



Brandon School Division

"Accepting the Challenge"

File Code:

August 2, 2011

TO: ALL TRUSTEES

The purpose of this letter in accordance with Policy Administrative Procedure 2002 – "Guidelines Pertaining to the Election of Chair and Vice-Chair and Selection of Committee Members", is to invite Trustees to express an interest in being nominated for the positions of Chairperson and Vice-Chairperson for the ensuing year.

This invitation is made in accordance with guidelines established by the Board, a copy of which is available on request.

At the Special Inaugural Meeting of the Board to be held at 7:00 p.m., Tuesday, September 6, 2011, the Trustees will elect from among themselves a Chairperson and a Vice-Chairperson for the ensuing year. You are hereby invited to express an interest in being nominated for the positions of Chairperson and/or Vice-Chairperson.

Please phone or see me on or before 1:00 p.m. on Thursday, September 1, 2011. I will provide to all Trustees a list identifying those individuals who, as of that time, are prepared to let their names stand for election as Chairperson and/or Vice-Chairperson.

At the September 6th meeting, elections for Chairperson will be called. Nominations will require a Nominator. Nominations are not restricted to those names listed. Nominations may be made from the floor. The Chairperson for the ensuing year shall then be elected by secret ballot. The Secretary-Treasurer shall preside at the election in accordance with the provisions of The Public Schools Act and Bylaw No. 4/2011.

The same procedure will be followed for the election of the Vice-Chairperson.

Following the Inaugural Meeting, Trustees will meet informally to consider the committee representation. Information is attached on the 2010/2011 Committees.

All Board Committees will be established by Motion at the Regular Board Meeting scheduled for Monday, September 12, 2011.

TO: ALL TRUSTEES
August 2, 2011
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Designated Committees, as provided for in Bylaw No. 4/2010 authorizing the payment of indemnities, shall be identified by resolution of the Board at the same meeting.

If you have any questions or require further information respecting the foregoing, please call Dr. Michaels, Superintendent, or me.

Yours truly,

A handwritten signature in black ink, appearing to read "G. F. Barnes", written in a cursive style.

G. F. Barnes,
Secretary-Treasurer

/sb
Enclosures

c.c. Senior Administration



Brandon School Division

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The Chairperson and Members
Of the Brandon School Division

Dear Sir or Madam:

This will advise that the Inaugural Meeting of the Board of Trustees will be held at **7:00 p.m., Tuesday, September 6, 2011** in the J. L. Milne Boardroom, Administration Office, 1031 - 6th Street, Brandon, Manitoba for the purpose of:

a) Organization - see agenda attached.

Your presence is respectfully requested and we would appreciate it if you would advise us if you are unable to attend.

Yours truly,

G. F. Barnes,
Secretary-Treasurer

/sb

Attachment

c.c. Senior Administration
 News Media
 President, Brandon Teachers' Association
 President, Brandon Association of Principals
 President, CUPE Local 737



BRANDON[★] SCHOOL DIVISION

August 2, 2011

INAUGURAL MEETING OF THE BOARD OF TRUSTEES
TO BE HELD AT 7:00 P.M., TUESDAY, SEPTEMBER 6, 2011
J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE
1031 - 6TH STREET, BRANDON, MANITOBA

AGENDA

PRESENT:

SECRETARY- TREASURER IN THE CHAIR:

NATIONAL ANTHEM:

READ CALL:

ELECTION OF CHAIRPERSON OF THE BOARD:

ELECTION OF VICE-CHAIRPERSON OF THE BOARD:

CHAIRPERSON ASSUME THE CHAIR:

CHAIRPERSON'S REMARKS:

VICE-CHAIRPERSON'S REMARKS:

SECRETARY-TREASURER'S DECLARATION OF OCCUPATIONS OF TRUST:

ADJOURNMENT:



NOTICE OF IN CAMERA BOARD BRIEFING

TO: ALL TRUSTEES

DATE: TUESDAY, SEPTEMBER 6, 2011

**TIME: IMMEDIATELY FOLLOWING INAUGURAL
MEETING**

PLACE: BOARD ROOM, ADMINISTRATION OFFICE

AGENDA

1. Consider Board Committee Members and Board Representatives for 2011/2012.

Please advise if you are unable to attend.

G.F. Barnes
Secretary-Treasurer

/sb
c.c. Senior Administration.

BOARD COMMITTEE INFORMATION

The following information is provided to assist Trustees to decide which committees they would like to serve on for the forthcoming year. Most committees respond to issues referred by the Board from time to time. It is then the responsibility of the Committee to investigate and discuss the issue and submit a written report with recommendation(s), if appropriate, to the Board for its consideration. Where appropriate, a Committee is discharged once its assigned task(s) is/are completed.

There are Six Standing Committees designated as Education, Facilities/Transportation, Personnel, Divisional Futures and Community Relations, Finance and Policy Review with general parameters as follows:

EDUCATION

2010-2011 Members – Mark Sefton, Chair, Peter Bartlette, Pat Bowslaugh (Kevan Sumner – Alternate) **met 10 times** during the school year responding to various issues such as Policy Development and Review, Board Governance Goal Work, Budget Sustainability Requests, Early Childhood Education, MSBA Nominations for the Premier Award for School Board Innovation, Bill 13 – “The Preparing Students for Success Act”, Received presentations by BSIMA, SERC, and Grade 7 and 8 Electives Program Sub-Committee.

This committee's responsibilities shall include but not be limited to:

- 1) Reviewing curriculum matters referred by the Board or Senior Administration;
- 2) Preparing responses to Government on matters related to school curricula and programs;
- 3) Communicate with community groups or other educational agencies on policy matters related to program/curriculum: Examples - Sioux Valley Education Authority and Brandon Catholic School Board;
- 4) Review of research proposals referred by Senior Administration;
- 5) Review of educational developments regarding their relevance to the Division;

One member of this committee represents the Committee on the Friends of Education Committee which meets two times a year – spring and fall. (**NOTE:** Trustee Sefton was representative on the Friends of Education Committee)

FACILITIES/TRANSPORTATION:

2010-2011 Members – Doug Karnes, Chair, Glen Kruck, Jim Murray (Pat Bowslaugh – Alternate) – **met 11 times** during the school year responding to various issues such as Policy Development and Review, Five Year Capital Plan, Budget Sustainability Requests, Sale of Fleming School, B.J. Hales Museum, Consultations regarding Joint Use Agreement with City of Brandon, relocation of Kirkcaldy Heights School and transportations issues resulting from 2011 Spring flooding. Public concerns with respect to bussing, school playgrounds, catchment areas, staff washrooms, etc.

This committee's responsibilities shall include but not be limited to:

- 1) Review of capital projects to be undertaken within the Division;
- 2) Monitor population growth and suggest appropriate responses to manage population changes to the Board;
- 3) Respond to transportation matters as they arise including bus purchases, routing and pick-up issues;

- 4) Receive requests related to outside organizations on matters related to the use of facilities. Example: Brandon Catholic School Board, DND Shilo and the City of Brandon;
- 5) Communicate with PSFB, Minister of Education and City of Brandon.

One member of this committee represents the Board on the Workplace Health and Safety Committee of the Division. (**NOTE:** Trustee Bowslaugh represented the Committee on the WPS&H Committee)

PERSONNEL:

2011-2012 Members – Linda Ross, Chair, Doug Karnes, Jim Murray (withdrew from Committee) (Peter Bartlette – Alternate) - **met 15 times** during the school year responding to various issues such negotiation of new Collective Agreements for both CUPE Local 737 and BTA, Policy Development and Review, etc.

This committee's responsibilities shall include but not be limited to:

- 1) Conduct, on behalf of the Board, negotiations for changes in salaries and benefits for all personnel including the Brandon Teachers' Association, Brandon Substitute Teachers' Association, CUPE and non-unionized staff;
- 2) Attend regional negotiations seminars and workshops as appropriate;
- 3) Respond to personnel issues or matters referred to it by the Board, including grievances in accordance with the collective agreements;
- 4) Act as a resource to Senior Administration in review of employment practice and policy.

Note: In years when both BTA and CUPE are negotiating the Board may determine that two personnel committees be struck, one for Teaching personnel and another for Support personnel.

A member of this Committee also serves on the Support Staff Labour Management Committee which meets three times a year and also a member sits on a sub-committee for Public Relations issues when required. (**NOTE:** Trustee Murray represented the Committee on the Support Personnel Labour Management Committee with Trustee Karnes as the alternate). Members of the Personnel Committee also served on the Joint Job Evaluation Review Committee. (**NOTE:** Trustees Karnes and Ross represented the Committee on JJERC with Trustee Bartlette as alternate).

DIVISIONAL FUTURES & LIAISON:

2010-2011 Members – Marty Snelling Chair, Pat Bowslaugh, Kevan Sumner (Glen Kruck as Alternate) - **met 22 times** during the school year responding to various issues such as Board Governance Goal Work, Policy Development and Review. Meeting with various stakeholders including Maple Leaf Representatives, Neelin IB Students, Neelin Off-Campus Students, Crocus Plains Trades Students, Vincent Massey AP Students, 1st Nations Representatives, ACC Representatives, BHRA Representatives, Brandon University Representatives, Waverly Park Students, École New Era Students, George Fitton Students, Green Acres Students, École Harrison Students.

This committee's responsibilities shall include but not be limited to:

- 1) providing leadership and planning advice for Division vision, mission and strategic directions;
- 2) guide Divisional involvement in community wide planning issues;

- 3) liaise with community groups, other education institutions, municipalities and similar organizations on matters of mutual interest;
- 4) liaise with representatives of the Brandon Teachers' Association, CUPE Union or other internal groups for the purposes of discussing issues not associated with negotiations or more properly dealt with at the bargaining table;
- 5) consider futures ideas, developments and research on all matters impacting public education;
- 6) oversee possible Division amalgamation issues.

Trustees Kruck, Bowslaugh and Snelling (with Trustee Sumner as Alternate) served on the Joint City Task Force Committee.

Trustees Kruck, Snelling and Sumner (with Trustee Bowslaugh as Alternate) served on the Teacher Liaison Committee.

Trustees Sumner and Bowslaugh (with Trustee Kruck as Alternate) served on the School Division/Parent Advisory Committee.

FINANCE:

2010-2011 Members – Linda Ross Chair, Mark Sefton, Marty Snelling (Peter Bartlette as Alternate) **met 12 times** during the school year responding to various issues such as Board Governance Goal Work, Monthly Financial Statements, Tenders, Budget Planning, Policy Development and Review, WCG Connectivity Agreement, etc.

This committee's responsibilities shall include but not be limited to:

- 1) Review of the budget process and timelines to ensure that shareholders have adequate budget information and appropriate opportunity for input, including the public consultation process.
- 2) Review of the Division's annual budget as prepared by the Secretary-Treasurer and Senior Administration for submission to the Board.
- 3) Reviewing and setting direction of the Division's Four Year Financial Plan.
- 4) Recommending budget parameters to the Board for each coming year.
- 5) Advising and providing supportive information to the Board on budget issues relating to advocacy.
- 6) Considering, reviewing, reporting and/or recommending action on financial matters referred to it by the Board, Standing and Special Committees or Sr. Administration.
- 7) Review of tender/proposal recommendations exceeding \$20,000 and approve for submission to the Board for consideration.
- 8) Receiving on at least a quarterly basis after the adoption of the annual budget, reports from the Secretary-Treasurer regarding the financial position of the Division to date.
- 9) Confirming all payment of accounts as prepared by the Secretary-Treasurer.
- 10) Considering and recommending appointment of the Division's auditor.
- 11) Receipt and review of annual audited financial statements and other correspondence presented to the Board by its auditor.
- 12) Considering and recommending appointment for the Division's banking service.
- 13) Development and/or revision of School Division Policy related to financial matters and making recommendation to the Board of Trustees.

POLICY REVIEW

2010-2011 Members – Peter Bartlette, Chair, Glen Kruck, Kevan Sumner (Doug Karnes as Alternate) – **met 9 times** during the school year on numerous policies, including reviewing policies in Part 4 based on the 6 principals of equity found in the Division's Equity Policy, etc.

This Committee's responsibilities shall include but not be limited to:

- 1) To ensure all Board policies/procedures are reviewed on a regular basis to be compatible and relevant with new and existing legislation at all levels of government.

Other Committees established over the year were:

Joint City Task Force
Joint Chamber Division/Ad Hoc

Board Representatives appointed during the past year:

Workplace Safety & Health Teacher Liaison
Support Personnel Labour Management Friends of Education
Brandon Community Drug & Alcohol Education Coalition
School Division/Parent Advisory
Food For Thought
BNRC
Joint Job Evaluation Review Committee

In accordance with Bylaw No. 4/2011 no Committee has the authority to bind the Board to any decision or commitment. All Committee recommendations require Board approval before such recommendations take effect, unless previously authorized by the Board.

Please contact me should you have any questions in this regard.

COMMITTEE CHOICES

NAME	Education 3 & Alter	Fac/Trans 3 & Alter	Personnel 3 & Alter	Div/Fut 3 & Alter	Finance 3 & Alter	MSBA Resolutions 2	Policy Review 3 & Alter	Trustee PD 2
BARTLETTE, Peter								
BOWLAUGH, Pat								
KARNES, Doug								
KRUCK, Glen								
MURRAY, Jim								
ROSS, Linda								
SEFTON, Mark								
SNELLING, Marty								
SUMNER, Kevan								

Board Representation
 Joint City Task Force
 (3 & Alter)
 WPSH (1)
 Teacher Liaison (3 &
 Alter)
 SPLM (1 & Alter)
 FOE (1)
 Community Drug
 and Alcohol (1 &
 Alter)
 SDPA (2 & Alter)
 Food for Thought (1)
 Chamber/Division
 Ad-Hoc (2 & Alter)
 BNRC (1)
 JJERC (2 & Alter)

**COMMITTEES OF THE BOARD OF TRUSTEES
THE BRANDON SCHOOL DIVISION
2010-2011**

- | | |
|---|---|
| <p>a) <u>EDUCATION</u> (green)
 P. Bartlette
 P. Bowslaugh
 M. Sefton (Chair)
 K. Sumner (<i>Alternate</i>)
 3rd Thursday – 11:00am – 1:00pm</p> | <p>b) <u>FACILITIES/TRANSPORTATION</u> (yellow)
 D. Karnes (Chair)
 G. Kruck
 J. Murray
 P. Bowslaugh (<i>Alternate</i>)
 2nd Tuesday – 11:30 am – 1:00 pm</p> |
| <p>c) <u>PERSONNEL</u> (pink)
 D. Karnes
 J. Murray
 L. Ross (Chair)
 P. Bartlette (<i>Alternate</i>)
 4th Tuesday – 10:00 am – 11:30 am</p> | <p>d) <u>DIVISIONAL FUTURES & COMMUNITY RELATIONS</u>(grey)
 P. Bowslaugh
 G. Kruck (<i>Alternate</i>)
 M. Snelling(Chair)
 K. Sumner
 2nd Friday – 11:30 am – 1:00 pm</p> |
| <p>e) <u>FINANCE</u> (buff)
 L. Ross (Chair)
 M. Sefton
 M. Snelling
 P. Bartlette (<i>Alternate</i>)
 2nd Thursday – 2:00 pm – 3:30 pm</p> | <p>f) <u>MSBA RESOLUTIONS</u> (white)
 L. Ross
 M. Sefton</p> |
| <p>g) <u>POLICY REVIEW</u> (pink)
 P. Bartlette (Chair)
 G. Kruck
 K. Sumner
 D. Karnes (<i>Alternate</i>)
 1st Tuesday – 7:30 am – 9:00 am</p> | <p>h) <u>TRUSTEE PROFESSIONAL DEVELOPMENT</u> (salmon)
 J. Murray
 M. Snelling</p> |

BOARD REPRESENTATIVES 2010-2011

- | | |
|--|---|
| <p>a) <u>JOINT CITY TASK FORCE AD-HOC</u> (white)
 G. Kruck, P. Bowslaugh, M. Snelling
 (K. Sumner – Alternate)</p> | <p>b) <u>WORKPLACE SAFETY & HEALTH</u>
 P. Bowslaugh</p> |
| <p>c) <u>TEACHER LIAISON</u> (blue)
 G. Kruck, M. Snelling, K. Sumner (P. Bowslaugh – Alternate)</p> | |
| <p>d) <u>SUPPORT PERSONNEL LABOUR MANAGEMENT</u> e)
 J. Murray (D. Karnes – Alternate)</p> | <p><u>FRIENDS OF EDUCATION</u> (blue)
 M. Sefton</p> |
| <p>f) <u>BRANDON COMMUNITY DRUG & ALCOHOL EDUCATION COALITION</u>
 G. Kruck (L. Ross – Alternate)</p> | |
| <p>g) <u>SCHOOL DIVISION/PARENT ADVISORY</u> (purple) h)
 K. Sumner, P. Bowslaugh (G. Kruck – Alternate)</p> | <p><u>FOOD FOR THOUGHT</u>
 K. Sumner</p> |
| <p>i) <u>JOINT CHAMBER/DIVISION AD-HOC</u> (salmon) j)
 P. Bartlette, M. Sefton (M. Snelling – Alternate)</p> | <p><u>BNRC</u>
 J. Murray</p> |
| <p>k) <u>JOINT JOB EVALUATION REVIEW COMMITTEE</u>
 D. Karnes, L. Ross (P. Bartlette – Alternate)</p> | |