



BRANDON SCHOOL DIVISION

February 4, 2015

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

TO BE HELD MONDAY, FEBRUARY 9, 2015
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
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, January 26, 2015.
Adopt.
- b) Regular Board Meeting, January 26, 2015.
Adopt.
- c) Special Board Meeting, February 3, 2015.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- | | |
|-------------------------------------------------------|-----------|
| a) Policy Review Committee meeting (January 20, 2015) | G. Buri |
| b) Finance Committee Meeting (January 26, 2015) | K. Sumner |

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Peter Bjornson, Minister of Education and Advanced Learning, January 29, 2015, letter to School Board Chairs, noting that our government will increase funding to education by \$25.0 million, or 2% in 2015-2016. To support the action plan of *Closing the Achievement Gap: Success for Every Student*, he announced targeted funding to improve math and literacy outcomes, as well as to provide enriched programming for students seeking challenging, high-level learning opportunities. An announcement on the government's commitment to reduce class sized will be made in the near future. This year, targeted funding will be provided to support the First-Year Now initiative, which will give students increased opportunities to take university and college courses in high school to earn dual credits. Also announced was the targeting of career development funding to enable school divisions to connect students directly with employers and career exploration opportunities.

He further notes that he expects school divisions will work hard within their own budgets to ensure front line education is fully protected while at the same time look to identify efficiencies in administration and other budget items.

Accumulative Surplus

Earlier this month a Ministerial directive was sent to school divisions regarding accumulated surpluses in excess of the 4.0% policy limit. There is concern that the amount of surplus in excess of 4.0% continues to grow and the accumulated surplus held by school divisions increased from \$84.6 million in 2012/13 to \$98.4 million in 2013/14. As of June 2013, 22 school divisions held \$18.9 million in excess of the 4.0% policy limit. Given the current fiscal circumstances, the Minister reiterated the importance of addressing this discrepancy to ensure resources are being appropriately budgeted and expended for educational purposes.

School Division Administrative Spending Limits

Regulations limiting administrative costs for school divisions was enacted last year. Effective July 1, 2015, the administrative expenses subject to the limit will be the costs reported in Function 500 (Divisional Administration). Further, the limits will range from 3.5% to 5.0% depending on the full time equivalent enrolment of the school division or northern location. Further detail of the calculation will be forthcoming from Schools' Finance Branch. Government will be reviewing the implementation of this new definition and the limits in the coming year, with plans to reduce the 3.5% limit to 3.0% for 2016/17.

Refer to Secretary-Treasurer

2.05 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - Funding Announcement – Refer Business Arising.
 - Trustee Indemnities – Refer Motions.
 - Transfer of 2015-2016 Operating Budget to Board of Trustees - Refer Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request (Finland/Sweden) – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 19/2015 That the Trustees be paid the appropriate indemnity for attending the two (2) day Board of Trustees Professional Development Session on October 29 and October 30, 2014; that the Trustees be paid the appropriate indemnity for attending the Board Governance Goal Setting Session held January 10, 2015; and that the Trustees be paid the appropriate indemnity for attending the MSBA Regional Meeting on January 26, 2015.
- 20/2015 That the Trustees be paid the appropriate indemnity for attending the All-Day Budget meeting on February 17, 2015.
- 21/2015 That Senior Administration transfer the 2015-2016 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.
- 22/2015 That the trip involving thirty to twenty (20) grades 10, 11 and 12 hockey students, from Crocus Plains Regional Secondary School to make a trip to Helsinki, Finland and Stockholm, Sweden from December 26, 2015 to January 4, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

2.08 Bylaws

2nd Reading

That By-law 1/2015 being a borrowing by-law in the amount of \$1,676,800.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

School

Project

Harrison School	Roof Replacement of Area A1
Neelin High School	Science Lab Renovation
Crocus Plains Regional Secondary	Science Lab Renovation
George Fitton School	New Gym and Daycare Addition
Waverly Park School	Two Classroom Addition
Vincent Massey High School	Roof Replacement Areas D and G
Riverview School	Furnace Replacement Ph II

Neelin High School

Roof Replacement of Area G1

Meadows School

Three Classroom & Elevator Access Addition

Meadows School

Elevator

be now read for the second time, having been first read on January 26, 2015.

3rd Reading

That the rules be suspended and By-law 1/2015 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

3.02 Communications for Information

3.03 Announcements

- a) Education Committee Meeting – 1:30 p.m., Wednesday, February 11, 2015, Boardroom.
- b) Personnel Committee Meeting – 10:00 a.m., Thursday, February 12, 2015, Boardroom.
- c) Finance Committee Meeting – 10:30 a.m., Thursday, February 19, 2015, Boardroom.
- d) Board/BTA Teacher Liaison Committee Meeting – 4:15 p.m., Thursday, February 19, 2015, Conference Room.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 23, 2015, Boardroom.
- f) Upcoming Budget Dates:
 - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 11, 2015, George Fitton School Gymnasium.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 17, 2015, Boardroom.
 - Special Board Meeting – Public Presentations re: Proposed 2015-2016 Budget – 7:00 p.m., Monday, March 2, 2015, Boardroom.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- Trustee Inquiries

5.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE 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 6:50 P.M., MONDAY, JANUARY 26, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. K. Sumner, Vice-Chairperson, Ms. S. Bambridge, Mrs. P. Bowslaugh, Mr. P. Bartlette, Mr. G. Buri.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. Terri Curtis, Live Streaming Video Operator.

Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Associate Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer.

REGRETS:

Dr. L. Ross, Mr. J. Murray, Ms. B. Switzer, Director of Human Resources

CALL:

The Chairperson called the meeting to order at 6:54 p.m. and referred to the Call.

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

- a) Giving of Notice – Debenture By-Law 1/2015.

Mr. Bartlette

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 1/2015 for the purpose of borrowing the sum of \$1,676,800.00 to meet partial costs for construction of the following:

School

Project

Harrison School

Roof Replacement of Area A1

Neelin High School

Science Lab Renovation

Crocus Plains Regional Secondary

Science Lab Renovation

George Fitton School

New Gym and Daycare Addition

Waverly Park School

Two Classroom Addition

Vincent Massey High School

Roof Replacement Areas D and G

Riverview School

Furnace Replacement Ph II

Neelin High School

Roof Replacement of Area G1

Meadows School

Three Classroom & Elevator Access Addition

Meadows School

Elevator

Mrs. Bowslaugh – Mr. Sumner

That the meeting do now adjourn (6:56 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, JANUARY 26, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. K. Sumner, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck.

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

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

REGRETS:

Mr. J. Murray, Dr. L. Ross.

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer noted he had two late motions from the Finance Committee and two In-Camera items.

The Superintendent noted she had two In-Camera items.

Trustee Sefton noted he had two In-Camera items.

Trustee Kruck noted he had one In-Camera item.

Mr. Bartlette – Mr. Sumner

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held January 12, 2015 were circulated.

Mr. Kruck – Mr. Bartlette

That the Minutes be approved as circulated.

Carried.

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

- a) Aboriginal Students from Neelin High School provided photos and spoke to Board Chair Mark Sefton on their trip to Winnipeg in December to participate in the Assembly of First Nations Conference.

2.01 Reports of Committees

- a) Divisional Futures & Community Relations Committee Meeting

The written report of the Divisional Futures & Community Relations Committee meeting held on January 6, 2016 was circulated.

Mrs. Bowslaugh – Mr. Buri

That the Minutes be received and filed.

Carried.

- b) Personnel Committee Meeting

The written report of the personnel Committee meeting held on January 8, 2015 was circulated.

Trustee Bambridge asked questions for clarification regarding capital maintenance.

Mr. Kruck – Mr. Bartlette

That the Minutes be received and filed.

Carried.

- c) Facilities and Transportation Committee Meeting

The verbal report of the Facilities and Transportation Committee meeting held on January 13, 2015 was given.

Trustees asked questions for clarification regarding the cost difference between propane and diesel buses, and the year over year savings in fuel.

Trustee Bowslaugh asked questions regarding the expansion of the bus building for clarification and asked for the cost of the building. The Secretary-Treasurer responded that the cost for the building expansion is approximately \$859,000.

Trustee Sumner asked questions for clarification regarding the request for only one Modular Classroom Unit.

Ms. Bambridge - Mr. Buri

That the Minutes be received and filed.

Carried.

d) Friends of Education Committee Meeting

The verbal report of the Friends of Education Committee meeting held on January 13, 2015 was given.

Mr. Bartlette – Mr. Buri

That the Minutes be received and filed.

Carried.

e) Education Committee Meeting

The verbal report of the Education Committee Meeting held on January 14, 2015 was given.

Trustee Bambridge noted that she was listed as having attended the Education Committee Meeting but she was not present at the meeting. She asked that this be amended in the minutes.

Mr. Bartlette – Ms. Bambridge

That the Minutes be received and filed as amended.

Carried.

f) Workplace Safety and Health Committee Meeting

The verbal report of the Workplace Safety and Health Committee Meeting held on January 14, 2015 was given.

Mr. Buri – Mr. Kruck

That the Minutes be received and filed.

Carried.

g) Finance Committee Meeting

The verbal report of the Finance Committee meeting held on January 15, 2015 was given.

Trustees asked questions about the change in accumulated surplus calculations for clarification.

Mr. Sumner – Mr. Bartlette

That the Minutes be received and filed.

Carried.

The verbal report of the Finance Committee meeting held on January 26, 2015 was given.

Trustee Bowslaugh asked questions regarding the tenders received for laptops.

Mr. Sumner – Mr. Buri

That the Minutes be received and filed.

Carried.

h) Meeting with the Peter Bjornson, Minister of Education and Advanced Learning.

A verbal report of the meeting with Peter Bjornson, Minister of Education and Advanced Learning on January 15, 2015 was given by Trustee Sefton. Mr. Bjornson participated in the grand opening of the George Fitton Gymnasium and the School's 60th Anniversary celebration. Minister Bjornson met with Board and Senior Administration later that afternoon. The Board expressed appreciation for the recent and current building projects in Brandon including George Fitton, Waverly Park and Meadows; as well as a variety of other projects including science labs, and heating and roofing replacements. The Board reaffirmed its interest in pursuing the use of currently vacant space at ACC for grades 7 and 8 electives, and the subsequent repurposing of the space currently used in our schools for electives, which would be repurposed into classroom space. The Board made it very clear to the Minister that its greatest and highest priority is for a new school in South Brandon. It was explained that we cannot wait an additional 8-12 years for additional classroom space. We offered enrollment comparisons to other school divisions who have recently had new schools announced and impressed up on the Minister that we believe that our need here in Brandon for our students is as great or greater as compared to those other divisions. Concern was expressed that funding for special needs students has diminished. Elimination of funding for the F1 in Schools was also discussed. The directive received from the Minister regarding the 4% cap on accumulated surplus was discussed.

Mr. Sefton – Mr. Kruck

That the report be received and filed.

Carried.

i) MSBA Regional Meeting

A verbal report on the MSBA Regional Meetings on January 26, 2015 was given by Trustee Bartlette.

2.02 Delegations and Petitions

2.04 Communications for Action

- a) Peter Bjornson, Minister of Education and Advanced Learning, January 14, 2015, noting our government is committed to investing in public education and working with school divisions to maintain affordability for Manitoba families. He notes that the amount of accumulated surplus in Manitoba continues to grow beyond the 4% policy limit and must be addressed. The 4% policy limit will remain in place for the 2015/2016 school year; however he is directing school divisions to apply the amount of accumulated surplus that exceeds 4% towards a reduction in the Special Levy in the following calendar year beginning with the 2015 Special Levy. In the coming months, the department will begin discussions regarding the existing accumulated surplus policy limit with the option of reducing it for the 2016/2017 school year.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Peter Bjornson, Minister of Education and Advanced Learning, Communications for Action 2.04 a) referencing reviewing options related to the 4% accumulated surplus policy including reductions to help keep school taxes low and ensure resources are directed to the classroom. He directs school divisions to apply the amount of accumulated surplus that exceeds 4% towards a reduction in the Special Levy in the following calendar year.

Trustee Bartlette asked if the moving of funds to a special reserve does not get approved by the PSFB, do we have other options planned.

The Secretary-Treasurer noted that discussions have taken place with PSFB and if the approval is not given, other options will be looked at. He is hoping that the turnaround for approval will be within one (1) week of receiving the request.

- MSBA issues (last meeting of the month)

Trustee Bowslaugh noted that both of our resolutions passed and will go to the MSBA AGM.

- From Report of Senior Administration

- a) School Reports

Riverheights School

Ms. Katherine Sherris, Resource Teacher at Riverheights Schools, provided a presentation to the Board of Trustees regarding the results from the Tell Them From Me (TTFM) surveys. She noted that they haven't gone over them as a staff yet. They did learn that some of the issues from last year, which were repeated in the results from this year, had to do with supervision. When structures are lifted is the most likely time students will have difficulty. Last year they redid their supervision and duty schedule and increased number of staff on the playground. Many students are comfortable and know that teachers are there if they have concerns. Staff will continue to have staff monitor the halls and work to make all children feel safe and advocate on their behalf when issues arise.

RTI process has the staff working together to brainstorm who is best to work with students and to find the best intervention, etc.

The Riverheight's literacy plan was handed out to the Trustees. Writing trait focus was taken down to organization, with the literacy team, resource team and grades 1 and 2 teachers working together and forming a cluster of students.

Trustee Kruck asked questions regarding bullying for clarification.

Linden Lanes School

Ms. Kathy Brigden, Principal of Linden Lanes School, provided a presentation to the Board of Trustees on Student Academic Achievement. Learner profile results were handed out and reviewed. Writing and numeracy results were reviewed. January reading level results were reviewed, which was based on the November Fountas and Pinnell assessments. Individual classroom profiles have been created and will be done again at the end of the year to show the levels they were at for the beginning of the year, and where they were in November. The information shows that 56% of students are above where they are expected to be, 20% of

students are right where they are expected to be, and the 24% that are below include students that are approaching, so they are in the 24% but many of those are approaching expected results. Ms. Brigden believes that the process of RTI allows a set umbrella over all that we do, to really focus in on teaching. In conclusion, at Linden Lanes School, there is a strong focus on classroom instruction, informed decisions are based on achievement data, the needs and the interests of the students are foremost at all times, and there is a strong belief that a difference can be made for each and every student.

Special Announcement – Shifting Minds National Award

Dr. Michaels was pleased to announce that Kelli Boklaschuk, Communications and Technology Specialist, has been nominated and selected to receive a Shifting Minds National Award for Distinctive Achievement in the Field of 21st Century Learning and Innovation on behalf of the C21 Canadian Education Association and the CEO's of this country. Her nomination and selection is in the individual award category, and individual awards are presented to recognize the work of enlightened educators working together to advance 21st century models of learning in Canada. Canada's awards recognize and celebrate leadership excellence in advancing teaching and learning practices in Canada, consistent with Shifting Our Mind's vision and framework which can be found at www.c21canada.org. Dr. Michaels noted that the award presentation would be on Thursday, January 29, 2015. Trustee Sefton congratulated Ms. Boklaschuk on her award.

- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - École secondaire Neelin High School Off-Site Activity Request (Ireland) – Refer Motions.
- d) Board of Trustees Governance Goals
 - Dr. Michaels reviewed the Board Governance Goals that were established on January 10, 2015.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 11/2015 Mr. Kruck – Mr. Buri
That the trip involving eighteen (18) grades 9, 10, 11 and 12 choral students from École secondaire Neelin High School to make a trip to Ireland from June 29 to July 6, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Sumner asked for an update on what's been done since the last request on this trip, specifically the conformity with our off-site activities policy.

Associate Superintendent Greg Malazdrewicz noted that the parameters on the trip were reviewed with the teacher along with the financials and supervision. More detail regarding the trip proposal was provided.

Carried.

- 12/2015 Mr. Buri – Mr. Kruck

That the Brandon School Division request one (1) modular classroom unit for the 2015-2016 school year from the Public Schools Finance Board.

Carried.

- 13/2015 Mr. Buri – Ms. Bambridge
That a school bus be provided to the YMCA for their YMCA Summer Days Camp from July 6, 2015 to August 21, 2015 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

- 14/2015 Ms. Bambridge – Mr. Sumner
That participation in the Central Tender Process for the 2015-2016 school bus purchase be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

- 15/2015 Mr. Bartlette – Mrs. Bowslaugh
That the 2014-2018 Board of Trustees Governance Goals be formalized and accepted as presented as per the Senior Administration report for January 26, 2015.

Trustee Kruck noted he would like to make an amendment to the motion. He would like to add another goal:

To work towards reduction of bullying in the Brandon School division by at least 50% by 2018.

Trustees asked Trustee Kruck questions for clarification on the baseline that will be used to determine any reduction and future measurement. Discussion took place for and against the amendment.

A vote took place regarding the amendment: 1 in favour, 5 opposed, 1 abstained.

Carried.

- 16/2015 Mrs. Bowslaugh – Mr. Bartlette
That the Auditor's Engagement Letter regarding the Audit of the December 31, 2014 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

- 17/2015 Mr. Sumner – Mr. Bartlette
That the low tender from HUB Computer Solutions Ltd. in the amount of \$98,525.00 plus taxes for the supply of 175 Computer Laptops, to be funded from the 2014-2015 computer replacement budget, be accepted.

Carried.

- 18/2015 Mr. Sumner – Mr. Bartlette
That the amount of \$800,000 from the Operating Fund Accumulated Surplus be allocated to the Computer Reserve Fund for replacement of the Division Enterprise Resource Planning (ERP) System, subject to PSFB approval.

Carried.

2.08 Bylaws

1st Reading

Mr. Bartlette

That By-law 1/2015 being a borrowing by-law in the amount of \$1,676,800.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

School**Project**

Harrison School	Roof Replacement of Area A1
Neelin High School	Science Lab Renovation
Crocus Plains Regional Secondary	Science Lab Renovation
George Fitton School	New Gym and Daycare Addition
Waverly Park School	Two Classroom Addition
Vincent Massey High School	Roof Replacement Areas D and G
Riverview School	Furnace Replacement Ph II
Neelin High School	Roof Replacement of Area G1
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Elevator

be now read for the first time.

Carried.

(Trustee Kruck exited the room at 9:14 p.m. and returned at 9:15 p.m.)

THE BRANDON SCHOOL DIVISION

BYLAW NO. 1/2015

Bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of \$1,676,800.00 and issuing debentures therefor.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$1,676,800.00 upon the credit of the Division by the issue and sale of debentures to meet partial costs for construction of the following:

<u>School</u>	<u>Project</u>
Harrison School	Roof Replacement of Area A1
Neelin High School	Science Lab Renovation
Crocus Plains Regional Secondary	Science Lab Renovation
George Fitton School	New Gym and Daycare Addition
Waverly Park School	Two Classroom Addition
Vincent Massey High School	Roof Replacement Areas D and G
Riverview School	Furnace Replacement Ph II
Neelin High School	Roof Replacement of Area G1
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Elevator

NOW THEREFORE, pursuant to the provisions of The Public Schools Act, the Board of Trustees of The Brandon School Division, duly assembled, enacts as follows:

- 1) That it shall be lawful for the said School Trustees to borrow the sum of \$1,676,800.00 by the issue and sale of debentures of the said School Division as set out below.
- 2) That the said debentures shall be issued at Brandon, Manitoba and shall be dated the 15th day of February, 2015 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows: the debenture shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$117,981.45 each, including principal and interest at the rate of 3.500 per cent per annum, payable annually on the 15th day of February as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 15th day of February, 2016.
- 4) That each debenture shall be signed by the Chairperson of the Board and the Secretary-Treasurer of the said School Division and the coupons, if any, attached thereto, shall be signed by the Secretary-Treasurer, whose signature may be lithographed thereon.
- 5) That provisions shall be made for the payment of the said debentures, and such provision shall form part of, and be included in, the annual statements of monies required for the purpose of the School Division.

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., 2015.

SECOND READING: _____

THIRD READING: _____

Chairperson

Secretary-Treasurer

CERTIFIED a true copy of Bylaw
No. 1/2015 of The Brandon School Division
given first reading on the _____ day of
_____ A.D. 2015.

Secretary-Treasurer

2.09 Giving of Notice

2.10 Trustee Inquiries

Trustee Bowslaugh would like the support of the Board for students to show their art at the Provincial Exhibition during the Summer Fair.

Trustee Sefton noted that Trustee Inquiries are usually inquiries of Senior Administration and not questions of fellow Trustees.

Trustee Bowslaugh thought the governance goal to which the request is referenced is Community Relations.

Trustee Sefton asked if any Trustees have any objection to the schools and their students displaying their artwork at the Provincial Exhibition. There were no objections.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

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

- Academic Preparedness – Implementation of Students Achieve.
- Academic Preparedness - King George School.
- Global Citizenship – École New Era School.
- Health and Wellbeing at Waverly Park School.
- Board of Trustees Establishes Governance Goals for 2014 – 2018.
- Suspensions.
- EAL Enrolment Update.
- Correspondence –
 - o Aileen Najdich, Assistant Deputy Minister, Manitoba Education and Advanced Learning and Jean-Vianney Auclair, Assistant Deputy Minister, Manitoba Education and Learning.

Trustee Bambridge asked how the in-servicing of Students Achieve will take place and what is the cost to the division.

Dr. Michaels responded in-servicing will take place in 2 ways. Pilot schools will be the first group of schools to receive in-servicing. Then we will put in place a timetable to bring all the teachers in between now and the end of June with new teachers being in-serviced at the end of August into the start of September. The cost will be at least \$30,000 and no funding has been received.

Trustee Bambridge asked if this money will be coming from the Professional Development (PD) budget and Dr. Michaels confirmed that it would. Trustee Bambridge went on to state that this is another case where there is a mandate from the Provincial government where funding does not follow and we are using Professional Development money for in-servicing which really isn't professional Development.

Trustee Bartlette asked about the cost of the software for the Students Achieve.

The Secretary-Treasurer stated that the demonstration project cost was \$50,000, Students Achieve K-8 an additional cost of \$65,700 and an annual fee of \$18,800. These costs are before the PD costs.

Mr. Sumner – Mr. Kruck

That the January 26, 2015 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

3.03 Announcements

- a) Divisional Futures & Community Relations Committee Meeting with Canadian Parents for French (CPF) – 7:30 p.m., Tuesday, January 27, 2015, Boardroom.
- b) Divisional Futures & Community Relations Committee Meeting – 10:00 a.m., Tuesday, February 3, 2015, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 9, 2015, Boardroom.
- d) Upcoming Budget Dates:
 - Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Wednesday, February 4, 2015, Boardroom.
 - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 11, 2015, George Fitton School Gymnasium.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 17, 2015, Boardroom.
 - Special Board Meeting – Public Presentations re: Proposed 2015-2016 Budget – 7:00 p.m., Monday, March 2, 2015, Boardroom.

Mr. Bartlette – Mr. Buri

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 presented.
 - b) Dr. Michaels updated the Board on 2 personnel matters.
- Trustee Inquiries
 - a) Trustee Kruck asked questions for clarification regarding a student matter.

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries
 - a) The Secretary-Treasurer updated the Board on a property matter, the Board provided direction to Senior Administration.

4.04 Board Operations

- Reports
 - a) Trustee Sefton discussed three (3) Board Operations matters with the Board.
- Trustee Inquiries

Mr. Kruck - Mrs. Bowslaugh
That the Committee of the Whole In Camera do now resolve into Board.
Carried.

5.00 ADJOURNMENT

Mr. Buri– Ms. Bambridge
That the meeting does now adjourn (10:40p.m.)
Carried.



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. WEDNESDAY, FEBRUARY 4, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. K. Sumner, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Dr. L. Ross (by phone).

Mr. D. Labossiere, Secretary-Treasurer, B. Sangster, Recording Secretary, Ms. T. Curtis, Live Streaming Video Operator.

Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources, Mr. Mel Clark, Director of Facilities and Transportation.

REGRETS:

CALL:

The Chairperson called the meeting to order at 7:00 p.m. noting the meeting had been called for the purpose of considering the following:

- a) 2015-2016 Preliminary Budget Discussions.

The Chairperson referred to the Call and welcomed observers to the meeting.

The Chairperson also confirmed the purpose of the meeting was for information only and there would be no decisions or debate taking place at this time. Mr. Sefton then turned the meeting over to the Secretary-Treasurer.

Mr. Denis Labossiere, Secretary-Treasurer, noted the purpose of his presentation was to provide preliminary information regarding the 2015-2016 Operating Budget. Through his presentation, he hoped to assist the Board of Trustees in understanding the budget issues in advance of the February 17, 2015 Budget Meeting.

The following documents were circulated to Trustees:

- 1) Preliminary Budget Discussion 2015-2016;
- 2) Capital & Maintenance Budget 2015-2016.

The Secretary-Treasurer highlighted the factors impacting the budget considerations, including:

- 2014-2015 Budget impact on the 2015 Special Levy;
- Enrollment changes;
- Programs for increasing diversity of student learning needs;
- Provincial legislation;
- Infrastructure and support for program delivery;
- Collective Agreement costs;
- Uncertainty of funding;
- Facility sustainability; and
- Contingency funds and reserves.

He also provided detail regarding the budget development process referencing motions 103/2014 and 04/2015 approved by the Board and the directions provided to Senior Administration. Mr. Labossiere reviewed how the Division compared to the Manitoba Provincial Average using the 2014/2015 Provincial FRAME Budget Report. He provided an analysis review of past budget increases and spoke to enrollment and the development of the staffing budget. Mr. Labossiere provided detailed information regarding the current status of accumulated surplus; the reserve accounts; and a summary of the 2015/2016 Capital and Maintenance Budget.

Mr. Labossiere noted that special needs support has decreased by 10.2% (11 FTE) for level 2 funded students and by 15.7% (11 FTE) for level 3 funded students when compared to last year. This has resulted in a reduction of Educational Assistants for the 2015-2016 budget due to lower grant funding. This is an area of concern for BSD, as the approved for funded special needs students continues to decline even though the division continues to grow. In comparison, in 2008-2009, we had 189 funded Level 2 students; in 2015-2016 we have 98. In regards to Level 3, we had 73 funded students 2008-2009, for 2015-2016 we have 59.5. The total percentage of funded students to our student enrollment in 2008-2009 was 3.87%; for 2015-2016 it will be 1.93%.

Trustee Sefton requested that the Secretary-Treasurer repeat his information regarding funding for Level 2 and Level 3 Special Needs students, which he provided. Trustee Sefton noted that at the meeting with the Minister of Education two weeks ago, one of the points the Board made is that there is concern that over the past number of years, there has been a 15% increase in enrolments, but at the same time BSD has seen a 15% decrease in Levels 2 & 3 funding. The Minister indicated they would look into that and get back to the Board. Dr. Michaels and Mr. Labossiere both indicated they have not had a response from the Minister. Trustee Sefton asked about the funding amounts for Level 2 and Level 3 students, which Mr. Labossiere provided. Trustee Kruck questioned whether the previous Minister of Education had been informed of this decrease. Trustee Sefton confirmed that the past two Ministers had also been asked the same question.

Following the presentation, Trustees asked questions for clarification regarding the Human Resource Request for the At-Risk Youth Program FTE's; resource requests and how would the needs of low income and Aboriginal students be addressed; facilities capital funding; and the \$34 million which was stated in the Ameresco Report.

The Secretary-Treasurer provided the Board with the next steps in the Budget Process. He confirmed the Public Budget Forum would take place on February 11, 2015 at George Fitton School Gymnasium, followed by the All-Day Budget Meeting on February 17, 2015. The Special Board Meeting scheduled for March 2, 2015 would allow for the public to make presentations to the Board regarding the proposed decisions made at their All-Day Budget

meeting. The Board would approve their budget on March 9, 2015 after which the special levy would be forwarded to Municipalities by March 15, 2015.

Ms. Bambridge – Mr. Sumner

That the Board do now resolve into Committee of the Whole In Camera. (8:23 p.m.)

Carried.

IN-CAMERA DISCUSSION:

a) The Secretary-Treasurer and Board discussed the Public Budget Presentation.

Mr. Bartlette – Mr. Sumner

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

Carried.

ADJOURNMENT

Mr. Murray – Mr. Kruck

That the meeting does now adjourn (9:13 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Tuesday, January 20, 2015, 11:30 a.m.
Boardroom, Administration Office

Present: P. Bartlette, P. Bowslaugh, G. Buri (Chairperson), S. Bambridge, (Alternate),
Dr. D. Michaels, Mr. D. Labossiere.

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:35 a.m. by Dr. Michaels, Superintendent.

2. ELECTION OF CHAIR/CONFIRM REGULAR MEETING DATES/REVIEW COMMITTEE RESPONSIBILITIES.

It was agreed that Mr. George Buri would serve as Committee Chairperson for 2014-2015. It was further agreed that the Policy Review Committee meetings would be held on the third Tuesday of each month (with a few exceptions) from 9:00 a.m. to 10:30 a.m. as follows:

Tuesday, February 24, 2015	9:00 a.m.
Tuesday, March 17, 2015	9:00 a.m.
Tuesday, April 21, 2015	9:00 a.m.
Tuesday, May 26, 2015	9:00 a.m.
Tuesday, June 16, 2015	9:00 a.m.

The Committee reviewed their responsibilities as noted on the agenda.

3. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of June 16, 2014 were received as information.

5. COMMITTEE GOVERNANCE GOAL ITEMS

A) Review of Board Goals

The Committee Discussed the Governance Goal Setting Meeting. They noted it was a good day and appreciated the focus and work put into organizing the day. Trustee Buri asked if any of the goals require a policy. The Secretary-Treasurer explained that to add to a policy, the goals will first have to be approved by the Board. Trustee Bambridge asked if Sustainability can be added to the Finance Foundational

Statement. Dr. Michaels stated she thought it could be added – it would be an item to follow-up on after the goals are approved.

The Goals from the January 10, 2015 Board Governance Goal Setting Session were reviewed

Finance - Goal #2: Dr. Michaels spoke to this. This is a political strategy more than a policy. Prepare for the reality that in a year or two we will receive little in funds and will have to operate on a similar amount of funding as in previous years.

Facilities – Goal #1 – Committee looked at Policy 1001.1 – Equity. Policy needs to be written in a generic way and not as a one-time event. Will be brought before the Board in the future.

Education – Goal #5 – Important for Senior Administration to know – whether to start now or to work on ACC? Current teachers – look at curricula that is worth saving and what needs to be changed. Then ask students, teachers and parents for input. Work should start now.

Trustee Bambridge requested a printout of staffing in schools – specialty.

Education – Goal #6 – no policy – lots of directions from Ministry. Closest is Aboriginal Specialist (Policy 6039). It would have to into programs/programming. Dr. Michaels will present individual goals, then have a discussion on them if required.

Education – Goal #6 – no policy – after budget in the spring year round schooling could be researched. Off-Campus – summer program?

6. OTHER COMMITTEE GOVERNANCE MATTERS.

- A) Development of Policy re: Sponsorship
Deferred until next meeting.

7. OPERATIONS INFORMATION

- A) Implementation of Policy 1001.2 – “Educational Sustainability in Student Achievement”.
\$15,000 is available to bring teachers together for in servicing between now and June.

8. NEXT MEETING: Monday, October 21, 2013, 11:00 a.m., Board Room

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

G. Buri, Chair

P. Bartlette

P. Bowslaugh

S. Bambridge (Alternate)



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, January 26, 2015, 5:45 p.m.
Boardroom, Administration Office

Present: M. Sefton, P. Bartlette, L. Ross (by phone); K. Sumner, Dr. D. Michaels, D. Labossiere, E. Jamora, G. Malazdrewicz.

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 5:50 p.m. by Committee Chair Kevan Sumner.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

3. COMMITTEE GOVERNANCE GOAL ITEMS

4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Computer Laptop Tender

The Secretary-Treasurer reviewed the Computer Laptop Tenders for the Committee. He noted that there were more tenders than we usually receive, and that the laptops will be purchased within the 2014-2015 budget. Trustee Bartlette asked questions for clarification as to why one tender for laptops did not meet the required specifications. The Assistant Secretary-Treasurer responded that when she and Brent Ewasiuk reviewed the specifications on the laptops listed it did not meet the specifications that the Division requested. Trustee Bartlette asked questions for verification about the warranty of the laptops. The Secretary-Treasurer responded that there is a standard one (1) year manufacturer's warranty with most laptops.

Recommendation:

That the low tender from HUB Computer Solutions Ltd. in the amount of \$98,525.00 plus taxes for the supply of 175 Computer Laptops, to be funded from the 2014-2015 computer replacement budget, be accepted.

B) 4% Accumulated Surplus

The Secretary-Treasurer reviewed the letter from Peter Bjornson, Minister of Education and Advanced learning, regarding the 4% cap on accumulated surplus. The division is \$788,779 over the 4% accumulated surplus government policy based on PSFB calculations. The calculations used by the Ministry are not posted on the government website nor in FRAME. Mr. Labossiere reviewed the June 2014 Accumulated Surplus Analysis – Operating Fund document and the differences in the calculations. The Secretary-Treasurer provided an update on a meeting he had with Todd Birkhan, BDO Canada LLP, the Division auditor. Mr. Birkhan confirmed the calculations used by the division are the same method as the auditor's, we remove designated surplus and non-vested sick leave when calculating.

The December 31, 2014 Accumulated Surplus Analysis was reviewed by the Secretary-Treasurer. The Division will be requesting that the government approve moving \$800,000 from accumulated surplus to a computer reserve for the Division's Enterprise Resource Planning (ERP) System Replacement – Phase 1. It was determined that this was the best option in addressing the Minister's letter and for long term sustainability.

Trustee Sefton asked how difficult it is to re-designate what is in reserves. The Secretary-Treasurer responded that a letter of request would need to be sent to PSFB.

Trustees asked questions for clarification regarding vested sick leave.

Recommendation:

That the amount of \$800,000 from the Operating Fund Accumulated Surplus be allocated to the Computer Reserve Fund for replacement of the Division's Enterprise Resource Planning (ERP) System, subject to PSFB approval.

5. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Thursday, February 19, 2015, 10:30 a.m., Boardroom.

The meeting adjourned at 6:36 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)



MINISTER
OF EDUCATION AND ADVANCED LEARNING

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

JAN 29 2015

To: Chairs of School Boards

Today I announced that our government will increase funding to education by \$25.0 million, or 2.0% in 2015-16. Total provincial funding to education has now reached over \$1.27 billion. This means our total new investment as a government has been \$500.8 million, or 64.9%. Our government believes that funding for education is an investment in the future, and that by investing in our students, they will receive the education and training they need to find good jobs and flourish in our province.

Our government is committed to making Manitoba a leader in education quality. In the fall, we worked with education partners to announce *Closing the Achievement Gap: Success for Every Student*, our action plan focused on improving academic achievement for every student. To support this action plan, today we announced targeted funding to improve math and literacy outcomes, as well as to provide enriched programming for students seeking challenging, high-level learning opportunities. In partnership with school divisions, we have already brought in important quality initiatives including the revised kindergarten to grade 8 math curriculum and our plain language report card. In the fall we introduced small class size legislation and will continue to work with school divisions to implement this important initiative. An announcement on our commitment to reduce class sizes will be made in the near future.

Parents and the public expect that government and school divisions be accountable for how money is spent on public education and how well our students are performing. When we announced our action plan along with our education partners, we committed to ensuring increased accountability regarding academic achievement in our schools. We have recently established a new Student Achievement Support Unit to collaborate with school divisions to increase accountability and transparency pertaining to student achievement, develop school division plans that support the effective implementation of curriculum, and identify common data sources to monitor student achievement and to address known achievement gaps. We know that working together we can realize measurable improvements in student achievement and ensure that our students receive a quality education so they can lead rewarding, productive lives.

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In our government's Throne Speech in November, we made significant commitments to skills training, career planning and opportunities for youth so that we can ensure there are no wrong doors for students and that our schools can serve as a launch pad for future student success. We know that our education system plays an essential role in preparing children and youth for the opportunities that lay before them. We need to do more to ensure that there is a more seamless transition for students between high school, post-secondary education and the work force. This year, we will provide targeted funding to support the First-Year Now initiative, which will give students increased opportunities to take university and college courses in high school to earn dual credits. We are also targeting our career development funding to enable school divisions to connect students directly to employers and career exploration opportunities. Finally, we will be increasing our support to the Skill Build Equipment Fund so that more schools can get the equipment they need to provide accredited programming for students. These important investments will ensure that the future remains bright for our students and they can take advantage of the opportunities that await them.

Today's classrooms reflect our diverse communities and include a mix of cultural backgrounds, student interests, and needs. This diversity is our strength but it also means that for all of our students to succeed we need to provide education supports that are culturally appropriate and that address the particular needs of all students. This year, we are increasing funding to support aboriginal achievement in math and literacy and culturally relevant programming so that aboriginal children in public schools throughout Manitoba get the supports they need to succeed. Our government has made significant investments to support aboriginal, newcomer, and remote students and this investment builds on our commitment to providing a high quality education to all of our students.

We all share the goal of ensuring that there are high quality programming and education opportunities for students. We also share the goal of ensuring that our education system remains affordable and that resources are being put into the classroom. Despite continued fiscal challenges in Canada and uncertainty around the world, our government has worked hard to identify savings internally and across government so that once again we could once again increase funding to public schools by the rate of economic growth and make the announcement outlined above. We expect school divisions will work hard within their own budgets to ensure that front line education is fully protected while at the same time look to identify efficiencies in administration and other budget items.

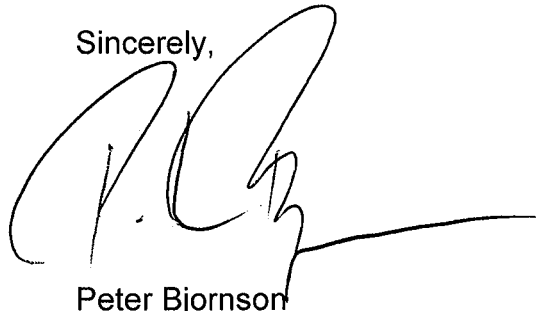
Earlier this month I issued a ministerial directive regarding accumulated surpluses in excess of the 4.0% policy limit. In the letter I sent, I expressed concern that the amount of surplus in excess of 4.0% continued to grow and indeed the amount of accumulated surplus held by school divisions increased from \$84.6 million in

2012/13, to \$98.4 million in 2013/14. As of June 2014, 22 school divisions held \$18.9 million in excess of the 4.0% policy limit. Given the current fiscal circumstances, I want to reiterate the importance of addressing this discrepancy to ensure resources are being appropriately budgeted and expended for educational purposes in our public schools in a manner that ensures ratepayers are not unduly impacted.

Along with our education funding announcement last year we enacted regulations limiting administrative cost for school divisions. Since then, my officials have been working with members of the FRAME committee to review the issue of administrative spending limits. Based on the feedback I received, effective July 1, 2015, the administrative expenses subject to the limit will be the costs reported in Function 500 (Divisional Administration). Further, the limits will range from 3.5% to 5.0% depending on the full time equivalent enrolment of the school division or northern location. Further detail of the calculation will be forthcoming from the Schools' Finance Branch. Many school divisions have already shown leadership in addressing their administration spending levels. Government will be reviewing the implementation of this new definition and the limits in the coming year, with plans to reduce the 3.5% limit to 3.0% for 2016/17. We believe that this new administrative limit structure will ensure that school divisions are run efficiently and that more resources are directed into the classroom.

Manitoban schools are strong and working together we can ensure that all of our children can succeed. Our government is investing in our schools so that teachers have the resources they need to ensure students can get a high quality education. By providing these targeted supports and by working with you, we will improve outcomes in literacy and math so that parents see results. I know we all want every student to succeed and learn the skills they need to get good jobs and stay here in Manitoba to raise their families. Parents entrust us with their children's education and futures. I look forward to working with you to deliver the results parents expect for their children.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Bjornson', with a long horizontal line extending to the right.

Peter Bjornson
Minister
Education and Advanced Learning

- c. Superintendents
Secretary-Treasurers



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

February 9, 2015

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II. Human Resources

III. Secretary-Treasurer

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II. Secretary-Treasurer

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“Accepting the Challenge”

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. FUNDING ANNOUNCEMENT FOR 2015-2016

For Action.....D. Labossiere

The following is a summary of the announcement by the Minister of Education and Advanced Learning on January 29, 2015:

- The Province announced an increase of 2.0% or \$25.0 million in provincial funding to public schools for the 2015-2016 school year, including a \$19.2 million increase for operating support and a \$5.9 million increase for capital supports.
- The Tax Incentive Grant funding (TIG) was discontinued in 2012. However, the Brandon School Division (BSD) continues to receive the TIG amount of \$1,848,013 provided in 2011.
- The announcement did not include funding for the Provincial Smaller Classes Initiative (K-3) which is expected to be announced prior to the Provincial spring budget.
- The total funding represents a 2.9% increase in funding support for the Brandon School Division in 2015-2016 as compared to the funding announcement for 2014-2015.

Base Support

- Base Support has increased 1.1% or \$258,880 resulting primarily from enrollment growth.
- Information Technology funding has increased from \$60 to \$62 per K-12 pupil and Professional Development funding also has increased from \$39 to \$46 per K-12 pupil; all other rates for base support have remained unchanged.
- The Division received slight increases in Sparsity support of \$4,202 resulting from larger student enrollment in rural schools and \$5,835 in Counselling & Guidance due to enrollment.
- The Student Services Grant socio-economic indicators have been updated to reflect the 2011 National Household Survey data for low income and the incidence of migrancy has been updated to the 2011-2012 school year. This change along with a 15% rate increase combined with increased enrollment resulted in an increase of \$94,042 in the Student Services Grant.
- The Occupancy support decreased by \$13,680 due to an increase in total Provincial school building space.

Categorical

- The Special Needs support has decreased by \$322,164 over the 2014-2015 funding announcement due to decreases in eligible funded students for Level 2 and 3.
- Funding for English as an Additional Language (EAL) has decreased by \$151,875 from budget for 2014-2015 due to EAL enrollment decreases in Stage 1-4 students, funding in this area has decreased for the last several years.
- The Early Childhood Development Initiative increased by \$14,033 due to an increase in the number of Kindergarten students.
- The grants for Early Literacy Intervention and Numeracy have been consolidated into a new Literacy and Numeracy grant along with additional funds to provide school divisions with increased funding to improve literacy and numeracy achievement for students. Funding is \$76 per eligible K-12 pupil and includes \$57,500 for Reading Recovery Leader Support. These changes have resulted in a funding increase of \$194,273.
- Although the Enrollment Change Grant increased from \$2,637 to \$2,648 per pupil, BSD's funding decreased by \$90,714 due to lower projected enrollment increases from the previous year.
- The Aboriginal Academic Achievement (AAA) grant has been updated to reflect the 2011 National Household Survey data and the grant pool has been increased by \$1.0 million. These changes resulted in an increase of \$9,000 to the AAA grant.
- There funding of \$23,020 for Middle Years Life/Work Exploration has been eliminated as this grant will be consolidated into a new Career Development Initiative grant.
- The remaining categorical grant rates remained unchanged from last year and any increases in the funding are solely due to enrollment increases.

Equalization Support

- The Equalization Support Grant increased by 10.2% or \$1,375,199 from last year's funding announcement. Equalization Support is based on many factors including the 2015 assessment for all divisions; enrollment; the amount of unsupported expenditures; and the maximum assessment per pupil used to determine the 2015/2016 equalization factor which has increased to \$560,300 from \$552,400. The percentage of unfunded expenditures increased to 66% from 64%.

School Building (D-Grant) Support

- The School Building (D-Grant) Support decreased by 0.3% or \$540.

Technology Education Equipment Replacement

- There is no change to the Technology Equipment Replacement Grant. It remains at \$95,400.

Other Support (not part of the Funding of Schools Program)

- A new Career Development Initiative grant of \$2.0 million consolidates the existing Career Development funding, Middle Years Life/Work Exploration grant and the

existing Career and Technology Studies and Vocational Education consortia grants. This new grant will support school divisions in connecting students with local employers for career exploration opportunities. The funding has been restructured to support the hiring of career coordinator(s) who will work within individual school divisions, or in the case of most rural and northern divisions, will work with groups of school divisions through consortia funding. This streamlines the grant planning and reporting process with a focus on increased accountability. Further information on this initiative will be forthcoming from the School Programs Division.

- A new Student Achievement Fund is introduced to support the Closing the Achievement Gap: Success for Every Student action plan. This includes the implementation of the new school division planning process and the use of data to inform practice, increase accountability, and improve student achievement in numeracy and literacy. Oversight of the fund is the responsibility of the Student Achievement Support Unit. It is important to note that Brandon School Division has been recognized in regards to our Student Achievement report.
- A new First Year Now Initiative is introduced to expand dual-credit partnerships between schools and post-secondary institutions. This will lead to increased opportunities for students to take university and college courses in high school and earn dual credits. Further information on this initiative will be forthcoming from the School Programs Division.

The Funding Announcement press release for 2014-2015 from the Minister of Education and Advanced Learning is attached as Appendix A.

In order to address the Minister's letter in regards to the accumulated surpluses in excess of the 4% policy limit as of June 30, 2014, Brandon School Division has recently received approval from Lynne Mavins, Director of Public Schools' Finance Branch (PSFB), to transfer \$800,000 from Accumulated Surplus to a Capital Reserve for the Division's Enterprise Resource Planning System Replacement – Phase 1. (Appendix B)

2. TRANSFER OF 2015-2016 BUDGET TO TRUSTEES

For Action.....D. Labossiere

Senior Administration has been working on the preparation of the 2015-2016 Operating Budget since October 14, 2014 when the Board of Trustees provided direction through Motion 103/2014. On January 12, 2015, the Board of Trustees provided further direction through Motion 04/2015. Senior Administration reports that a budget has been prepared as directed and the 2015-2016 Operating Budget is now ready to be turned over to the Board of Trustees for their ownership and final decisions. Therefore, the following motion has been included in the Report of Senior Administration transferring the 2015-2016 Operating Budget to the Board of Trustees.

RECOMMENDATION:

That Senior Administration transfer the 2015-2016 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.

3. TRUSTEE INDEMNITIES – BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT SESSION, BOARD GOVERNANCE GOAL SESSION, 2015 MSBA REGIONAL MEETING AND ALL-DAY BUDGET MEETING

For Action.....D. Labossiere

At the Regular Meeting of the Board of Trustees held October 22, 2012 discussions were held regarding the paying of Trustee Indemnities. It was noted that the Board By-Law required payment of all indemnities to be approved through a resolution. It was further determined that any future indemnities would require approval of the Board of Trustees through a motion before payment would be allowed (see By-Law 4/2014, Section 5). Therefore, the following motions are being brought forth to the Board of Trustees for approval at the Regular Meeting to be held on February 9, 2015.

RECOMMENDATION:

That the Trustees be paid the appropriate indemnity for attending the two (2) day Board of Trustees Professional Development Session on October 29 and October 30, 2014; that the Trustees be paid the appropriate indemnity for attending the Board Governance Goal Setting Session held January 10, 2015; and that the Trustees be paid the appropriate indemnity for attending the MSBA Regional Meeting on January 26, 2015.

RECOMMENDATION:

That the Trustees be paid the appropriate indemnity for attending the All-Day Budget meeting on February 17, 2015.

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 C for Board of Trustees consideration) for twenty (20) grades 10, 11 and 12 hockey students, from Crocus Plains Regional Secondary School to make a trip to Helsinki, Finland and Stockholm, Sweden from December 26, 2015 to January 4, 2016.

Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary School; Mr. Greg Malazdrewicz, Associate Superintendent; and Dr. Donna Michaels, Superintendent of Schools/Chief Executive Officer have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving thirty to twenty (20) grades 10, 11 and 12 hockey students, from Crocus Plains Regional Secondary School to make a trip to Helsinki, Finland and Stockholm, Sweden from December 26, 2015 to January 4, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information B. Switzer

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

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL VISITS (JANUARY 19, 2015 TO JANUARY 29, 2015)

For Information D. Michaels

- Thursday, January 22, 2015 – Green Acres School
- Monday, January 26, 2015 – Betty Gibson School

2. SCHOOL INFORMATION – IMPLEMENTATION OF STRATEGIC PLAN 2014-2017

For Information D. Michaels

A. ACADEMIC PREPAREDNESS

ACADEMIC PREPAREDNESS AT J. R. REID SCHOOL

Report prepared by Mr. Shawn Lehman, Principal, J. R. Reid School

At J. R. Reid School, our Literacy team is looking at increasing the percentage of our students meeting each of the critical writing competencies. We will increase to an average of, or above sixty percent (60%) (sustainability development = policy). To live this goal, J. R. Reid staff is undertaking a book study of the *6 + 1 Traits of Writing*. At the January school planning day, the entire staff shared their reflections of the first chapters. Staff considered the following:

- what parts of your writing program comes to mind;

- what parts of your writing program might need more attention;
- in terms of writing in your classroom, what do you do? Why do you do it? What assessment tools are used; and
- key points that stood out for you.

We discussed our readings, shared classroom practices and discussed the editing and revision processes. Next steps: we are creating a standard, consistent, editing checklist, allowing our school to use the same vocabulary and to edit consistently from Kindergarten to grade 8. We are ordering *6 + 1 Traits of Writing* posters with the puzzle pieces to visually show the traits we use to assess writing in each classroom. Our literacy team will lead monthly literacy meetings at 8:20 a.m. Wednesdays, beginning with a discussion in February focused on the *Ideas* trait. We will continue to emphasize process oriented writing within J. R. Reid School.

At J. R. Reid School, our Numeracy team is looking at increasing the percentage of students meeting each of the critical numeracy competencies to an average of or above sixty percent (60%) (sustainability development = policy). We began living our goal by implementing mental math initiatives across all grades, by using Prince Edward Island's Department of Education's *Fact Learning, Mental Computation, Estimation* document to improve our students' Mental Math skills. As well, our Numeracy group has looked at some creative scheduling for March, where twice a cycle, the entire school will be put into numeracy groups at their skill level and will focus on problem solving for this time. This is our beginning to delve into creative scheduling to combine our students by skill and developmental level rather than specific grade. This initiative came from our data gathering from each numeracy teacher at every grade level, where homeroom teachers were asked to identify the top five skills that students are having challenges with within numeracy. With problem solving being a consistent challenge at all grade levels, here is where we decided to start. Groupings will be made up of Kindergarten to grade 4 groupings and grade 5 to 8 groupings. Lastly, the Numeracy team will host (like the Literacy committee), a once a month meeting dedicated to Numeracy initiatives, Wednesdays at 8:20 am.

B. GLOBAL CITIZENSHIP

GLOBAL CITIZENSHIP AT ÉCOLE O'KELLY SCHOOL

Report prepared by Ms. Angela Voutier, Principal, École O'Kelly School

Our school development plan identifies a goal in the area of Global Citizenship with a focus on Personal Growth. The goal states that between September 2014 and June 2017, the academic and extra-curricular engagement level of our grade 5 to 8 students will increase by ten percent (10%).

One initiative that we have implemented to work towards that was school wide participation in "Celebration of Learning". Our celebration was held on the Wednesday prior to November Parent/Teacher/Student Conference days from 2:25

– 4:30 p.m. School staff provided an audience for students whose parents were unable to attend but we had very good attendance from parents, especially from Kindergarten to grade 4. We have already looked at time and format alterations for next year but ALL students were given a chance to celebrate their academic achievements through the participation of all classes for the first time in several years.

Student Accomplishments

Our Panther Leadership Group has organized and implemented a successful monthly assembly schedule for our school. Based around monthly themes, the assemblies include performances from individual classrooms, special celebrations of school events, and our monthly draw for Principal of the Day based on Safe, Respectful, and Responsible behaviour. In addition our newly revitalized Patrol Group was awarded the Patrol of the Month honour and had lunch with the Wheat Kings! They were very excited and proud of their accomplishment.

On an individual note, we have one student, Sarah Jones, who is participating in Career Trek. She is loving the experience and getting a close up look at various opportunities for her future. We are very proud of her and her dedication to this program.

C. HEALTH AND WELLBEING

HEALTH AND WELLBEING AT ALEXANDER SCHOOL

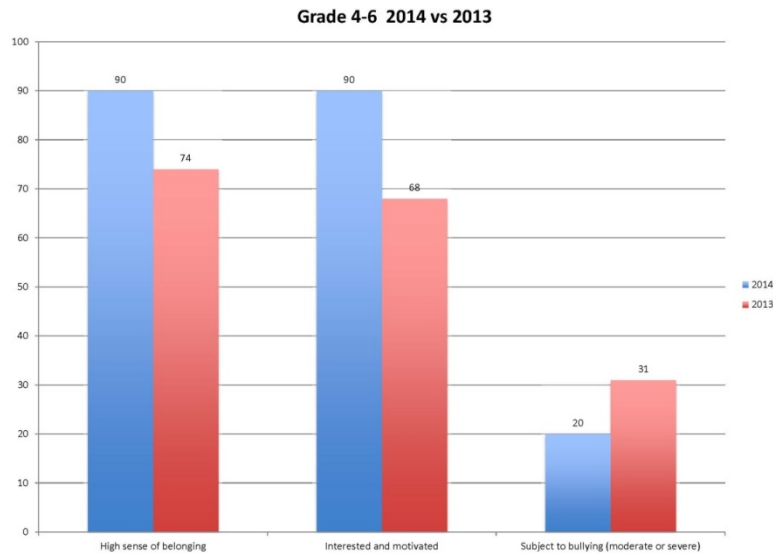
Report prepared by Ms. Shelley Cords, Principal, Alexander School

The students and staff of Alexander school have been working hard to create an environment that is safe for all students. The Alexander Behavior Matrix, called Gator Behavior, identifies three expectations for our school. The three expectations are Be Safe, Be Respectful, and Be Responsible. Teachers discuss the three expectations daily with the students. The teachers provide examples of how these expectations should look in different settings within our school and community. The Principal announces every morning to Be Safe, Be Respectful, Be Responsible, and Have a Great Day. This has had a positive impact on our students.

Alexander School has invited a number of guest speakers to talk to our students about bullying. This has included singer/song writer Rachael Ashley, Live Different Singing Group; Val Caldwell on Cyber Bullying; and Pam Roberts from the Human Rights Commission. Alexander School hosts a Day of Pink every year. Our Guidance Counselor is also working with students from Kindergarten to grade 8 on bullying presentations on a daily basis. Our school is also very active with Youth Revolution and they play a major role within our school to help promote the prevention of Bullying. We also hosted a Human Rights Day at our school. The day included all students from Kindergarten to grade 8. Guest speaker Cliff Cullen our Local MLA made a presentation to students about bullying. Shayla Gillis talked to the students about her work in building schools in Kenya, followed by Pam Roberts from the Human Rights Commission. The Youth Revolution group presented the “Protected

Characteristics” of the Human Rights Code through skits, posters, and power point presentations.

All of our initiatives have had a huge impact on our school. I have provided two pieces of evidence to demonstrate the impact this has had on our students. The first piece of evidence is the creation of our Bullying and Harassment Brochure the students from grades 5 to 8 (attached Appendix D) developed with Pam Roberts and is on our school website for students to reference. I have also included a piece of data from the Tell Them From Me Survey (chart below). As you can see from the data, Alexander School is beginning to see positive changes take place with bullying and students feeling safe at school.



3. ***DIVISIONAL INITIATIVES***

For Information..... D. Michaels

A. ACADEMIC PREPAREDNESS

PRINCIPAL/LEADERSHIP PREPARATION PROGRAM – SESSION 15: SUPERVISION AND EVALUATION OF SCHOOL PERSONNEL (TEACHERS AND SUPPORT STAFF) / JANUARY 20, 2015

Report prepared by Ms. Alissa Franklin Cheung, Teacher, Waverly Park School and Participant, Principal/Leadership Preparation Program

Presenters: Mr. Shawn Lehman, Principal, J. R. Reid School and Mr. Bruce Shamray, Principal, Vincent Massey High School

This informative session began with brief introductions of the group as well as an opportunity for each member to pose evaluation related questions they wanted addressed throughout the evening.

Mr. Lehman took to the floor first and discussed the time and preparation involved in writing an evaluation. He stressed that even the “master” teacher still needs recommendations, although they can be difficult to write. Mr. Lehman also addressed ways to approach difficult evaluations and offered suggestions he had used in the past in terms of rectifying difficult situations, evaluations and recommendations.

Mr. Shamray spoke on the role he plays writing support staff evaluations, again highlighting the time that it takes to write such an evaluation. Mr. Shamray also discussed the role of his Vice Principals in the evaluation process. Following Mr. Shamray and Mr. Lehman’s presentation, they presented the group with case scenarios of difficult situations that may arise in a leadership role. These case scenarios led to excellent round table discussions where participants were to identify the problem and discuss possible approaches to solving the problem. Solutions included who would be involved, documentation, recourses and necessary follow-up.

Following Mr. Lehman and Mr. Shamray’s presentation, Year Three of the Principal/Leadership program was discussed. The third year will be offered as a twenty day mentorship to five successful candidates. The positions will be posted, and each person interested must apply. From there, successful candidates will be required to interview for the available positions. Additional information will follow.

Overall, an engaging, thought provoking, and informative session.

B. GLOBAL CITIZENSHIP

BRANDON SCHOOL DIVISION GLOBAL CITIZENSHIP

The Steering Committee for the Divisional Initiative “Global Citizenship” has allocated its funds to schools’ proposals. The following descriptions note the school-based initiatives:

Valleyview School

Aboriginal Traditional Beading Peace Quilt

To infuse Aboriginal traditions through a communal project of beading while immersed in stories of and about Aboriginal culture. A quilt will be created to symbolize Peace and The Seven Teachings.

Earl Oxford School

Earl Oxford Spirit of Humanity

Increase awareness of The Seven Teachings and connections to the Aboriginal culture. Students will connect the visual arts to contexts of Aboriginal time, places and communities. Students will develop an understanding of how their art reflects and influences culture and identity.

Meadows School

Meadows Culture Day

Create a global village in the school community where students learn to respect and appreciate the diversity that surrounds them in our community as well as show pride from their own culture including Aboriginal perspectives. The Middle Years classrooms are transformed into a country for the day, as the school community travels around the world.

Betty Gibson School

Betty Gibson School Community Culture Club

Create an inclusive, culturally focused noon hour club. Students will participate in art projects, cultural games, preparing cultural dishes, presentations from guest speakers. Learning opportunities with a wide range of cultures, involving community and Aboriginal perspectives.

Valleyview School

Valleyview After School Opportunities Program

Meet one and a half hours a week from January to March to discuss a variety of topics such as inclusion, racism, sportsmanship, bullying, acceptance and provide a healthy snack. Facilitators – one staff member and three Brandon University students.

St. Augustine School

Library Maker Space: A STEM Education Project

Create a library “learning commons” where children come together to create with technology. “Fab Lab” will utilize technology such as Arduino, Lego, Mindstorm, Littlebits, and Raspberry Pi for discovery in the areas of engineering, robotics and electronics. Will involve high school mentorship with Crocus Plains.

4. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	8 total	6 – 5 day 1 – 7 day 1 – 10 day	Unacceptable Behaviour Unacceptable Behaviour Weapons
Earl Oxford	3 total	3 – 5 day	Gangs
Green Acres	1 total	1 – 5 day	Drug and Alcohol Policy
King George	2 total	1 – 3 day 1 – 7 day	Assaultive Behaviour Assaultive Behaviour

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT – COUNTRY OF ORIGIN UPDATE AS OF JANUARY 2015

Attached as Appendix E is an analysis of countries of birth that were reported for 1316 English as an Additional Language students as of January 2015.

Six (6) additional countries have been added since the last report in January 2014. They include: Croatia, Jamaica, Kuwait, Paraguay, Rwanda and United Kingdom.

This is provided as information.



**MINISTER
OF EDUCATION AND ADVANCED LEARNING**

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

JAN 29 2015

To: Chairs of School Boards

Today I announced that our government will increase funding to education by \$25.0 million, or 2.0% in 2015-16. Total provincial funding to education has now reached over \$1.27 billion. This means our total new investment as a government has been \$500.8 million, or 64.9%. Our government believes that funding for education is an investment in the future, and that by investing in our students, they will receive the education and training they need to find good jobs and flourish in our province.

Our government is committed to making Manitoba a leader in education quality. In the fall, we worked with education partners to announce *Closing the Achievement Gap: Success for Every Student*, our action plan focused on improving academic achievement for every student. To support this action plan, today we announced targeted funding to improve math and literacy outcomes, as well as to provide enriched programming for students seeking challenging, high-level learning opportunities. In partnership with school divisions, we have already brought in important quality initiatives including the revised kindergarten to grade 8 math curriculum and our plain language report card. In the fall we introduced small class size legislation and will continue to work with school divisions to implement this important initiative. An announcement on our commitment to reduce class sizes will be made in the near future.

Parents and the public expect that government and school divisions be accountable for how money is spent on public education and how well our students are performing. When we announced our action plan along with our education partners, we committed to ensuring increased accountability regarding academic achievement in our schools. We have recently established a new Student Achievement Support Unit to collaborate with school divisions to increase accountability and transparency pertaining to student achievement, develop school division plans that support the effective implementation of curriculum, and identify common data sources to monitor student achievement and to address known achievement gaps. We know that working together we can realize measurable improvements in student achievement and ensure that our students receive a quality education so they can lead rewarding, productive lives.

.../2

In our government's Throne Speech in November, we made significant commitments to skills training, career planning and opportunities for youth so that we can ensure there are no wrong doors for students and that our schools can serve as a launch pad for future student success. We know that our education system plays an essential role in preparing children and youth for the opportunities that lay before them. We need to do more to ensure that there is a more seamless transition for students between high school, post-secondary education and the work force. This year, we will provide targeted funding to support the First-Year Now initiative, which will give students increased opportunities to take university and college courses in high school to earn dual credits. We are also targeting our career development funding to enable school divisions to connect students directly to employers and career exploration opportunities. Finally, we will be increasing our support to the Skill Build Equipment Fund so that more schools can get the equipment they need to provide accredited programming for students. These important investments will ensure that the future remains bright for our students and they can take advantage of the opportunities that await them.

Today's classrooms reflect our diverse communities and include a mix of cultural backgrounds, student interests, and needs. This diversity is our strength but it also means that for all of our students to succeed we need to provide education supports that are culturally appropriate and that address the particular needs of all students. This year, we are increasing funding to support aboriginal achievement in math and literacy and culturally relevant programming so that aboriginal children in public schools throughout Manitoba get the supports they need to succeed. Our government has made significant investments to support aboriginal, newcomer, and remote students and this investment builds on our commitment to providing a high quality education to all of our students.

We all share the goal of ensuring that there are high quality programming and education opportunities for students. We also share the goal of ensuring that our education system remains affordable and that resources are being put into the classroom. Despite continued fiscal challenges in Canada and uncertainty around the world, our government has worked hard to identify savings internally and across government so that once again we could once again increase funding to public schools by the rate of economic growth and make the announcement outlined above. We expect school divisions will work hard within their own budgets to ensure that front line education is fully protected while at the same time look to identify efficiencies in administration and other budget items.

Earlier this month I issued a ministerial directive regarding accumulated surpluses in excess of the 4.0% policy limit. In the letter I sent, I expressed concern that the amount of surplus in excess of 4.0% continued to grow and indeed the amount of accumulated surplus held by school divisions increased from \$84.6 million in

2012/13, to \$98.4 million in 2013/14. As of June 2014, 22 school divisions held \$18.9 million in excess of the 4.0% policy limit. Given the current fiscal circumstances, I want to reiterate the importance of addressing this discrepancy to ensure resources are being appropriately budgeted and expended for educational purposes in our public schools in a manner that ensures ratepayers are not unduly impacted.

Along with our education funding announcement last year we enacted regulations limiting administrative cost for school divisions. Since then, my officials have been working with members of the FRAME committee to review the issue of administrative spending limits. Based on the feedback I received, effective July 1, 2015, the administrative expenses subject to the limit will be the costs reported in Function 500 (Divisional Administration). Further, the limits will range from 3.5% to 5.0% depending on the full time equivalent enrolment of the school division or northern location. Further detail of the calculation will be forthcoming from the Schools' Finance Branch. Many school divisions have already shown leadership in addressing their administration spending levels. Government will be reviewing the implementation of this new definition and the limits in the coming year, with plans to reduce the 3.5% limit to 3.0% for 2016/17. We believe that this new administrative limit structure will ensure that school divisions are run efficiently and that more resources are directed into the classroom.

Manitoban schools are strong and working together we can ensure that all of our children can succeed. Our government is investing in our schools so that teachers have the resources they need to ensure students can get a high quality education. By providing these targeted supports and by working with you, we will improve outcomes in literacy and math so that parents see results. I know we all want every student to succeed and learn the skills they need to get good jobs and stay here in Manitoba to raise their families. Parents entrust us with their children's education and futures. I look forward to working with you to deliver the results parents expect for their children.

Sincerely,

Peter Bjornson
Minister
Education and Advanced Learning

c. Superintendents
Secretary-Treasurers



Education and Advanced Learning

Schools' Finance Branch

511-1181 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0T3

T 204-945-6910 F 204-948-2000

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Appendix B

RECEIVED

FEB 04 2015

Office of the Secretary Treasurer
Brandon School Division

January 30, 2015

Mr. Denis Labossiere
Secretary-Treasurer
The Brandon School Division
1031 – 6th Street
Brandon MB R7A 4K5

Dear Mr. Labossiere:

I am writing in response to the division's January 27, 2015 request to the Public Schools Finance Board (PSFB), to establish a new Computer reserve in the amount of \$800,000 for replacement of the Division's Enterprise Resource Planning (ERP) System, specifically HR/Payroll and Finance systems. We note that the Division is in need of a comprehensive integrated system and this represents Phase 1 of the entire replacement project. Phase 2 will include the interface of HR and Finance data with student achievement.

\$800,000 will be transferred to this reserve during fiscal year 2014/15 from Accumulated Operating Surplus as approved during your January 26, 2015 Board of Trustees meeting, by Board motion 18/2015.

In accordance with the PSFB authority delegated to me, I am prepared to approve the said reserve in accordance with the Capital Reserve Policy as follows:

Division's Enterprise Resource Planning System replacement - Phase 1

- Approved maximum amount at \$800,000

If you have any questions regarding capital reserve accounts, please contact Wendy Shaw, Coordinator Accounting and Consolidations, Schools' Finance Branch at (204) 945-5079.

Sincerely,

Lynne Mavins
Director

c. John Weselake
Wendy Shaw

School should be safe!

1. I have a right to be happy and to be treated with compassion in this room (I have a duty not to laugh at others or hurt their feelings).
2. I have a right to be myself in this room (I have a duty not to treat others unfairly because they are black or white, fat or thin, tall or short, boy or girl).
3. I have a right to be safe in this room (I have a duty not to hit, kick, push, pinch, or hurt others).
4. I have a right to hear and be heard in this room (I have a duty not to yell, scream, shout, or make loud noises).
5. I have a right to learn about myself in this room (I have a duty not to interrupt or punish others for expressing their feelings and opinions).
6. I have a right to learn according to my ability (I have a duty not to call others names because of the way they learn).

A list compiled by the creative arts classes of the Cassidy Elementary Schools in Des Moines, Iowa:

What is bullying?

Bullying can happen anywhere. It is behaving in a way that is threatening or intimidating. One person or a group may be responsible for it. It can take different forms.

- ☑ attacks such as hitting or kicking and other forms of violence;
- ☑ taunting or threats, name-calling and putdowns;
- ☑ stealing money and/or belongings;
- ☑ refusing to speak to you, or shut you out from your group of friends or spreading a nasty rumour;
- ☑ sending embarrassing, hurtful and threatening messages using technology. This is cyber bullying.

What can I do if I am being bullied or harassed?

If you are being bullied talk to an adult you trust, like a parent, doctor, nurse, or teacher.

You or your parents can also contact the Manitoba Human Rights Commission. If bullying happens at work or at school & it is based on certain characteristics it might also be harassment and a human rights issue.

Want information about discrimination and your Human Rights?
Contact your local Manitoba Human Rights Commission office at:
311 A 340 9th Street
Brandon, MB
204-726-6262 or
7th Floor 175 Hargrave St
Winnipeg MB
2034-945-3007
www.gov.mb.ca/hrc
1-888-897-2821

Information & Ideas
gathered from
Alexander School
Grades 5 -8

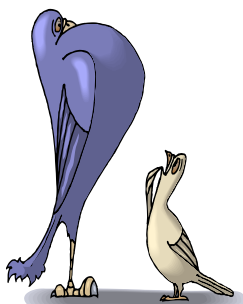
Bullies & Harassment



Keeping Our
School—
Respectful

Why do people tell racist jokes and be bullies?

- ☒ To feel powerful and to take control of a situation
- ☒ Because they've been bullied themselves
- ☒ To get revenge
- ☒ To get back at people
- ☒ To feel cool and to showoff for their friends
- ☒ Because they think it is funny
- ☒ Because they are angry, or may have depression or other issues
- ☒ Because they've had a bad childhood or adults have not been nice to them
- ☒ Because they are scared and want to feel good about themselves



Bullies try to make themselves feel better & more important than the person they are picking on!

How do racist jokes make people feel? What does bullying feel like?

Bullying and harassing affects everyone. It can make the victim feel:

- ☹ Horrible
- ☹ Hopeless
- ☹ Hate themselves
- ☹ Threatened
- ☹ Embarrassed
- ☹ Lonely & isolated
- ☹ Want to blend in
- ☹ Like they don't belong
- ☹ Like they are going to "snap"
- ☹ Scared
- ☹ Stupid
- ☹ Not welcome
- ☹ Angry
- ☹ Like they have no self-esteem
- ☹ Rundown



Being a victim of jokes and bullying can be horrible. It can affect how you feel about yourself, your family, your grades... Don't be afraid to ask for help!

It's our playground & our school. What can WE do to stop them?

- ☑ Be nice to people. Compliment them
- ☑ If you hear a racist joke **DO NOT** tell it again
- ☑ Don't encourage people who bully or tell jokes to continue
- ☑ Don't give bullies the power
- ☑ Walk away
- ☑ Stick up for the person that is being bullied, form alliances that stick up for each other – don't make someone "face it alone"
- ☑ Talk to somebody (teacher's, parents, friends...)
- ☑ Say "I don't like that joke" or "I don't like what you are doing." This doesn't say anything negative about the person.

If YOU are a bully – you don't have to be. Picking on someone else just isn't cool.

Talk to a teacher or a parent.... People want to help you feel good about yourself too.

Here's a website that gives great information about bullying:
<http://www.kidscape.org.uk/>

Try throwing a smile instead of a punch.

Appendix E

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

School	Grade	Anhui	Australia	Bangladesh	Canada	Chile	China	Columbia	Cuba	Croatia	Denmark	Dominican Republic	Egypt	El Salvador	Eritrea	Ethiopia	Germany	Greece	Honduras	Hong Kong	India	Indonesia	Ireland	Israel	Italy	Jamaica	Jiangsu	Kazakhstan	Kenya	Korea	Kuwait	Libya	Mauritius	Mexico	Moldova	Netherlands	Nigeria	Pakistan	Paraguay	Peru	Philippines	Poland	Russia	Rwanda	Saudia Arabia	South Africa	South Korea	Shandong	Singapore	Slovakia	Sudan	Tadgikistan	Uganda	Ukraine	United Kingdom	United States	Vietnam	School Total			
Vincent Massey	9						15	5						1					1										2	2											2							2			2					32					
	10						10	3						3		1			6		2																																5						30		
	11						10	1											4		1									1								2														2							22		
	12						15	4						6					4												1				1				2												1			4							35
School Total		0	0	0	0	0	50	13	0	0	0	0	0	10	0	1	0	0	15	0	3	0	0	0	0	0	0	0	0	2	3	0	0	0	0	1	0	0	0	1	0	0	2	0	2	0	0	0	0	0	0	3	0	0	13	0	0	0	0	119	
Total 9-12	9	0	0	0	0	0	19	7	0	0	0	0	0	9	1	2	3	0	17	0	7	0	0	0	0	0	0	0	2	5	0	0	0	0	1	0	1	1	0	0	0	1	0	2	0	0	0	1	0	0	0	2	0	0	3	0	0	0	84		
	10	0	0	0	1	0	16	6	0	0	0	0	0	13	1	1	0	0	20	0	6	0	1	0	0	0	0	0	0	1	0	0	3	0	0	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	1	1	0	8	0	0	0	82			
	11	0	0	0	0	0	16	6	0	0	0	0	0	8	0	1	0	0	15	0	3	0	0	0	0	0	0	0	0	1	1	0	0	4	0	0	0	0	1	0	0	4	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	63			
	12	0	0	0	0	0	23	9	1	0	0	0	0	32	2	1	1	0	19	0	0	1	0	0	0	0	0	0	0	1	0	0	1	2	0	0	0	0	0	1	5	0	1	0	0	0	0	0	0	3	0	0	5	0	0	0	108				
Division Total 9-12		0	0	0	1	0	74	28	1	0	0	0	0	62	4	5	4	0	71	0	16	1	1	0	0	0	0	0	3	8	0	0	8	3	0	1	1	1	1	1	1	11	0	4	0	0	1	0	0	6	1	0	19	0	0	0	337				
Division Total		0	1	1	131	2	247	98	3	2	1	1	0	189	6	10	24	1	206	1	96	1	5	2	1	6	0	1	4	21	1	0	44	11	0	2	17	2	2	2	2	41	1	12	2	1	3	0	1	1	0	15	1	1	67	1	11	2	1316		