



BRANDON SCHOOL DIVISION

May 22, 2013

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

TO BE HELD MONDAY, MAY 27, 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) Special Board Meeting, May 13, 2013
Adopt.
- b) Regular Board Meeting, May 13, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Personnel Committee Meeting

L. Ross

- b) Policy Review Committee Meeting G. Kruck
- c) Workplace Safety & Health Committee Meeting J. Murray
- d) Other

2.03 Delegations and Petitions

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.

Refer Motions.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – Linden Lanes School
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report
 - Rotary Club of Brandon Sunset Scholarship – Refer Motions.
 - P.E.O. Chapter R Scholarship – Off-Campus – Refer Motions.
 - SMD request for bus transportation – Refer Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Refer Motions.
 - CPRSS Request for Financial Assistance – Skills Winners – Refer Motions.
 - Trustee Inquiries:
 - o Trustee Bowslaugh – Anti-bullying forum.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

Tabled Motion (May 13, 2013)

- 50/2013 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.
- 57/2013 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.
- 58/2013 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.
- 59/2013 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.
- 60/2013 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.
- 61/2013 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

2.08 Bylaws

2nd Reading

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.

3rd Reading

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.

2nd Reading

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.

3rd Reading

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.

2nd Reading

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.

3rd Reading

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.

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

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 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

École secondaire Neelin High School

1020 Brandon Avenue, Brandon Manitoba R7A 1K6 • Phone: (204) 726-3100 • Fax: (204) 726-5813

RECEIVED

MAY 09 2013

May 7, 2013

Office of the Secretary Treasurer
Brandon School Division

Appendix A

Dear Board Members,

The École secondaire Neelin High School 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 student council is quite excited to be participating in such an amazing conference, and many who attended/hosted the Manitoba Student Leadership Conference last year are very excited to see what this conference can teach them.

The delegate fee for this conference is \$375 per attendee plus the cost of airfare (approximately \$800 per attendee). We are sending two student delegates along with two teacher supervisors (who are both new to advising SRC) which will incur a cost of approximately \$4,800.

Mr. Adamski has committed some financial support from École secondaire Neelin High School (amount unknown at this time); as well, some Neelin Student Representative Council funds will be used to cover a portion of the delegate fees. As the cost of this trip is quite high, we are hoping to further decrease the amount required so that this amazing opportunity is accessible to and affordable for each of the students and their families.

The students hoping to attend the conference are very dedicated to their council and their school. We would love for them to have the opportunity to participate in such an incredible event at a national level. The people they will connect with, the ideas and passion they will experience, and the skills they will develop will be brought back and shared with our Council and help build student leadership in our school. We are requesting any financial support which can be made available by the Board in order to offset this cost.

Thank you in advance for your time and consideration,

On behalf of the École secondaire Neelin High School Student Representative Council,

Jamie Harrison
Student Council Teacher Advisor
École secondaire Neelin High School

Jill Oman
Student Council Teacher Advisor
École secondaire Neelin High School



2.04)A)



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 6:55 P.M., MONDAY, MAY 13, 2013

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson Mrs. P. Bowslaugh, Mr. P. Bartlette, 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.

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

CALL:

The Chairperson called the meeting to order 6:55 p.m. and referred to the Call.

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

- a) Giving of Notice – By-laws 2/2013, 3/2013, and 4/2013.

Mr. Snelling

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 2/2013 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.

Mr. Karnes

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 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.

Mr. Kruck

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 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.

Mr. Bartlette – Mr. Murray

That the meeting do now adjourn (6:58 p.m.).

Carried.

Chairperson

Secretary-Treasurer



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 13, 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.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer requested the addition of two personnel items and two Board operations items for In-Camera discussions.

The Superintendent requested the addition of two personnel items for In-Camera discussions.

Trustee Bowslaugh noted she had one addition under reports.

Dr. Ross – Mrs. Bowslaugh
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 April 22, 2013 were circulated.

Mrs. Bowslaugh – Mr. Karnes

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Regular Board Meeting held April 22, 2013 were circulated.

Mr. Murray – Mr. Snelling

That the Minutes be approved as circulated.

Carried.

- c) The Minutes of the Special Board Meeting held May 6, 2013 were circulated.

Dr. Ross – Mr. Snelling

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:

- École Secondaire Neelin High School students, Sam Waters, Brendan McKibben and Tyrell Medwid on their success at the Manitoba Skills Competition.
- Katie Wilson, Riverview School, on her successful book drive to ensure all Christmas hampers had a book.

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

2.02 Reports of Committees

- a) Parent/Guardian/Division Advisory Committee Meeting

The written report of the Parent/Guardian/Division Advisory meeting held on April 17, 2013 was circulated.

Trustee Snelling noted that he was the alternate on that committee and therefore should be removed from the list of regrets and only included when he is required as the alternate.

Trustee Murray highlighted the funds raised by school parent councils for their schools, noting it was impressive and congratulating those parent councils on their involvement in their school. Trustee

Sumner agreed with Trustee Murray noting parent councils are made up of a small and dedicated group of parents in each school and highlighted the support received by the community

Mr. Sumner – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

b) Friends of Education Committee

The written report of the Education Committee meeting held on April 18, 2013 was circulated.

Trustee Ross requested clarification regarding the discussions and decisions related to the placing of a thank-you ad in the paper. Trustee Bartlette noted that the decision had been based on the fact that many businesses find they are indebted with requests for support and therefore prefer not to advertise the donations they make. He also pointed out that the cost of the ad is prohibitive as there are more than 400 names that would need to be included.

Mr. Bartlette – Mr. Murray

That the Minutes be received and filed.

Carried.

c) Finance Committee Meeting

The written report of the Finance Committee meeting held on April 22, 2013 was circulated.

Discussions were held as to whether or not a Committee had the right to “direct” Senior Administration to complete any task. It was felt that only the Board, as a whole, could direct the work of Senior Administration. It was noted that acceptance of the Committee minutes was seen as the Board of Trustees directing any work of Senior Administration that may have been requested at the Committee level. It was agreed that the minutes would be amended to reflect that Senior Administration was “requested” to provide information and not use the word “directed”.

Clarification was requested with respect to the discussions regarding budget reductions. It was noted that discussions regarding reductions needs to take place earlier in the process. However, the Board also needs to provide guiding principles and direction to Senior Administration with respect to the information and data they require for effective decision making. Superintendent, Dr. Michaels noted that Senior Administration will not be bringing forth a number of requests and any recommendation provided will come according to the FRAME documentation.

Mr. Snelling – Mr. Kruck

That the Minutes be received and filed.

Carried.

d) Divisional Futures & Community Relations Committee Meeting

The written report of the Divisional Futures and Community Relations Committee meeting held on April 24, 2013 was circulated.

Trustee Kruck noted a common theme amongst several student comments was the wish for more intramurals during lunch. He wondered what Senior Administration was doing to address this matter. Superintendent, Dr. Michaels, noted the Division had to adhere to the clause regarding “duty-free lunches” under the Collective Agreement. Therefore, any intramurals run by staff members was provided on a volunteer basis. She also noted there was the possibility of inviting community

members into the schools. She confirmed lunch hours of some staff members could be adjusted to add this item as part of the workload; however, that would cost the Division in staff allocation.

Mrs. Bowslaugh – Mr. Sumner

That the Minutes be received and filed.

Carried.

e) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on May 2, 2013 was circulated.

Trustee Kruck requested that the minutes be amended to reflect the word “recommended” rather than using the word “agreed” with respect to discussions involving a request by a parent for an exception to the policy regarding bussing of high school students. Further discussions were held regarding the distances stated in the policy. It was noted by the Committee Chair that this policy had been amended a few years ago.

The Superintendent spoke to the progress being made on renovations to the Neelin High School science lab.

Mr. Karnes – Mr. Murray

That the Minutes be received and filed.

Carried.

f) Other

- Trustee Bowslaugh provided a verbal report on the Milestone Wellness Fair noting 306 children had been screened and in the process several had been identified for follow-up. She confirmed it had been a highly successful event.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) East Side Band Parents, April 29, 2013, noting the East Side Band Parents were excited by the opportunities provided to middle years’ students to access instrumental education when the Board announced in June 2012 that there would be no registration fees collected for students enrolled in band programs. For the 2013-2014 school year there will be 580 students to be divided between Brandon West Middle Years School Band and East Side Band programs. This will result in approximately 290 students per location with a class size of 35 to 40 students. With 1.5 music educators and two classrooms at each location it is possible to offer a better quality program to students. Therefore, they are encouraged to hear of the anticipated portable classroom to be located at Earl Oxford. They hope the Board continues to support this program and maintain physical spaces that will accommodate reasonable class sizes.

Referred Business Arising.

2.05 Business Arising**- From Previous Delegation****- From Board Agenda**

- a) The correspondence from East Side Band Parents, Communications for Action 2.04a), thanking the Board for support of the instrumental music program and noting they hope the Board continues to support this program and maintain physical spaces that will accommodate reasonable class sizes was discussed. The Chairperson confirmed he had responded to the letter on behalf of the Board of Trustees. It was agreed to receive the correspondence as information.

- MSBA issues (last meeting of the month)**- From Report of Senior Administration**

- a) School Reports – NIL
- b) Learning Support Services Presentation – Apple Distinguished Educator Program – Reg Reimer.

Mr. Reg Reimer, Technology in Learning Specialist, recently received the “Apple Distinguished Educator Program” award and spoke to the Trustees about the program. Mr. Reimer began his presentation by discussing various partner networks and highlighting the Apple Distinguished Educator Program (ADE). He spoke to the application process which included employer support and a prepared video by the applicant. He noted his role in the program including advocating, advising, and authoring, as well as an ambassador of the program. He also spoke to the benefits he gains by belonging to the program. He concluded his presentation by discussing the role of technology in the classroom to support the new teaching paradigm.

Trustees thanked Mr. Reimer for his presentation noting they found it to be very informative. Trustees inquired as to where the Brandon School Division was on the paradigm shift. Mr. Reimer noted that the Province is moving towards student centred learning evidenced through use of technology such as “bring your own device”. He felt the Brandon School Division had done some key things to move in this direction and noted School Bundle will assist in this area. Trustees also inquired as to how transferable these programs were to other platforms. Mr. Reimer confirmed they were highly transferable.

Before concluding this portion of the agenda, Trustee Sefton presented Mr. Reimer with a certificate of recognition for receiving the Apple Distinguished Educator Program Award.

- c) Items from Senior Administration Report
 - Scholarship Agreement – Brandon Friendship Centre – Referred Motions.
 - Scholarship Agreement – Rotary Club of Brandon Sunset – Referred Motions.
 - Scholarship Agreement – Parker/Bruederlin Health Care Aide Scholarship – Referred Motions.
 - École Secondaire Neelin High School Off-Site Activity Request – Referred Motions.

- Valleyview Centennial School – Heating System Replacement – Referred Motions.

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

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

49/2013 Dr. Ross – Mr. Snelling

That the Agreement for continuation of a scholarship for an Aboriginal student graduating from the Neelin High School Off-Campus Program and enrolled in a post-secondary program, to be known as “The Brandon Friendship Centre Scholarship” in the amount of \$500.00 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.

50/2013 Mr. Bartlette – Mr. Snelling

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

Mr. Karnes – Mr. Kruck

That the motion be tabled to the May 27, 2013 meeting in order to clarify with The Rotary Club of Brandon Sunset the scope of the award involved.

Tabled (8-0 – Trustee Bowslaugh abstained.)

51/2013 Mr. Murray – Mr. Bartlette

That the Agreement for the establishment of a scholarship for a graduating student from any of the three high schools who will be attending Assiniboine Community College to become a health care aide, to be known as “The Parker/Bruederlin Health Care Aide Scholarship” in the amount of \$200.00 be approved; and the Chairperson and the Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

52/2013 Mr. Karnes – Mr. Bowslaugh

That the trip involving sixteen (16) grades 9 to 12 male football students, from École Secondaire Neelin High School to make a trip to Vermillion, South Dakota July 10 – 13, 2013, be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

53/2013 Mrs. Bowslaugh – Mr. Karnes

That the low Tender from Brandon Heating & Plumbing LTD. in the amount of \$1,035,961.39 (taxes included), to be financed by the PSFB through the issuance of debentures, for a heating system replacement for Valleyview Centennial School be accepted, subject to approval by the Public Schools Finance Board.

Carried.

54/2013 Mr. Kruck – Mr. Sumner

That a school bus be provided to the YMCA 2013 Summer Day Camp for the weeks of July 2nd, 2013 to August, 23rd, 2013, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Motor Transport Board.

55/2013 Mr. Sumner – Mr. Kruck

That the Agreement between the Brandon School Division and the Brandon General Museum & Archives Inc., regarding the transfer and display of the artifacts known as the "B.J. Hales Collection", is hereby approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

2.08 Bylaws

Mr. Bartlette – Mr. Snelling

That By-Law 1/2013 being a borrowing by-law in the amount of \$919,000 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of the following projects: Valleyview Centennial School Emergency Roof Replacement, École Secondaire Neelin High School Science Lab Renovations and Steam Heating System Replacement, Vincent Massey High School Roof Replacement and Emergency Gym Roof Replacement, and Crocus Plains Regional Secondary High School Welding Shop Ventilation Upgrade, be now read for the second time, having first been read on April 22, 2013.

Mr. Bartlette – Mr. Snelling

That the rules be suspended and By-law 1/2013 be now read for a third and final time, and taken as read, finally passed.

Carried.

Mr. Snelling – Mr. Bartlette

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 first time.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 2/2013

A Bylaw of the Board of Trustees of The Brandon School Division in Manitoba, 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.

WHEREAS the amount (if any) heretobefore borrowed and the amount hereby authorized to be borrowed do not exceed the amount of the said estimate after deducting therefrom such sums (if any) as have been paid over by Municipalities or by the Provincial Government on account of the amount required for May 1, 2013 to June 30, 2013 expenses of the School Division.

NOW THEREFORE the Board of Trustees of The Brandon School Division, in session assembled enacts as follows:

(1) THAT the Board of Trustees of the said School Division do borrow up to the sum **FOURTEEN MILLION (\$14,000,000) DOLLARS** from THE CANADIAN IMPERIAL BANK OF COMMERCE upon the credit of the said School Division, and do pay or agree to pay interest thereon either in advance or at maturity, and in either case after maturity, at the rate of PRIME less 0.6 per centum per annum.

(2) THAT the said borrowing may be by means of (a) an overdraft on the account of the School Division with the Bank by cheques signed by the Chairperson or Vice-Chairperson & Secretary-Treasurer or Assistant Secretary-Treasurer of the said School Division, or (b) a promissory note or notes of the said School Division, such note or notes to be attested by the signatures of the Chairperson and Secretary-Treasurer of the said School Division.

(3) THAT the amount so borrowed shall be a first charge upon any moneys to be received by the Board of Trustees on account of the estimate for May 1, 2013 to June 30, 2013 for the purposes of the said School Division whether from the Municipality or from the Provincial Government or from any other source and as the same are received the said School Division shall deposit them with the said Bank for payment of the amount so borrowed with interest thereon but the said Bank shall not be restricted thereto for payment of the sum or sums so borrowed nor shall it be bound to wait for repayment of the moneys so borrowed until the Municipality or the Provincial Government has discharged its obligation to the School Division nor be obliged to see that moneys paid to the School Division are deposited or applied as aforesaid

(4) THAT this Bylaw shall extend to and cover borrowings by the said Board of Trustees for the period commencing the 1st day of May, 2013, and to the extent necessary, this Bylaw shall have retroactive effect so as to be deemed in full force and effect at the commencement of said term.

(5) THAT nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this _____ day of _____ A.D. 2013.

SECOND READING: _____ day of _____ A.D. 2013.

THIRD READING: _____ day of _____ A.D. 2013.

Chairperson

Secretary-Treasurer

I, Kevin Zabowski, Secretary-Treasurer of The Brandon School Division DO HEREBY CERTIFY the above to be a true copy of Bylaw No. 2/2013.

Secretary-Treasurer

Mr. Snelling – Mr. Bartlette

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 first time.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 3/2013

A Bylaw of the Board of Trustees of The Brandon School Division to authorize the construction of the George Fitton School Gymnasium and Day Care Addition, to provide for other related costs, and to provide for temporary financing therefor.

WHEREAS the Minister of Education has approved the construction of the aforesaid project pursuant to the provisions of Section 74 of The Public Schools Act.

AND WHEREAS, it is deemed expedient to make provisions for temporary financing therefor by entering into an agreement with the Canadian Imperial Bank of Commerce, Brandon, Manitoba for temporary advances and loans for the purpose of making progress payments on the said project as they fall due, subject to the approval of The Public Schools Finance Board.

AND WHEREAS, the Board of the said school division from time to time shall pass a bylaw or bylaws authorizing the issue of debentures to repay the amount of the temporary advances or loans and to fix the rates and levies required to repay the said debentures.

NOW THEREFORE the Board of Trustees of The Brandon School Division, in session assembled enacts as follows:

(1) THAT the Board of Trustees of The Brandon School Division may proceed with the aforementioned project and for that purpose enter into an agreement with the Canadian Imperial Bank of Commerce, Brandon, Manitoba, for temporary advances and loans in an amount not exceeding \$6,500,000.00.

(2) THAT the Board of Trustees of The Brandon School Division shall keep a separate capital ledger account to record the expenditures made in respect of the said project and shall open and maintain at its bank a separate capital bank account wherein progress payments on the said project shall be charged as required.

(3) THAT the proper officers of the said Brandon School Division, are hereby authorized to borrow under the said agreement by an overdraft on the account of the School Division with the Bank by cheques in the amounts required from time to time sufficient to make progress and other payments on the said project as they fall due.

(4) THAT said Board of Trustees shall from time to time pass the necessary bylaw or bylaws authorizing the issue of debentures to repay the amount of the temporary advances and loans to provide for meeting payments on the said debentures as they fall due by applicable rates and/or levies until the debenture has been fully paid and satisfied.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this _____ day of _____ A.D. 2013.

SECOND READING: _____ day of _____ A.D. 2013.

THIRD READING: _____ day of _____ A.D. 2013.

Chairperson

Secretary-Treasurer

I, Kevin Zabowski, Secretary-Treasurer of The Brandon School Division DO HEREBY CERTIFY the above to be a true copy of Bylaw No. 2/2013.

Secretary-Treasurer

Mr. Snelling – Mr. Bartlette

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 first time.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 4/2013

A Bylaw of the Board of Trustees of The Brandon School Division in Manitoba, 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.

WHEREAS the estimates of the said School Division for the above-mentioned fiscal period have been made and the budget of the Division for the fiscal year of July 1, 2013 to June 30, 2014 was the sum of **EIGHTY-SIX MILLION, SEVEN HUNDRED AND SIXTY-FOUR THOUSAND, EIGHT HUNDRED (\$86,764,800) DOLLARS.**

AND WHEREAS the Board of Trustees of the said School Division have not yet received any moneys on account of School Taxes for the year 2013/2014 from Municipalities nor any moneys from the Provincial Government by way of grant for the year 2013/2014 SAVE THE SUM OF *nil* Dollars (\$ --) from MUNICIPALITIES and THE SUM OF *nil* Dollars (\$ --) from the PROVINCIAL GOVERNMENT.

AND WHEREAS no moneys have been previously borrowed to meet the expenditures of the 2013/2014 fiscal period SAVE AS SET OUT IN THE FOLLOWING SCHEDULE, THAT IS TO SAY: Nothing previously borrowed.

AND WHEREAS the amount (if any) heretobefore borrowed and the amount hereby authorized to be borrowed do not exceed the amount of the said estimate after deducting therefrom such sums (if any) as have been paid over by Municipalities or by the Provincial Government on account of the amount required for July 1, 2013 to June 30, 2014 expenses of the School Division.

NOW THEREFORE the Board of Trustees of The Brandon School Division, in session assembled enacts as follows:

(1) THAT the Board of Trustees of the said School Division do borrow up to the sum **TWENTY MILLION (\$20,000,000) DOLLARS** from THE CANADIAN IMPERIAL BANK OF COMMERCE upon the credit of the said School Division, and do pay or agree to pay interest thereon either in advance or at maturity, and in either case after maturity, at the rate of PRIME less 0.6 per centum per annum.

(2) THAT the said borrowing may be by means of (a) an overdraft on the account of the School Division with the Bank by cheques signed by the Chairperson or Vice-Chairperson & Secretary-Treasurer or Assistant Secretary-Treasurer of the said School Division, or (b) a promissory note or notes of the said School Division, such note or notes to be attested by the signatures of the Chairperson and Secretary-Treasurer of the said School Division.

(3) THAT the amount so borrowed shall be a first charge upon any moneys to be received by the Board of Trustees on account of the estimate for July 1, 2013 to June 30, 2014 for the purposes of the said School Division whether from the Municipality or from the Provincial Government or from any other source and as the same are received the said School Division shall deposit them with the said Bank for payment of the amount so borrowed with interest thereon but the said Bank shall not be restricted thereto for payment of the sum or sums so borrowed nor shall it be bound to wait for repayment of the moneys so borrowed until the Municipality or the Provincial Government has discharged its obligation to the School Division nor be obliged to see that moneys paid to the School Division are deposited or applied as aforesaid

(4) THAT this Bylaw shall extend to and cover borrowings by the said Board of Trustees for the period commencing the 1st day of July, 2013, and to the extent necessary, this Bylaw shall have retroactive effect so as to be deemed in full force and effect at the commencement of said term.

(5) THAT nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this _____ day of _____ A.D. 2013.

SECOND READING: _____ day of _____ A.D. 2013.

THIRD READING: _____ day of _____ A.D. 2013.

Chairperson

Secretary-Treasurer

I, Kevin Zabowski, Secretary-Treasurer of The Brandon School Division DO HEREBY CERTIFY the above to be a true copy of Bylaw No. 4/2013.

Secretary-Treasurer

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

1. Trustee Kruck, referencing a recently held meeting with the Minister of Education, inquired as to whether or not the Division had heard back from the Minister regarding the funding of positions. The Secretary-Treasurer confirmed he had not heard back from the Minister. Mr. Kruck asked that a letter be sent to the Ministry to follow-up on this matter.
2. Trustee Murray requested the following information:
 - Information on the possible enrolment impact on Green Acres School the Green Acres Development will have;
 - Clarification regarding the possibility that recruitment of students from Grade 8 sports programs for high schools is taking place. If so, what is the Division going to do about it.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels, spoke to the following items which highlighted innovation in schools:

- Linden Lanes School:
 - o Gradual Release of Responsibility Model;
 - o Fountas and Pinnell training;
 - o HALEP
- St. Augustine School:
 - o Stages of Early Arithmetical Learning (SEAL) program.
- Crocus Plains Regional Secondary School:
 - o Student Support Services Team for Grade 9 students;
 - o Professional Development.

Dr. Michaels also referenced the Suspension Report and Senior High Access Committee meeting. The Superintendent concluded her report by highlighting the various correspondence which had been received.

Mr. Murray – Mr. Snelling

That the May 13, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Naomi Kruse, Executive Director, Manitoba Association of Parent Councils, March 15, 2013, noting that on March 8, 2013, Manitoba Association of Parent Councils and Manitoba Education partnered together to unveil the “*Everybody in School Every Day*” communication strategy aimed at increasing parental awareness of the importance of regular daily attendance for students in Manitoba. They have provided copies of brochures and posters available for distribution throughout the community and note these items are also available electronically at www.mapc.mb.ca.

Ordered Filed.

- b) Carol Bellringer, FCA, MBA, Auditor General, Manitoba, April 15, 2013, asking the Brandon School Division reviews its policies and ensure they meet the government’s expectations. This recommendation flows from their audit of senior management expense policies across government that was discussed in the fall. The audit found a wide range of policies in place. A copy of chapter 8 of their final public report is enclosed.

Referred to Policy Review Committee.

- c) Maureen Sicotte, Chair, Red River Valley School Division, April 18, 2013, addressed to the Honourable Nancy Allan, Minister of Education, noting the Red River Valley School Division, at their regular meeting April 16, 2013, discussed Bill 18 and fully supports the efforts of the Minister of Education to make schools safer for all students.

Ordered Filed.

- d) Joanne Muller, Secretary, Manitoba Education, Board of Reference, April 18, 2013, attaching a Notice of hearing for the Board of Reference to hear the request of Jim and Kathleen Gillon to transfer 95.0 acres of land located on NW1/4 21-9-22 from the Southwest Horizon School Division to the Brandon School Division. The hearing will be held at 10:30 a.m. on May 23, 2013 in the Boardroom of the Southwest Horizon School Division located at the Hartney Civic Centre, in Hartney, Manitoba.

Referred to Secretary-Treasurer Dept.

- e) Minister of Education, Nancy Allan, April 25, 2013, thanking the Brandon School Division for their support for Bill 18 *The Safe and Inclusive Schools Act*. She appreciates the decision to publicly declare support for Bill 18 through a Board motion as that sends a message that every student deserves to feel safe in school. Over the last decade the Government has worked with both public and independent schools to prevent and address bullying. Bill 18 builds on previous legislation as well as work that is already being done in schools across Manitoba and certainly within the Brandon School Division. She knows Neelin High School was one of the first schools in Manitoba to have a Gay-Straight Alliance, and, as recent Day of Pink events show, students there continue to promote acceptance and understanding. She is sure the Division will continue to show leadership on this issue and be an important partner in the days and months ahead.

Ordered Filed.

- f) Marcia Thomson, Assistant Deputy Minister, Healthy Living, Seniors and Consumer Affairs, and Jean-Vianney Auclair, Assistant Deputy Minister Manitoba Education, May 2013, noting the Province announced a Bed Bug Strategy to provide opportunities for collaboration, awareness, prevention and education for all Manitobans surrounding this difficult and stubborn nuisance pest. As part of this ongoing initiative a *Bed Bug Guide for Schools* has been developed based on a similar document for licensed child care facilities. This document is specific to the school environment and serves as a framework for the development of school division/school policies and procedures.

Referred to Policy Review Committee.

- g) Wendy Bloomfield, Chair of the Board, Seine River School Division, May 6, 2013, noting the Board of Trustees discussed the Safe and Inclusive Schools Initiative at their regularly scheduled board meeting on April 23, 2013. She notes all three of their high schools have active GSA groups and the division has been developing a *Respect for Human Diversity* Policy. This policy is being developed in consultation with students who are active members of GLOW, a student led GSA group. The Board fully supports the Minister's efforts to provide a safe and caring environment for all students.

Ordered Filed.

3.03 Announcements

- a) Policy Review Committee Meeting – 11:30 a.m., Wednesday, May 15, 2013 – Board Room.
- b) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, May 15, 2013 – Conference Room.
- c) Administrator Selection Committee Meeting – 2:00 p.m., Thursday, May 16, 2013 – Conference Room.
- d) Joint City Council/School Board Committee Meeting – 4:30 p.m., Thursday, May 16, 2013 – BNRC Office, City Hall.
- e) Administrator Selection Committee Meeting – 9:00 a.m., Wednesday, May 22, 2013 – Conference Room.
- f) Education Committee Meeting – 11:30 a.m., Wednesday, May 22, 2013 – Board Room
- g) Finance Committee Meeting – 12:00 noon, Monday, May 27, 2013 – Board Room
- h) Aboriginal Education Advisory Committee Meeting – 1:00 p.m., Monday, May 27, 2013 – McLaren Room
- i) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 27, 2013, Board Room.

Dr. Ross – Mr. Karnes

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

Carried.

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

- Reports
- Trustee Inquiries

4.02 Personnel Matters**- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) The Committee reviewed the report and recommendations of the Joint Job Evaluation Committee received as Confidential #2. It was agreed a motion would be brought forth at the conclusion of the meeting, in open board.
- c) Confidential #3 being a letter from the Manitoba School Boards Association was reviewed and discussed.
- d) The Superintendent updated the Board on two personnel matters.

- Trustee Inquiries**4.03 Property Matters/Tenders****- Reports**

- a) The Secretary-Treasurer reviewed a letter received from the Public Schools Finance Board.

- Trustee Inquiries**4.04 Board Operations****- Reports****- Trustee Inquiries**

Mr. Kruck – Mr. Sumner

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

Carried.

56/2013 Mr. Karnes - Dr. Ross

That the recommendations from a report of the Joint Job Evaluation Committee, as noted in Confidential #2, be approved.

Carried.

5.00 ADJOURNMENT

Mr. Karnes – Mr. Kruck

That the meeting does now adjourn (10:20 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Monday, May 13, 2013 – 12:00 noon
Board Room, Administration Office

Present: L. Ross (Chairperson), D. Karnes, G. Kruck,
K. Zabowski, Dr. Michaels, B. Switzer.

1. CALL TO ORDER

The Committee Chairperson called the meeting to order at 12:07 a.m.

2. APPROVAL OF AGENDA

Superintendent, Dr. Michaels requested the addition of a personnel matter for In-Camera discussions. The agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Committee minutes of April 8, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy Regarding Allocation of Vice-Principal Time.

A report prepared by Senior Administration, together with sample policies from other school divisions regarding allocation of staff time was distributed and reviewed by the Committee. Dr. Michaels noted the formula for determining allocation must also take into consideration the complexity of the school including the school's dynamics and demographics. Dr. Michaels then reviewed each school in the Division noting the vice-principal staffing level at each school. Discussions were held regarding the administrative workloads at the schools, succession planning, and pupil/teacher ratios.

The Committee requested a report on how the Division allocations for principal and vice-principal staffing would be based on weighted teachers as per the Toronto School District guidelines. It was agreed this information would help the Committee determine how to move forward. The Superintendent agreed to provide this information to the Committee at a future meeting.

B) BTA – Short Term Disability Benefit Plan

Superintendent, Dr. Michaels, spoke to this item. She noted the short term plan would be used as a bridge between teachers exhausting accumulated sick leave and the when the long term disability starts. Discussions were held regarding the number of staff which might be involved and cost.

It was agreed Senior Administration would cost out what it would cost the Division to have a short term disability benefit plan and report back at a future meeting.

C) MSBA Bulletin (In-Camera)

This item was discussed in-camera.

D) Joint Job Evaluation Results (In-Camera)

This item was discussed in-camera.

It was agreed a recommendation would be taken to the Board of Trustees meeting as a late item on Monday, May 13, 2013 to approve the results of the Joint Job Evaluation Review Committee findings.

E) Support Labour Management Committee Minutes

The Minutes of the Support Labour Management Committee meeting were received as information. (Appendix "A").

F) Personnel Matter (In-Camera)

Superintendent, Dr. Michaels reviewed a personnel matter.

G) Update on Staffing Matter (In-Camera)

Trustee Karnes requested an update on a matter he had previously raised.

6. OPERATIONS INFORMATION

NIL.

7. NEXT REGULAR COMMITTEE MEETING: Monday, June 10, 2013, 12:00 noon, Board Room.

The meeting adjourned at 1:26 p.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

G. Kruck

J. Murray (Alternate)



BRANDON SCHOOL DIVISION

SUPPORT PERSONNEL LABOUR/MANAGEMENT COMMITTEE MEETING

Date: Wednesday, March 13, 2013 11:00 a.m.
Location: Conference Room Administration Office

Appendix A

Present:
CUPE: D. Arpin, Co-Chair, J. Rose
DIVISION: G. Kruk Co-Chair, K. Zabowski, Secretary-Treasurer, B. Switzer, Director of Human Resources

Regrets:
CUPE: D. McLaughlin

Ms. Deb Arpin, co-chair, acted as chairperson for the meeting.

I. **POLICY 9032 – ACCESS BY STUDENTS TO SCHOOL BUILDINGS**

As a follow up to a previous meeting, Kevin Zabowski and Becky Switzer provided an update on the review of this policy by Senior Administration. The policy was to be reviewed with possible procedures established to address what schools should do when students arrive early or stay late, specifically who the students are to report to upon arrival. Concerns were raised in regards to students in the building when only the custodial staff are present and who bears responsibility for the students accessing the building. Principals have received communications from the Office of the Superintendent that student access is the responsibility of the Principal. Jamie Rose and Deb Arpin indicated that there have been no further complaints, and that schools have implemented different ways of addressing this issue (an example where a school displays a red card in the entrance window to indicate doors are unlocked and access to the building is available). Kevin Zabowski confirmed this will be discussed at the Senior Administration meeting on March 22, 2013 and that there will be procedures to ensure consistency throughout the Division in place for September of the 2013/2014 school year.

II. **OVERTIME GUIDELINES**

As a follow up, Kevin Zabowski inquired with CUPE on any feedback received with the changes to the overtime guidelines payout moving from January to February. Deb Arpin and Jamie Rose indicated that they had no concerns raised from members and that many were very appreciative of the change. Deb Arpin inquired about what the guidelines provide for Educational Assistants. Kevin Zabowski confirmed that Educational Assistants are not able to bank overtime, they must be paid for any overtime that is worked by submitting timesheets to payroll. Deb Arpin requested that Principals be sent a reminder as there are Educational Assistants indicating that they have time off, at times up to one week, due to banked overtime worked. Becky Switzer will issue a reminder to Principals.

III. STUDENT WAGE RATE

Deb Arpin inquired as to the wage rate for Students in the collective agreement. Becky Switzer provided information in that should the minimum wage in Manitoba increase to \$10.50 during the current collective agreement, the Brandon School Division is required by law to pay minimum wage and that no letter of understanding would be necessary.

IV. BUS DUTY/PARENT LUNCH PROGRAMS

Deb Arpin requested that the Division enter into discussions regarding Parent Run Lunch Programs to become part of the Brandon School Division lunch programs. Currently, CUPE support staff are being requested to handle incoming monies, deal with collections of monies, and related delinquent payments and these members are not being recognized for doing such work. They do not get paid for their services either by the Parent Run Program or by the Brandon School Division. Trustee Kruk provided information regarding the work that has recently taken place in consultation with the Parent/Guardian/Division Advisory Committee indicating that the programs should be left as is. Deb Arpin requested that Principals be reminded that CUPE Support Staff, during the hours of BSD employment, are not responsible for the collection of monies or any duties related to the Parent Run Lunch Programs. It was suggested that this topic be brought forth to the next Parent/Guardian/Division Advisory Committee so that parents are also aware.

V. NEW BUSINESS

Support Staff Substitutes

Deb Arpin inquired about how we are doing on the support side, as there are often shortages with substitute teachers. Are the support staff experiencing the same? Becky Switzer identified that as previously communicated, Educational Assistants at the High School level are difficult to secure as many substitute Educational Assistants prefer working with the younger students. There is a perception that some substitute Educational Assistants may not be working, however, there are many factors that can contribute to that, for example, willingness to work at ALL locations, approval to work at specific grade levels and/or types of positions. Becky Switzer further noted that substitute school secretaries at times can be difficult to place as many times, schools prefer experience using the BSD systems (SIRS, CIMS, First Class). It was suggested that further inquiries be made with school Principals in regards to volunteer mentorship opportunities for new secretaries where PD monies could be used to allow new substitute school secretaries to job shadow with an existing school secretary for a period of time, in which detailed hands on training could occur, providing a secured substitute for that school when required. Becky Switzer and Kevin Zabowski will inquire further as to interest from school Principals'. Deb Arpin also commented on the services being provided by Mrs. Michelle Hardy and the compliments members have given in regards to the level of service being offered. Deb Arpin indicated that CUPE very much appreciates her customer service.

Policy 5058 – Evaluation of School Bus Drivers

Jamie Rose requested clarification on this policy and it's practice regarding eligibility to apply to permanent postings. Becky Switzer provided clarification.

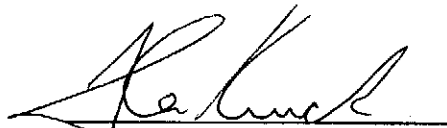
Trustee on Committee

Trustee Glen Kruk inquired as to why it was necessary to have a trustee representative on this committee as it was clearly evident that the union and management have ongoing communication to address matters and resolve such matters. Kevin Zabowski indicated he would need to investigate further as this is currently in the collective bargaining agreement.

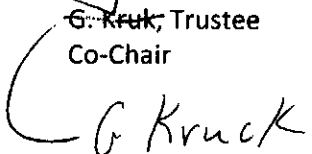
VI. MEETING DATES

Meeting adjourned: 12:00 noon

Respectfully submitted,



G. Kruk, Trustee
Co-Chair



D. Arpin, CUPE President
Co-Chair



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Wednesday, May 15, 2013, 11:30 a.m.
Conference Room, Administration Office

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

CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:40 a.m. by the Committee Chairperson, Mr. Glen Kruck.

2. APPROVAL OF AGENDA

Trustee Kruck requested an update on student fundraising accounts should time permit at the end of the meeting. The Committee agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the April 22, 2013 Board Meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Trustee Request Regarding Policy 7024

Trustees discussed the request of Trustee Sumner that the Committee review Policy 7024 regarding "food being brought into our schools by outside groups" and encouraging the Committee "to consider other common food allergens and other food-related issues". They also noted the depth and detail of the current policy and procedures with respect to students with known risk of anaphylaxis or life-threatening allergies. The Committee discussed the impact of the recently implemented Joint Use Agreement and outside user groups taking advantage of the agreement. Discussions were held regarding how a change to the policy to include banning certain food items by outside user groups would be enforced and the increased liability such a policy change would demand. Current protocol at the schools was discussed when there is a high-risk allergy in the school was reviewed. It was agreed any such changes to the policy to include consideration of food being brought in by outside user groups, which could not be controlled or monitored by the school division, would be dangerous as it could create a false sense of security. It was agreed the current policy would not be amended at this time.

b) Trustee Request Regarding Policy 5045

Trustee Sefton spoke to this item providing background information for his request to look at the possibility of amending Policy 5045 – “Commercial and Personal Interests”. Discussions were held regarding the intent of the policy and the various ways the policy could be interpreted. Trustee Sefton provided examples as to how the policy could be interpreted differently than intended. Mr. Zabowski, Secretary-Treasurer, circulated the solicitor’s opinion regarding this policy. The opinion was discussed in detail. It was noted that the policy is currently not applied equally across the division and an example was provided by Trustee Sefton. It was agreed the policy needed to be addressed and procedures provided. Therefore, the Committee requested a meeting with the Division solicitor to address this issue and help in the development of procedures. They requested the solicitor added the Committee meeting in June.

6. OPERATIONS INFORMATION

- Update on Social Media Policy.

Superintendent, Dr. Michaels spoke to this item noting that following consultations it had been determined that two separate policies were required on Social Media. One policy would address conduct and behavior when using social media; while the other would address teaching and learning through the use of social media. She confirmed that Senior Administration will continue to work on this item and report back in the fall.

- Postponed motion regarding lunch programming.

Superintendent, Dr. Michaels spoke to this item. She noted a meeting had been held with school principals to receive their feedback. She confirmed that while principals fully supported the intent of this idea they cited problems implementing this idea due to space and supervision issues noting that the two items were connected. Dr. Michaels spoke to the Collective Agreement as it relates to duty-free lunch hour and its impact on supervision. She noted only the principal and an educational assistant are on hand to supervise during lunch hour. Discussions were held regarding what is considered adequate supervision for the numbers involved, resources required, budget implications and the possibility of compounding a problem that is already difficult to manage. Dr. Michaels noted the principals requested a meeting with the Committee to discuss the matter further. Trustees noted there appeared to be a discrepancy in what had been stated on the survey and what school administrators were now saying regarding this matter. Discussions were held regarding past budget decisions in this area. Mr. Zabowski, Secretary-Treasurer, confirmed that the Board had approved a previous budget increase in the high schools to address lunchroom supervisor. The Committee agreed to meet with school principals on this matter. The Committee also requested the Superintendent provide them with a copy of minutes of her meeting with the principals on this matter.

- Student fundraising accounts.

The Secretary-Treasurer confirmed he had met with the school administrator and school bookkeeper at Neelin with respect to student fundraising accounts and to review the system they have in place. He noted the template that had been developed for the school choir. He confirmed he still needed to review and determine whether or not the template could be implemented across the Division. He also confirmed that the Neelin Choir template was for choir activities only and funds raised were raised in the name of the choir and therefore were not transferable to other activities in the school. Mr. Zabowski confirmed he will provide more information on this item at the next

Committee meeting. Trustees asked if it was possible to track fundraising accounts through SIRS.

NEXT MEETING: 11:30 a.m., Wednesday, June 19, 2013

The meeting adjourned at 12:55 p.m.

Respectfully submitted,

G. Kruck, Chair

P. Bartlette

M. Sefton

K. Sumner (Alternate)

Committee Minute FormRoom 328, 340-9th Street

Brandon MB R7B 2K8

Phone (204) 726-6361

FAX (204) 726-6749

Email: cominutes@gov.mb.ca

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: <u>May 15, 2013</u> Date of next meeting: <u>Oct 16, 2013</u> Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Kevin Zabowski Mel Clark Jim Murray Craig Laluk	Occupation Secretary-Treasurer Director Fac & Trans Trustee School Administrator	Present x x x x	Absent
	Worker Members Darren Hardy James Copeland Jamie Rose Heather Kryshewsky	BTA President Teacher Utility Worker School Secretary	x x x x	
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	Minutes of March 13, 2013 <ul style="list-style-type: none"> Mel Clark, Chair, called the meeting to order at 1:15 p.m. There were no amendments to the previous meeting minutes. 	<ul style="list-style-type: none"> Moved by Craig Laluk – James Copeland – That the previous meeting minutes of March 13, 2013 be adopted as circulated. Carried. M. Clark introduced and welcomed M. Smoke-Budach and thanked R. Beaulieu for her work with the Committee over the last three years. K. Zabowski updated the Committee; an AED will be installed on Friday May 17, 2013 at ARYP. 	
B	Outstanding Issues: <ol style="list-style-type: none"> Bomb Threats Procedure – Update – K. Zabowski 	<ul style="list-style-type: none"> K. Zabowski reported that Dr. Michaels will be meeting with Chief Grant, BPS, in regards to the direction of the Division. However, it has been made clear that staff will not be responsible for searches. 	K. Zabowski, Update – October 2013
	<ol style="list-style-type: none"> Scent-Free Policy – Update – K. Zabowski 	<ul style="list-style-type: none"> K. Zabowski reported that the scent-free policy is still with Senior Administration, they are working on strengthening the procedures of the document. It will then proceed to the Policy Review Committee and finally to the Board. It is possible to have the Policy ready for implementation in September 2013. D. Hardy would like to make a suggestion to Board. Prior to implementation of the Policy, can there be a grace period to work with staff? 	K. Zabowski, Update – October 2013
	<ol style="list-style-type: none"> WPS&H Safety Rep Training – Update – D. Armstrong 	<ul style="list-style-type: none"> D. Armstrong reported that numbers will be determined on availability in September. On December 8, 2013 training for H. Kryshewsky, J. Rose, and J. Copeland will be conducted. D. Hardy requested as to any communication in regards to Regional vs. Brandon training? K. Zabowski responded that there are many issues to consider in opening it to Region 1 of MASBO, such as available venues and associated costs, currently zero 	K. Zabowski, Update on training encompassing – October 2013

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Darren Hardy

Signature _____ Signature _____

Committee Minute Form

Page 2 of 3



Room 328, 340-9th Street
 Brandon MB R7B 2K8
 Phone (204) 726-6361
 FAX (204) 726-6749
 Email: cominutes@gov.mb.ca

Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	4. Audiometric Testing – Update – D. Armstrong	costs are incurred. - D. Armstrong reported that Change Innovators Inc. have been confirmed for October 21-25, 2013. Testing sites have not been finalized to date. - The Committee requested that D. Armstrong determine the additional costs incurred by using a site to site testing plan vs. one or two predetermined sites (travel time). - D. Hardy noted that coverage for staff testing is done at the school level.	D. Armstrong to determine testing sites & possible costs associated with site to site testing.
C	Correspondence: 1. MB News release – MB Doubles Investment in Workplace Injury, Illness Prevention (Attachment #1)	- M. Clark highlighted the correspondence. - K. Zabowski spoke to the issue of mandatory safety orientation for new teachers. It is currently being reviewed by Senior Administration. - D. Hardy stated that currently, the issue is discussed on the one day new teacher orientation session. However, given the amount of information the needed emphasis is not accommodated.	K. Zabowski, Update on new teacher safety orientation – October 2013
D	New Business: 1. Safety Inspections Update – D. Armstrong (Attachment #2)	- Committee members reviewed the attachment. - D. Armstrong confirmed that all schools will be up to date, there have been no issues.	-
	2. Incident Report, Mar. 6, 2013 to May 8, 2013 – D. Armstrong (Attachment #3)	- Committee reviewed the "revised" School Incident Report (walked-in and copy attached). - The committee asked if previous years could be included in the year-end report, creating a basis for comparison.	-
	3. Violent Incident Report – D. Armstrong & K. Zabowski	- D. Hardy requested an updated page to include violent incidents. He also stated it was important for schools to track trends with the specific programs in their schools.	D. Armstrong – to prepare year-end Report (for June 2014) with additional information.
	4. Hearing Assessment and Protection for Industrial Art EAs – J. Copeland	- Permanent EAs in Industrial Arts will need to be part of the assessment; testing & custom fitting. Three locations: EO, RH & Harrison to be tested in Oct 2013.	D. Armstrong – October 2013
	5. 2013 Environmental Water Testing – K. Zabowski (Attachment #4)	- M. Clark reviewed the document with the Committee members. - VM & VV tested as being over the allowable Prov. Standard of .01 mg/L. It was noted that testing was done in August, when schools were empty for over one month. - Schools flagged were instructed to perform daily flushing to reduce lead levels. - It is being proposed that those schools over the allowable Prov. Standard could install self-filling water stations at a cost of \$1,500. It would be a school based decision, viewed as a budget enhancement.	K <i>Budget Discussion</i> K. Zabowski, ??, Fall 2013 K. Zabowski <i>for Budget Discussion</i> Fall 2013

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Darren Hardy

Signature _____ Signature _____

Within 7 days, copy to: ❶ Committee members; ❷ Committee files; ❸ Workplace Safety and Health; ❹ Post on S&H Bulletin Board

Committee Minute FormRoom 328, 340-9th Street

Brandon MB R7B 2K8

Phone (204) 726-6361

FAX (204) 726-6749

Email: cominutes@gov.mb.ca

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	6. Proposed meeting dates for 2013-14 – October 16, 2013, January 15, 2014, March 12, 2014 and May 14, 2014.	- Proposed meeting dates accepted as indicated.	M. Smoke-Budach, Executive Secretary
	7. Other	<ul style="list-style-type: none">- K. Zabowski thanked Rhonda Beaulieu for her work with the Committee over the last three years and welcomed Melanie Smoke-Budach to the committee.- D. Hardy spoke to the possibility of him leaving the Committee. New BTA President to be determined.	M. Smoke-Budach to confirm Committee for September 2013.

Other Business: Confirmation of Next Meeting: October 16, 2013

Adjournment: Craig Laluk – Darren Hardy – That the meeting is adjourned at 2:00 p.m. Carried.

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.**In my opinion, the above is an accurate record of this meeting.**(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Darren Hardy

Signature _____ Signature _____

George Coupland

From: News Media Services <nmservices@leg.gov.mb.ca>
Sent: April-26-13 1:17 PM
To: George Coupland
Subject: Manitoba News Release: Manitoba Doubles Investment in Workplace Injury, Illness Prevention

April 26, 2013

MANITOBA DOUBLES INVESTMENT IN WORKPLACE INJURY, ILLNESS PREVENTION

Action Plan will Ensure Manitoba is one of North America's Safest Places to Work: Howard

Manitoba now has a new strategic action plan to prevent workplace injury and illness and to better ensure every worker makes it home safely at the end of the day, Family Services and Labour Minister Jennifer Howard announced today.

"This comprehensive strategy follows the province's most extensive review of injury and illness prevention in more than a decade and doubles resources dedicated to injury and illness prevention," said Howard. "It strengthens our safety and health laws and will ensure employers are rewarded for practices that make their workplaces safer and healthier."

The Manitoba government's Five Year Plan for Injury and Illness Prevention incorporates recommendations from three reports issued in early April as part of a wide-ranging review of workplace injury and illness prevention.

The new strategy details plans for:

- doubling funding for prevention services,
- creating new requirements under the Workplace Safety and Health Act that more clearly define workers' legal rights, require mandatory orientation of new workers and provide stronger protection when a worker refuses unsafe work,
- investing in resources that will ensure every high school student has access to workplace health and safety information in the classroom or online, and materials to help parents prepare their children to know about their rights to a safe workplace when they start their first job,
- strengthening support for emergency responders and other workers in high-trauma jobs,
- providing more ways for the public to report unsafe workplaces including a one-stop phone number for reporting unsafe workplace or injuries,
- requiring mandatory safety orientation for new workers,
- providing a mobile safety lab to bring safety awareness training and tools to rural worksites,
- ensuring every new business in Manitoba gets information about their responsibilities to prevent injuries,
- creating a leadership team of business owners and executives who have shown their commitment to safety and can help inform and mentor other business owners,
- increasing enforcement of rules to prevent bullying and violence in the workplace, and
- reviewing every workplace death to learn lessons about prevention.

"Dedicating more resources to prevention will help make Manitoba one of the safest places to work in North America," said Howard. "Enforcement is also an important part of injury prevention and our safety and health laws will be among the strongest in the country. Safety and health officers will now have the tools needed to ensure compliance."

The minister also announced the Workers' Compensation Board of Manitoba will develop a strategy to eliminate claim suppression and inappropriate return-to-work practices, while ensuring employers that engage in genuine injury prevention are recognized and rewarded. That new strategy is expected in the fall of 2013.

"I'd like to thank Mr. Dave Gaudreau, MLA for St. Norbert, who assisted in conducting the comprehensive review of injury and illness prevention in our province," said Howard. "I also extend my gratitude to the many Manitobans who provided their input and recommendations."

Information on Manitoba's Five Year Plan for Injury and Illness Prevention and on the recent reviews is available at www.gov.mb.ca/labour/safety/index.html.

- 30 -

====

UNSUBSCRIBE Instructions

====

You received this email as a result of your voluntary subscription to the Manitoba News Release List

You are currently subscribed to "Manitoba News"

as: coupland@mast.mb.ca.

To unsubscribe, go to <http://www.gov.mb.ca/cgi-bin/press/release.pl> click "here" and follow the directions or send a blank email to: <mailto:leave-88995-59582.3582e8234e81952b380296ff26883377@mailmanager.leg.gov.mb.ca>

**Work Site Safety Inspections Bookings
2012-2013**

	Inspection Date	Inspection Date	Inspection Date	Inspection Date
Work Site	1ST	2ND	3RD	4TH
Neelin -Off Campus	Oct.29 pm	Feb. 15 pm	Apr-12	
Alexander	SEPT 14/9:30am	Feb. 14 am	March 19 am	May 6 am
Betty Gibson	Sept 24 am	Nov. 7 am	April 23 am	May 22 am
Crocus Plains	Oct. 24 all day	Dec. 12 all day	March 6 all day	June 19 all day
Earl Oxford	Oct. 18 am	Jan. 10 am	Feb. 19 am	May 17 pm
George Fitton	Oct.10 am	Nov.21 am	Feb 27am	April 24 am
Green Acres	Oct. 9 am	Nov. 21 am	March 22 am	May 17 am
Harrison	Sept 28 am	Oct 26 am	Feb 27 pm	May 3 am
J. R. Reid	Sept 26 am	Nov 8 am	March 18 am	May 31 am
King George	Oct 29 am	Jan 16 1PM	April 19 am	May 2 am
Kirkcaldy Heights	Oct 15 1PM	Nov 15 1PM	March 5 am	May 7 am
Linden Lanes	Oct 25 8am	Jan 04 pm	March 21 am	May 9 am
Meadows	Oct 4 am	Jan 04/13	March 4 am	May 16 am
Neelin High	Oct 2 all dy	Jan 15 all day	March 12 all day	May 07 all day
New Era	Oct 30 1'pm	Jan.25 am	April 23 pm	May 29 am
O'Kelly	Oct 27 am	Nov 16 am	Feb. 21 pm	
Riverheights	Oct 24 am	Dec 5 am	April 10 am	May 23 am
Riverview	Oct.21am	Nov.22am	Jan.17 am	
St. Augustine	Oct 22 am	Nov 26am	April 19 am	May 21 am
Valleyview	Oct 9 am	Dec 3 am	Feb 26 1pm	
Vincent Massey	Oct 2 all day	Jan 15 all day	March 12 all day	May 07 all day
Waverly Park	Nov 7 1PM	Feb. 25 10am		
Administration	Jan 4 am	Feb. 15 am	May-17	
Maintenance/Transportation	Aug 10 pm	Jan.08 am	Feb 20 am	
ARYP			Apr-12	
inspection code #1.630.650.3800.085.083				



"Accepting the Challenge"

BRANDON SCHOOL DIVISION

School Incident Report for March 06, 2013 to May 06, 2013

<u>Student Incidents</u>	<u>Minor</u>	<u>Moderate</u>	<u>Severe</u>	<u>Total</u>
Playground	22	5	4	31
Phys. Ed (inside)	10	1		11
Phys.Ed (outside)	3	3	1	7
Classroom	8			8
I.A (shops)	3			3
Other	13	3	2	18
Total	59	12	7	78

<u>Non-Student</u>	<u>Minor</u>	<u>Moderate</u>	<u>Severe</u>	<u>Total</u>
Support Staff	12	4		16
Maintenance	1	2		3
Bus Driver	1	1		2
Total	14	7		21

Violent Incident Report Feb. 01, 2013 to May 08, 2013

Riverheights	10
River view	1
Betty Gibson	1
Crocus Plains	2
Vincent Massey	1
Total	15



"Accepting the Challenge"

BRANDON SCHOOL DIVISION

School Incident Report for March 06, 2013 to May 06, 2013

<u>Student Incidents</u>	<u>Minor</u>	<u>Moderate</u>	<u>Severe</u>	<u>Total</u>
Playground	22	5	4	31
Phys. Ed (inside)	10	1		11
Phys.Ed (outside)	3	3	1	7
Classroom	8			8
I.A (shops)	3			3
Other	13	3	2	18
Total	59	12	7	7

<u>Non-Student</u>	<u>Minor</u>	<u>Moderate</u>	<u>Severe</u>	<u>Total</u>
Support Staff	12	4		16
Maintenance	1	2		3
Bus Driver	1	1		2
Total	14	7		21

Violent Incident Report Feb. 01, 2013 to May 08, 2013

Riverheights	10
River view	1
Betty Gibson	1
Crocus Plains	2
Vincent Massey	1
Total	15

Violent Incidents from Sept. 2012 to Jan. 2013

Riverheights	7
King George	4
Riverview	1
Meadows	1
Valleyview	1

Total 14

Serious Incidents from Sept,2012 to May 08,2013 is 29 in total.

2013 Environmental Water Testing

Date Collected	School Location	First Draw		30 Sec. Flush		5 Min. Flush	
Mar. 1/13	Admin - Foyer Fountain	0.0199	mg/L	0.0153	mg/L	0.00894	mg/L
Feb. 27/13	Betty Gibson wash	0.00203	mg/L	0.000653	mg/L	0.000575	mg/L
Mar. 1/13	Crocus Plains - Elev.	0.00401	mg/L	0.0000908	mg/L	0.00061	mg/L
Mar. 1/13	Earl Oxford Fountain	0.00616	mg/L	0.00254	mg/L	0.00221	mg/L
Mar. 1/13	Earl Oxford Main Floor	0.000835	mg/L	0.000497	mg/L	0.000422	mg/L
Aug. 2012	George Fitton	0.0049	mg/L	0.00093	mg/L	0.00059	mg/L
Aug. 2012	Green Acres	0.0054	mg/L	0.00085	mg/L	0	mg/L
Aug. 2012	Harrison	0.0027	mg/L	0.00054	mg/L	0	mg/L
Feb. 27/13	JR Reid - Girls wash	0.0204	mg/L	0.00039	mg/L	0.00031	mg/L
Feb. 27/13	King George Hall Ftn	0.00339	mg/L	0.000871	mg/L	0.000672	mg/L
Feb. 28/13	Kirkcaldy Heights - Gym Entr	0.0105	mg/L	0.000857	mg/L	0.000437	mg/L
Feb. 28/13	Linden Lanes - Frt Foyer Fount.	0.000657	mg/L	0.000465	mg/L	0.000438	mg/L
Feb. 28/13	Meadows South Hall	0.00542	mg/L	0.000728	mg/L	0.000604	mg/L
Mar. 1/13	Neelin High - Gen Office - Ftn	0.00732	mg/L	0.00163	mg/L	0.000955	mg/L
Feb. 27/13	New Era Staff	0.00495	mg/L	0.00054	mg/L	0.000439	mg/L
Feb. 28/13	O'Kelly School	0.00108	mg/L	0.000937	mg/L	0.000156	mg/L
Feb. 28/13	Riverheights Gym	0.00173	mg/L	0.000297	mg/L	0.000248	mg/L
Feb. 27/13	Riverview Off Hall Ftn	0.00382	mg/L	0.00038	mg/L	0.000262	mg/L
Feb. 28/13	St. Augustine N. Hall	0.000279	mg/L	0.000356	mg/L	0.00009	mg/L
Feb. 27/13	Waverly Park Office wash	0.00351	mg/L	0.00009	mg/L	0.00009	mg/L
Mar. 11/13	ARYP Hall Sink	0.000857	mg/L	0.000584	mg/L	0.000232	mg/L
Mar. 14/13	Maintenance Shop Fountain	0.000438	mg/L	0.0046	mg/L	0.000821	mg/L
Mar. 14/13	Neelin Office	0.00334	mg/L	0.000649	mg/L	0.000267	mg/L
Apr. 2/13	Alexander Hall Ftn	0.000822	mg/L	0.000286	mg/L	0.000282	mg/L
Feb. 13/13	Valley View	0.0038	mg/L	0.001	mg/L	0.001	mg/L
Aug. 2012	Valley View	0.015	mg/L	0.0018	mg/L	0.0014	mg/L
Feb. 13/13	Vincent Massey	0.0345	mg/L	0.0216	mg/L	0.0024	mg/L
Aug. 2012	Vincent Massey	0.027	mg/L	0.013	mg/L	0.002	mg/L

Allowable Prov. Standard .01 mg/L

CONFIDENTIALITY NOTICE: This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this transmission is prohibited. If you have received this transmission in error, please notify us immediately by return telephone, fax or email, and destroy the transmission by deleting the file and/or shredding any paper copy.

----- Original Message -----

Please see the attached list that summarizes the tests performed for lead in drinking water in our facilities. As you can see all our facilities have acceptable levels with the exception of Vincent Massey, Administration and Kirkcaldy Heights. The results also indicate that if the fountains are flushed daily before school opens that the lead levels drop to acceptable levels. All of these buildings are served by copper water mains and have copper water lines so there is little that can be done to reduce the lead levels in these fountains. Custodians at these facilities have been directed to flush their water fountains each day to ensure that the water being drawn from the fountains is safe for students and staff members. A possible solution for these schools would be the installation of lead filtering bottle filler fountains. They are available through our wholesalers for the cost of approx \$1,500. These fountains have filters which claim to remove lead, chlorine, odors and discoloration. The filters are approx \$100 and should last for 1 year. The buildings with lead issues could budget to replace their existing fountains in upcoming years. If you have any questions in this regard please contact me.

Mel

Mel Clark
Director of Facilities and Transportation
Brandon School Division
1031-6th St
Brandon, Manitoba
R7A 4K5
Phone-204-729-3980
Fax-204-729-3981

CONFIDENTIALITY NOTICE: This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this transmission is prohibited. If you have received this transmission in error, please notify us immediately by return telephone, fax or email, and destroy the transmission by deleting the file and/or shredding any paper copy.



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

May 27, 2013

A. Business Arising for Board Action

I.	Presentations	
1.	From Schools	1
II.	Human Resources	
III.	Secretary-Treasurer	
1.	P. E. O. Chapter R Scholarship.....	1
2.	SMD Services – Request for Bus.....	1
3.	Rotary Club of Brandon Sunset Award	2
4.	CPRSS Request for Financial Assistance – Skills Winners.....	2
IV.	Superintendent of Schools	
1.	Crocus Plains Regional Secondary School Off-Site Activity Request.....	3
V.	Senior Administration Response to Trustee Inquiries	
1.	Inquiry from Trustee Bowslaugh – Anti-Bullying Forum.....	3

B. Administrative Information

I.	Human Resources	
1.	Personnel Report	3
II.	Secretary-Treasurer	
1.	The Manitoba Public School Employees Dental and Extended Health Benefits Plan Trust.....	4

... /2

“Accepting the Challenge”

III. Superintendent of Schools

1. School Information

School Visits	4
A. Quality Learning	
• Quality Learning at Meadows School	4
B. Quality Teaching	
• Quality Teaching at Spring Valley Colony School	5
C. Quality Support Services	
• Quality Support Services at Earl Oxford School	6
D. Administrative and Statistical Information	
• Suspensions	7
• English as an Additional Language (EAL) Enrollment Update / April 2013	7

2. Divisional Initiatives

A. Quality Teaching	
• Balanced Literacy Document Professional Development / April 30, 2013	8

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 SCHOOLS

Linden Lanes School

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. P. E. O. CHAPTER R SCHOLARSHIP

For Action..... K. Zabowski

P.E.O. Chapter R of Brandon would like to renew a scholarship for a female student graduating from the Neelin High School Off-Campus Program. The conditions for establishing the scholarship have now been completed and an Agreement prepared. The scholarship is to be known as "The P.E.O. Chapter R of Brandon Scholarship" in the amount of \$500 for the 2012-2013 school year for a graduating female student from the Neelin High School Off-Campus Program. The Agreement is attached as Appendix A. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

RECOMMENDATION:

That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as "The P.E.O. Chapter R of Brandon Scholarship" in the amount of \$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.

2. SMD SERVICES – REQUEST FOR BUS

For Action..... K. Zabowski

We have received a letter from the Society for Manitobans with Disabilities (SMD) requesting the use of a school bus and driver for their 2013 summer camp (Appendix B). A wheelchair bus is required and will be taken outside the city. The SMD camps run throughout the day from 10:00 a.m. to 4:00 p.m. on July 8-12, July 22-26, July 29-Aug 2, Aug 12-16 and Aug 19-23. This request has been received and approved in previous years at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Motor Transport Board.

RECOMMENDATION:

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.

3. ROTARY CLUB OF BRANDON SUNSET AWARD

For Action..... K. Zabowski

Motion 50/2013 regarding the establishment of The Rotary Club of Brandon Sunset Award which would provide an award 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 was tabled at the Board's Regular Meeting held May 13, 2013. The award to be known as "The Rotary Club of Brandon Sunset" was tabled to request clarification from the club regarding the content of the Agreement. This clarification has now been obtained. The Agreement is attached as Appendix C. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

RECOMMENDATION:

That the Agreement to establish an award 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.

4. CPRSS REQUEST FOR FINANCIAL ASSISTANCE – SKILLS WINNERS

For Action..... K. Zabowski

We have received a request from Crocus Plains Regional Secondary School for financial support in the amount of \$3,200.00 for 8 students who have earned the right to represent Manitoba at the National Skills Competitions in Vancouver, British Columbia between June 5 – June 8, 2013. (Appendix D). This request has been received and approved in previous years at the rate of \$400.00 per student.

RECOMMENDATION:

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.

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 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.

Mr. Terry Osiowy, Principal, Crocus Plains Regional Secondary School, and Mr. Greg Malazdrewicz, Associate Superintendent, have approved this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

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.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

1. INQUIRY FROM TRUSTEE BOWSLAUGH – ANTI-BULLYING FORUM

For Information..... K. Zabowski

At the April 8, 2013 Board Meeting Trustee Bowslaugh inquired about the possibility of expanding the Anti-bullying forum which had taken place at Crocus Plains Regional Secondary School, to provide an opportunity for the remaining 6,000+ students in the Division to participate while keeping in mind the younger grades would require a somewhat different content. A memorandum from Dr. Michaels has been attached as Appendix F providing the cost and hours which would be required to provide the forum for all students. This is memo is provided as information.

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. THE MANITOBA PUBLIC SCHOOL EMPLOYEES DENTAL AND EXTENDED HEALTH BENEFITS PLAN TRUST

For Information..... K. Zabowski

The Manitoba School Boards Association held an information session on May 17, 2013 regarding a proposed extended health care benefit plan to be called the Manitoba Public School Employees Dental & Extended Health Benefits Plan Trust. Attached as Appendix G is a memorandum outlining the proposed plan. This is provided as information. Further discussion on the matter will take place in-camera at the Board meeting to be held on May 27, 2013.

III. SUPERINTENDENT OF SCHOOLS

1. *SCHOOL INFORMATION*

For Information..... D. Michaels

SCHOOL VISITS (MAY 2 – MAY 20, 2013)

- May 6, 2013 – J. R. Reid School
- May 9, 2013 – École Secondaire Neelin High School
- May 13, 2013 – Riverheights School

A. QUALITY LEARNING

QUALITY LEARNING AT MEADOWS SCHOOL

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

A fundamental goal of the Meadows School Development Plan is student engagement. We have sought to increase our students' responsibility for their learning, the understanding of themselves as learners in terms of their learning styles and multiple intelligences, and developing personal metacognition strategies or "knowing about knowing". To reach this goal the students have participated in:

- self-evaluations of their learning styles and multiple intelligences;
- deciding upon how they want to "show what they know", for the purposes of assessment in many of their assignments;
- "Homework Club" opportunities;
- focused learning experiences where metacognition strategies are discussed, analyzed, and personalized;
- Engagement and Enrichment Clusters;
- leadership in presenting the "Meadows Matrix of Expected Behaviours" to all grade levels; and
- Y Revolution Leadership Group / Student Council / Volunteers within school for various duties and events.

This continued focus on increasing student engagement has great implications for teachers at Meadows as they ensure their daily lessons are infused with active, relevant learning activities. As well, choice in what they learn, how they learn, and how they show what they have learned, has been an emphasis for our teaching staff in unit planning.

Our “Y Revolution” students planned, and hosted a “Wellness Day” for their peers, which was completed with great success during the month of May. The day was full of a wide variety of learning experiences such as; Adolescent Stress, Anti-smoking education, Dance, and Lifelong Fitness activities. Another example of the many illustrations of student achievement is the participation in our Meadows Public Speaking Event. This year we included the support of our High Ability Learner Enrichment Programming (HALEP) teacher to work with students on the fundamentals of public speaking. Two of our students represented Meadows at the Divisional competition. It was noted that the support of the classroom teachers in collaboration with the HALEP teacher improved the quality of the speeches on many levels. To further extend the learning achievements of our students our HALEP teacher, Ms. Lander, has been encouraging student participation in many national and international contests. We were delighted to be informed that several of our students have won a Math League contest that has involvement of students across the country.

B. QUALITY TEACHING

QUALITY TEACHING AT SPRING VALLEY COLONY SCHOOL

Report prepared by Ms. Jaclyn Hutchinson and Ms. Crystal Todd, Teachers, Spring Valley Colony School

Since implementing the Fountas and Pinnell Benchmark Assessment Program, all students from Grades Kindergarten to 4 have been assessed. This assessment kit focuses not only on reading accuracy but also reading comprehension. We are using this data to enhance our program planning and differentiate our instruction. Since the implementation of this assessment we are able to determine their instructional reading level as well as provide students with texts that best support their learning needs. We are currently working on assessing the students in grades five to eight.

We recently had our first Spring Valley Science Fair, where all students participated from grades one to grade 10. The projects were celebrated by an afternoon of sharing with parents and guests. All students met the expectations and three projects were chosen as winners. They were: Tebitha Hofer, Grade 10 for her project on The Impacts of Deforestation, Joel Hofer Grade 6 and Savannah Waldner Grade 4, for their experiment based project on The Leak Proof Bag, and Doria Hofer Grade 2 and Brittney Waldner Grade 1, for their research based project on Elephants.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT EARL OXFORD SCHOOL

Report prepared by Mr. Rick Stallard, Principal, Earl Oxford School

Reflected below are the foundations in regards to Quality Support Services for Earl Oxford School.

Stage 1— Implementation of Response to Intervention (RTI) in Earl Oxford School

- Ideas/Strategies (September 2012 to Present) – presented to staff.
- Researched by staff and presented to Earl Oxford School in November of 2012.

Stage 2—Reflection and follow up for initial implementation of RTI for Earl Oxford Students

Stage 3—May 17, 2013

- Professional Development Day—Initial Discussion in regards to further implementation of RTI.
- Meeting with Grades Kindergarten to 2, Grades 3 to 5, and Grade 6 to 8 to take place.
- Class configurations and groupings discussed with staff.

Factors Effecting Implementation of RTI with Earl Oxford for 2013/14 School Year:

- transition of New Era students into Earl Oxford population;
- composition and needs to be discussed and shared amongst staff;
- new staff to Earl Oxford School;
- structural changes within Earl Oxford School to accommodate New Era additions; and
- administration, along with School Team to identify resources warranted for Quality Support Services inclusion to move forward with RTI implementation.

In analyzing the data for the current school year it is apparent that an RTI focus and the proper use of resources (including two positions provided over and above our actual complement) have had a desirous effect on the literacy scores in the Grade 3 classroom. Through assessment in September, students were grouped and worked with: the Empower Reading program, three literacy support positions, and the classroom teacher. The benefits were substantial. As an example we present the data for four targeted students who saw their Fountas and Pinnell reading level rise from: I (mid-Grade 1) to M (early Grade 3), F (late Kindergarten) to N (early Grade 3), pre- kindergarten to J (early Grade 2), and K (early Grade 2) to P (end of Grade 3). There was also a corresponding rise in their BURT word recognition scores and in their graded spelling abilities. With further assistance and greater use of RTI strategies we hope to see a continued rise in the literacy abilities of these and all out students.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	5	5, 30	Drug and Alcohol, Unacceptable Behaviour
Earl Oxford	1	3	Assaultive Behaviour
Green Acres	1	5.5	Assaultive Behaviour
King George	1	3	Assaultive Behaviour
Neelin	3	5	Drug and Alcohol, Unacceptable Behaviour
Vincent Massey	1	5	Unacceptable Behaviour

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLLMENT UPDATE / APRIL 2013

The Brandon School Division Currently has 1365 English as an Additional Language (EAL) Students.

- 8 new registrations for the current school year were received in April 2013;
- 4 students left the Brandon School Division from April 1 – April 30, 2013.

The number of new EAL registrations received to date for the 2012/2013 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
August 2012	3
September 2012	188
October 2012	20
November 2012	18
December 2012	11
January 2013	10
February 2013	4
March 2013	6
April 2013	8
Total	268

The current school totals are as follows:

	Current Total	Students who have left the Division	EAL Discontinued (Stage 5+)
Alexander	0		
Betty Gibson	125	3	
Crocus Plains	203	9	

	Current Total	Students who have left the Division	EAL Discontinued (Stage 5+)
Earl Oxford	48		
George Fitton	100	4	
Green Acres	29	2	
Harrison	0		
J.R. Reid	26	4	
King George	94	5	
Kirkcaldy Heights	21	1	
Linden Lanes	28	3	
Meadows	111	6	
Neelin	38	2	1
New Era	157	14	
O'Kelly	21		
Riverheights	67		6
Riverview	45	1	
Spring Valley	24		4
St. Augustine	41		
Valleyview Centennial	15		2
Vincent Massey	124	14	58
Waverly Park	48	1	
Total	1365	69	71

The number of students who left Brandon School Division from April 1 – April 30, 2013 is four (4).

Of the four (4) students that left the Brandon School Division:

- one (1) student moved out of country; and
- three (3) students moved out of province.

Six (6) students changed catchment areas within the Brandon School Division from April 1 – April 30, 2013.

2. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. QUALITY TEACHING

BALANCED LITERACY DOCUMENT PROFESSIONAL DEVELOPMENT / APRIL 30, 2013 **Report prepared by Ms. Vanda Mitri, Reading Recovery Teacher Leader, Facilitator**

We had a very successful Grade One Balanced Literacy Session on April 30, 2013 on the topic of "Fostering the Writing Process in Grade One".

It was a jam packed two half days and the Grade One teachers Bev Mitchell, Mary Wardle and Marla Medwid each shared a different of genre of writing they do with their grade one students: Poetry, Non fiction, and various genres (Procedural, persuasive, Recount, Narrative, etc.) based on using the Six Writing Traits.

This also gave us a chance to discuss the Grade 3 writing assessment based on the Traits. The rubric was a surprise to many of the teachers, and an additional area to be considered for further professional development.

We discussed how the Grade 3 assessment is based upon the teaching in Grades K, 1 and 2. Cory Nevill, Literacy Specialist and I had met and planned to carry on this work with The Traits and the Grade 3 rubric through the Grades 1 to 4 sessions earlier in the year.

The session built upon our session held in May 2012 - with the big ideas being that:

- brain research leads us to consider diverse, social, prior knowledge, meaning and movement aspects of the brain of each student;
- the reciprocity of language, reading and writing;
- the gradual release of responsibility model; and
- how we need to adhere to the expectations of provincial, school division documents, making assessment match classroom teaching, and think forward as a team.

The Reading Recovery teachers were also invited to attend with their Grade One teams and I observed great conversations about literacy that I have been trying to encourage this year between the stakeholders of early literacy in schools.

The most common areas of reflection included:

- The importance of the gradual release model of: I do, we do, we do, we do, we do, before I do. Lots of language is needed by all - students and adults.
- Organizing Anchor charts to help children know what they know, and add to them continuously to show how their learning has changed. (Rubrics)
- The realization that Grade One students can do poetry!
- The key to successful writing is making sure students are writing for a purpose, and using many genres in grade one.
- Further areas of interest requested: - more on the various genres, writing traits, getting reluctant writers to begin and word/spelling work and strategies.
- Finally - could the sessions be held earlier in the year and possibly more than once.

THIS AGREEMENT made this _____ day of _____, 2013.

BETWEEN:

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

AND:

THE BRANDON SCHOOL DIVISION
Hereinafter called the Division

WHEREAS P.E.O. Chapter R has offered to fund an award in the Brandon School Division;

AND WHEREAS the monies for this award will be provided for the 2012-2013 School year;

NOW THEREFORE, the parties hereto mutually agree as follows:

1. That the name of the scholarship shall be known as "The P.E.O. Chapter R of Brandon Scholarship".
2. That the scholarship shall be in the amount of \$500.00 and shall be awarded to a female graduating student from the Neelin High School Off-Campus Program.
3. That the application guidelines for this award shall be as follows:
 - a. A female who has Graduated/Completed the Grade 12 Program of Studies through attendance in the Off-Campus Program;
 - b. Enrolment in a Post Secondary Program;
 - c. Financial Need;
 - d. Letter describing experience in Off-Campus Program and one's future goals.
4. That the Division will select the successful student and notify Ms. Wendy Cockerline, Treasurer, P.E.O. Chapter R, in order that a member of Chapter R may participate in the annual award presentation. The preparation of a letter or certificate to be given to the recipient shall be the responsibility of P.E.O. Chapter R. The actual payment of the award shall be made by the Brandon School Division's Friends of Education Fund, upon presentation by the recipient of proof of her successful enrolment in a post secondary institution or program at which time a check in the amount of \$500.00 will be forwarded to the student's account at that institution or program.

5. That this Agreement shall remain in effect for the 2012-2013 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 The P.E.O. Chapter R of Brandon

President



OUR VISION

"To continually develop, maintain and deliver relevant services that assist in the development of individual independence and community support for persons with disabilities."

Our Family:

- smd alliance
- smd services
- smd ventures
- smd foundation
- smd clearinghouse

Our Supporters:

- Province of Manitoba
- United Way
- Easter Seals™

Brandon School Division
800 Richmond Ave E
Brandon MB
R7A 7T8

May 1, 2013

Dear Supervisor of Transportation,

The Society for Manitobans with Disabilities is an organization that promotes the full participation and equality of people with disabilities. We are, once again, running a summer program for disabled youth in the Westman Region. The summer program will be running a total of 5 weeks this year.

As we used a Brandon School Division bus for the past couple years, which worked great for us, I would like to request to book transportation again for the summer of 2013. We would require a wheelchair bus and to be taken outside the city. SMD camps are running throughout the day from 10am to 4pm on July 8-12, July 22-26, July 29-Aug 2, Aug 12-16, and Aug 19-23.

For further information or questions, please do not hesitate to contact me via email spage@smd.mb.ca or phone 204 573-0211. I look forward to hearing from you.

Sincerely,

Shannon Page
Recreation Facilitator
Society for Manitobans with Disabilities
Westman Regional Office
Rm 140 A- 340 9th St, Brandon, MB, R7A 6C2

WINNIPEG • WESTMAN • PARKLAND • NORTHERN • EASTMAN • CENTRAL • INTERLAKE

SMD Services, Room 140, 340 - 9th Street, Brandon, MB R7A 6C2
Tel: (204) 726-6157 • Toll Free: 1-800-813-3325 • TTY: (204) 726-6157 • Fax: (204) 726-6499
www.smd.mb.ca

THIS AGREEMENT made this _____ day of _____, 2013

BETWEEN:

THE ROTARY CLUB OF BRANDON SUNSET

AND:

THE BRANDON SCHOOL DIVISION
Hereinafter called the Division

WHEREAS The Rotary Club of Brandon Sunset has offered to fund an award in Brandon School Division;

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

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

1. That this award shall be known as the “The Rotary Club of Brandon Sunset Award”. In the establishment of this award, it is the intention of The Rotary Club of Brandon Sunset to honour the student by providing a personal monetary award;
2. That this award shall be made annually to one Grade Eight student from each school in the Brandon School Division. Recipients will have participated in extracurricular activities demonstrating involvement, leadership or organizational skills in their school and community;

That the Division will undertake to circulate information on the award to potential applicants during the spring of each school year, to supervise the selection of the successful candidate, and to so notify The Rotary Club of Brandon Sunset in order that the President or his/her designate may participate in the annual presentation of the award. The preparation of a letter or certificate to be given to the recipient at the annual presentation of the award as well as any personal award given shall be the responsibility of The Rotary Club of Brandon Sunset.

3. That this award shall be in effect commencing at the date of signing this agreement, continuing indefinitely, subject to notification on or before March 1st of any year should The Rotary Club of Brandon Sunset or The Brandon School Division wish to terminate the agreement.

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 The Rotary Club of Brandon Sunset

PRESIDENT

SECRETARY

From:  **Kevin Zabowski**
Terry Osiowy

May-21-13 11:59:24 AM 

Subject: Fwd: National Skills Competition Funding Assistance Request

To:  **Juanita Szteina**

----- Original Message -----

May 6, 2013

Mr. Kevin Zabowski
Secretary- Treasurer
Brandon School Division
1031 6th Street
Brandon, MB
R7B 4K5

Dear Kevin,

Crocus Plains Regional Secondary School students were very successful at the Manitoba Skills competition on Thursday, April 11th, at Red River Community College. Our students were excellent representatives of Crocus Plains Regional Secondary School and the Brandon School Division.

CPRSS students brought back 13 medals; 6 Gold medals, 4 Silver medals, 3 Bronze medals.

From this list of medal winners, the following gold medal winners earned the right to represent Manitoba at the National Skills Competitions in Vancouver, British Columbia between June 5 - June 8, 2013.

- Mechanical CAD - Secondary - Curtis Bauche - Gold
- Robotics - Secondary (4 person team) Jordan Dyck, Myles Magnusson, Tyler Schellenberg, and Ty Worthington - Gold
- Electronics - Secondary - Hector Robinson - Gold
- Architectual Technology and Design - Secondary - Austin Dornn - Gold
- Car Painting - Secondary - Ryan Baker - Gold

In the past, the Brandon School Division had provided financial support of up to \$400.00 per student to help offset the registration, transportation, and accommodation costs for each student. This year's per student cost has been set at \$1,083.00 by Skills Canada..

On behalf our students, I would like to request the same level financial support, \$3200.00 (8 students X \$400.00), from the Brandon School Division.

If you have any questions, please contact me.

Thank you for your anticipated cooperation.

Mr. Terry M.J. Osiowy
Principal

Crocus Plains Regional Secondary School
1930 - 1st Street
Brandon, Manitoba
R7A 6Y6
Phone: 1-204-729-3900

CONFIDENTIALITY NOTICE: This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this transmission is prohibited. If you have received this transmission in error, please notify us immediately by return telephone, fax or email, and destroy the transmission by deleting the file and/or shredding any paper copy.



BRANDON SCHOOL DIVISION

1031 – 6TH STREET BRANDON MB R7A 4K5

Senior Administration Reporting to Board of Trustees

To: Board of Trustees

From: Dr. Donna M. Michaels, Superintendent/CEO

Date: May 16, 2013

Re: Response to Trustee Bowslaugh's Inquiry – April 8, 2013

For: Information

Strategic Goal and/or Administrative Area:

I. Statement of Topic/Issue

At the Regular Meeting of the Board of Trustees held April 8, 2013, Trustee Bowslaugh inquired about the possibility of expanding the anti-bullying forum which had taken place at Crocus Plains Regional Secondary School. This expansion would be to provide an “opportunity for the remaining 6,000+ students in the Division to participate; considering early years students would need a somewhat different content.”

II. Background Information

To expand the opportunity for 6,000+ students; considering that early years students would require a different content, it would require the following:

a) Early Years Students K-3 (2,553 students).

Incorporation of anti-bullying teachings into daily curricula, would require ongoing professional development for 147 (count) K-3 teachers:

3 half day sessions with restrictions of 25 students means: 2,553 students/25 students a session = 102.12 sessions x 3 half day sessions = 306.36 half days at cost of \$21,600.

b) Middle Years Students 4-8 (2,854 students) organized into sessions as follows:

Grades 4-6 with 50 students per session:

$1,734 \text{ students} / 50 \text{ students a session} = 34.68 \text{ sessions}$ and would require 69.36 teacher supervisors (1 for 25 students) = substitutes at cost of \$9,800.

Grades 7-8 for 50 students per session:

$1,120 \text{ students} / 50 \text{ students a session} = 22.4 \text{ sessions}$ and would require 44.8 teacher supervisors (1 for 25 students) = substitutes at a cost of \$6,300.

c) Senior Years Students 9-12 (2,785 students) organizes into sessions as follows:

$2,785 \text{ students} / 100 \text{ students a session} = 27.85$ and would require 111.4 teacher supervisors (4 per group) = substitutes at a cost of \$15,700.

III. Conclusion

Therefore, the overall costs are:

- a) Substitute costs for the replacement of classroom teachers in attendance at sessions: \$53,400;
- b) Time required for sessions equals 238 days.

Currently the operations budget does not include \$53,400 for the teacher substitute costs necessary to implement anti-bullying forums, as held on April 8, 2013.

Respectfully submitted,

Dr. Donna M. Michaels
Superintendent of Schools/CEO

/sb



BRANDON SCHOOL DIVISION

Office of the Secretary-Treasurer

Mr. Kevin Zabowski, Secretary-Treasurer

Mr. Denis Labossiere, Assistant Secretary-Treasurer

MEMORANDUM

DATE: May 21, 2013
 TO: Board of Trustees
 FROM: Kevin Zabowski, Secretary-Treasurer
 SUBJECT: The Manitoba Public School Employees Dental & Extended Health Benefits Plan Trust

Recently the Brandon School Division has received correspondence from the Manitoba School Boards Association (MSBA) regarding a new Extended Health Care Benefit Plan for all employees. Dr. Michaels, Superintendent of Schools, and I met with Joe Trubyk, Labour Relations Consultant for MSBA, in Birtle, Manitoba on May 17, 2013 to obtain additional information on this plan. This report will summarize the correspondence received and information obtained from the meeting in Birtle.

Overview

The MSBA and the Manitoba Teachers' Association (MTS) have entered into a partnership initiative regarding a new Extended Health Care Benefit plan to be called The Manitoba Public School Employees Dental & Extended Health Benefits Plan Trust. Joe Trubyk, Labour Relations Consultant for MSBA, notes that "this partnership will provide school divisions with a provincially coordinated, quality affordable health benefits plan designed for all employees".

A summary of the new Extended Health Care Benefit plan is as follows:

1. The current MTS Extended Health Plan will be replaced with the new The Manitoba Public School Employees Dental & Extended Health Benefits Plan Trust. The effective dates for implementation of the plan are September 1, 2013 for teachers and January 1, 2014 for support staff. The support staff effective date is to provide adequate time for non-teaching groups to consider the plan and corresponding options.
2. School divisions do not have to participate in the new plan other than for the teaching groups who are already in the plan. The support staff group(s) must determine if their members wish to participate in the new plan by October 1, 2013 to facilitate enrollments for January 1, 2014.

"Accepting the Challenge"

3. The current MTS plan is on a voluntary basis for teaching and support staff workers. The new plan is a mandatory plan for any new eligible employees within an employee group participating in the plan subject to eligibility requirements. Participation for all existing and new employees is compulsory except for:
 - Those with spousal employer-sponsored plans;
 - Those in Federal Government plan for aboriginals (NHIB plan);
 - Those teachers who work less than 30% of full time or contracted to work less than 60 days;
 - Support staff working less than 25 hours per week;
4. Current employees that have not participated in the MTS plan will have a one-time opportunity to enroll in the new plan. If current employees decide not to participate in the new plan, their decision will be honoured. However, they will not be allowed to enroll at a later date unless they meet the above exception rules.
5. The new plan design offers four levels of coverage from which groups can choose the one that best meets the extended health care needs of the group. The various options are attached. The teaching group has already selected the platinum plan option and will not be participating in dental or vision benefits.

Highlights of the Plan

MSBA has provided the following list which summarizes the highlights of the new plan over the current plan in place:

- Employee groups have a choice of benefit level. The teachers have already chosen the extended health benefits option they wish to participate. This option does not include dental or vision benefits.
- The new plan offers a competitive Provincial rate structure for the plan.
- The premiums are based on a provincial experience rating and not on the local school division employee groups, thereby keeping the plan more affordable.
- The teacher's premiums will be deducted on a pre-tax dollar premium system. This system could be extended to support staff groups as well.
- A joint Trust Committee will oversee the operation of the plan and is to include Support Staff Union and Association representation.

“Accepting the Challenge”

- The new plan allows school divisions to offer extended health care benefits through a universal, provincially coordinated plan.
- The new plan also provides affordable benefits for retiring employees who are seeking health care coverage in retirement.

Eligibility Requirements

Teaching Group

The teaching group has decided to participate in the platinum option as per the described options (see attachment). The teacher plan is mandatory for all teachers who have an assignment of at least 0.30 FTE and who work for 60 continuous days. Substitute teachers, part time teachers working less than 30% of full time, and term teachers who are contracted to work less than 60 days are not eligible to participate in the plan.

Support Staff

The new plan will be mandatory for all new staff if the support staff group(s) decide to participate subject to the following requirements. Support staff working 25 hours per week or greater must participate in the plan. If the staff member works less than 25 hours per week, the employee will have a one-time-only option to participate in the plan option as chosen by their group.

Please refer to the attached eligibility chart as provided by MSBA for further information on the various options. (attachment)

Teaching Collective Agreement Addendums

In order to implement the new extended health benefits plan for teachers, MSBA and MTS are requesting that auxiliary and collateral agreements be executed to facilitate the change to a pre-tax premium deduction. Furthermore, a Letter of Understanding is to be amended to existing Board/Teachers Association's Collective Agreements.

The auxiliary agreement recognizes that not all teachers will be eligible for coverage under the new plan in that they do not meet the eligibility requirements for coverage. The auxiliary agreement simply states that the Division will pay these employees according to the gross pay scale negotiated for the 2013/2014 school year.

The collateral agreement outlines the terms and conditions of administering the extended health benefits plan. It includes the requirements for the Division to pay the extended health benefit

“Accepting the Challenge”

premiums that have been deducted from the teachers' monthly pay to The Manitoba Public School Employees Dental & Extended Health Benefits Plan Trust.

The Letter of Agreement outlines the pay scale net of the extended health benefits premiums which is to be used for teachers who are participating in the new plan. The net salary pay scale included in the letter of understanding is the negotiated salaries for 2013/2014 less the annual extended health premium.

Recommendation

Thus, it is recommended that this matter be referred to the Personnel Committee on June 10, 2013 for further discussion regarding the implementation of the new plan and to review the auxiliary and collateral agreements and the Letter of Understanding. The Committee may then make a recommendation to the Board for approval of the new plan at which time the agreements and Letter of Understanding can be executed for full implementation beginning September 2013.

Please contact me should you have any questions regarding the new The Manitoba Public School Employees Dental & Extended Health Benefits Plan Trust.

Respectfully Submitted,

K. Zabowski, CGA
Secretary-Treasurer

“Accepting the Challenge”

Manitoba Public School Employees Dental & Extended Health Benefits Plan
(Non-Teaching Plan Design Options)

	<u>Platinum</u>	<u>Gold</u>	<u>Silver</u>	<u>Bronze (Combined Rate Plan*)</u>
<u>EXTENDED HEALTH (actives/retirees)</u>				
<u>Ambulance</u>	100%	100%	100%	100%
<u>Hospital</u>	n/a	n/a	n/a	100%
<u>Travel Health Insurance</u>	100%	100%	100%	100% (Travel Health Insurance limited to \$2,500/cal yr for actives 65+ and retirees)
<u>Drugs</u>				
Reimbursement level	80% (drug card)	75% (drug card)	70% (drug card)	75% (no drug card)
Dispensing fee cap	\$7	\$6	\$5	\$0
Calendar year maximum	Actives: Unlimited up to Pharmacare deductible Retirees: \$1,200/person	\$800/person	\$600/person	\$800/family
<u>Health</u>				
Reimbursement level	80%	75%	70%	75%
Paramedical services (cal yr max per person)	\$850 per practitioner†	\$425 cmb all practitioners†	\$350 cmb all practitioners†	\$350 per practitioner*
Orthotics - cal year max per person	\$300	\$300	\$300	n/a
Hearing aids - max per person	\$1,000/3 yrs	\$1,000/3 yrs	\$1,000/3 yrs	\$500/5 yrs
Eye exam (1) - max per person every 2 yrs	\$75	\$75	\$75	Included in Vision benefit
<u>Vision</u>				
Reimbursement level	Active non-teaching employee groups who elect Platinum, Gold or Silver Health plan – see reverse side of page for Vision and/or Dental options that can be added (n/a in retirement)			100%
Max coverage every 2 yrs per person				\$200 (incl one eye exam)
<u>Dental (Basic services only)</u>				
Reimbursement level				<u>Actives only</u> 75%
Calendar year maximum per person				\$1,000
<u>Extended Health cost for active employees:</u>	\$51.70 single \$103.40 family	\$39.70 single \$79.40 family	\$33.60 single \$67.20 family	\$96.10 rate per member (Extended Health/Vision/Dental)
<u>Extended Health cost for retired employees:</u>	\$74.95 single \$149.90 family	\$62.00 single \$124.00 family	\$52.50 single \$105.00 family	\$79.50 rate per member (no dental in retirement)

† paramedical services include: athletic therapy/physiotherapy; audiologist; chiropractor; psychologist; massage therapy; naturopath; occupational therapy; osteopath; podiatrist; dietician; speech therapy.

* under the Combined Rate Plan all employees pay the same rate, regardless of family status.
 * paramedical services are limited to: physiotherapy; psychologist; podiatrist; dietician; athletic therapy
 (athletic therapy is limited to \$100/yr)

PLEASE REFER TO THE BACK OF THIS PAGE FOR ACTIVE NON-TEACHING VISION/DENTAL OPTIONS AND TERMS AND CONDITIONS

ACTIVE EMPLOYEE GROUPS ONLY (who elect Platinum, Gold or Silver Health plan)
The following Vision and/or Dental options can be added for non-teaching groups:

<u>VISION</u>	<u>Platinum</u>	<u>Gold</u>
Reimbursement level	100%	100%
Max coverage every 2 yrs per person	\$300	\$200
<u>Cost:</u>	\$5.45 single	\$3.40 single
	\$16.30 family	\$10.20 family
<u>DENTAL (Basic services only)</u>	<u>Platinum</u>	<u>Gold</u>
Reimbursement level	80%	75%
Calendar year maximum per person	\$1,000	\$750
<u>Cost:</u>	\$22.70 single	\$19.75 single
	\$45.40 couple	\$45.40 couple
	\$82.65 family	\$71.95 family
Active Teachers also have Vision/Dental options under the provincial plan.		

Terms and Conditions:

Extended Health plan

Actives: Each non-teaching employee group may choose Platinum, Gold, Silver or Bronze Extended Health plan. When an employee group elects an Extended Health plan, coverage in the plan is compulsory for new hires in that employee group who are working at least .5 of full-time equivalent (and minimum 60 consecutive working days), unless covered by a spousal employer-sponsored or NHIB group plan. Active employee groups currently covered under the existing Platinum plan can elect to change their coverage to Gold, Silver or Bronze.

Active teaching groups only have access to Platinum plan.

Retirees: Non-teaching retirees who are currently covered under the plan must remain in their current plan unless covered by a spousal employer-sponsored or NHIB group plan. An active employee who elects coverage in retirement may choose Platinum, Gold, Silver or Bronze Extended Health plan (*Bronze retiree plan includes Vision*). If an employee was not covered under the plan while active, an additional \$5 single/\$10 family will be added to the retiree rates on the prior page. Retiree coverage must be applied for within 90 days of retiring.

Retired teaching groups only have access to Platinum plan and pay \$5/\$10 surcharge if not covered while active.

Vision plan

Active employee groups who elect a Platinum, Gold or Silver Extended Health plan have the option of adding a Platinum or Gold Vision plan. Vision coverage is compulsory for all Extended Health participants if their employee group chooses to add a Vision option (*this is not an individual employee election*). The Bronze plan already includes a Vision benefit for actives and retirees. Vision coverage in retirement is not available under any option other than Bronze.

Teaching groups have access to the same Vision options while active.

Dental plan

Active employee groups who elect a Platinum, Gold or Silver Extended Health plan have the option of adding a Platinum or Gold Dental plan. Dental coverage is compulsory for all Extended Health participants if their employee group chooses to add a Dental option (*this is not an individual employee election*). The Bronze plan already includes a Dental benefit. There is no Dental coverage in retirement under any option.

Teaching groups have access to the same Dental options while active.

ELIGIBILITY CHART - MSBA/MTS DENTAL AND EXTENDED HEALTH PLAN

E.H.P.

Teachers - Mandatory

At least .3 FTE for 60 continuous days, this is no change to current eligibility requirements.

Non-Teaching - Mandatory

1. If working 25 hours per week or greater must participate.
2. If working less than 25 hours per week participation is optional on the basis of being offered the opportunity on a one time only basis. Enrollment after that if declined will be by the normal exceptions provision of the plan.

RULES FOR INITIAL IMPLEMENTATION

In order to meet and honor the health care needs of current school division employees' participating on a voluntary basis and where the school board chooses to continue participation in the non-teaching employees' portion of the plan, we are able to offer the following:

- Where necessary we will recognize current employees participating as a group (regardless of number).
- As a group they will select which level of coverage will apply to the group.
- Current employees who have elected not to participate should be given the opportunity to enroll (regardless of number of hours worked per week) in the new plan at the level of benefit chosen by the group. If they choose not to participate they will then only be allowed into the plan under the normal eligibility rules.
- On a go forward basis new hires must participate using the eligibility criteria.

April 24, 2013