needed to dry before they began to move around the cage. Sugar water was provided for their nourishment at this stage.

During these changes, the teachers led the students through a series of lessons and centers which focused on all the multiple intelligences.

Our High Ability Learner Enrichment Programming (HALEP)/ teacher librarian planned this inquiry based multi-age unit with four early year teachers, the English as an Additional Language (EAL) teacher, and the K/1 literacy specialist. Quality teaching practices in this enrichment unit included collaborative planning, frequent opportunities for real life observation of the life cycle of the Painted Lady butterfly, multiple ways of learning and technology inclusion.

The unit was definitely a success in terms of student engagement and learning but it was also a success in terms of adult engagement and excitement about teaching and learning!

MINI WATER FESTIVAL AT WAVERLY PARK SCHOOL

Report prepared by Ms. Colleen McKellar, Teacher, Crocus Plains Regional Secondary School

On May 22, 2013 from 9:00 am to 2:30 pm, students from Crocus Plains Regional Secondary School (Water Studies 40S), put on a mini water festival for the Grade 2 students at Waverly Park School. A water festival is a fun and educational event that gives students hands-on learning about the importance of water resources in everyday life.

These are a few of the stations that were in operation throughout the day:

- water science (the Water Olympics - the science of water including surface tension and adhesion/cohesion. Incredible Journey - where students become a part of the water cycle and pipes - students use plastic straws to trace the path that water takes to arrive at their school);
- water protection (No Water Off A Duck's Back - a simulation of what an oil spill does to bird feathers and how to clean them up. Popular Pollution - where students use a landform model to investigate non-point source pollution);
- water attitude (Rolling Down The River - where students wear a Velcro vest and roll down mats picking up different kinds of pollution as they go. They see that their actions affect people downstream);
- water conservation (Shower Baggie - students construct a shower timer to use at home. Three Times A Day - students use giant tooth models to brush their teeth with the water running and not running while brushing); and
- water folklore (X Marks The Spot - students use dowsing rods to discover the water pipes in their school while playing the role of a pirate).

As well as participating in each of the ten stations, all students and volunteers will receive a healthy snack and a festival t-shirt.

The stations are tied to the Grade 2 science curriculum (Cluster 4 - Air and Water in the Environment).

We hope to expand the Water Festival to include more schools next year.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT GEORGE FITTON SCHOOL

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

Several Quality Support Services initiatives are taking place at George Fitton School.

George Fitton School is in the process of implementing Response to Intervention (RTI) within the school.

Attention has been given to developing capacity in teaching staff to best meet the needs of all learners. Middle Years teachers have been building their capacity to differentiate instruction for students by utilizing the High Ability Learner Enrichment Programming (HALEP) or Co-Teaching model for planning. Each teacher has had the opportunity to plan with the team of support teachers (HALEP, English as an Additional Language, Middle Years Literacy Support, Teacher Librarian, Math Recovery and Resource) to develop diverse learning opportunities for all students within their classrooms.

The support teachers then act as resource personnel for the classroom teacher who is responsible for student programming. This model has been extremely beneficial as it has allowed the classroom teachers time to plan, implement and assess a unit of work while teaming with support teachers. Teachers have gained insight into multiple strategies and methodologies and have been able to directly address student learning needs.

At the end of each session classroom teachers and support teachers are given an opportunity to reflect on their learning and discuss recommendations for future consideration.

School team (Principal, Vice-Principal, Resource Teachers, Guidance Counsellor) and Student Support Services team (School team plus Brandon School Division Psychologist, Speech Language Pathologist, Program Facilitator, and Social Worker) meetings have been restructured to effectively utilize group expertise. Pre-selected students are focused on at each meeting. The classroom teacher is in attendance to describe student strengths and challenges. The collective group then takes time to brainstorm possible strategies and solutions for the challenges that the teacher is experiencing with the student in the classroom. This model builds the capacity of the classroom teacher and allows the School and Student Support teams to become more familiar with the students.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	7	3, 5	Unacceptable Behaviour
Neelin	2	5, 30	Assaultive, Unacceptable Behaviour
O' Kelly	3	5	Unacceptable Behaviour
Vincent Massey	1	5	Unacceptable Behaviour

2. COMMUNITY CONNECTIONS

For Information..... D. Michaels

BRANDON UNIVERSITY FOUNDATION ANNUAL MEETING / MAY 24, 2013

As part of the Brandon School Division's partnership initiatives and the community service component of my work plan I serve on the Brandon University Foundation. Our Annual General Meeting was held on May 24, 2013.

Dr. Deborah Poff, President, Brandon University provided a comprehensive review of Brandon University's strategic initiatives designed to advance the sustainability of the institution, "BUILD 2014 – Brandon University: INNOVATION, LEADERSHIP, DEVELOPMENT" focuses on student success and retention.

The Brandon University's Foundation is working on the BUILD Campaign to advance the University.

Important for the Brandon School Division is the strengthening of our partnerships and alliances with Brandon University and the broader community.

3. CORRESPONDENCE

For Information..... D. Michaels

CORRESPONDENCE RECEIVED FROM DARRYL GERVAIS, DIRECTOR, INSTRUCTION, CURRICULUM AND ASSESSMENT BRANCH

The following correspondence has been received from Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch:

Thank you for submitting the nomination forms for the Semester 2 local marking training sessions. Below is a list indicating the selection status of the nominees for your school or school division.

English Language Arts – June 7, 2013

Main Representative – Kelly Cowieson, Vincent Massey High School

Applied Mathematics – June 14, 2013

Trainer – Sukhminder Bath, Vincent Massey High School
Main Representative – Jason Slator, Crocus Plains Regional Secondary School

Essential Mathematics – June 13, 2013
Main Representative – Diane Fontaine, École Secondaire Neelin High School

Pre-Calculus Mathematics – June 12, 2013
Trainer – Suzanne Sullivan, Vincent Massey High School
Main Representative – Jim Hartle, Vincent Massey High School
Additional Representative – Chris McLachlan, Crocus Plains Regional Secondary School

CORRESPONDENCE RECEIVED FROM NANCY ALLAN, MINISTER OF EDUCATION

The attached correspondence (Appendix B) has been received from Nancy Allan, Minister of Education, regarding Bill 18, *The Public Schools Amendment Act (Safe and Inclusive Schools)*.

THIS AGREEMENT made this ____ day of _____, 2013.

BETWEEN:

JUGGERNAUT COMPUTERS
Hereinafter called "Juggernaut"

- and -

THE BRANDON SCHOOL DIVISION
Hereinafter called "the Division"

WHEREAS Juggernaut proposes to establish a scholarship to be awarded to a graduating student from each of the Brandon School Division three high schools;

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

NOW THEREFORE, the parties here to mutually agree as follows:

1. That the name of the scholarship shall be known as "THE JUGGERNAUT ACHIEVEMENT AWARD";

2. That the scholarship shall consist of a lap top computer from Juggernaut Computers, together with a gift certificate to a Brandon Resturant and shall be awarded to a graduating student from each of the Brandon School Division's three high schools who displays overall involvement in school activities together with reasonable academic achievement.

3. The recipient for this award shall be as follows:
 - a. A graduating student, either male or female;
 - b. Demonstrate overall involvement in school activities, whether that be sports, music, drama, student council, or others;
 - c. Demonstrate reasonable academic achievement.

4. That the Division will select the successful students and notify Juggernaut Computers so that a representative from Juggernaut Computers may participate in the annual award presentation.

5. That this Agreement shall remain in effect for the 2012/2013 school year with a review regarding the potential continuation of the scholarship for the 2013/2014 school year

DATED at Brandon, Manitoba this day ____ of _____, 2013.

AGREED to on behalf of The Brandon School Division

Chairperson

Secretary-Treasurer

AGREED to on behalf of JUGGERNAUT COMPUTERS



MINISTER
OF EDUCATION

Room 168
Legislative Building
Winnipeg, Manitoba, Canada
R3C 0V8

MAY 24 2013

TO: Superintendents of School Divisions
Principals of Funded Independent Schools

Dear Colleagues:

RE: Cyberbullying policies

Our government, in partnership with school divisions and funded independent schools, has been working hard over the past decade to provide safe and caring school environments for our children. The recent tragic suicides of two young women, as a consequence of cyberbullying and criminal misconduct on the part of peers, is a sobering reminder that we must do as much as we can to reduce this type of activity and to support those victimized by it. New technologies like digital cameras, social media and text messaging present new challenges and our laws need to keep up.

As you are aware Bill 18, *The Public Schools Amendment Act (Safe and Inclusive Schools)*, is currently before the Legislative Assembly. While the Bill addresses several matters, the problem of cyberbullying is one to which particular attention is given. Bill 18 provides educators and administrators with new tools to tackle the problem of cyberbullying. Under statute and common law, students are owed a duty of care. Bill 18 defines bullying and also sets out its characteristics and forms, which includes bullying by means of electronic communication. Bill 18 requires staff, when they become aware that a student has engaged in cyberbullying or been negatively affected by it, to take appropriate disciplinary measures when that activity is disruptive to maintaining a positive school environment. Depending upon the particular nature of the activity this may also, of course, be a matter for which police involvement becomes necessary. The Bill will also expand the obligation of school personnel and those with care and charge of pupils to advise the principal when they become aware of a cyberbullying situation involving students. If the principal believes a student has been harmed by this activity he or she will notify the parents to make them aware as well.

The Public Schools Act already addresses cyberbullying within school codes of conduct, and requires disciplinary consequences for cyberbullying activity to be set out by the school.

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Although Bill 18 has not yet been passed into law, it is our expectation that this will occur. Therefore, and to the extent school divisions and funded independent schools need to review and amend their codes of conduct and appropriate use policies for the internet to be in compliance with the Bill, it would be prudent to begin work in these areas now.

We need to be vigilant in addressing the problem of bullying and cyberbullying and provide students with safe and caring schools where they can reach their full potential. Thank you for your ongoing cooperation and assistance in this regard.

Sincerely,

Nancy Allan
Minister of Education

- c. Chairs of School Boards
- Manitoba School Boards Association
- Manitoba Teachers' Society
- Manitoba Association of School Superintendents
- Manitoba Association of School Business Officials
- Manitoba Association of Parent Councils
- Manitoba Federation of Independent Schools
- Safe Schools Manitoba