BRANDON SCHOOL DIVISION

"Accepting the Challenge"

BRANDON SCHOOL DIVISION

September 21, 2011

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

TO BE HELD MONDAY, SEPTEMBER 26, 2011 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

G.F. Barnes
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, September 12, 2011.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

a)	Facilities & Transportation Committee Minutes	D. Karnes
b)	Education Committee Minutes	P. Bartlette
c)	Finance Committee Minutes	M. Snelling
d)	Divisional Futures & Community Relations Committee Minutes	P. Bowslaugh
e)	Other - BSD/BTA Election Forum	M. Sefton

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

a) Charles Carlson, Poppy Chairman, The Royal Canadian Legion, September 15, 2011, requesting the Board's continued support and participation in the Remembrance Day 2011 service to be held at Westman Place beginning at 10:40 a.m.
Refer Business Arising

b) Gerald F. Barnes, September 20, 2011, noting it has become necessary to change the effective date of his retirement from January 6, 2012 to December 30, 2011. This change is necessitated in consideration of the benefits under the MSBA Pension Plan.
Refer Motions.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

a) Correspondence from Charles Carlson, Poppy Chairman, The Royal Canadian Legion, from Communications for Action 2.04a), requesting the Board's continued support and participation in the Remembrance Day 2011 service to be held at Westman Place beginning at 10:40 a.m.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

a) School Reports – École Harrison.

b) Learning Support Services Presentation – NIL.

c) Items from Senior Administration Report
- Vincent Massey High School Off-Site Activity Request – Refer Motions.
- Head Teachers 2011/2012 – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

130/2011 That 50% of the material costs for installation of the additional staff washroom at St. Augustine School be recovered from St. Augustine Parish to a maximum of $4,000 with the remaining 50% of material costs of the material and labour costs assumed by the Division.

131/2011 That Policy 9015 – "Route Changes" is hereby amended as follows:
- Remove the word "that" in the second sentence of the first paragraph;
- Remove the words "at his/her discretion" in the first second of the second paragraph;
- Add the words "and principal" in the second paragraph after the words "parent/guardian;"
- Add the word "driver" before the word "time" in the last sentence of the second paragraph.

132/2011 That the proposed budget dates for the 2012/2013 budget deliberations be as follows:

Wednesday, February 8, 2012	Public Forum
Tuesday, February 21, 2012	All Day Budget Meeting
Monday, March 5, 2012	Special Board Meeting – Public Presentations
Monday, March 12, 2012	Regular Board Meeting – Approve Budget

133/2011 That the following guidelines be initiated for the 2012/2013 Preliminary Budget preparation:

a) The Capital and Maintenance per capita school allocation remain at $20.00 per pupil with $3.00 being identified as second priority items;

b) A 2% inflationary increase on the capita school amount be allocated to the Maintenance Department contingency;

c) Maintain $50,000 allocation for equity/aging buildings;

d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;

e) A 2% inflationary increase provided for controllable services and supplies;

f) A 2% inflationary increase on the school instructional supply budget with an additional 2% to be allocated to the school equity account;

The 2012/2013 budget provide for expected enrollment growth.

134/2011 That the maximum meal allowance (including taxes and gratuities) be approved at $60.00 per day (Breakfast - $12.00, Lunch - $18.00, Supper - $30.00) effective October 1, 2011.

135/2011 That the car allowances and mileages rates for the Brandon School Division be increased from 38.0¢/km to 40.0¢/km; the reimbursement for travel to Winnipeg be increased from $161.00 to $170.00; and the reimbursement for travel to Shilo and Alexander be increased from $23.00 to $24.00 effective October 1, 2011.

136/2011 That the cost of pea gravel for École Harrison and George Fitton School playgrounds in the maximum amount of $13,000 be approved.

137/2011 That the election material supplied by Manitoba School Boards Association regarding educational issues be forwarded to the candidates representing the City of Brandon and Sprucewoods in the October 4, 2011 Provincial Election.

138/2011 That the trip involving 60 high school music students from Vincent Massey High School to Beijing, China from May 18, 2012 to May 27, 2012 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

139/2011 That the people recommended by the Principals of the schools for the position of Head Teachers for the 2011/2012 school year be approved as identified in the Report of the Senior Administration.

140/2011 That the change in retirement date of Mr. Gerald Barnes from the position of Secretary-Treasurer from January 6, 2012 to December 30, 2011 be accepted.

2.08 Bylaws

NIL

2.09 Giving of Notice

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I or someone in my stead will introduce a motion to rescind Policy and Procedures 9010 – "Use of School Buses for School Field Trips" and replace same with Policy 9010 – "Use of School Buses for School Field Trips."

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I or someone in my stead will introduce a motion to rescind Policy 9019 – "Eligibility for Transportation" and replace same with Policy 9019 – "Eligibility for Transportation."

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I or someone in my stead will introduce a motion to rescind Policy 9055 – "Drivers' Pay and Expense Reimbursement – Field Trips" and replace same with Policy 9055 – "Drivers' Pay and Expense Reimbursement – Field Trips."

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I or someone in my stead will introduce a motion to approve Policy and Procedures 4053 – "Literacy Development of Students K-12."

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

a) Peter Narth, Executive Director, Advanced Education and Literacy Education, Entrepreneurship, Training and Trade, September 6, 2011, advising of the 2011-12 Technical Vocational Initiative (TVI) Equipment Upgrade and/or Professional Development in the amount of $23,342.00 (including taxes) for Crocus Plains Regional Secondary School.
Receive and File.

b) Mayor Shari Decter Hirst, City of Brandon, September 13, 2011, congratulating Trustee Sefton on his successful election as Chairperson for the 2011-12 school year.
Receive and File.

c) Brian P. O'Leary, Superintendent, Seven Oaks School Division, September 13, 2011, announcing their Chairperson and Vice-Chairperson effective September 12, 2011.
Receive and File.

d) Naomi Kruse, Executive Director, Manitoba Association of Parent Councils, September 9, 2011, expressing appreciation for the Division's 2011-2012 membership with MAPC. They will send a welcome letter to each of our schools inviting them to consider joining the MAPC Board of Directors to help strengthen parental involvement.
Receive and File.

3.03 Announcements

a) Policy Review Committee Meeting – 12:00 p.m., Thursday, September 29, 2011, Board Room.

b) MSBA/MASS Info Session – TBA, Friday, September 30, 2011, Winnipeg.

c) Joint City/Division Committee Meeting – 8:30 a.m., Thursday, October 6, 2011, Conference Room.

d) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Monday, October 11, 2011.

e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Tuesday, October 11, 2011, 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

The Royal Canadian. Appendix A

Brandon Branch No. 3

560 - 13th Street East, Brandon MB R7A 7C1
Phone: (204) 728-5026 Fax: (204) 725-1676

09/15/11

RECEIVED
SEP 15 2011
Office of the Superintendent/CEO
Brandon School Division

September 15, 2011

Superintendent
Brandon School Div. # 40
1031 – 6th Street
Brandon MB. R7A 4K5

Dear Comrade:

Remembrance Day 2011 is approaching once again and we would appreciate your continued support and participation in the Service to be held at Westman Place beginning at 10:40 a.m. We ask that all wreath layers arrive around 10:00 a.m. There is no reserved seating, except for one seat for the person who will be placing the wreath on behalf of your organization. Please, upon arrival, make yourself known to a member of our Ladies Auxiliary who will usher you to your place.

Please reply by October 27, 2011 in order to provide time to prepare the list of presenters. You may phone our office at 728-5026, Tuesday through Friday to confirm your attendance. We will no longer be naming individuals who will place the wreath - only the organization on whose behalf the wreath is being placed as there are too many changes made at the last moment and no way to adjust the program once it has been printed. We expect that this procedure will enhance and streamline the ceremony.

We will have sufficient wreaths available at Westman Place for all who have confirmed their attendance. Please consider this letter an invoice for laying a wreath - the wreath cost remains at $25.00 this year.

The usual reception will be held in our lounge following the service, and you are cordially invited to attend.

Many thanks for your early reply.

Yours Sincerely,

Charles Carlson
Poppy Chairman

CC/el

2.04(a)

Appendix B

September 20, 2011

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

Dear Mr. Sefton:

This is to advise that is has become necessary to change the effective date of my retirement from January 6, 2012 to December 30, 2011. This change is necessitated in consideration of the benefits under the MSBA Pension Plan.

Yours truly,

G.F. Barnes

2.04b)