



BRANDON SCHOOL DIVISION

November 6, 2013

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

TO BE HELD **TUESDAY**, NOVEMBER 12, 2013
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) Regular Board Meeting, October 28, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Education Committee Meeting
- b) Other

P. Bartlette

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 16, 2013, noting the Resolutions and Policy Committee is now seeking proposed 2014 convention resolutions. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards office no later than Friday, December 6, 2013. (Appendix "A").

Refer Business Arising.

- b) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 28, 2013, noting the MSBA will be sponsoring six student citizenship awards for public school students in Manitoba. School Boards are invited to nominate an outstanding student for these awards. The judging panel will select the winners, who will be invited to receive their awards on Thursday, March 13, 2014 in conjunction with the MSBA annual convention. The George Harbottle Memorial Award, sponsored by the Association of Manitoba Municipality will also be selected from among the regional award winners. This award recognizes contributions made by the student beyond his or her school, in the broader community. The deadline for submission is January 24, 2014. (Appendix "B").

Refer Business Arising.

- c) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 28, 2013, inviting School Boards to nominate an outstanding school-based program for the 2014 Premier Award for School Board Innovation. Each participating School Board will be given an opportunity to showcase its program on the evening of Thursday, March 13, as part of the MSBA annual convention. Judging will take place in advance of the Showcase itself, but participation in the Showcase is a prerequisite for receiving the award. The deadline for submission is Friday, January 31, 2014. (Appendix "C").

Refer Business Arising.

- d) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of the Brandon School Division, which comprise the consolidated statement of financial position as at June 30, 2013 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. They believe the audit evidence they obtained is sufficient and appropriate to provide a basis for their qualified audit opinion. In their opinion these consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards. The financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by them as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole. (Appendix "D").

Refer Motions.

2.05 Business Arising

- From Previous Delegation

- a) Ms. Barb Gribben, Chair, CUPE Manitoba School Division Sector, regarding School Support Staff Recognition Week, November 18-23, 2013, presented October 28, 2013.

- From Board Agenda

- a) Correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a), noting the Resolutions and Policy Committee is now seeking proposed 2014 convention resolutions. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards office no later than Friday, December 6, 2013.
- b) Correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04b), noting the MSBA will be sponsoring six student citizenship awards for public school students in Manitoba. The George Harbottle Memorial Award, sponsored by the Association of Manitoba Municipality will also be selected from among the regional award winners. The deadline for submission is January 24, 2014.
- c) Correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04c), inviting School Boards to nominate an outstanding school-based program for the 2014 Premier Award for School Board Innovation. The deadline for submission is Friday, January 31, 2014

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

- a) School Reports – NIL
- b) Learning Support Services Presentation – Categorical Grants – G. Malazdrewicz, Associate Superintendent.
- c) Items from Senior Administration Report –
 - Giving of Notice – Policy 1001 – “Foundations and Commitments” – Refer Motions.
 - Auditor’s Report and Financial Statements – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)**2.07 Motions**

- 130/2013 That Policy 1001 – “Foundations and Commitments” be rescinded and replaced with revised Policy 1001 – “Foundations and Commitments”.
- 131/2013 That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2013 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and seal of the Division thereto.

2.08 Bylaws**1st Reading**

That By-law 7/2013 being a By-Law for the purpose of providing for the appointment of a Senior Election Official and repealing By-Law 3/2009, be now read for the first time.

1st Reading

That By-law 8/2013 being a borrowing by-law in the amount of \$359,400.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of the new Gym and Daycare Addition at George Fitton School, be now read for the first time.

2.09 Giving of Notice

I hereby give notice at the next Regular Meeting of the Board of Trustees, I or someone in my stead, will introduce a motion to rescind Policy 5012 - "Professional Staff Leaves and Absences" and replace same with revised Policy 5012 - "Professional Staff Leaves and Absences".

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:**3.01 Report of Senior Administration**

Receive and File.

3.02 Communications for Information

- a) Janis Arnold, Board Development Consultant, Manitoba School Boards Association, October 23, 2013, providing information and a registration form for "The Art & Science of Chairing Workshop" to be held in Brandon on Tuesday, November 19, 2013 at 6:00 p.m. at the Brandon School Division Administration Office. This is an ad hoc workshop, very narrow in focus and responding to an immediate need. They have limited registration to chairs and vice-chairs.

Receive and File.

- b) Danielle Parent, Education Officer, Bureau de l'éducation française Division, Manitoba Education and Advanced Learning, October, 2013, noting under the *Canada-Manitoba Agreement for Minority Language Education and Second Official Language Instruction*, school divisions, independent schools and non-profit organizations whose primary goals is to promote French as a Second Language have the opportunity again this year to submit requests for financial assistance for projects meeting the criteria of the *French Second Language Revitalization Program*. Project proposals will be accepted until January 31, 2014. Projects will then be evaluated by the Bureau de l'éducation française Division's selection committee. The 2014-2015 application forms are available on line at www.edu.gov.mb.ca/languages/index.html

Refer Superintendent's Office.

- c) James Allum, Minister of Education and Advanced Learning, October 29, 2013, addressed to Mr. Denis Labossiere, Secretary-Treasurer, advising that the Division has received funding for the Smaller Classes Initiative for the 2012-13 school year. He looks forward to providing the Division with the 2013-14 funding increase once it has been submitted and approved. This year the government is investing an additional \$4 million to hire new teachers across the province, bringing their total investment in operating support for smaller classes to \$7 million in 2013-14. So far this year, school divisions have hired an additional 86 teachers bringing the total number of teachers hired through the initiative to 169. Last year's \$3 million investment resulted in a 21 per cent reduction in Kindergarten to Grade 3 classes with 24 or more students. He commends the Division for the efforts made in implementing this Initiative.

Refer Secretary-Treasurer Department.

- d) James Allum, Minister of Education and Advanced Learning, November 1, 2013, addressed to Superintendents of School Divisions and noting that the Government of Manitoba will once again recognize the commitment and excellent work of many in the community who work hard to reduce bullying in Manitoba. November 17-23, 2013, has been declared "Bullying Awareness Week". They thank divisions for their ongoing efforts to make schools safe and caring places of learning for all children and youth.

Receive and File.

3.03 Announcements

- a) Personnel Committee Meeting – 9:00 a.m., Monday, November 18, 2013, Board Room.
- b) Policy Review Committee Meeting – 11:00 a.m., Monday, November 18, 2013, Board Room.
- c) Special Board Meeting – Personnel Matter – 11:45 a.m., Monday, November 18, 2013, Board Room.
- d) Finance Committee Stakeholder Meeting – Parent Councils (School Division/Parent/Guardian Advisory Committee) – 7:00 p.m., Wednesday, November 20, 2013, McLaren Room.
- e) Joint City Council/Brandon School Division Task Force Committee – 4:30 p.m., Thursday, November 21, 2013, Brandon Neighbourhood Renewal Corp.
- f) Divisional Futures and Community Relations Committee Meeting – with Brandon University Representatives – 11:30 a.m., Friday, November 22, 2013, Board Room.
- g) Finance Committee Meeting – 2:00 p.m., Monday, November 25, 2013, Board Room
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 25, 2013, Board Room.
- i) Upcoming Budget Dates:
 - Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Monday, January 20, 2014, Board Room.
 - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 5, 2014 – École Harrison.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 18, 2014, Board Room.
 - Special Board Meeting – Public Presentations re: Proposed 2014-2015 Budget – 7:00 p.m., Monday, March 3, 2014.

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

- a) Confidential #2 - Board Operations Item.
- b) Confidential #3 - Letter to Board of Trustees.

- Trustee Inquiries

5.00 ADJOURNMENT



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

October 16, 2013

CALL FOR 2014 RESOLUTIONS

**** Deadline – Friday, December 6, 2013 ****

The Resolutions and Policy Committee is now seeking proposed 2014 convention resolutions. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards office no later than **Friday, December 6, 2013**. This deadline enables us to include all proposed resolutions in the regional meeting booklet which is distributed to boards in time to allow them to review the entire package in advance of regional meetings.

In order to receive regional support, a resolution must be presented at the appropriate regional meeting and be passed by the majority of trustees in attendance at that meeting. In accordance with timelines established in Manitoba School Boards Association By-law #4 (11) (c), (d) and (e):

- Each region may adopt a maximum of five board-sponsored resolutions for forwarding for consideration at the association's AGM as *regular resolutions*. Board-sponsored resolutions not adopted at the regional meeting for forwarding to the AGM may be forwarded, upon a majority vote in the affirmative at the regional meeting, to the provincial executive as an issue or request for action.
- *Emergent resolutions* may be submitted to the provincial executive by any member board in the period of time between the deadline for receipt of proposed regular resolutions and the last provincial executive meeting prior to the AGM. The provincial executive will assess each such resolution to determine whether it is truly emergent in nature – that is, whether the issue it addresses was evident prior to the deadline for the submission of resolutions. Where the resolution is determined to be truly emergent, the provincial executive will direct that the resolution in question be included among those being considered at the AGM. If the resolution is determined not to be emergent, it may still be considered at the AGM, at the request of the sponsoring board, if such consideration is supported by a two-thirds majority of voting trustees.
- A proposed resolution will be accepted for consideration as an *extraordinary resolution* if the resolution arises out of the business of the AGM and consideration of the resolution is supported by a two-thirds majority of voting trustees.

Resolutions establish policy for an organization and/or provide specific direction or action to be taken. Resolutions submitted for consideration at the Manitoba School Boards Association convention should fall into one of the categories contained in the Association's policy manual, and should augment (rather than restate) existing policy - **(please refer to the MSBA Website www.mbschoolboards.ca, click on About, Governance, Policies & Beliefs).**

Policy categories are as follows:

- | | | |
|-------------------------------------|---------------------|----------------------------|
| ➤ By-Laws | ➤ Education Finance | ➤ External Organizations |
| ➤ Matters Affecting the Association | ➤ School Boards | ➤ Facilities and Materials |
| ➤ Employee Relations | ➤ Transportation | ➤ Students and Instruction |

If you have any questions, please contact the Manitoba School Boards office.

Thank you.

A handwritten signature in black ink, appearing to read "Carolyn Duhamel".

Carolyn Duhamel
Executive Director

2.04/12/13



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

October 28, 2013

TO: The Chairperson and Superintendent, All School Divisions

FROM: Carolyn Duhamel, Executive Director

RE: 2014 Student Citizenship and George Harbottle Memorial Awards

The Manitoba School Boards Association will be sponsoring six student citizenship awards for public school students in Manitoba. School boards are invited to nominate an outstanding student for these awards, in accordance with the attached guidelines. Our judging panel will select the winners, who will be invited to receive their awards on Thursday, March 13, at the Delta Hotel in Winnipeg, in conjunction with the Manitoba School Boards Association's annual convention.

The George Harbottle Memorial Award, sponsored by the Association of Manitoba Municipalities (AMM), will also be selected from among the regional award winners. This award recognizes contributions made by the student beyond his or her school, in the broader community.

Winners of the Manitoba School Boards Association awards will be notified in advance; the AMM award recipient will be announced at the awards ceremony.

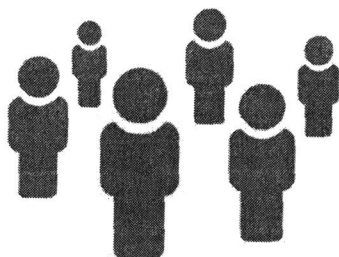
In addition to these individual citizenship awards, we will again be presenting one award to a student group. Each division is invited to submit one nomination for this award.

The attached application package contains background information and the necessary forms to enable school boards to submit their nominations. ***The deadline for receipt of these forms at the Manitoba School Boards Association office is Friday, January 24, 2014.***

Please share this information with all members of the school board, school administrators and teachers, and duplicate as required. Thank you for helping the Manitoba School Boards Association and AMM recognize some of the deserving young people in our schools and communities. We look forward to receiving your board's nomination. Should you have any questions, please do not hesitate to call.

CD:hd
attachment

201/61

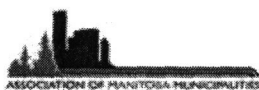


Manitoba School Boards Association
2014 STUDENT CITIZENSHIP AWARDS
AND
Association of Manitoba Municipalities
GEORGE HARBOTTLE MEMORIAL AWARD

PURPOSE

The Manitoba School Boards Association Student Citizenship Awards program for public school students in Manitoba recognizes outstanding young people throughout Manitoba who are active participants in their communities and schools. Seven awards are given annually, one to a student in each of the association's geographic regions, and one provincial award to a student group. The awards take the form of a certificate and \$500. Student nominated but not selected to receive an individual award will receive a certificate and \$100. There are no age or grade restrictions on this award; all students in regular attendance in the K-12 program at a Manitoba public school are eligible.

The Association of Manitoba Municipalities (AMM) will further recognize one of the association's individual award winners by way of the AMM George Harbottle Memorial Award, in recognition of outstanding contributions at the community level. This award consists of \$1000.



AWARD CRITERIA

The Manitoba School Boards Association Student Citizenship Award recognizes students from Manitoba schools who demonstrate their commitment of the values of citizenship through activities such as:

1. volunteer service to the community (i.e. service to health care facilities, senior citizen groups, shelters, day care centres).
2. involvement in citizenship or character building organizations.
3. participation in student government programs or activities.
4. leadership ability to motivate others to actions to benefit the community.

*The
Celebration
of Leadership
and Service*

The AMM George Harbottle Memorial Award focuses specifically on those contributions that a student has made in the greater community, beyond the school walls.

APPLICATION PROCEDURES

Each school board in Manitoba is invited to nominate one student and one student group from its division or district for these awards. The Winnipeg School Division, constituting the Manitoba School Boards Association's Region 6, may nominate up to four students for the individual award, plus one student group. A nomination must take the form of a complete application, as follows:

A. Student Application

- completed application form (including activity summary page)
- an essay (maximum 500 words) from the student or group that defines what citizenship means to them, and/or describes how the student or group has tried to live out the concept of good citizenship in school and community

B. Two Sponsoring Letters as follows:

1. A letter from an **official at the student's or group's school** that:
 - describes the context in which the sponsoring official has known or worked with the student or group
 - describes how the student's or group's actions at school demonstrate good citizenship
2. A letter from a **representative of a community organization** that:
 - indicates the individual's relationship with the student or group
 - describes how the student's or group's actions in the community demonstrate good citizenship

The application form, which includes a checklist of the required documentation and instruction sheets for school and community-based sponsors, is attached. This material may be duplicated and distributed as required. School boards should establish their own procedures for selecting their nominees, and set any necessary timelines to enable them to meet the final deadline for submission of nominations to the Manitoba School Boards Association office. ***That deadline is Friday, January 24, 2014.***

SELECTION

Six students will be selected to receive the Manitoba School Boards Association Student Citizenship Award, one from each of the association's six geographic regions. As well, one student group will be chosen to receive a single, province-wide award. The seven regionally-based Directors who serve on the association's Provincial Executive will act as the selection committee for the awards.

Representatives of AMM will select from among the individual winners of the Manitoba School Boards Association Student Citizenship Awards one student to receive the AMM George Harbottle Memorial Award.

Those applicants chosen to receive the Manitoba School Boards Association awards will be notified, through the superintendent's office, in early March. These award recipients and their families will be invited to receive their award at a special awards ceremony in Winnipeg on the evening of Thursday, March 13, 2014. The winner of the George Harbottle Memorial Award will be announced at that ceremony.

Submit school board nominations to: Student Citizenship and George Harbottle Memorial Awards
c/o 191 Provencher Boulevard
Winnipeg, Manitoba R2H 0G4
Tel: 204-233-1595 or 1-800-262-8836; fax: 204-231-1356

DEADLINE FOR RECEIPT OF NOMINATIONS AT THE MANITOBA SCHOOL BOARDS ASSOCIATION OFFICE: FRIDAY, JANUARY 24, 2014

Student Citizenship and George Harbottle Memorial Awards

Application Form

Please complete and submit both pages and two sponsor letters.

This application is for the ☐ individual student award OR ☐ student group award.

Student or

Group Name: _____

Address: _____

Phone No.: _____

School Name: _____

Phone No.: _____

Division/District: _____

**All supporting
document attached.
Please check ☒**

- ☐ Completed application form
- ☐ Citizenship essay
- ☐ School sponsor letter
- ☐ Community sponsor letter

SPONSORING LETTERS ARE BEING SUPPLIED BY:

A. School-Based Sponsor(s)

Sponsor's Name

Sponsor's Title

Sponsor's Name

Sponsor's Title

B. Community-Based Sponsor(s)

Sponsor's Name

Sponsor's Title

Sponsor's Organization

Sponsor's Name

Sponsor's Title

Sponsor's Organization

Student or designated group member signature

Date

To be completed by school division for applications for individual student awards only!

Signed release form:

☐ is enclosed

☐ will follow within 14 days of nomination deadline

→ *To be completed by applicants of INDIVIDUAL student awards:*

School-based activities/clubs:

ACTIVITY	NATURE OF INVOLVEMENT	TIME COMMITMENT

Community-based activities/clubs:

ACTIVITY	NATURE OF INVOLVEMENT	TIME COMMITMENT

→ *To be completed by applicants for STUDENT GROUP award:*

Please use the space below to provide a brief description of the goals of your group, and of the activities you undertake to further those goals.

Submission Deadlines:

For applications to the school/school board: As determined by the school board
For school board nominees to the Manitoba School Boards Association office: January 24, 2014

<p>Student Citizenship and George Harbottle Memorial Awards Instructions for School-Based Sponsor</p>

You are being asked to provide a letter to support the application of _____
for the *Manitoba School Boards Association Student Citizenship and the Association of Manitoba Municipalities (AMM) George Harbottle Memorial Awards*.

Description:

Six individual awards and one group award are given annually by the Manitoba School Boards Association to recognize outstanding young people throughout Manitoba who are active participants in their communities and schools. One additional award is presented by AMM to one of these award winners, in recognition of outstanding contributions at the community level.

Submission Deadlines:

For applications to the school/school board: As determined by the school board

For school board nominees to the Manitoba School Boards Association office: January 24, 2014

Criteria:

- Students must have demonstrated exemplary citizenship in their schools and in their communities.
- Students must be selected as their school board's nominee for this award, and submit a completed application by the deadline(s).

Your letter of support should:

- describe the contexts in which you have known the student or group.
- describe how the student or group has indicated an appreciation of good citizenship, and has **demonstrated** this through actions in the **school setting**.

THANK YOU FOR YOUR SUPPORT OF
STUDENT CITIZENSHIP AND COMMUNITY LEADERSHIP

<p>Student Citizenship and George Harbottle Memorial Awards Instructions for Community-Based Sponsor</p>
--

You are being asked to provide a letter to support the application of _____
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Submission Deadlines:

For applications to the school/school board: As determined by the school board

For school board nominees to the Manitoba School Boards Association office: January 24, 2014

Criteria:

- Students must have demonstrated exemplary citizenship in their schools and in their communities.
- Students must be selected as their school board's nominee for this award, and submit a completed application by the deadline(s).

Your letter of support should:

- describe the contexts in which you have known the student or group.
- describe how the student or group has indicated an appreciation of good citizenship, and has **demonstrated** this through actions in the **community**.

THANK YOU FOR YOUR SUPPORT OF
STUDENT CITIZENSHIP AND COMMUNITY LEADERSHIP

**Manitoba School Boards Association Student Citizenship and
Association of Manitoba Municipalities George Harbottle Memorial Awards**

Release Form

This form must accompany or follow all divisional nominations for individual Manitoba School Boards Association Student Citizenship/AMM George Harbottle Memorial Awards.

The Manitoba School Boards Association is a voluntary association of public school boards in Manitoba. The Association of Manitoba Municipalities (AMM) represents local government bodies from across Manitoba. Each year, the Manitoba School Boards Association sponsors six Student Citizenship Awards, and AMM one George Harbottle Memorial Award. The intent of these awards is to honour the efforts of Manitoba students at modeling and promoting good citizenship within both their schools and their broader communities.

The awards are presented each March at a public ceremony that is held in conjunction with the Annual Convention of the Manitoba School Boards Association. To promote this ceremony, and to assist us in recognizing the award recipients and all nominees, the Manitoba School Boards Association asks that the parents/guardians of each nominee (or the nominees themselves, if they are 18 years of age or older) complete this release form.

Personal information that may be used:

- student's name, school, and grade level;
- a synopsis of his or her community and school involvement; and
- photos of the nominees including photos taken at the awards ceremony.

Purposes for which this information may be used:

- promotional materials for the evening, including but not limited to news releases and programs;
- Association print and electronic publications; and
- congratulatory messages in non-Association publications.

Parent/Student permission:

I hereby consent that the information identified in this release form may be used for the identified, non-commercial purposes.

Name of student

Date

Signature of parent (or student if 18 years of age or older)



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

28 October 2013

TO: The Board Chair and Superintendent, All School Divisions and Districts

FROM: Carolyn Duhamel, Executive Director

RE: Nominations for the 2014 Premier Award for School Board Innovation

This letter is your invitation to nominate an outstanding school-based program for the 2014 Premier Award for School Board Innovation.

Each participating school board will be given an opportunity to showcase its program on the evening of Thursday, March 13, as part of the "Celebration of Success" that is being held in conjunction with the Manitoba School Boards Association's 2014 Convention. That evening, the winning entry, as selected by a panel of judges, will receive a \$3,000 cheque from award sponsor Xerox Canada Ltd. in support of its innovation. Other components of the evening will include presentation of our Student Citizenship and the AMM George Harbottle Memorial Awards, and the Manitoba School Boards Association Presidents' Council Award. Members of the Legislative Assembly and the media will be invited to attend this event, which will be open to the public.

To be eligible for this award, your school board must:

- **submit** the attached nomination form and a two-page program description by Friday, January 31, 2014; and
- **participate** in the Innovation Showcase, to provide information and answer questions.

Judging will take place in advance of the Showcase itself, but participation in the Showcase is a prerequisite for receiving the award. This Innovation Showcase will draw attention to the many diverse initiatives that school boards have supported to benefit the students of our province. While only one board can receive this award each year, we are all enriched by the experience of sharing our successes.

Background information and a nomination form are attached. Complete applications must be received at the Manitoba School Boards Association office by Friday, January 31, 2014.

CD:hd

Attachments

204(c)

Premier Award for School Board Innovation

Sponsored by Xerox Canada Ltd.

Nominations

The nomination form must be completed and submitted by the required date. Other materials, including photographs, may be submitted in support of the nomination. All materials will remain the property of the Manitoba School Boards Association.

Nomination Deadline:

FRIDAY, JANUARY 31, 2014

Association Support

The executive of association will provide the necessary support for the selection panel, and for presentation of the award on the evening of Thursday, March 13, in conjunction with the association's 2014 convention.

The information about each innovation will be posted on the association website. Other school boards will be able to use the site to identify school divisions/districts that have introduced innovations or promising practices, and to establish contacts.

The Premier Award for School Board Innovation recognizes educational innovations and improvements advanced or directed by boards of education to support and/or enhance student achievement. For 2014, the sponsor, Xerox Canada Ltd., has committed \$3,000 to award one prize in Manitoba.

The prize is administered by the Manitoba School Boards Association and will be awarded in conjunction with its 2014 Annual Convention. The prize is to be used to support or extend the innovation or project.

Selection Criteria

A panel established to review applications will select the award winner. The broad purpose of the award is to recognize and celebrate school board involvement in the improvement of learning opportunities for Manitoba children and youth.

The selection panel will rely upon the following criteria in their determination of the award recipient:

- ♦ innovative nature of the program or project;
- ♦ sustainability of the innovation within the present system or school;
- ♦ ability to transfer the innovation to other systems or schools;
- ♦ cost of the innovation relative to benefits achieved;
- ♦ client support for the innovation; and
- ♦ evidence of improved student achievement.

Innovations will not be reviewed by the judging panel in-person; a decision will be based solely on written school board submissions. However, in order to be eligible for the award, **school boards will be required to profile their innovations at the Innovation Showcase** to be held on the evening of Thursday, March 13, in conjunction with the 2014 Manitoba School Boards Association Convention.

MANITOBA
**School
Boards**
ASSOCIATION





2014 Premier Award for School Board Innovation

Sponsored by Xerox Canada Ltd.

Nomination Form



Nomination forms and program descriptions (maximum two typed, doublespaced pages) must be received by **January 31, 2014.**

Nomination forms and program descriptions may be:

MAILED TO:

Premier Award for School Board Innovation
Manitoba School Boards Association
191 Provencher Blvd.
Winnipeg, MB R2H 0G4

FAXED TO:

(204) 231-1356

E-MAILED TO:

kharrington@
mbschoolboards.ca

QUESTIONS?

Call Carolyn Duhamel
Executive Director
(204) 233-1595

All nomination materials become the property of the Manitoba School Boards Association.

The award will be presented in conjunction with the Manitoba School Boards Association Convention in Winnipeg on Thursday, March 13, 2014.

Name or type of program you are nominating:

Goal of program: _____

On no more than two typed, double-spaced pages, describe who instituted the program and why, when it began, how it works, who it serves, and how much staff time and cost it involves. Please include specific evidence that the program is successful. The selection panel will determine the winner on the basis of the program description.

Why do you think this program deserves recognition?

School Division/District: _____

Board Chairperson: _____

Secretary-Treasurer: _____

Signature of Board Chairperson

Signature of Secretary-Treasurer

Program contact (the person who will be setting up the display at Convention):

Email: _____ Phone: _____



Schools' Finance Branch
511-1181 Portage Avenue
Winnipeg, Manitoba
R3G 0T3

BRANDON SCHOOL DIVISION
1031 - 6th STREET
BRANDON, MANITOBA R7A 4K5

**AUDITED FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

June 30, 2013

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Independent Auditor's Report

To the Chairperson and Board of Trustees of
Brandon School Division

We have audited the accompanying financial statements of Brandon School Division, which comprise the consolidated statement of financial position as at June 30, 2013 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures included in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

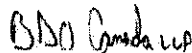
We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Opinion

In our opinion these consolidated financial statements present fairly, in all material respects, the financial position of Brandon School Division as at June 30, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Emphasis of Matters

The financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by us as part of the auditing procedures followed in our examination of the financial statements and, in our opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole.



Chartered Accountants

Brandon, Manitoba
October 23, 2013

I hereby certify that this report and the statements, schedules and reports referenced herein have been presented to the Members of the Board of Trustees of the above-mentioned School Division.

Date

Chairperson



Tel: 204 727 0671
Fax: 204 726 4580
www.bdo.ca

BDO Canada LLP
148 - 10th Street
Brandon MB R7A 4E6 Canada

Accountants' Report In Connection with Student Enrolment Reporting

To the Board of Trustees
Brandon School Division

We have audited the EIS Enrolment File Verification Report prepared in accordance with Part I, Sections 1.1 and 1.2 of the Public Schools Enrolment and Categorical Grants Reporting for the 2012/2013 School Year of the Brandon School Division as at September 30, 2012. This enrolment information is the responsibility of the Division's management. Our responsibility is to express an opinion on this enrollment information based on our audit.

We conducted our audit in compliance with Canadian auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the enrolment information is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the enrolment information.

In our opinion, this report presents fairly, in all material respects, the enrolment of the Brandon School Division as at September 30, 2012 in accordance with the Public Schools Enrolment and Categorical Grants Reporting for the 2012/2013 School Year referred to above.

BDO Canada

Chartered Accountants

Brandon, Manitoba
October 29, 2013

I hereby certify that this report and the statements, schedules and reports referenced herein have been presented to the Members of the Board of Trustees of the above-mentioned School Division.

Date

Chairperson

October 23, 2013

Mr. Dennis Labossiere, Secretary-Treasurer
Brandon School Division
1031 6th Street
Brandon Manitoba R7A 4K5

Dear Mr. Labossiere:

Re: Management Letter

Brandon School Division

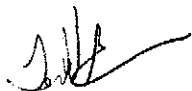
The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

During the course of our audit of the financial statements of Brandon School Division for the year ended June 30, 2013, we did not encounter any significant matters which we believe should be brought to your attention.

This communication is prepared solely for the information of Board of Trustees and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,



Todd Birkhan, CA
Partner
BDO Canada LLP
Chartered Accountants

Management's Responsibility for Financial Reporting

The accompanying financial statements of the Brandon School Division and all the information in this annual report are the responsibility of management and have been approved by the Board of Trustees.

The financial statements have been prepared in accordance with Canadian public sector accounting standards. Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances in order to ensure that the financial statements are presented fairly in all material respects.

The School Division maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the School Division's assets are appropriately accounted for and adequately safeguarded.

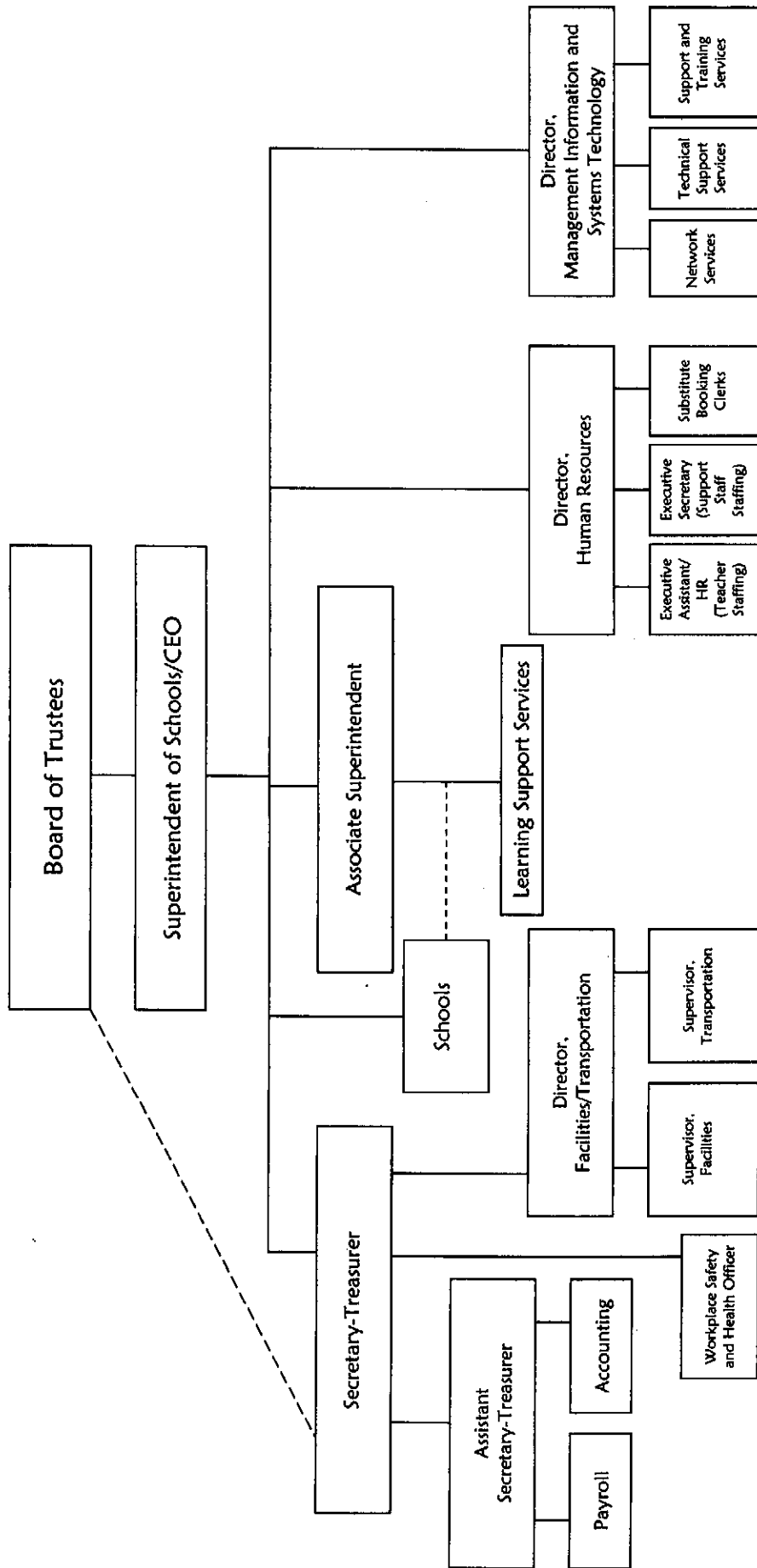
The Board of Trustees are responsible for ensuring that management fulfils its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the statements.

The Board of Trustees reviews and approves the School Division's financial statements. The Board of Trustees meet periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities and to review the annual report, the financial statements and the external auditor's report. The Board of Trustees also consider the engagement of the external auditors.

The financial statements have been audited by BDO Canada LLP in accordance with Canadian public sector accounting standards. BDO Canada LLP have full and free access to the Board of Trustees.

Chairperson _____

Brandon School Division
Organizational Reporting Structure



EXPENSES DEFINITION

Operating Fund - consists of the nine functions defined below:

Function 100 - Regular Instruction - Consists of costs related directly to the K - 12 classroom (e.g. teachers, educational assistants, textbooks, related supplies, services and equipment such as desks, chairs, audio-visual equipment and computers). Also includes school based administration costs including principals, vice-principals and support staff.

Function 200 - Student Support Services - Consists of costs specifically related to students who have exceptional learning needs, as well as counselling and guidance and resource costs for all students. Students with exceptional learning needs are students who have physical, cognitive, sensory, or emotional/behavioural disabilities or who are identified as gifted. These costs would include special education and resource teachers, special needs educational assistants, counsellors, clinicians, and related and appropriate services (e.g. occupational therapists), supplies, textbooks, materials, equipment and software. Special education co-ordinators or student services administrators and clerical staff are also included.

Function 300 - Adult Learning Centres - Consists of costs related to Adult Learning Centres (ALC) owned and operated by school divisions. ALC's offer adult centred programs in which adult education principles and practices are applied to curriculum and program delivery. Does not include costs associated with adults in the regular classroom. Also, does not include costs associated with ALC's that are governed by their own board of directors.

Function 400 - Community Education and Services - Consists of costs related to providing services (such as community use of facilities and gym rentals) and non-credit courses to community groups and individuals. Includes pre-kindergarten education.

Function 500 - Divisional Administration - Consists of costs related to the administration of the school division including the board of trustees and the superintendent's and secretary-treasurer's departments.

Function 600 - Instructional and Other Support Services - Consists of costs related to support services for students, teaching staff and the educational process, such as libraries/media centers, professional development, and curriculum consulting and development.

Function 700 - Transportation of Pupils - Consists of all costs, including supervisory and clerical personnel, related to the transportation of pupils. Does not include the purchase of school buses over \$20,000 per unit as they are recorded in the capital fund.

Function 800 - Operations and Maintenance - Consists of all costs, including supervisory and clerical personnel, related to the upkeep, maintenance and minor repair of all school division buildings and grounds. Includes utilities, taxes, insurance and supplies. Does not include capital costs.

Function 900 - Fiscal - Consists of short-term loan interest, bank charges, bad debts expense and the Health and Education Levy.

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

as at June 30

Notes		2013	2012
	Financial Assets		
	Cash and Bank	-	-
	Short Term Investments	-	11,629
	Due from - Provincial Government	2,270,301	2,081,792
	- Federal Government	101,025	78,223
	- Municipal Government	16,327,685	14,781,580
	- Other School Divisions	132,310	22,047
	- First Nations	74,607	44,015
	Accounts Receivable	28,635	55,617
	Accrued Investment Income	-	-
	Other Investments	-	-
		<u>18,934,563</u>	<u>17,074,903</u>
	Liabilities		
*	Overdraft	2,964,971	770,485
	Accounts Payable	9,518,113	7,946,985
	Accrued Liabilities	8,444	8,110
*	Employee Future Benefits	1,552,038	1,157,080
	Accrued Interest Payable	306,190	274,575
	Due to - Provincial Government	-	-
	- Federal Government	-	-
	- Municipal Government	-	-
	- Other School Divisions	-	-
	- First Nations	-	-
*	Deferred Revenue	3,421,579	3,357,727
*	Debenture Debt	14,763,839	11,239,792
	Other Borrowings	-	-
	School Generated Funds Liability	296,177	251,405
		<u>32,831,351</u>	<u>25,006,159</u>
	Net Debt	<u>(13,896,788)</u>	<u>(7,931,256)</u>
	Non-Financial Assets		
*	Net Tangible Capital Assets (TCA Schedule)	26,344,710	22,234,648
	Inventories	74,374	66,959
	Prepaid Expenses	199,004	111,693
		<u>26,618,088</u>	<u>22,413,300</u>
*	Accumulated Surplus	<u>12,721,300</u>	<u>14,482,044</u>

See accompanying notes to the Financial Statements

CONSOLIDATED STATEMENT OF REVENUE, EXPENSES AND ACCUMULATED SURPLUS

For the Year Ended June 30

Notes		2013	2012
	Revenue		
	Provincial Government	51,697,493	47,584,187
	Federal Government	129,504	69,534
	Municipal Government - Property Tax	28,302,015	25,952,141
	- Other	-	-
	Other School Divisions	353,285	257,604
	First Nations	227,955	330,962
	Private Organizations and Individuals	781,230	808,617
	Other Sources	57,432	286,803
	School Generated Funds	2,584,626	2,491,430
	Other Special Purpose Funds	173,827	369,688
		<u>84,307,367</u>	<u>78,150,966</u>
	Expenses		
	Regular Instruction	47,675,685	43,759,696
	Student Support Services	17,781,477	16,084,108
	Adult Learning Centres	-	-
	Community Education and Services	281,821	413,259
	Divisional Administration	2,358,821	2,146,864
	Instructional and Other Support Services	2,404,475	2,070,144
	Transportation of Pupils	1,972,082	1,804,888
	Operations and Maintenance	6,665,537	6,107,523
	Fiscal - Interest	731,640	730,204
	- Other	1,401,350	1,205,102
	Amortization	1,835,238	1,617,743
	Other Capital Items	8,963	-
	School Generated Funds	2,621,478	2,565,946
	Other Special Purpose Funds	252,786	188,249
		<u>85,991,353</u>	<u>78,693,726</u>
	Current Year Surplus (Deficit) before Non-vested Sick Leave	<u>(1,683,986)</u>	<u>(542,760)</u>
	Less: Non-vested Sick Leave Expense (Recovery)	<u>76,758</u>	<u>24,441</u>
	Net Current Year Surplus (Deficit)	<u>(1,760,744)</u>	<u>(567,201)</u>
	Opening Accumulated Surplus	14,482,044	15,049,245
	Adjustments: Tangible Cap. Assets and Accum. Amort.	-	-
	Other than Tangible Cap. Assets	-	-
	Non-vested sick leave - prior years	-	-
	Opening Accumulated Surplus, as adjusted	<u>14,482,044</u>	<u>15,049,245</u>
	Closing Accumulated Surplus	<u>12,721,300</u>	<u>14,482,044</u>

See accompanying notes to the Financial Statements

* NOTE REQUIRED

CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT

For the Year Ended June 30, 2013

	2013	2012
Current Year Surplus (Deficit)	(1,683,986)	(542,760)
Amortization of Tangible Capital Assets	1,835,238	1,617,743
Acquisition of Tangible Capital Assets	(5,945,300)	(2,513,501)
(Gain) / Loss on Disposal of Tangible Capital Assets	(2,419)	(196,409)
Proceeds on Disposal of Tangible Capital Assets	2,419	301,279
	(4,110,062)	(790,888)
Inventories (Increase)/Decrease	(7,415)	(16,381)
Prepaid Expenses (Increase)/Decrease	(87,311)	(37,235)
	(94,726)	(53,616)
(Increase)/Decrease in Net Debt	(5,888,774)	(1,387,264)
Net Debt at Beginning of Year	(7,931,256)	(6,519,551)
Adjustments Other than Tangible Cap. Assets	(76,758)	(24,441)
	(8,008,014)	(6,543,992)
Net Debt at End of Year	(13,896,788)	(7,931,256)

CONSOLIDATED STATEMENT OF CASH FLOW

For the Year Ended June 30, 2013

	2013	2012
Operating Transactions		
Current Year Surplus/(Deficit)	(1,683,986)	(542,760)
Non-Cash Items Included in Current Year Surplus/(Deficit):		
Amortization of Tangible Capital Assets	1,835,238	1,617,743
(Gain)/Loss on Disposal of Tangible Capital Assets	(2,419)	(196,409)
Employee Future Benefits Increase/(Decrease)	394,958	(222,380)
Short Term Investments (Increase)/Decrease	11,629	(22)
Due from Other Organizations (Increase)/Decrease	(1,898,271)	(1,141,988)
Accounts Receivable & Accrued Income (Increase)/Decrease	26,982	168,381
Inventories and Prepaid Expenses - (Increase)/Decrease	(94,726)	(53,616)
Due to Other Organizations Increase/(Decrease)	-	-
Accounts Payable & Accrued Liabilities Increase/(Decrease)	1,603,077	(2,592,826)
Deferred Revenue Increase/(Decrease)	63,852	105,745
School Generated Funds Liability Increase/(Decrease)	44,772	22,485
Adjustments Other than Tangible Cap. Assets	(76,758)	(24,441)
Cash Provided by Operating Transactions	<u>224,348</u>	<u>(2,860,088)</u>
Capital Transactions		
Acquisition of Tangible Capital Assets	(5,945,300)	(2,513,501)
Proceeds on Disposal of Tangible Capital Assets	<u>2,419</u>	<u>301,279</u>
Cash (Applied to)/Provided by Capital Transactions	<u>(5,942,881)</u>	<u>(2,212,222)</u>
Investing Transactions		
Other Investments (Increase)/Decrease	<u>-</u>	<u>-</u>
Cash Provided by (Applied to) Investing Transactions	<u>-</u>	<u>-</u>
Financing Transactions		
Debenture Debt Increase/(Decrease)	3,524,047	(1,085,345)
Other Borrowings Increase/(Decrease)	<u>-</u>	<u>-</u>
Cash Provided by (Applied to) Financing Transactions	<u>3,524,047</u>	<u>(1,085,345)</u>
Cash and Bank / Overdraft (Increase)/Decrease	(2,194,486)	(6,157,655)
Cash and Bank (Overdraft) at Beginning of Year	<u>(770,485)</u>	<u>5,387,170</u>
Cash and Bank (Overdraft) at End of Year	<u>(2,964,971)</u>	<u>(770,485)</u>

**BRANDOON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013**

1. Nature of Organization and Economic Dependence

The Brandon School Division (Division) is a public body that provides education services to residents within its geographic location. The Division is funded mainly by grants from the Province of Manitoba (Province), and a special levy on the property assessment included in the Division's boundaries. The Division is not subject to income tax.

The Division is economically dependent on the Province for the majority of its revenue and capital financing requirements. Without this funding, the Division would not be able to continue its operations.

2. Significant Accounting Policies

The consolidated financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles established by PSAB of the Canadian Institute of Chartered Accountants (CICA).

a) Reporting Entity and Consolidation

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the operating fund, capital fund, and special purpose fund of the Division. The Division reporting entity includes school generated funds controlled by the Division.

All inter-fund accounts and transactions are eliminated upon consolidation.

b) Basis of Accounting

Revenues and expenses are reported on the accrual basis of accounting except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay. Expenses also include the amortization of tangible capital assets.

c) Fund Accounting

The fund method of accounting is employed by the Division to record financial transactions in separate funds as defined by Financial Reporting and Accounting in Manitoba Education (FRAME) in accordance with the purpose for which the funds have been created.

The Operating Fund is maintained to record all the day to day operating revenues and expenses. The Capital Fund is used to account for the acquisition, amortization, disposal and financing of capital assets. The Special Purpose Fund is used to account for school generated funds and charitable foundations controlled by the Division.

BRANDOON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

d) School Generated Funds

School generated funds are moneys raised by the school, or under the auspices of the school, through extracurricular activities for the sole use of the school that the principal of each school, subject to the rules of the school board, may raise, hold, administer and expend for the purposes of the school.

Only revenue and expenses of school generated funds controlled by the Division are included in the Consolidated Statement of Revenue, Expenses and Accumulated Surplus. To be deemed as controlled, a school must have the unilateral authority to make the decisions as to when, how and on what the funds are to be spent.

Period end cash balances of all school generated funds are included in the Consolidated Statement of Financial Position. The uncontrolled portion of this amount is reflected in the School Generated Funds Liability account. Examples of uncontrolled school generated funds are parent council funds, other parent group funds, student council funds and travel club funds. Revenues and expenses of uncontrolled school generated funds are not included in the consolidated financial statements.

e) Tangible Capital Assets

Tangible capital assets are non-financial assets that are used by the Division to provide services to the public and have an economic life beyond one fiscal year. Tangible capital assets include land, buildings, buses, other vehicles, furniture and equipment, computers, capital leases, leasehold improvements, and assets under construction.

To be classified as tangible capital assets, each asset other than land must individually meet the capitalization threshold for its class as prescribed by FRAME.

<u>Asset Description</u>	Capitalization Threshold (\$)	Estimated Useful Life (years)
Land improvements	25,000	10
Buildings - bricks, mortar, steel	25,000	40
Buildings - wood frame	25,000	25
School buses	20,000	10
Vehicles	10,000	5
Equipment	10,000	5
Network Infrastructure	25,000	10
Computer Hardware, Servers, Peripherals	5,000	4
Computer Software	10,000	4
Furniture & Fixtures	5,000	10
Leasehold Improvements	25,000	Over term of lease

**BRANDOON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013**

Grouping of assets is not permitted except for computer workstations.

With the exception of land, all tangible capital assets, are recorded at historical cost, which includes purchase price, installation costs and other costs incurred to put the asset into service.

Buildings are recorded at historical cost when known. Where actual costs are not determinable, estimated costs have been determined.

Capital leases are recorded at the present value of the minimum lease payments excluding executory costs (e.g. insurance, maintenance costs, etc.). The discount rate used to determine the present value of the lease payments is the lower of the Division's rate for incremental borrowing or the interest rate implicit in the lease.

Donated tangible capital assets are recorded at fair market value at the date of donation. Deferred revenue is recorded in an equivalent amount, for all donated assets except land. The deferred revenue will be recognized as revenue over the useful life of the related asset, on the same basis that the asset is amortized.

All land acquired prior to June 30, 2006 has been valued by the Crown Lands and Property Agency.

All tangible capital assets, except for land, capital leases, and assets under construction, are amortized on a straight-line basis over their estimated useful lives as prescribed by FRAME. Land is not amortized. Capital leases with lease terms that have a bargain purchase option or allow ownership to pass to the Division are amortized over the useful life of the asset class. All other capital leases are amortized over the lesser of the lease term and the useful life of the asset class.

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal if not fully amortized.

Assets under construction are not amortized until the date of substantial completion. Interest on funds used to finance school buildings under construction is capitalized for the periods preceding the date of substantial completion.

f) Employee Future Benefits

Benefits plans that provide for future benefits to employees are costed in the period in which the future benefit was earned. For non-vesting accumulating sick days, the benefit costs are recognized, if deemed material, based on a projection of expected future utilization of sick time, discounted using net present value techniques.

g) Capital Reserve

Certain amounts, as approved by the Board of Trustees and the Public Schools Finance Board (PSFB), have been set aside in reserve accounts for future capital purposes. These Capital Reserve accounts are internally restricted funds that form part of the Accumulated Surplus presented in the Consolidated Statement of Financial Position.

BRANDOON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

h) Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant estimates were employed when calculating the future sick leave liability, the future severance liability and the useful life of capital assets used to determine amortization expense. Actual results could differ from management's best estimates, as additional information becomes available in the future.

i) Measurement Uncertainty

Measurement uncertainty exists in the recording of sick leave and severance liabilities affecting employee future benefits payable and the regular instruction, student support services, community education and services, divisional administration, instructional and other support services, transportation of pupils, and operations and maintenance expense accounts.

Sick leave is calculated using an estimate of the future salary rates of employees and the number of sick days that employees will use in future years. These estimates are based on past experience; however, measurement uncertainty exists as the actual future salary rates and sick days to be claimed are unknown.

The severance liability is an estimate of future severance costs related to the number of employees who will earn vested severance pay. These estimates are based on the number of employees who have earned this benefit in the past; however, measurement uncertainty exists as the actual number of employees who will earn this benefit in the future is unknown.

j) Financial Instruments

There are no significant terms and conditions related to financial instruments (cash, accounts receivable, investments, and bank indebtedness, accounts payable and long-term debt) that may affect the amount, timing and certainty of future cash flows. The Division is exposed to credit risk from the potential non-payment of accounts receivable. However, the majority of the receivables are from local, provincial, and federal governments, and therefore the credit risk is minimal. The carrying amounts of the financial instruments approximate their carrying values, unless otherwise noted.

3. Short Term Investments

Short term investments consist of guaranteed investment certificate that mature within one year. Short term investments are recorded at the lower of cost or market. As at June 30, 2013, the cost of short term investments was \$0 (last year \$11,629); investment income earned during the year was \$0 (last year \$22).

BRANDOON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

4. Bank Overdraft

The Division has an authorized line of credit with CIBC of \$14,000,000 for operating expenditures by way of overdrafts; the unused portion of the line of credit at June 30, 2013 is \$9,724,146. The Division also has an authorized line of credit with CIBC of \$6,500,000 for the George Fitton School New Gymnasium & New Child Care Facility project by way of overdrafts; the unused portion of the line of credit at June 30, 2013 is \$6,100,408. Both lines of credit are repayable on demand at the bank's prime rate less .60%; interest is paid monthly. Interest earned is the monthly average Banker's Acceptance rate less the Banker's Acceptance cap.

5. Employee Future Benefits

Non-vested accumulated sick leave benefits are measured using net present value techniques on the expected future utilization of excess sick benefits used over earned per year, to maximum entitlement. The impact of the estimated non-vested sick leave benefit cost for 2012-2013 is \$76,758.

Long Service Recognition benefits are given to employees who resign from their position with the Division after fifteen (15) or more consecutive years of service in a support staff position, the employee is entitled to and has the option of a paid leave or a lump sum payment based on two (2) days for each year of said service. Long Service Recognition benefits are measured using three (3) year retirement averages on the expected future utilization of this benefit. The impact of the estimated Long Service Recognition Benefit cost for 2012-2013 is (\$10,509).

6. Deferred Revenue

The deferral method of accounting is used for revenues received that, pursuant to legislation, regulation or agreement, may only be used for specific purposes. These amounts are recognized as revenue in the fiscal year the related expenses are incurred or services performed. The following is a breakdown of the account balance:

	Balance as at June 30, 2012	Additions in the period	Revenue recognized in the period	Balance as at June 30, 2013
Education property tax credit	\$ 3,328,075	\$ 7,601,468	\$ 7,561,697	\$ 3,367,846
Other special funds	29,652	51,733	27,652	53,733
	<u>\$ 3,357,727</u>	<u>\$ 7,653,201</u>	<u>\$ 7,589,349</u>	<u>\$ 3,421,579</u>

7. Debenture Debt

The debenture debt of the Division is in the form of fifteen and twenty-year debentures payable, principal and interest, in fifteen and twenty equal yearly instalments and maturing at various dates from 2013 to 2033. Payment of principal and interest is funded entirely by grants from the Province of Manitoba, except for the debenture debt on self-funded capital projects. The debentures carry interest rates that range from 3.625% to 9.875%.

BRANDOON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

Debenture interest expense payable as at June 30, 2013, is accrued and recorded in Accrued Interest Payable, and a grant in an amount equal to the interest accrued on provincially funded debentures is recorded in Due from the Provincial Government. The debenture principal and interest repayments in the next five years are:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013-14	\$ 1,115,615	\$ 778,920	\$ 1,894,535
2014-15	1,165,763	703,511	1,869,274
2015-16	1,089,542	625,192	1,714,734
2016-17	933,925	559,046	1,492,971
2017-18	876,122	510,748	1,386,870
Thereafter	9,582,872	2,829,120	12,411,992
	<u>\$ 14,763,839</u>	<u>\$ 6,006,537</u>	<u>\$ 20,770,376</u>

8. School Generated Funds Liability

School Generated Funds Liability includes the non-controlled portion of school generated funds consolidated in the cash and bank balances in the amount of \$296,177.

	<u>2013</u>
Parent Council Funds	\$ 266,653
Other Parent Group Funds	15,541
Student Council Funds	13,636
Staff Funds	347
	<u>\$ 296,177</u>

9. Net Tangible Capital Assets

The Schedule of Tangible Capital Assets (TCA), page 23 of the audited financial statements, provides a breakdown of cost, accumulated amortization and net book value by class.

	<u>Gross Amount</u>	<u>Accumulated Amortization</u>	<u>2013 Net Book Value</u>
Owned-tangible capital assets	\$ 70,162,902	\$ 44,345,666	\$ 25,817,236
Capital lease	555,236	27,762.00	527,474
	<u>\$ 70,718,138</u>	<u>\$ 44,373,428</u>	<u>\$ 26,344,710</u>

BRANDOOON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

10. Accumulated Surplus

The consolidated accumulated surplus is comprised of the following:

	<u>2013</u>
Operating fund:	
Designated surplus	\$ 367,998
Undesignated surplus	1,028,816
Less: Non-vested sick leave to date	<u>(367,489)</u>
	<u>1,029,325</u>
Capital fund:	
Reserve accounts	941,289
Equity in tangible capital assest	<u>9,327,744</u>
	<u>10,269,033</u>
Special purpose fund:	
School generated funds	543,716
Other special purpose funds	<u>879,226</u>
	<u>1,422,942</u>
Total accumulated surplus	<u><u>\$ 12,721,300</u></u>

Designated Surplus under the Operating Fund represents internally restricted amounts appropriated by the board or, in the case of school budget carryovers, by board policy. See page 5 of the audited financial statements for a breakdown of the Designated Surplus.

	<u>2013</u>
Prior year designated balances	\$ 200,698
School budget carryovers by board policy	146,300
Crocus Plains Fieldhouse and In-Ground Sprinkler System	<u>21,000</u>
	<u>\$ 367,998</u>

Reserve Accounts under the Capital Fund represents internally restricted reserves for specific purposes approved by the Board of Trustees and the Public Schools Finance Board (PSFB). A Schedule of Capital Reserve Accounts is provided on page 24 of the audited financial statements.

	<u>2013</u>
Bus reserves	\$ 354,206
Computer reserves	-
School building reserves	411,557
Administration building reserves	<u>175,526</u>
Capital reserve	<u><u>\$ 941,289</u></u>

BRANDOON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

School Generated Funds and Other Special Purpose Funds are externally restricted moneys for school use.

	2013
Scholarship trust	\$ 6,673
Property trust	730,425
Charitable donation fund	142,128
Other special purpose funds	<u>\$ 879,226</u>

11. Municipal Government – Property Tax and Related Due from Municipal Government

Education property tax or Special Levy is raised as the Division's contribution to the cost of providing public education for the student resident in the Division. The Municipal Government-Property Tax shown on the consolidated revenue and expense is raised over the two calendar (tax) years; 43.5% from 2011 tax year and 56.5% from 2012 tax year. Below are the related revenue and receivable amounts:

	2013	2012
Revenue - Municipal Government - Property Tax	<u>\$ 28,302,015</u>	<u>\$ 25,952,141</u>
Receivable - Due from Municipal - Property Tax	<u>\$ 16,327,685</u>	<u>\$ 14,781,580</u>

12. Interest Received and Paid

The Division received interest during the year of \$64,068 (previous year \$99,667); interest paid during the year was \$731,640 (previous year \$730,204).

Interest expense is included in Fiscal and is comprised of the following:

	2013
Operating fund	
Fiscal-short term loan, interest and bank charges	\$ 23,304
Capital fund	
Debenture debt interest	708,336
Other interest	-
	<u>\$ 731,640</u>

The accrual portion of debenture debt interest expense of \$306,190 included under the Capital Fund-Debenture debt interest is offset by an accrual of the debt servicing grant from the Province of Manitoba and our self-funded debt.

BRANDHOON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2013

13. Special Levy Raised for la Division scolaire franco-manitobaine

In accordance with Section 190.1 of The Public Schools Act the Division is required to collect a special levy on behalf la Division scolaire franco-manitobaine. As at June 30, 2013, the amount of this special levy was \$316,876 (2012 - \$250,347). These amounts are not included in the Division's consolidated financial statements.

* Includes all Board-approved surplus designations by Board Motion or, in the case of school budget carryovers, by Board policy.

OPERATING FUND SCHEDULE OF FINANCIAL POSITION

as at June 30

	2013	2012
Financial Assets		
Cash and Bank	800	800
Short Term Investments	-	-
Due from		
- Provincial Government	1,969,831	1,814,605
- Federal Government	60,928	47,191
- Municipal Government	16,327,685	14,781,580
- Other School Divisions	132,310	22,047
- First Nations	74,607	44,015
- Other Funds	946,522	568,408
Accounts Receivable	28,635	55,617
Accrued Investment Income	-	-
	<u>19,541,318</u>	<u>17,334,263</u>
Liabilities		
Overdraft	4,285,197	2,549,755
Accounts Payable	9,518,113	7,946,985
Accrued Liabilities	8,444	8,110
Employee Future Benefits	1,552,038	1,157,080
Accrued Interest Payable	-	-
Due to		
- Provincial Government	-	-
- Federal Government	-	-
- Municipal Government	-	-
- Other School Divisions	-	-
- First Nations	-	-
- Capital Fund	-	-
Deferred Revenue	3,421,579	3,357,727
Other Borrowings	-	-
	<u>18,785,371</u>	<u>15,019,657</u>
Net Financial Assets (Net Debt)	<u>755,947</u>	<u>2,314,606</u>
Non-Financial Assets		
Inventories	74,374	66,959
Prepaid Expenses	199,004	111,693
	<u>273,378</u>	<u>178,652</u>
Accumulated Surplus (Deficit)	<u>1,029,325</u>	<u>2,493,258</u>

**OPERATING FUND
SCHEDULE OF REVENUE, EXPENSES
AND ACCUMULATED SURPLUS**

For the Year Ended June 30

	2013 Actual	2013 Budget	2012 Actual
Revenue			
Provincial Government - Core	50,136,302	49,157,920	45,832,373
Federal Government	129,504	23,900	69,534
Municipal Government - Property Tax	28,302,015	28,461,280	25,952,141
- Other	-	-	-
Other School Divisions	353,285	243,500	257,604
First Nations	227,955	285,000	330,962
Private Organizations and Individuals	781,230	627,600	808,617
Other Sources	53,906	84,800	90,394
	<u>79,984,197</u>	<u>78,884,000</u>	<u>73,341,625</u>
Expenses			
Regular Instruction	47,675,685	46,885,200	43,759,696
Student Support Services	17,781,477	16,794,200	16,084,108
Adult Learning Centres	-	-	-
Community Education and Services	281,821	255,600	413,259
Divisional Administration	2,358,821	2,386,700	2,146,864
Instructional and Other Support Services	2,404,475	2,194,900	2,070,144
Transportation of Pupils	1,972,082	1,889,100	1,804,888
Operations and Maintenance	6,665,537	6,769,000	6,107,523
Fiscal	1,424,654	1,354,800	1,215,932
	<u>80,564,552</u>	<u>78,529,500</u>	<u>73,602,414</u>
Current Year Surplus (Deficit) before Non-vested Sick Leave	<u>(580,355)</u>	<u>354,500</u>	<u>(260,789)</u>
Less: Non-vested Sick Leave Expense (Recovery)	<u>76,758</u>		<u>24,441</u>
Current Year Surplus (Deficit) after Non-vested Sick Leave	<u>(657,113)</u>	<u>354,500</u>	<u>(285,230)</u>
Net Transfers from (to) Capital Fund	<u>(806,820)</u>	<u>(354,500)</u>	<u>(516,582)</u>
Transfers from Special Purpose Funds	<u>-</u>		<u>-</u>
Net Current Year Surplus (Deficit)	<u>(1,463,933)</u>	<u>0</u>	<u>(801,812)</u>
Opening Accumulated Surplus (Deficit)	2,493,258		3,295,070
Adjustments:	-		-
	-		-
Non-vested sick leave - prior years			-
Opening Accumulated Surplus (Deficit), as adjusted	<u>2,493,258</u>		<u>3,295,070</u>
Closing Accumulated Surplus (Deficit)	<u>1,029,325</u>		<u>2,493,258</u>

OPERATING FUND - REVENUE DETAIL
PROVINCE OF MANITOBA
For the Year Ended June 30, 2013

Funding of Schools Program**Base Support**

Instructional Support	14,495,665	
Additional Instructional Support for Small Schools	-	
Sparsity	104,192	
Curricular Materials	451,344	
Information Technology	451,344	
Library Services	692,061	
Student Services	2,469,845	
Counselling and Guidance	616,837	
Professional Development (including TVI-PD)	346,030	
Physical Education	180,750	
Occupancy	3,055,770	22,863,838

Categorical Support

Transportation	982,750	
Board and Room	4,320	
Special Needs: Coordinator/Clinician	526,568	
Special Needs: Level 2	1,205,054	
Special Needs: Level 3	1,516,059	
Senior Years Technology Education	547,635	
English as an Additional Language	874,425	
Aboriginal Academic Achievement (including BSSAP)	342,500	
Aboriginal and International Languages	1,162	
French Language Instruction	179,379	
Small Schools	20,929	
Enrolment Change Support	682,210	
Northern Allowance	-	
Early Childhood Development Initiative	134,185	
Early Literacy Intervention	370,850	
Numeracy	72,930	
Experiential Learning	21,500	
Education for Sustainable Development	15,400	7,497,856

Equalization		8,544,855
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Additional Equalization		-
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Adjustment for Days Closed		-
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Formula Guarantee		-
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Other Program Support

School Buildings Support: "D" Projects	199,440	
Technology Education Equipment Replacement	79,100	
Technical Vocational Initiative - Equipment Upgrade	34,738	
Other Minor Capital Support	-	
Prior Year Support		
Finalization of Previous Year Support	80	
Curricular Materials	-	
School Buildings Support: "D" Projects	-	
Technology Education Equipment	-	313,358

	39,219,907
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OPERATING FUND - REVENUE DETAIL **PROVINCE OF MANITOBA (CONT'D)**

For the Year Ended June 30, 2013

Other Department of Education

Non-Resident	-	
Special Needs	-	
Institutional Programs	-	
Nursing Supports (URIS)	56,717	
Substitute Fees	7,864	
General Support Grant	1,316,502	
Education Property Tax Credit	7,416,148	
Tax Incentive Grant	1,832,733	
Technical Vocational Initiative Demonstration Project	-	
Class Size Initiative (K-3)	131,223	
Community Schools	63,186	
Healthy Schools Initiative	12,757	
Learning to Age 18 Coordinator	38,925	
Other:	-	
French Second Language Revitalization Grant	34,200	
Christian Heritage	(855)	
Marking	11,232	
Flood Refund	31,319	
Prior Year TIG Receivable	(35,556)	
		10,916,395

Other Provincial Government Departments (Not including GBE's)

English as an Additional Language (Adults)	-	
Driver Training	-	
Employment Programs	-	
Adult Learning Centres	-	
Other:	-	

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Funding of Schools Program (previous page)	39,219,907
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TOTAL PROVINCIAL GOVERNMENT REVENUE	50,136,302
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OPERATING FUND - REVENUE DETAIL NON-PROVINCIAL GOVERNMENT SOURCES

For the Year Ended June 30, 2013

Federal Government

Tuition Fees	-
Transportation of Pupils	-
French Language Monitor	
Other:	20,604
Drug & Alcohol Initiative	108,900

129,504

Municipal Government

Special Requirement	37,550,896
Less: Education Property Tax Credit	(7,416,148)
Less: Tax Incentive Grant	(1,832,733)
Other:	28,302,015

28,302,015

Other School Divisions

Transfer Fees	72,410
Residual Fees	278,336
Transportation of Pupils	-
Other:	2,539
Sub Recovery	2,539

353,285

First Nations

Tuition Fees	227,955
Transportation of Pupils	-
Other:	-

227,955

Private Organizations and Individuals (Includes GBE's)

Regular Tuition	-
International Tuition	-
Continuing Education	-
Driver Education	-
Other Tuition:	-
Food Service	306,100
Government Business Enterprises (GBE's)	-
Other:	
Joint Use Recovery	81,746
Rental of Building Space	33,020
BRHA Cost Recovery - LEAPS	140,400
Vocational Sales	48,106
Field Trip Recovery	59,766
Expense Recoveries	112,092

781,230

Other Sources

Interest	53,906
Donations	-
Other:	-

53,906

TOTAL NON-PROVINCIAL GOVERNMENT REVENUE

29,847,895

OPERATING FUND - EXPENSE BY FUNCTION AND BY OBJECT

For the Year Ended June 30

FUNCTION OBJECT	100	200	300	400	500	600	700	800	900	2013	2012
	Regular Instruction	Student Support Services	Adult Learning Centres	Education and Services	Divisional Administration	Instructional and Other Support Services	Transportation of Pupils	Operations and Maintenance	Fiscal	TOTALS	TOTALS
Salaries	41,455,918	15,996,269	-	171,578	1,618,307	1,750,913	1,207,196	2,945,972		65,146,153	59,526,167
Employees Benefits and Allowances	2,296,456	1,252,892	-	31,021	165,852	105,494	163,157	421,921		4,436,793	4,140,679
Services	504,175	385,135	-	39,382	503,826	434,179	253,701	2,479,284		4,599,682	3,915,609
Supplies, Materials and Minor Equipment	3,287,771	147,181	-	39,840	70,836	113,889	348,028	818,360		4,825,905	4,667,137
Interest and Bank Charges									23,304	23,304	10,830
Bad Debt Expense									13,021	13,021	0
Transfers	131,365	-	-	-	-	-	-	-	(PAYROLL TAX) 1,388,329	1,519,694	1,341,992
TOTALS	47,675,685	17,781,477	0	281,821	2,358,821	2,404,475	1,972,082	6,665,537	1,424,654	80,564,552	73,602,414

OPERATING FUND - EXPENSE DETAIL: FUNCTION 100

07-Nov-13

For the Year Ended June 30, 2013

REGULAR INSTRUCTION		10	SINGLE TRACK SCHOOLS *			80	90	TOTALS
			20	50	70			
CODE	OBJECT \ PROGRAM	ADMINISTRATION	ENGLISH LANGUAGE	FRANÇAIS	FRENCH IMMERSION	DUAL TRACK SCHOOLS **	SENIOR YEARS TECHNOLOGY EDUCATION	
3XX	SALARIES							
320	Executive, Managerial and Supervisory	3,443,790						3,443,790
330	Instructional - Teaching		26,651,290		1,327,138	5,623,503	2,055,396	35,657,327
350	Instructional - Other		536,535		14,525	128,756	99,526	779,342
360	Technical, Specialized and Service	49,161	40,373			16,618	125,251	231,403
370	Secretarial, Clerical and Other	1,029,154						1,029,154
390	Information Technology	314,902						314,902
	Total Salaries	4,837,007	27,228,198	0	1,341,663	5,768,877	2,280,173	41,455,918
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	317,815	1,465,306		66,658	319,368	127,309	2,296,456
5-6XX	SERVICES							
510	Professional, Technical and Specialized	2,666						2,666
520	Communications	153,075						153,075
540	Travel and Meetings	3,917	17,696			3,312		24,925
560	Tuition							0
570	Printing and Binding							0
580	Insurance and Bond Premiums							0
590	Maintenance and Repair Services	289	71,404		811	15,679		88,183
610	Rentals	666	37,091		1,353	6,545		45,655
630	Advertising							0
640	Dues and Fees		(28,872)					(28,872)
650	Professional and Staff Development	27						27
680	Information Technology Services	64,517	153,999					218,516
	Total Services	225,157	251,318	0	2,164	25,536	0	504,175
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT							
710	Supplies	23,078	856,571		54,038	143,730	539,061	1,616,478
740	Curricular and Media Materials		445,909		9,599	67,926	31,705	555,139
760	Minor Equipment	2,108	151,637		132	863	166,213	320,953
780	Information Technology Equipment	25,914	753,435				15,852	795,201
	Total Supplies, Materials and Minor Equipment	51,100	2,207,552	0	63,769	212,519	752,831	3,287,771
96X-99	TRANSFERS							
960	School Divisions		131,365					131,365
980	Organizations and Individuals							0
	Total Transfers	0	131,365	0	0	0	0	131,365
TOTALS		5,431,079	31,283,739	0	1,474,254	6,326,300	3,160,313	47,675,685

* 90% or more of enrolment is in one of the following instructional programs: English Language, Français, French Immersion.

** includes multi-track schools.

OPERATING FUND - EXPENSE DETAIL: FUNCTION 200

For the Year Ended June 30, 2013

07-Nov-13

STUDENT SUPPORT SERVICES		10	20	30	40	50	60	70	TOTALS
CODE	OBJECT \ PROGRAM	ADMINISTRATION /CO-ORDINATION	GIFTED EDUCATION *	CLINICAL AND RELATED SERVICES	SPECIAL PLACEMENT	REGULAR PLACEMENT	OTHER RESOURCE SERVICES	COUNSELLING AND GUIDANCE	
3XX	SALARIES								
320	Executive, Managerial and Supervisory	82,152							82,152
330	Instructional - Teaching				1,097,864	2,668,972	3,862,811	1,544,181	9,173,828
350	Instructional - Other			1,711	1,076,877	3,545,276	149,506	313,936	5,087,306
360	Technical, Specialized and Service				12,549				12,549
370	Secretarial, Clerical and Other	25,518		46,095					71,613
380	Clinician			1,568,821					1,568,821
390	Information Technology								0
	Total Salaries	107,670	0	1,616,627	2,187,290	6,214,248	4,012,317	1,858,117	15,996,269
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	4,710		87,220	213,273	621,571	210,479	115,639	1,252,892
5-6XX	SERVICES								
510	Professional, Technical and Specialized			22,583			200,977	92,303	315,863
520	Communications	1,054		11,849		260	2,539	1,261	16,963
540	Travel and Meetings			33,081	1,188	610	7,458	9,682	52,019
560	Tuition								0
570	Printing and Binding								0
580	Insurance and Bond Premiums								0
590	Maintenance and Repair Services								0
610	Rentals								0
630	Advertising								0
640	Dues and Fees								0
650	Professional and Staff Development			290					290
680	Information Technology Services								0
	Total Services	1,054	0	67,803	1,188	870	210,974	103,246	385,135
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT								
710	Supplies	8,142		31,325	21,410	11,806	15,937		88,620
740	Curricular and Media Materials			9,559	61				9,620
760	Minor Equipment			18,123					18,123
780	Information Technology Equipment			30,818					30,818
	Total Supplies, Materials and Minor Equipment	8,142	0	89,825	21,471	11,806	15,937	0	147,181
96X-99	TRANSFERS								
960	School Divisions								0
980	Organizations and Individuals								0
	Total Transfers	0		0	0	0			0
	TOTALS	121,576	0	1,861,475	2,423,222	6,848,495	4,449,707	2,077,002	17,781,477

* Does not include enrichment activities undertaken by the School Division.

OPERATING FUND - EXPENSE DETAIL: FUNCTION 300
For the Year Ended June 30, 2013

07-Nov-13

ADULT LEARNING CENTRES		10	20	TOTALS
CODE	OBJECT / PROGRAM	ADMINISTRATION AND OTHER	INSTRUCTION	
3XX SALARIES				
320	Executive, Managerial and Supervisory			0
330	Instructional - Teaching			0
350	Instructional - Other			0
360	Technical, Specialized and Service			0
370	Secretarial, Clerical and Other			0
390	Information Technology			0
	Total Salaries	0	0	0
4XX EMPLOYEES BENEFITS AND ALLOWANCES				
5-6XX SERVICES				
510	Professional, Technical and Specialized			0
520	Communications			0
530	Utility Services			0
540	Travel and Meetings			0
560	Tuition			0
570	Printing and Binding			0
580	Insurance and Bond Premiums			0
590	Maintenance and Repair Services			0
610	Rentals			0
620	Property Taxes			0
630	Advertising			0
640	Dues and Fees			0
650	Professional and Staff Development			0
680	Information Technology Services			0
	Total Services	0	0	0
7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT				
710	Supplies			0
740	Curricular and Media Materials			0
760	Minor Equipment			0
780	Information Technology Equipment			0
	Total Supplies, Materials and Minor Equipment	0	0	0
96X-99 TRANSFERS				
960	School Divisions			0
980	Organizations and Individuals			0
999	Recharge			0
	Total Transfers	0	0	0
TOTALS		0	0	0

OPERATING FUND - EXPENSE DETAIL: FUNCTION 400

For the Year Ended June 30, 2013

COMMUNITY EDUCATION AND SERVICES		10	20	30	40	TOTALS
CODE	OBJECT \ PROGRAM	CONTINUING EDUCATION	ENGLISH AS AN ADDITIONAL LANGUAGE FOR ADULTS	COMMUNITY SERVICES AND RECREATION	PRE-KINDERGARTEN EDUCATION	
3XX	SALARIES					
320	Executive, Managerial and Supervisory					0
330	Instructional - Teaching					0
350	Instructional - Other			29,890	69,823	99,713
360	Technical, Specialized and Service			71,865		71,865
370	Secretarial, Clerical and Other					0
380	Clinician					0
390	Information Technology					0
	Total Salaries	0	0	101,755	69,823	171,578
4XX	EMPLOYEES BENEFITS AND ALLOWANCES			9,038	21,983	31,021
5-6XX	SERVICES					
510	Professional, Technical and Specialized					
520	Communications				39,042	39,042
540	Travel and Meetings					0
570	Printing and Binding				340	340
590	Maintenance and Repair Services					0
610	Rentals					0
630	Advertising					0
640	Dues and Fees					0
650	Professional and Staff Development					0
680	Information Technology Services					0
	Total Services	0	0	0	39,382	39,382
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT					
710	Supplies			25,278	14,562	39,840
740	Curricular and Media Materials					0
760	Minor Equipment					0
780	Information Technology Equipment					0
	Total Supplies, Materials and Minor Equipment	0	0	25,278	14,562	39,840
96X-99	TRANSFERS					
980	Organizations and Individuals					0
999	Recharge					0
	Total Transfers	0	0	0	0	0
	TOTALS	0	0	136,071	145,750	281,821

OPERATING FUND - EXPENSE DETAIL: FUNCTION 500

For the Year Ended June 30, 2013

DIVISIONAL ADMINISTRATION		10	20	30	50	TOTALS
CODE	OBJECT \ PROGRAM	BOARD OF TRUSTEES	INSTRUCTIONAL MANAGEMENT & ADMINISTRATION	BUSINESS AND ADMINISTRATIVE SERVICES	MANAGEMENT INFORMATION SERVICES	
3XX	SALARIES					
310	Trustees Remuneration	136,275				136,275
320	Executive, Managerial and Supervisory		294,400	291,382	81,913	667,695
360	Technical, Specialized and Service			198,649		198,649
370	Secretarial, Clerical and Other		158,043	457,645		615,688
390	Information Technology					0
	Total Salaries	136,275	452,443	947,676	81,913	1,618,307
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	2,671	24,937	127,117	11,127	165,852
5-6XX	SERVICES					
510	Professional, Technical and Specialized	10,500	29,461	59,240	40,112	139,313
520	Communications		7,828	29,440	2,017	39,285
540	Travel and Meetings	49,848	17,058	12,552	1,740	81,198
570	Printing and Binding					0
580	Insurance and Bond Premiums			54,040		54,040
590	Maintenance and Repair Services		9,406	4,791		14,197
610	Rentals			4,637		4,637
630	Advertising			45,224		45,224
640	Dues and Fees	74,624	2,405	3,730		80,759
650	Professional and Staff Development			13,421	6,132	19,553
680	Information Technology Services				25,620	25,620
	Total Services	134,972	66,158	227,075	75,621	503,826
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT					
710	Supplies	2,736	10,551	645	4,107	18,039
740	Curricular and Media Materials					0
760	Minor Equipment		5,240	14,621		19,861
780	Information Technology Equipment				32,936	32,936
	Total Supplies, Materials and Minor Equipment	2,736	15,791	15,266	37,043	70,836
96X-99	TRANSFERS					
960	School Divisions					0
980	Organizations and Individuals					0
999	Recharge					0
	Total Transfers	0	0	0	0	0
	TOTALS	276,654	559,329	1,317,134	205,704	2,358,821

OPERATING FUND - EXPENSE DETAIL: FUNCTION 600

For the Year Ended June 30, 2013

INSTRUCTIONAL AND OTHER SUPPORT SERVICES		05	10	20	30	80	TOTALS
CODE	OBJECT \ PROGRAM	CURRICULUM CONSULTING & ADMINISTRATION	CURRICULUM CONSULTING & DEVELOPMENT	LIBRARY / MEDIA CENTRE	PROFESSIONAL AND STAFF DEVELOPMENT	OTHER	
3XX SALARIES							
320	Executive, Managerial and Supervisory		70,633				70,633
330	Instructional - Teaching		209,219	705,826	581,922		1,496,967
350	Instructional - Other			105,913			105,913
360	Technical, Specialized and Service				48,375	26,451	74,826
370	Secretarial, Clerical and Other		2,574				2,574
390	Information Technology						0
	Total Salaries	0	282,426	811,739	630,297	26,451	1,750,913
4XX EMPLOYEES BENEFITS AND ALLOWANCES							
5-6XX	SERVICES						
510	Professional, Technical and Specialized		15,168	52,438	36,153	1,735	105,494
520	Communications						
540	Travel and Meetings						
560	Tuition			71			71
570	Printing and Binding		1,586	476	2,461	639	5,162
580	Insurance and Bond Premiums		8,376			4,900	13,276
590	Maintenance and Repair Services						0
610	Rentals						0
630	Advertising						0
640	Dues and Fees					8,600	8,600
650	Professional and Staff Development		345		395,514		395,859
680	Information Technology Services			11,211			11,211
	Total Services	0	10,307	11,758	397,975	14,139	434,179
7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT							
710	Supplies		4,231	2,997		46,654	53,882
740	Curricular and Media Materials			60,007			60,007
760	Minor Equipment						0
780	Information Technology Equipment						0
	Total Supplies, Materials and Minor Equipment	0	4,231	63,004	0	46,654	113,889
96X-99 TRANSFERS							
960	School Divisions						0
980	Organizations and Individuals						0
	Total Transfers					0	0
TOTALS		0	312,132	938,939	1,064,425	88,979	2,404,475

OPERATING FUND - EXPENSE DETAIL: FUNCTION 700
For the Year Ended June 30, 2013

TRANSPORTATION OF PUPILS		10	20	70	80	90	TOTALS
CODE	OBJECT \ PROGRAM	ADMINISTRATION	REGULAR	ALLOWANCES IN LIEU OF TRANSPORTATION	BOARDING OF STUDENTS/ DORMITORIES	FIELD TRIPS AND OTHER	
3XX SALARIES							
320	Executive, Managerial and Supervisory	120,363					120,363
350	Instructional - Other						0
360	Technical, Specialized and Service		1,034,364			32,667	1,067,031
370	Secretarial, Clerical and Other	19,802					19,802
390	Information Technology						0
	Total Salaries	140,165	1,034,364		0	32,667	1,207,196
4XX EMPLOYEES BENEFITS AND ALLOWANCES		19,711	143,444		2		163,157
5-6XX SERVICES							
510	Professional, Technical and Specialized						0
520	Communications	2,049	699				2,748
540	Travel and Meetings	791				58,987	59,778
550	Transportation of Pupils		10,438		4,320		14,758
570	Printing and Binding						0
580	Insurance and Bond Premiums		30,722				30,722
590	Maintenance and Repair Services	1,032	131,408				132,440
610	Rentals		1,466				1,466
630	Advertising						0
640	Dues and Fees	762	2,389				3,151
650	Professional and Staff Development	1,029	1,121				2,150
680	Information Technology Services	6,488					6,488
	Total Services	12,151	178,243	0	4,320	58,987	253,701
7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT							
710	Supplies	257	344,514				344,771
740	Curricular and Media Materials						0
760	Minor Equipment		3,257				3,257
780	Information Technology Equipment						0
	Total Supplies, Materials and Minor Equipment	257	347,771		0	0	348,028
96X-99 TRANSFERS							
960	School Divisions						0
980	Organizations and Individuals						0
999	Recharge						0
	Total Transfers	0	0	0	0	0	0
TOTALS		172,284	1,703,822	0	4,320	91,656	1,972,082

OPERATING FUND - EXPENSE DETAIL: FUNCTION 800

07-Nov-13

For the Year Ended June 30, 2013

OPERATIONS AND MAINTENANCE		10	20	50	70	80	TOTALS
CODE	OBJECT \ PROGRAM	ADMINISTRATION	SCHOOL BUILDINGS MAINTENANCE	SCHOOL BUILDINGS REPAIRS AND REPLACEMENTS	OTHER BUILDINGS	GROUNDS	
3XX	SALARIES						
320	Executive, Managerial and Supervisory	154,757					154,757
360	Technical, Specialized and Service		2,642,079		102,600	26,590	2,771,269
370	Secretarial, Clerical and Other	19,946					19,946
390	Information Technology						0
	Total Salaries	174,703	2,642,079	0	102,600	26,590	2,945,972
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	27,555	372,647		19,027	2,692	421,921
5-6XX	SERVICES						
510	Professional, Technical and Specialized	1,783	44,405	2,032			48,220
520	Communications	5,286	1,535				6,821
530	Utility Services		1,111,564		53,681		1,165,245
540	Travel and Meetings						0
570	Printing and Binding						0
580	Insurance and Bond Premiums		163,829				163,829
590	Maintenance and Repair Services		481,194	332,506	21,270	24,284	859,254
610	Rentals		69,454			9,756	79,210
620	Property Taxes		80,236		43,665	26,903	150,804
630	Advertising						0
640	Dues and Fees	762	381				1,143
650	Professional and Staff Development	713	4,045				4,758
680	Information Technology Services						0
	Total Services	8,544	1,956,643	334,538	118,616	60,943	2,479,284
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT						
710	Supplies	3,322	658,122	89,318	3,153	29,982	783,897
740	Curricular and Media Materials						0
760	Minor Equipment		20,512			743	21,255
780	Information Technology Equipment	13,208					13,208
	Total Supplies, Materials and Minor Equipment	16,530	678,634	89,318	3,153	30,725	818,360
99X-99	TRANSFERS						
999	Recharge						0
	TOTALS	227,332	5,650,003	423,856	243,396	120,950	6,665,537

OPERATING FUND - DETAIL OF TRANSFERS TO (FROM) CAPITAL FUND

For the Year Ended June 30, 2013

Transfers To Capital Fund

Category "D" School Buildings	-	
Bus Reserve	300,000	
Bus Purchases	-	
Other: Self supported debenture	54,465	
Computer software (Ameresco & School Bundle)	166,845	
Network infrastructure (Fibre Network & Cabling)	149,650	
Land improvements - (School Parking Lots)	118,479	
Truck Purchase	17,381	
		806,820

Less: Transfers From Capital Fund

	-	
		0

Net Transfers To (From) Capital Fund	806,820
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CAPITAL FUND SCHEDULE OF FINANCIAL POSITION

as at June 30

	2013	2012
Financial Assets		
Cash and Bank	-	-
Short Term Investments	-	-
Due from		
- Provincial Government	300,470	267,187
- Federal Government	39,996	30,973
- Municipal Government	-	-
- First Nations	-	-
- Other Funds	941,291	1,173,460
Accounts Receivable	-	-
Accrued Investment Income	-	-
	<u>1,281,757</u>	<u>1,471,620</u>
Liabilities		
Overdraft	399,592	-
Accounts Payable	-	-
Accrued Liabilities	-	-
Accrued Interest Payable	306,190	274,575
Due to		
- Provincial Government	-	-
- Federal Government	-	-
- Municipal Government	-	-
- First Nations	-	-
- Operating Fund	1,887,813	1,741,868
Deferred Revenue	-	-
Debenture Debt	14,763,839	11,239,792
Other Borrowings	-	-
	<u>17,357,434</u>	<u>13,256,235</u>
Net Debt	<u>(16,075,677)</u>	<u>(11,784,615)</u>
Non-Financial Assets		
Net Tangible Capital Assets	<u>26,344,710</u>	<u>22,234,648</u>
Accumulated Surplus / Equity *	<u>10,269,033</u>	<u>10,450,033</u>
* Comprised of:		
Reserve Accounts	941,289	1,176,730
Equity in Tangible Capital Assets	<u>9,327,744</u>	<u>9,273,303</u>
	<u>10,269,033</u>	<u>10,450,033</u>

**CAPITAL FUND
SCHEDULE OF REVENUE, EXPENSES
AND ACCUMULATED SURPLUS**

For the Year Ended June 30

	2013	2012
Revenue		
Provincial Government		
Grants	-	-
Debt Servicing - Principal	863,907	1,046,285
- Interest	697,284	705,529
Federal Government	-	-
Municipal Government	-	-
Other Sources:		
Investment Income	-	-
Donations	-	-
Gain / (Loss) on Disposal of Capital Assets	2,419	196,409
PSFB Construction Project Claim	1,107	
	-	-
	<u>1,107</u>	<u>-</u>
	1,564,717	1,948,223
Expenses		
Amortization	1,835,238	1,617,743
Debenture Debt Interest	708,336	719,374
Other Interest	-	-
Other Capital Items	8,963	-
	<u>2,552,537</u>	<u>2,337,117</u>
Current Year Surplus / (Deficit)	(987,820)	(388,894)
Net Transfers from (to) Operating Fund	806,820	516,582
Transfers from Special Purpose Fund	-	-
Net Current Year Surplus (Deficit)	<u>(181,000)</u>	<u>127,688</u>
Opening Accumulated Surplus / Equity	10,450,033	10,322,345
Adjustments:	-	-
	-	-
Opening Accumulated Surplus / Equity as adjusted	<u>10,450,033</u>	<u>10,322,345</u>
Closing Accumulated Surplus / Equity	<u>10,269,033</u>	<u>10,450,033</u>

SCHEDULE OF TANGIBLE CAPITAL ASSETS

at June 30, 2013

	Buildings and Leasehold Improvements		School Buses	Other Vehicles	Furniture / Fixtures & Equipment	Computer Hardware & Software *	Land	Land Improvements	Assets Under Construction	2013 TOTALS	2012 TOTALS
	School	Non-School									
Tangible Capital Asset Cost											
Opening Cost, as previously reported	53,709,208	1,937,773	3,565,817	238,946	2,283,281	214,722	1,079,084	81,679	1,683,406	64,793,916	62,962,040
Adjustments	-	-	-	-	-	-	-	-	-	-	-
Opening Cost adjusted	53,709,208	1,937,773	3,565,817	238,946	2,283,281	214,722	1,079,084	81,679	1,683,406	64,793,916	62,962,040
Add:											
Additions during the year	4,910,850	-	307,409	19,800	-	1,117,547	-	216,383	(626,689)	5,945,300	2,513,501
Less:											
Disposals and write downs	-	-	-	21,078	-	-	-	-	-	21,078	681,625
Closing Cost	58,620,058	1,937,773	3,873,226	237,668	2,283,281	1,332,269	1,079,084	298,062	1,056,717	70,718,138	64,793,916
Accumulated Amortization											
Opening, as previously reported	36,562,646	1,312,575	2,173,542	230,507	2,275,914	-	-	4,084	-	42,559,268	41,518,280
Adjustments	-	-	-	-	-	-	-	-	-	-	-
Opening adjusted	36,562,646	1,312,575	2,173,542	230,507	2,275,914	-	-	4,084	-	42,559,268	41,518,280
Add:											
Current period Amortization	1,374,566	44,771	296,155	7,606	7,367	85,786	-	18,987	-	1,835,238	1,617,743
Less:											
Accumulated Amortization on Disposals and Writedowns	-	-	-	21,078	-	-	-	-	-	21,078	576,755
Closing Accumulated Amortization	37,937,212	1,357,346	2,469,697	217,035	2,283,281	85,786	-	23,071	-	44,373,428	42,559,268
Net Tangible Capital Asset	20,682,846	580,427	1,403,529	20,633	-	1,246,483	1,079,084	274,991	1,056,717	26,344,710	22,234,648
Proceeds from Disposal of Capital Assets	-	-	-	2,419	-	-	-	-	-	2,419	301,279

* Includes network infrastructure.

SPECIAL PURPOSE FUND SCHEDULE OF FINANCIAL POSITION

as at June 30

	2013	2012
Financial Assets		
Cash and Bank	1,719,018	1,778,470
Short Term Investments		11,629
GST Receivable	101	59
Accrued Investment Income	-	-
Other Investments	-	-
	1,719,119	1,790,158
Liabilities		
School Generated Funds Liability	296,177	251,405
Accounts Payable	-	-
Accrued Liabilities	-	-
Due to Other Funds	-	-
Deferred Revenue	-	-
	296,177	251,405
Accumulated Surplus *	1,422,942	1,538,753
* Comprised of:		
School Generated Funds Accumulated Surplus	543,716	580,568
Other Funds Accumulated Surplus	879,226	958,185
Accumulated Surplus *	1,422,942	1,538,753

**SPECIAL PURPOSE FUND
SCHEDULE OF REVENUE, EXPENSES
AND ACCUMULATED SURPLUS**

For the Year Ended June 30

	2013	2012
Revenue		
School Generated Funds	2,584,626	2,491,430
Other Funds Contributions	163,665	360,414
Bank Interest	10,162	9,274
	<u>2,758,453</u>	<u>2,861,118</u>
Expenses		
School Generated Funds	2,621,478	2,565,946
Other Funds Withdrawals	252,786	188,249
	<u>-</u>	<u>-</u>
	<u>2,874,264</u>	<u>2,754,195</u>
Current Year Surplus (Deficit)	(115,811)	106,923
Transfers (to) Operating Fund	-	-
Transfers (to) Capital Fund	-	-
Net Current Year Surplus (Deficit)	<u>(115,811)</u>	<u>106,923</u>
Opening Accumulated Surplus	1,538,753	1,431,830
Adjustments: School Generated Funds	-	-
Other Funds	-	-
Opening Accumulated Surplus as adjusted	<u>1,538,753</u>	<u>1,431,830</u>
Closing Accumulated Surplus	<u><u>1,422,942</u></u>	<u><u>1,538,753</u></u>

STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS (UNAUDITED)

ENROLMENTS BY PROGRAM		F.T.E. Enrolment September 30, 2012
REGULAR INSTRUCTION		
English Language - Single Track		5,638.8
Francais - Single Track		-
French Immersion - Single Track		322.0
Dual Track		
- English Language	1,146.0	
- Francais	-	
- French Immersion	362.0	
- Other Bilingual	-	1,508.0
Senior Years Technology Education		379.7
TOTAL NUMBER OF FULL TIME EQUIVALENT K - 12 STUDENTS		<u>7,848.5</u>

TRANSPORTATION OF PUPILS	
TRANSPORTED STUDENTS (September 30)	2,856
TOTAL KILOMETERS - LOG BOOK (For the period ended June 30)	838,894
TOTAL KILOMETERS - BUS ROUTES (For the period ended June 30)	818,608
LOADED KILOMETERS (For the period ended June 30)	506,284

FULL TIME EQUIVALENT PERSONNEL (UNAUDITED)

For the 2012/13 Fiscal Year

CODE	OBJECT \ FUNCTION	FUNCTION 100	FUNCTION 200	FUNCTION 300	FUNCTION 400	FUNCTION 500	FUNCTION 600	FUNCTION 700	FUNCTION 800	TOTALS
320	Executive, Managerial, & Supervisory	31.00	0.75			6.00	1.00	2.00	2.00	42.75
330	Instructional - Teaching	452.61	116.58				13.50			582.69
350	Instructional - Other	38.38	241.68		4.80		4.00			288.86
360	Technical, Specialized And Service	7.43	0.50			3.65	2.55	33.95	69.46	117.54
370	Secretarial, Clerical And Other	27.50	2.46			13.89		0.50	0.50	44.85
380	Clinician		18.25							18.25
390	Information Technology	6.00								6.00
TOTALS (excluding Trustees)		562.92	380.22	0.00	4.80	23.54	21.05	36.45	71.96	1,100.94

510 Contracted Clinicians (include private clinicians where possible)	
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310 TRUSTEES	9
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CALCULATION OF ADMINISTRATION COSTS AS A PERCENTAGE OF TOTAL EXPENSES

Administration Costs

Divisional Administration, Function 500	2,358,821
Curriculum Consulting & Development Administration, Program 605	0
Transportation Administration, Program 710	172,284
Operations & Maintenance Administration, Program 810	<u>227,332</u>
Sub-total	2,758,437
Less: Liability Insurance	54,040
Administration portion of self-funded expenses (see below)	<u>0 *</u>
	<u>2,704,397 (A)</u>

Expense Base

Total Operating Expenses	80,564,552
Plus: Transfers to Capital	806,820
Less: Adult Learning Centres, Function 300	<u>0</u>
	<u>81,371,372 (B)</u>

Percentage (A) / (B)**3.3%****Self-Funded Expenses (fully offset by incremental revenues):****International Student Programs****Expenses (1)**

Instructional	-
Administration (deducted above)	- *
Other: _____	-
_____	<u>-</u>
	<u>0</u>

Associated Revenue ⁽²⁾**-****Self-Administered Pension Plans****Expenses (1)**

Administration (deducted above)	- *
Other: _____	-
_____	<u>-</u>
	<u>0</u>

Associated Revenue ⁽²⁾**-**

(1) Incremental costs of the program.

(2) Tuition fees from international students or the pension plan administration fee.

CALCULATION OF ALLOWABLE AND UNSUPPORTED EXPENSES

FUNCTION / PROGRAM	TOTAL EXPENSES	REDUCTIONS TO EXPENSES							ALLOWABLE EXPENSES	
		ADJUSTMENTS TO EXPENSES	CATEGORICAL SUPPORT	OTHER PROGRAM SUPPORT	OTHER PROVINCIAL GOVERNMENT REVENUE	NON-PROVINCIAL SOURCES				
						TUITION, TRANSFER AND RESIDUAL FEES	OTHER			
210 - 260 Student Support Services	15,704,475		0	4,033,961	80	0	0	0	249,300	11,421,134
270 Counselling and Guidance	2,077,002		0	0	0	0	0	0	0	2,077,002
300 Adult Learning Centres	0									
400 Community Education and Services	281,821									
620 Library / Media Centre	938,939		0	0	0	0	0	0	0	938,939
630 Professional and Staff Development	1,064,425		0	0	0	0	0	0	0	1,064,425
800 Operations and Maintenance	6,665,537		54,465	4,320	199,440	0	0	0	41,421	6,474,821
ALLOCATED ADJUSTMENTS/REDUCTIONS			54,465	4,172,466	199,520		63,186	0	372,467	
UNALLOCATED ADJUSTMENTS/REDUCTIONS			778,294	3,325,390	113,838		1,604,328	578,701	540,806	(1)
TOTALS	26,732,199		832,759	7,497,856	313,358		1,667,514	578,701	913,273	21,976,321

OPEN OR CLOSE DETAIL

OTHER FUNCTION/PROGRAMS EXPENSES	53,832,353
TOTAL EXPENSES	80,564,552

OPEN OR CLOSE DETAIL

OTHER FUNCTION/PROGRAMS EXPENSES	53,832,353
TOTAL ALLOWABLE EXPENSES	21,976,321
TOTAL UNALLOCATED ADJUSTMENTS/REDUCTIONS (1)	(5,384,769)
- ADJUSTMENTS TO EXPENSES	778,294
- CATEGORICAL SUPPORT	(3,325,390)
- OTHER PROGRAM SUPPORT	(113,838)
- OTHER PROVINCIAL GOVERNMENT REVENUE	(1,604,328)
- NON-PROV. SOURCES - TUITION, TRANSFER AND RESI	(578,701)
- NON-PROV. SOURCES - OTHER	(540,806)
Base Support (from page 8)	(22,863,838)
Formula Guarantee (from page 8)	0
SCHOOL BUS AMORTIZATION (from TCA Sched page 23)	296,155
TOTAL UNSUPPORTED EXPENSES	47,856,222

CALCULATION OF ALLOWABLE EXPENSES (refer to "Allow Guide")

APPENDIX A

<u>ADJUSTMENTS TO EXPENSES:</u>	<u>Function/ Program</u>	<u>Amount</u>
(enter deductions as negative amounts)		
Capitalized Energy Mgmt. Systems Costs (add) (1), (2)	800	
Capitalized Section "D" School Bldgs. Costs (add) (1)	800	54,465
Transfers from Capital Fund (deduct)	800	0
Leased Non-School Space (deduct)	800	
Transfers from Special Purpose Fund (deduct)		0
Other Capitalized Items		
(specify item and Function/Program) (2)		
WCG Fibre Network Cabling	Unallocated	228,032
Computer software (Ameresco & School Bundle)	Unallocated	166,848
Network infrastructure (Fibre Network & Cabling)	Unallocated	149,650
Land improvements (School Parking Lots)	Unallocated	118,479
Truck Purchase	Unallocated	17,381
Land improvements (School Parking Lots - CIP to Asset)	Unallocated	97,904
Total Adjustments to Expenses		832,759
(1) Net of all related revenues.		
(2) For capitalized energy management systems costs and other capitalized items, lease and loan payments for eligible equipment may be included		

OTHER PROGRAM SUPPORT:	
School Buildings Support: "D" Projects	199,440
Technology Education Equipment & Technical Vocational Initiative	113,838
Other Minor Capital Support	0
Curricular Materials Prior Year Support	0
Finalization of Previous Year's support	80
Amount carried forward to Allowable Expenses	313,358

CATEGORICAL SUPPORT TO BE ALLOCATED	
Special Needs: Coordinator/Clinician	
(A) Maximum Support	526,568
(B) Eligible Expenses	1,672,352
(C) Less related revenues	
(D) Allowable Expenses (B) - (C)	1,672,352
Eligible Support (lessor of A or D)	526,568
Special Needs: Level 2 and 3	2,721,113
Aboriginal Academic Achievement	342,500
Early Literacy Intervention	370,850
Early Numeracy	72,930
Board and Room	
(A) Maximum Support	4,800
(B) Program Expenses	4,320
Eligible Support (lessor of A or B)	4,320
Small Schools	
(A) Maximum Support	20,929
(B) Program Expenses	20,993
Eligible Support (lessor of A or B)	
Early Childhood Development	20,929
	134,185
Total allocable Categorical Support (carried to Allow Input)	4,193,395
Non-allocable Categorical Support	3,304,461
Total Categorical Support (carried to page 30)	7,497,856

CALCULATION OF ALLOWABLE SCHOOL BUILDING SUPPORT "D" EXPENSES:	
Program 850 School Building Repairs & Replacements	
PLUS: Capitalized Section "D" Expenses (net)	
Grounds	
LESS: Related revenue other than "D" Support	
Allowable Section "D" Expenses	
< OR >	
Expenses to be used for calculating "D" Grant. Enter an amount to overwrite if different from above. (cannot be more than amount on line "C")	
Refer to page 2 of the Allowable Expenses Guide when completing this section.	

CALCULATION OF ALLOWABLE EXPENSES

OTHER PROVINCIAL GOVERNMENT REVENUE:			
	Allocated	Unallocated	Total
Other Dept. of Education			
General Support Grant		1,316,502	1,316,502
Education Property Tax Credit		7,416,148	7,416,148
Tax Incentive Grant		1,832,733	1,832,733
All other	351,012		351,012
Other Provincial Government Departments	0		0
Total Revenue	351,012	10,565,383	10,916,395

NON-PROVINCIAL SOURCES:			
	Allocated	Unallocated	Total
Federal Government			
Tuition Fees	0		0
All other	129,504		129,504
Municipal Government			
Net Special Requirement		28,302,015	28,302,015
Other	0		0
Other School Divisions			
Transfer Fees	72,410		72,410
Residual Fees	278,336		278,336
All other	2,539		2,539
First Nations			
Tuition Fees	227,955		227,955
All other	0		0
Private Organizations and Individuals			
Tuition Fees	0		0
Ancillary Services	781,230		781,230
Other Sources			
Interest		53,906	53,906
Donations	0		0
Other	0		0
Total Revenue	1,491,974	28,355,921	29,847,895

ALL REVENUES REPORTED ON THIS PAGE, EXCEPT THOSE SHADED, MUST BE DEDUCTED FROM TOTAL EXPENSES ON PAGE 30 UNLESS THERE ARE SPECIAL CIRCUMSTANCES WHICH WOULD MAKE AN ALLOCATION IMPRACTICAL OR INAPPROPRIATE. IN THOSE LIMITED CASES, REASONS FOR NOT ALLOCATING MUST BE PROVIDED BELOW.

OTHER PROVINCIAL GOVERNMENT REVENUE:	
Total Revenue	10,916,395
Education Property Tax Credit	(7,416,148)
Tax Incentive Grant	(1,832,733)
PROVINCIAL REVENUE FOR EQUALIZATION	1,667,514
(to agree with Other Provincial Gov't Revenue on page 30)	

NON-PROVINCIAL SOURCES:	
TOTAL ALLOCABLE FEES	578,701
(Tuition, Transfer and Residual Fees)	

TOTAL ALLOCABLE OTHER REVENUE	913,273
(to agree with total other revenue on page 30)	

TOTAL ALLOCABLE NON-PROV. SOURCES	1,491,974
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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, OCTOBER 28, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Mr. M. Snelling Mr. K. Sumner.

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

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. J. Murray, Vice-Chairperson, Dr. L. Ross

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance. The Chairperson noted Trustees Murray and Ross sent their regrets as they were unable to attend the meeting.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Superintendent, Dr. Michaels, confirmed she had one item for In-Camera discussions.

The Chairperson noted he had a Board Operations matter for In-Camera discussions.

Mr. Kruck – Mr. Bartlette
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 October 15, 2013 were circulated.

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

- b) The Minutes of the Special Board Meeting held October 21, 2013 were circulated.

Mr. Kruck – Mrs. Bowslaugh

That the Minutes be approved as circulated.

Carried.

POINT OF PRIVILEGE: The Chairperson welcomed and congratulated Mr. Denis Labossiere on his recent appointment as Secretary-Treasurer for the Brandon School Division.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Workplace Safety and Health Committee Meeting

The written report of the Workplace Safety and Health Committee meeting held on October 16, 2013 was circulated.

Trustee Bartlette requested clarification regarding the school incident statistics attached to the Minutes.

Mrs. Bowslaugh – Mr. Karnes

That the Minutes be received and filed.

Carried.

- c) School Division Parent/Guardian Advisory Committee Meeting.

The written report of the School Division Parent/Guardian Advisory Committee meeting held on October 16, 2013 was circulated.

Mrs. Bowslaugh – Mr. Snelling

That the Minutes be received and filed.

Carried.

- c) Personnel Committee Meeting.

The written report of the Personnel Committee meeting held on October 21, 2013 was referred to In-Camera discussions.

Mr. Karnes – Mr. Kruck

That the Minutes be received and filed.

Carried.

d) Policy Review Committee Meeting.

The written report of the Policy Review Committee meeting held on October 21, 2013 was circulated.

Mr. Kruck – Mr. Sumner

That the Minutes be received and filed.

Carried.

e) Other - NIL

2.03 Delegations and Petitions

- a) Ms. Barb Gribben, Chair, CUPE Manitoba School Division Sector, spoke to the Board of Trustees regarding School Support Staff Recognition Week, November 18-23, 2013. She noted the various employee groups of the Brandon School Division who are members of CUPE Local 737. A framed copy of the proclamation signed by the Premier of Manitoba was presented to the Board of Trustees to hang in the Administration Office for the public to view. The Chairperson thanked Ms. Gribben for her presentation. He noted the Board of Trustees and Brandon School Division were proud to support the support staff of the Division. The proclamation would hang in the front office of the Administration Office.

2.04 Communications for Action

- a) Garry W. Andrew, 2013 Poppy Committee Chair, The Royal Canadian Legion, Brandon Branch No. 3, October 4, 2013, addressed to Dr. Michaels, noting the Royal Canadian Legion Branches #003 and #247 will once again be holding a Remembrance Day Service on November 11, 2013 at Westman Place, Keystone Centre. They ask that all wreath layers arrive around 10:00 a.m. There is no reserved seating except for the person who will be placing the wreath on behalf of your organization. Upon arrival wreath layers are to make themselves known to a member of the Legion who will usher them to their place. A \$25.00 donation is to be submitted to the Branch #003 and #247 Royal Canadian Legion Poppy Fund at the Division's earliest convenience.

Referred Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) The correspondence from Garry W. Andrew, 2013 Poppy Committee Chair, The Royal Canadian Legion, Brandon Branch No. 3, from Communications for Action 2.04a), addressed to Dr. Michaels, noting the Royal Canadian Legion Branches #003 and #247 will once again be holding a Remembrance Day Service on November 11, 2013 at Westman Place, Keystone Centre and asking for wreath layers arrive around 10:00 a.m. was discussed. It was agreed Trustee Bartlette would attend and represent the Brandon School Division at the annual service.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

The Chairperson took a moment to highlight the artwork on the Board Room wall which had been provided by the students of Valleyview Centennial School and Green Acres School.

a) School Reports – Valleyview Centennial School and Green Acres School

Green Acres School

Mr. Craig Manson, Principal of Green Acres School, provided his report to the Board of Trustees. He noted the school development plan had four Action Plans that the staff has been working towards over the past several years to help increase student engagement.

- Action Plan #1 was “To develop positive and supportive relationships among students, teachers, and the school community by becoming involved in creating, performing, and responding to works of art.” He noted they have completed two areas of this curriculum through Visual Arts and Drama. In the final year they were working with Dance and Music. Seven members of the school’s Youth Revolution showcased for the Board of Trustees, a dance piece they had been working on.
- Action Plan #2 was “To induce and implement, ‘The Strong Kids Program’, a social and emotional curriculum”. He confirmed this behavior matrix had now been institutionalized in the school.
- Action Plan #3 was “To become aware of students’ learning style, so as to research strategies for teaching and learning”. He noted two classrooms were taking part in this goal for the 2013/2014 school year with the hopes of expanding over the next few years. Mr. Manson spoke about the Dunn and Dunn on-line survey which helps identify student learning styles.
- Action Plan #4 was “To improve critical response as well as comprehension of, beyond, and about fiction and non-fiction texts”. Mr. Manson introduced Ms. Kathryn Svistovski, the School’s Librarian/Lit. Support Teacher, who spoke about the action plan and noted the pilot project taking place in the school which helped students develop skills with respect to understanding what they are reading. “Reading is Thinking – Not Just Saying Words”, helped students to practice evidenced based comprehension strategies such as predicting, browsing time, think-a-louds, text coding, questioning and learning to adjust thinking as new information is received. She noted the results were very encouraging and included increased student engagement, better decoding scores, and transfer of thinking/comprehension strategies into other academic areas.

Mr. Manson concluded his presentation by noting that Green Acres School’s 50th Anniversary would be taking place this spring and further information regarding the celebration would be provided in the future.

The Chairperson thanked Mr. Manson for his presentation. Trustees congratulated both Mr. Manson and Ms. Svistovski for the work they are doing to engage students in their learning.

Valleyview Centennial School

Ms. Darlene Wilkinson, Principal, Valleyview Centennial School, provided her report to the Board of Trustees. Ms. Wilkinson noted the school had two goals:

- An Academic Goal as set forth by the Board of Trustees that 80% of students will be meeting or exceeding grade level outcomes in literacy, numeracy, and social responsibility. Students currently at “approaching” grade level outcomes will accelerate to “meeting” outcomes; and
- An Intervention Goal which would identify students who are not meeting grade level outcomes in literacy, numeracy or social responsibility to receive intervention with their achievement monitored monthly for maximum growth. Ms. Wilkinson spoke to the analysis which had taken place and provided information on a number of students and their needs.

She noted the challenges the school faces with students entering Kindergarten “only able to speak in one or two word phrases, unable to hold a writing instrument correctly, unable to use scissors, and unfamiliar with books and stories”. Ms. Wilkinson provided details regarding the school’s responses to these challenges. She also noted the successes which have been attained. She thanked the Board of Trustees for providing the resources required in order to meet and respond to the challenges they face in their school.

The Chairperson thanked Mr. Wilkinson for her presentation. Trustees noted they appreciated the detailed information they were provided in the school report. It was also noted that the challenges faced by the school should be of value to the public and highlight the need for resources to address these challenges.

b) Learning Support Services Presentation – NIL

c) Items from Senior Administration Report

- Giving of Notice – Policy and Procedures 3027- “The Friends of Education Fund Committee” – Referred Motions.
- Vincent Massey High School Off-Site Activity Request – Referred Motions.

Superintendent, Dr. Michaels, referencing the motion being brought forward regarding the Vincent Massey High School Off-Site Activity, noted both male and female chaperones would be required for the trip.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

127/2013 Mr. Bartlette – Mr. Karnes

That Policy and Procedures 3027 – “The Friends of Education Fund” is hereby rescinded and replaced with Policy and Procedures 3027 – “The Friends of Education Fund Committee” together with Regulation 3027 – “The Friends of Education Fund”.

Carried.

128/2013 Mr. Sumner – Mrs. Bowslaugh

That the trip involving twenty one (21) grades 10, 11 and 12 high school hockey students, from Vincent Massey High School to make a trip to Anaheim, CA November 26 – December 1, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Kruck inquired about the benefit of the trip. Mr. Malazdrewicz, Associate Superintendent, noted it was an invitational tournament based on the teams past record. It provided the team with an opportunity to expand their competitive opportunities.

Carried.

129/2013 Mrs. Bowslaugh – Mr. Sumner

That Procedures 4001 – “Off-Site Activities” be amended by removing the words “if both male and female students are participating” in the second sentence on page 11 of the procedures.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

Mr. Kruck

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 7/2013 being a By-Law for the purpose of providing for the appointment of a Senior Election Official and repealing By-Law 3/2009.

Mr. Karnes

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Policy 1001 – “Foundations and Commitments” and replace same with revised Policy 1001 – “Foundations and Commitments”.

2.10 Trustee Inquiries

- a) Trustee Kruck noted it was the Division’s practice that students pay for their coaches’ accommodations, travel, etc. on trips. He asked what other Divisions do in this regard.

Superintendent, Dr. Michaels, noted she thought that in some Divisions coaches pay for their own accommodations, but not for their meals and vice versa in other Divisions. Mr. Kruck thanked her for the information, noting he would likely be bringing forth a formal inquiry at the next meeting.

- b) Trustee Bowslaugh noted she had been approached and asked if the Division had received copies of the various treaties and had they been placed in each of the schools.

Associate Superintendent, Mr. Malazdrewicz confirmed that the Division had received some material over the last few weeks. Superintendent, Dr. Michaels, also confirmed that a document regarding this matter had been published by the Ministry this past spring. She confirmed there are resources available with respect to teaching about treaties but did not believe that each school had received copies of the treaties.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels, highlighted the following:

- EAL Programming at Vincent Massey High School;
- GIS Programming at École secondaire Neelin High School;
- Appropriate Educational Programming at Riverheights School;
- Suspension Report;
- EAL Update;
- Principal Prep Program;
- The Professional Development Sessions offered to staff for the school year.

Mr. Karnes – Mr. Sumner

That the October 28, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Nancy Allan, Minister of Education, October, 2013, addressed to Dr. Michaels, Superintendent, and advising that funding in the amount of \$21,305.00 has been approved to provide direct support to Crocus Plains Regional Secondary School Technical Vocational Equipment Upgrade as follows:

- Collision Repair Technology	\$14,887.00
- Automotive Technology	\$ 6,418.00

Ordered Filed.

- b) Barb Gribben, Recording Secretary, CUPE Local 737, October 10, 2013, noting CUPE Local 737 held their October monthly membership meeting on October 10, 2013 and Jamie Rose was declared President by acclamation. Kim Castle was appointed Vice President until their December monthly meeting when elections are scheduled for the position of Vice President.

Senior Administration was directed to send a letter of congratulations to the new President of CUPE Local 737. As well, a letter of appreciation was to be sent to the past President for her many years of service in the position.

Ordered Filed.

- c) Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch, Manitoba Education, October, 2013, announcing that changes to the Special Language Credit Option are being implemented in the 2013-2014 school year. The changes will allow Senior Years schools to award special language credits through an additional path, the recognition of non-Manitoba Education credentials that demonstrate prior instruction or proficiency in languages other than English or French. Previously, students could only be awarded special language credits by successfully completing special language examinations to challenge for credit. The change in policy will expand opportunities for recent immigrants, international students, and students in affiliated overseas schools. The change in policy is in keeping with the results of a consultation that was held in the spring of 2013. To assist schools in implementing the changes in policy, the document *Special Language Credit Option: A Policy and Administrative Handbook for Grades 9 to*

12, 2013 will be available online at www.edu.gov.mb.ca/k12/cur/languages/langcredit.html

Referred to Superintendent's Office.

- d) Nancy Allan, Minister of Education, October 9, 2013, addressed to Superintendents of Schools, advising that Manitoba Education will once again make the Respect in School (RIS) online curriculum training program available to all public schools at no cost for the 2013-2014 school year. RIS focuses primarily on adults interacting with students in school environments. It provides staff and volunteers with information to better understand and respond to incidents of bullying, abuse, harassment and neglect. RIS can complement student-focused prevention and intervention programs and resources and serve as part of a larger anti-bullying strategy to help create safer, more respectful educational environments. It can be particularly beneficial for support staff, volunteers and student leaders who may have limited access to this type of learning opportunity. The 2013-2014 school year will be the third and final year in which the RIS curriculum will be available at no cost to school divisions. She invites the Division to take advantage of this opportunity and access the only program prior to April 1, 2014.

Referred to Superintendent's Office.

3.03 Announcements

- a) Finance Committee Meeting – Employee Stakeholder Group – 4:00 p.m., Tuesday, October 29, 2013, Board Room.
- b) Education Committee Meeting – 11:30 a.m., Monday, November 4, 2013, Board Room.
- c) Aboriginal Education Advisory Committee Meeting – 1:30 p.m., Monday, November 4, 2013, McLaren Room.
- d) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, November 7, 2013, Board Room.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Tuesday, November 12, 2013, Board Room.
- f) Upcoming Budget Dates:
 - Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Monday, January 20, 2014, Board Room.
 - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 5, 2014 – École Harrison.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 18, 2014, Board Room.
 - Special Board Meeting – Public Presentations re: Proposed 2014-2015 Budget – 7:00 p.m., Monday, March 3, 2014.

Mr. Bartlette – Mr. Sumner

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues**- Reports****- Trustee Inquiries****4.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) Confidential #2 regarding the October 21st Personnel Committee Minutes was reviewed. Budget discussions were held with more information will be provided at a later date.

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

- a) Superintendent, Dr. Michaels, spoke to a Board Operations matter and requested clarification.
- b) Chairperson, Mr. Sefton, spoke to the Board regarding a confidential matter.

- Trustee Inquiries

Mr. Snelling – Mr. Sumner

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

Carried.

5.00 ADJOURNMENT

Mr. Bartlette – Mr. Snelling

That the meeting does now adjourn (9:20 p.m.)

Carried.



BRANDON SCHOOL DIVISION

Education Committee Minutes

Monday, November 4, 2013, 11:30 a.m.

Board Room, Administration Office

Present: P. Bartlette (Chairperson), G. Kruck, M. Snelling, Mr. Malazdrewicz, Associate Superintendent, Dr. D. Michaels, Superintendent

Guest: Mr. Blaine Aston, Vice-Principal, École New Era School

1. CALL TO ORDER:

The Education Committee Meeting was called to order at 11:35 a.m. by Committee Chairperson, Mr. Peter Bartlette.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Committee minutes from October 7, 2013 were received as information.

5. COMMITTEE GOVERNANCE GOAL ITEMS

A) Future Programming Information and Review

The Chairperson asked Committee members if there were any programs they wished to discuss with stakeholders during the 2013-2014 school year. He noted he would like to hear more information regarding psychological testing and what takes place following the testing. Superintendent, Dr. Michaels, confirmed information could be supplied as to what is happening in this area. She suggested a case study review where Trustees could follow the progress of an individual with a Division psychologist and others involved in the student's progress. Trustee Bartlette also requested discussions, at a future meeting, regarding art instruction and whether or not it matches the skill level of band instructions. Discussions would include such things as teacher allocation, resources and professional development provided. Superintendent, Dr. Michaels confirmed the Division does not have a "Fine Arts" program at the elementary level. She did speak to the unique opportunities available to students in the Learning through the Arts programming at Alexander School.

6. OTHER COMMITTEE GOVERNANCE MATTERS

A) Presentation – Changes to the Math Curriculum (timed event 11:30 a.m. to 12:00 noon)

The Chairperson welcomed Mr. Blaine Aston, Vice-Principal, École New Era School, and term Numeracy Specialist for the Division. Mr. Aston provided the Committee with a presentation regarding the changes to the Math Curriculum in early and middle years. He began his presentation by noting the purpose of the revised document on the curriculum. He spoke to the technology, instructional focus and learning outcome changes which have taken place in the curriculum. Mr. Aston highlighted the Division's Numeracy Policy and spoke to assessment. He noted the support and professional development provided to teachers with respect to the implementation of the new curriculum. Mr. Aston answered Trustee questions for clarification throughout the presentation. He noted the positive responses from teaching staff to the changes. He also answered questions regarding his role as both part-time Vice Principal and part-time, term Numeracy Specialist and the time commitment involved with respect to these two

positions. Mr. Aston concluded his presentation by noting the next steps for the Division involve developing best practices and procedures to continue implementation of the changes in this area, together with increasing student achievement. The Committee thanked Mr. Aston for his presentation.

Mr. Aston exited the meeting at 12:00 noon.

B) Grade 7 and 8 Elective Report

Discussions regarding the Grade 7 and 8 Elective Report revolved around how best to proceed. Trustee Kruck inquired about receiving a copy of the entire report and not just the Executive Summary. He noted he would like to see the percentages involved in many of the areas noted in the Executive Summary. Mr. Kruck also inquired about what Senior Administration would "recommend to increase, decrease, or maintenance of instruction programs and services" with respect to the electives and the curriculums involved. Discussions were held regarding current context with respect to current finances, the Board's direction regarding upcoming budget deliberations, and the ACC proposal. Senior Administration spoke to the changes that could be made should the Division be able to pursue the ACC proposal. They noted a facility principal would be required who could receive input from various areas in order to make changes and implement the various electives involved. Trustees asked what could be done in the immediate future to address the findings noted in the Grade 7 and 8 Elective Report. It was agreed the curriculum of some of the electives needed to be updated and discussions with teaching staff involved was required. However, the report needed to be released to the teachers prior to these discussions taking place.

The Committee agreed that Senior Administration would release the report to the teaching staff and then begin discussions regarding the future of the curriculums, in particular the Home Economic and Industrial Arts curriculums. Senior Administration would then, in due course, provide the Education Committee with a report on what could be done with respect to each of the four electives noted in the report. Senior Administration was also asked to provide their opinion with respect to the question of what should be recommended to "increase, decrease, or maintenance of instructional programs and services". The Superintendent cautioned the Committee regarding rushing to make promises that the Division might not be able to keep with respect to decisions in this area.

7. BRIEFINGS ON DEVELOPMENTS IN EDUCATION

Superintendent, Dr. Michaels, reviewed the Executive Summary from the Organization of Economic Co-Operation and Development (OECD) regarding global trends in education. She spoke to globalization, increasing diversity and the increased socio-economic discrepancy taking place throughout the world. She noted the report confirmed that if society does not put money into educating their youth, then society will pay the price later on. Trustees thanked Dr. Michaels for the information provided. They asked that the document be attached to the Committee Minutes for all Trustees to review. (Appendix "A").

8. OPERATIONS INFORMATION

- Trustee Kruck requested discussions regarding the Division's future plans for in-service days (Note: This information was provided in the Report of Senior Administration presented to Board of Trustees on October 28, 2013). Due to lack of time, this item was deferred to the next Committee Meeting.

9. NEXT REGULAR MEETING: Monday, December 2 2013, 11:30 a.m., Board Room.

The meeting adjourned at 1:20 p.m.

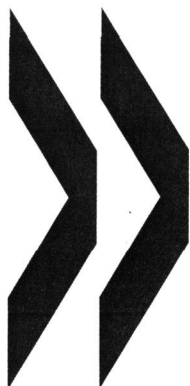
Respectfully submitted,

P. Bartlette, Chair

G. Kruck

M. Snelling

K. Sumner (Alternate)



Trends Shaping Education 2013



Centre for Educational Research and Innovation

Foreword

This book is designed to give policy makers, researchers, educational leaders, administrators and teachers a robust, non-specialist source of international comparative trends that have the potential to shape the future of education. Its aim is to inform strategic thinking and stimulate reflection on the challenges facing education, whether in schools, universities or in programmes for older adults. It will also be of interest to students and the wider public, including parents.

Trends Shaping Education 2013 provides an overview of key economic, social, demographic and technological trends and raises pertinent questions about their potential impact on education. This compilation makes use of a variety of robust international sources of data, including the OECD, the World Bank and the United Nations.

The first edition of this book was published in 2008, and the second in 2010. In preparation for this 2013 edition the content was significantly updated and extended to new countries, with a special emphasis on the emerging economies of Brazil, China, India, and the Russian Federation, which are included whenever the data are available. The 2013 edition also extended its coverage to new themes, and as a result a great number of completely new indicators (on security, skills, and emerging technologies) were added. The process of identifying and compiling relevant trends and data on such disparate subjects was necessarily a collaborative one, and this volume benefits enormously from the support and suggestions from the following OECD Directorates and Units: Employment, Labour, and Social Affairs; Environment, the International Transport Forum; the Local Economic and Employment Development (LEED) Programme; Science, Technology, and Industry; Statistics; and Trade and Agriculture.

The authors would also like to thank the many, many members of the Education Directorate who gave their time and expert ideas throughout the process, from the first brainstorming of "bright minds" to providing feedback and comments on specific areas of expertise to those who attended the last brainstorming on generating questions for education. We would especially like to thank those individuals who took part in all three of those steps – your time and support is very much appreciated. Lastly, we thank Dirk Van Damme, Head of CERI, for his comments on the draft.

Within the OECD Centre for Educational Research and Innovation (CERI), this publication was written by Tracey Burns and Kelly Roberts, with assistance from Anna Barnett, Elodie de Oliveira and Julie Sonnemann. Lynda Hawe, Anne-Lise Prigent, Peter Vogelpoel and Therese Walsh contributed to the final stages of preparation for publication.

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This book has...



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Executive Summary

What does it mean for education that our societies are becoming more diverse? What role do new technologies play in our lives, and how can they be best exploited by our schools? What skills should education provide for our increasingly knowledge-intensive societies?

This book examines major trends that are affecting the future of education and setting challenges for policy makers and education providers alike. It does not give conclusive answers: it is not an analytical report nor is it a statistical compendium, and it is certainly not a statement of OECD policy on these different developments. It is instead a stimulus for discussion about major tendencies that have the potential to influence education. While the trends are robust, the questions raised for education in this book are intended to be illustrative and suggestive. We invite users to look further and include examples of developments from their own countries or regions in their discussions.

WHAT CAN BE FOUND IN THIS PUBLICATION?

This resource contains 35 subjects each illustrated by two figures on specific trends. The material is organised in five main chapters focusing on globalisation, well-being and lifestyle, skills and the labour market, modern families, and new technologies. In each section a series of questions are posed linking the trend to education, from the level of early childhood education and care through to tertiary education and lifelong learning. While all the trends included are relevant to education, not all relevant trends are in this resource – it is necessarily highly selective. As well as relevance for education, the criterion for selecting trends was the availability of internationally comparable, long-term evidence. The diversity of the topics covered means that in some cases the trends are charted over a short decade; in others, longer-term trends are available. The trends that cover the shortest amount of time look at emerging trends in new technologies.

The focus is primarily on OECD countries and emerging economies identified as a priority for OECD work: Brazil, China, India, and the Russian Federation. Where they are available, broader global data are used that include, for example, Indonesia and South Africa. The recent global financial crisis is largely outside the scope of this book, given our focus on trends over a longer time frame. We refer, however, to the crisis when it is likely to have had an impact on particular figures under discussion such as those related to economic growth, poverty, or household income data.

This book has been written in a deliberately accessible manner with a broad audience in mind. This resource is relevant for anyone active in the field of education, including policy makers, officials, advisors, researchers and policy analysts; leaders of educational institutions and other stakeholders; teacher educators; teachers; and parents and students.

TRENDS SHAPING EDUCATION 2013

The trends in this book start with “big picture” global changes before honing in on societies and labour markets, and then turn to the more “micro” level of families and children. New technologies affect all these different layers but are presented in a stand-alone separate chapter.

The dynamics of globalisation: New economic balances, more diverse populations, and environmental challenges including climate change

Chapter One looks at the important and pervasive trend of globalisation. In essence, globalisation is the widening, deepening and speeding up of connections across national borders. One of the key areas where this occurs is trade: ever greater quantities of goods, services and capital are bought and sold around the globe. People are moving more freely across borders and continents, bringing greater ethnic and cultural diversity to OECD countries. Facilitated by fast-changing technology and decreasing transport costs, individuals and information flow more freely across the globe than ever before.

The global economic balance is also changing. The emerging economies of China, India, and the Russian Federation now sit comfortably among the world's eight largest economies. These countries have large and quickly developing economies and play an increasingly important political role in global affairs, for example, through the G20. These changes are not just cosmetic, but rather a fundamental transformation in the balance of economic power and world finance. Despite this, the magnitude of global inequality – the gap between richer and poorer world regions – is still increasing.

Global challenges – for example, climate change – call for global solutions. *Trends Shaping Education 2013* examines evidence of increasing numbers of natural disasters and decreasing biodiversity in the last 20 to 30 years. It also looks at promising national initiatives to preserve natural resources, for example, protecting increasingly large marine and terrestrial areas and the push to invest in renewable energy. Education can and does play a key role in raising awareness of environmental challenges, while also shaping the attitudes and behaviours that make a difference.

Transforming our societies: The rise of the megacity, improving security and safety, and reinforcing democracy

At the same time as globalisation is transforming the world at large, societies are also experiencing significant change. **Chapter Two** investigates this, firstly through the lens of urban living and the rise of the megacity. By the year 2050 around 85% of the OECD's population is expected to live in cities. Just as the global economic balance is shifting, so too is the profile of the megacity: in 1950, six of the ten largest world cities were located in current OECD countries. By 2025, only three of the top ten will be in current OECD countries, with the rest coming from Brazil, China, and South Asia (Bangladesh, India, and Pakistan).

City life has a distinct quality compared with rural life in that cities in two very different countries, such as New York City and Shanghai, will tend to have more in common than each would have with rural communities in their own country. People flock

to cities because they are the powerhouses of the economy, the places where jobs and wealth are created. They are also associated, however, with the potential for increased alienation, and high traffic density is linked to higher pollution, which in turn creates challenges, including risks for respiratory health. Well-being in an urban landscape is thus a pressing concern, and our urban schools are taking a more active role in promoting mental and physical health for their students.

In many OECD countries, one of the most significant negative trends is rising obesity among adults and children, which threatens to grow into a severe public health crisis in many OECD countries. In 2008, the majority of OECD countries had an average Body Mass Index (BMI) that fell in the “overweight” range, and given current estimates of daily caloric consumption, this trend does not look like it will slow down anytime soon. From an economic perspective, these figures are especially alarming in light of increasing health and pension expenditures, already on the rise due to ageing populations and increased longevity. These issues also raise questions about the role of the elderly in societies more generally.

What sort of society and community do we live in? Do we feel safe going about our daily lives and social interactions? In many OECD countries, improving safety and security by being tough on crime and encouraging road safety are high on the political agenda. Ensuring national security in an era of increasing globalisation, shifting community structures, and the development of new technologies also has an impact on the quality of life. Yet in many countries across the OECD, measures of democracy and civic engagement, such as voter turnout, have fallen throughout the last half-century. What role can education and schools play in improving civic participation and well-being in our modern societies?

The changing world of skills and work: Reconciling family and work, embracing the knowledge intensity of our economies, and continuing income inequality

Chapter Three examines one of the most profound long-term trends in OECD societies in the last century: the changing role of women. The number of women active in the labour market has risen considerably since the 1960s. However, there are persistent challenges: the continuing difficulty of reconciling family and working life, unequal representation of women in higher level jobs, and a persistent gender wage gap. Although traditionally it has seemed that women have had to choose between career and children, one of the most interesting recent trends across OECD countries challenges that trade-off: in 2010, those with higher female employment rates were also more likely to have higher fertility rates on average.

Skills have become the global currency of twenty-first century economies. Without sufficient investment in skills, people languish on the margins of society, technological progress does not translate into productivity growth, and countries can no longer compete in an increasingly knowledge-based global economy. As transport prices have fallen and trade barriers are lifted, a substantial share of the production of basic goods has been taken over by developing countries with lower wage costs. This has tended to drive OECD countries seeking to maintain their competitive edge towards the production of goods and services that require high levels of knowledge and skill, creativity and innovation. Growing investment in research and development, increasing numbers of patents filed, as well as the increasing numbers of researchers across the OECD area all reflect this shift.

Despite these advances, income inequality is rising across most (but not all) OECD countries. This is not due to a growing divide between the poor and middle class, but rather a growing divide in many OECD countries between the middle class and the rich. At the same time, spending on social programmes has increased in every OECD member country. Increased inequality is associated with social exclusion and vulnerability in the labour market. Education can stimulate social mobility by providing opportunities, but it also plays a role in reproducing inequalities when, for example, the already privileged have better access to top tertiary institutions. Can education be designed in such a way that it does not reinforce inequalities?

Modern families: The transformation of childhood, balancing household budgets, and the resilience of childhood expectations

The dominant family model in the twentieth century – characterised by a breadwinning father and a mother taking care of the household and a number of children – has changed. **Chapter Four** takes a look at this transformation over the past fifty years: families have become smaller, parents are older, and, on average, more prosperous. At the same time, however, both parents are more likely to be active in the labour market, further increasing family resources, but potentially reducing the amount of time available for children. Individuals are getting married less often while the prevalence of divorce grows. Women are having babies at a later age than ever before, in part driving an increase in the numbers of children in early education and care.

Modern families also face risks. In general across OECD countries, the average family budget has increased since the 1980s. The recent financial crisis heavily damaged banks and some national economies, but it also affected the everyday spending and income of families and households. Across the OECD area, the rate of teenage pregnancy is decreasing, due to a number of factors including changing expectations about the ideal age for motherhood, improved access to contraception, as well as the impact of campaigns to reduce teenage pregnancy. However, the numbers of babies born with low birth weights are increasing. Advances in medical technology and awareness of risky behaviours during pregnancy both need additional attention from policy makers and health sector workers.

Children's life chances are shaped and influenced by the conditions into which they are born and develop. On average across OECD countries, child poverty has continued to rise slightly. Despite this, children's expectations of success – their hopes and dreams for school and career – are rather resilient. As measured by the OECD's Programme for International Student Assessment (PISA), students from more disadvantaged backgrounds are more likely than before to expect to earn a university degree. The importance of social background in shaping attainment remains one of the most well-charted relationships in educational and social research.

Infinite connection: Universal Internet access, the rise of portable devices and social media, and the dark side of cyber space – bullying and fraud

In contrast with many of the trends in this book that are relatively gradual and often linear, the pace of technological development is exponential and its influence often

unpredictable. **Chapter Five** looks at how the Internet has transformed our lives. More and more people use it on a daily basis to find information; communicate via email, audio or visual conferencing; make use of online services such as banking and shopping; and take advantage of the massive amount of multi-media entertainment on offer. With the emergence of platforms built to enable user-generated content, Internet users increasingly interact, collaborate and create their own materials online. The growth in the availability of portable devices means that access to a computer and the Internet is no longer restricted to a location but is available almost everywhere. The Internet is increasingly a truly global phenomenon: content can now be found in over 250 languages.

The full potential of information and communication technologies – from computers to mobile phones to user-generated content online – will continue to evolve. Most recently, with the combination of these technologies, increasing numbers of users have the ability to engage with Twitter, Facebook, and other online social applications. Two of the most interesting recent changes are the rise of downloadable applications, or “apps”, and the emergence of cloud computing, or the use of hardware and software services delivered over the Internet. Recent global events demonstrate the impact that new technologies can have: during the spring of 2011, for instance, the use of social media more than doubled in Arab countries during the Arab Spring uprisings. These technologies played a key role in organising times and meeting points for demonstrations, publishing crackdowns and abuses on citizens, and raising awareness throughout the world by providing constantly updated information.

Despite the enormous potential of the Internet to reshape our world and communities, there is a downside to infinite connectivity and universal access. New challenges, for example, the rise of Internet fraud, online privacy concerns and identity theft, and the transmission of false or misleading information are all part of a new global online world. For parents and children, there are also specific concerns: cyber bullying and worries about protecting our young from explicit content and virtual predators. Today’s students, willingly or unwillingly, are exposed to a whole new set of dangers, and parents and educators are not always sure how best to protect them. Guides to monitoring and protecting Internet users – of all ages – make it clear that the best preventive strategies involve awareness, constant vigilance, and, in terms of protecting children, an open dialogue about their concerns and online lives.

Trends Shaping Education 2013 covers a rich set of topics related to globalisation, society and well-being, work and skills, modern families, and new technologies. In each section, a series of questions are put forward linking the trend to education, from the level of early childhood education and care through to tertiary education and lifelong learning. But it is important to remember that these trends are themselves shaped by education and manifest within it. This publication is intended to complement the educational indicators that measure the developments taking place within education and training systems themselves. For policy makers, teacher educators, practitioners, and any others interested in education, we hope that this publication of *Trends Shaping Education 2013* can act as an inspiring and stimulating resource to inform thinking about the future of education. We invite all readers to ask themselves: “What does this trend mean for my education system and my work?”



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

November 12, 2013

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“Accepting the Challenge”

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

FROM LEARNING SUPPORT SERVICES

Categorical Grants – Mr. Greg Malazdrewicz, Associate Superintendent

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. POLICY 1001 – “FOUNDATIONS AND COMMITMENTS”

For Action.....D. Labossiere

At the Regular Board Meeting on October 28, 2013 a Giving of Notice to rescind Policy 1001 – “Foundations and Commitments” and replace same with Policy 1001 – “Foundations and Commitments” was given. (Appendix A) A motion to rescind and replace this policy is included in the agenda for Board consideration.

2. POLICY 5012 – “PROFESSIONAL STAFF LEAVES AND ABSENCES”

For Action.....D. Labossiere

At the Regular Board Meeting on October 28, 2013 the Board reviewed the Personnel Committee Minutes as Confidential #2 due to the in-camera items noted in the Minutes. Discussions were held and it was agreed to bring forth the recommendation to rescind and replace Policy 5012 – “Professional Staff Leaves and Absences” as recommended by the Personnel Committee. Therefore, a Giving of Notice to rescind and replace this policy is included in the agenda for Board consideration.

3. AUDITOR’S REPORT AND FINANCIAL STATEMENTS

For Action.....D. Labossiere

Included in 2.04 Communications for Action are the letter and Supplementary Report received from the Auditors for the financial operations of the Division for the year ended June 30, 2013. A copy of the financial statements is included in your electronic agenda package. A representative of BDO Canada LLP will be present at the meeting to speak to their report.

Also enclosed for your further information is the Summary of Over Expenditures report and Accumulated Surplus Analysis presented to the Finance Committee on November 12, 2013. (Please see Appendix B)

RECOMMENDATION:

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2013 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and seal of the Division thereto.

IV. SUPERINTENDENT OF SCHOOLS

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

1. MANITOBA SCHOOLS INSURANCE PROGRAM

For Information.....D. Labossiere

The 2012-13 Annual Financial Report on the operation on the Manitoba Schools Insurance Program has been received and is attached as Appendix C. As a result of the Manitoba Schools Insurance Program, an amount of \$499,440.00 is being rebated in respect of the liability, and crime self insurance funds, plus the current surplus amount of the MSI Risk Management Equipment Fund (loss prevention equipment, fire inspections and security patrols). The rebate is due because of favourable claims. Our Division share of the rebate for liability coverage is a total of \$19,224.02.

It is felt that the Manitoba Schools Insurance Program, providing coverage for all public school divisions in Manitoba, continues to be an effective program for Divisions providing good insurance coverage at very competitive and reasonable rates. Please contact me should you require further information in this regard.

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL INFORMATION

For Information..... D. Michaels

SCHOOL UPDATE MEETINGS

- October 24, 2013 – École secondaire Neelin High School
- October 29, 2013 – Crocus Plains Regional Secondary School

A. QUALITY LEARNING

QUALITY LEARNING AT WAVERLY PARK SCHOOL

Report prepared by Mr. Bob Lee, Principal, Waverly Park School

The first set of enrichment clusters are currently under way. There are nine cluster groups ranging from *The Society of History Detectives* to *The Institute of Musical Performers*. In these clusters, students explore real life practitioners of their cluster discipline. Each student is encouraged to research the products and services and then come up with an authentic performance, service or product for an authentic audience. Enrichment clusters promote student independence, personal initiative and the opportunity to work with others who hold a similar interest and skill set.

Our focus in the area of brain-based learning is on working memory. We continue to strive to create a culture of academic excellence, self-efficacy and metacognition. Staff and students are diligent about setting goals, reflecting and creating tangible next steps to increase and improve knowledge of self.

As our English as an Additional Language (EAL) population is increasing, there are a number of models of instruction being implemented. There is some co-teaching occurring, a specific curriculum being targeted and conversational classes. The needs of EAL learners are diverse and consequently the modes of instruction need to be varied.

The middle years Student Leadership Team has been very busy living our theme “Caring for our Community”. A few examples are the plastic bag roundup in which a group of students have collected ten thousand plastic bags, they are also organizing and hosting a community garage sale.

There is a group of students who will be attending WE Day in October. Waverly Park was also at the Youth Revolution Day at École New Era School as well as participated in the Brandon Chamber of Commerce luncheon at Royal Oak Inn. These activities encompass the spirit of the Youth Revolution program of acceptance, giving back to our community and anti- bullying as well as being ambassadors of our school.

B. QUALITY TEACHING

QUALITY TEACHING AT ÉCOLE NEW ERA SCHOOL

Report prepared by Mr. Chad Cobbe, Principal, École New Era School

The focus of this report comes from Brandon School Division's Quality Teaching Objective #2 "To complete the development of Policy/Procedures 4059: Numeracy...to focus the quality teaching of numeracy, Gr K-12"

Throughout the 2012-2013 school year, it became increasingly apparent that our students would benefit from the addition of a Numeracy Support position. During the 2013-2014 staffing process (March 2013), it was decided that 0.5 FTE would be committed to such a position. Nicole Olson is currently our Numeracy Support teacher. Her work so far has led to small group numeracy support for kindergarten to grade 8 learners, the introduction of math recovery intervention, the modeling of math strategies for classroom teachers particularly in the areas of mental math, problem-solving, and best practices (teaching from concrete to representational/pictorial to symbolic/abstract), and the development of a numeracy resource "bank".

The main focus of the Numeracy Support specialist includes Tier 2 small group intervention mostly at the grade 1 to 4 level (three times per cycle). However, there is also support offered for grade 7/8. Math Recovery assessment and intervention techniques are also used to help specific students strengthen their skills.

Part of the Numeracy Support school-based mandate is to help classroom teachers strengthen their own capacity to work effectively in helping students build their math skills. In addition to the Numeracy Support teacher working WITHIN classrooms using a co-teaching model, teachers are invited to also use release time to plan and collaborate with her on best practices.

The numeracy resource "bank" provides classroom teachers with quick access to learner-friendly, ready-to-use tools for their students that are aligned with the new Manitoba curriculum. Our growing collection of resources is a combination of ones that have been purchased (thanks to the generosity of our Parent Advisory Council) and those that have been created by staff.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT EARL OXFORD SCHOOL

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

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

- Our Quality Support Services within the building continue to focus on the implementation of the Response to Intervention Model. Second stage of the implementation took place on the May 2013 School Development Planning Day.

- At the May meeting, staff met in small groups to determine how we would get started and what would be our target for September to November of 2013.
- Our team at Earl Oxford have attempted to timetable so that continued Response to Intervention (RTI) meetings could occur and targeting student groups that would need assisted help. Meetings have started in September of 2013 and are ongoing throughout the year approximately every six weeks.
- Teacher meetings occur at the kindergarten to grade 2 levels, grade 3 to 6 levels and grade 7 - 8 levels.

As review, our team looked at the Factors Affecting Implementation of RTI with Earl Oxford for 2013/2014 School Year:

- Transition of New Era students into Earl Oxford population.
- Composition and Needs to be discussed and shared amongst staff.
- New staff to Earl Oxford School.
- Structural changes within Earl Oxford School to accommodate New Era additions.
- Administration, along with School Team to identify resources warranted for Quality Support Services inclusion to move forward with RTI implementation.

This goal has been supported by Divisional initiatives in regards to the Response to Intervention Model. Dr. Chris Webber performed a full day workshop on April 18, 2013 which provided opportunity into the initial stages of implementation with our Earl Oxford Team. On December 3, 2013, Dr. Chris Webber will once again address the implementation process for Response to Intervention. This will allow our team to checklist and reflect on our progress to date in implementing further with Response to Intervention.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	11	5, 15	Drug and Alcohol (2), Assaultive Behaviour (3), Unacceptable Behaviour (6)
Meadows	1	3	Weapons (1)
Valleyview	1	3	Unacceptable Behaviour (1)
Vincent Massey	1	5	Assaultive Behaviour (1)

2. COMMUNITY CONNECTIONS

For Information..... D. Michaels

HEALTHY SCHOOLS COMMITTEE MEETING/OCTOBER 2, 2013

On October 2, 2013, members from Prairie Mountain Health and Brandon School Division met for the initial Healthy Schools Committee Meeting of the current school year.

Each Committee member shared updates on new and continuing initiatives. Some examples include:

- Classroom Healthy Eating Resource for Grades Kindergarten to 7;
- Being Me....Promoting Positive Body Image;
- Farm to School Manitoba Fundraiser for schools;
- Moods magazine;
- Grip magazine; and
- Cycle Safe Presentation by MPI.

The Healthy Schools Community Activities funding received from the Ministry of Health was discussed. It was agreed that a Sub-Committee be formed to work on an application form and produce guidelines for applications.

The next meeting will be held on Wednesday, December 4, 2013.

3. CORRESPONDENCE

For Information..... D. Michaels

CORRESPONDENCE RECEIVED FROM MARK FRISON, PRESIDENT AND CEO, ASSINIBOINE COMMUNITY COLLEGE

The following correspondence has been received from Mark Frison, President and CEO, Assiniboine Community College:

On behalf of Assiniboine Community College, I want to thank you for your generous gift of Dual Language books written by École New Era students.

They will be added to the Library's collection and I know the Library is planning a display to showcase them to the college community. I'm told the Library will post information on the college's Intranet as well.

The books are delightful, and are a wonderful addition to our collection of local literature.

CORRESPONDENCE RECEIVED FROM HEATHER E. DUNCAN PHD, PROFESSOR AND DEAN, FACULTY OF EDUCATION, BRANDON UNIVERSITY

The following correspondence has been received from Heather E. Duncan PhD, Professor and Dean, Faculty of Education, Brandon University

Thank you very much for the package of Dual Language books. I was very impressed with this project when I attended the book launch, and with the pride the students and parents demonstrated in their achievements. It is an inspiring project. We will be delighted to use these books as a very useful resource for our students.

The EAL Professional development is much appreciated by our students. We look forward to more collaboration.



BRANDON SCHOOL DIVISION POLICY

POLICY 1001

FOUNDATIONS AND COMMITMENTS

Adopted: Motion 107/96

The Brandon School Division Board of Trustees recognizes and supports the United Nations Declaration on the Rights of the Child, and the Canadian Charter of Rights and Freedoms. The Board of Trustees believes that every child is entitled to a quality education free from discrimination irrespective of race/colour, religion, ethnicity, gender, gender identity, sexual orientation, socio-economic status, language, physical/social/emotional/intellectual development, disability and beliefs.

To this end the Board of Trustees declares these core values:

- ☒ Recognizes students as unique individuals who require a positive learning environment that is safe, secure, and free from harassment and bullying;
- ☒ Supports partnerships with parents, businesses and community;
- ☒ Practices responsible management of its financial, human and physical resources;
- ☒ Assumes the responsibility of directing the process by which the educational needs of our students are met; and
- ☒ Respects, honours and protects the rights of each child without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, sexual orientation, gender identity, language, religion, political or other opinion, national, ethnic or social origin, socio-economic status, property, disability, birth or other status.

Arising from these beliefs and core values are the foundational Mission and Vision Statements.

MISSION STATEMENT

The Brandon School Division strives to enable each student to achieve maximum intellectual, emotional, social and physical growth. We accomplish this through the provision of programs and services which facilitate the development of students as healthy contributing members of society.

VISION STATEMENT

To be a centre of educational excellence, built on community partnerships, effective leadership, and exemplary practices.



BRANDON SCHOOL DIVISION

Office of the Secretary-Treasurer

Mr. Denis Labossiere, Secretary-Treasurer

MEMO

DATE: November 12, 2013

TO: The Chairperson and Board of Trustees

FROM: Denis Labossiere, Secretary-Treasurer

RE: **Auditor's Report and Financial Statements for the Year Ended June 30, 2013**

Included in the agenda for the Board of Trustees' approval is the Auditor's Report and Financial Statements for the period ended June 30, 2013. As stated in the Auditor's Report, the consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2013 and that the results from our operations and our cash flows for the year then ended are in accordance with Canadian public sector accounting standards.

The operations of the Brandon School Division for the year ended June 30, 2013, resulted in a net operating deficit of \$1,463,933 as reflected on the Operating Fund – Schedule of Revenue, Expenses and Accumulated Surplus on page 7. This is a variance of approximately 1.86% from the total budget.

The attached Summary of Over Expenditures report, presented to the Finance Committee on November 12, 2013, outlines the major items contributing to the budget variance as reported in the Audited Financial Report.

Also attached, is the Accumulated Surplus Analysis which shows an undesignated surplus of \$661,327, or 0.84% of the 2012/13 Operating Budget, which is a low operating contingency in relation to our total budget and the uncertainties of the current budgeting process.

We trust this summary of the Division's financial operations for the year ended June 30, 2013 is sufficient, but if further information or clarification is required, please contact me.

Respectfully submitted,

D. Labossiere, CGA
Secretary-Treasurer
/sb

"Accepting the Challenge"

Summary of Over Expenditures
2012/13
June 30, 2013

Motion **Approved Over Expenditures**

17/2002 Computer Replacement/School Bundle		106,561	
169/2011 Ameresco		22,760	
22/2012 Teacher Mentorship Initiative		32,000	
22/2012 Real-Time Streaming and Archiving of Board Meetings		16,500	
22/2012 Riverheights Parking Lot Extension		52,500	
55/2012 Joint Job Evaluation Human Resources Secretary		49,883	
96/2012 Teachers for K-3 Class Size Initiative, staff changes	755,000		
20K3 Class Size Initiative funding	(131,200)		
Additional Grant funding (EAL & Enrollment Change)	(407,800)	216,000	
98/2012 All-Day/Every Day Kindergarten for George Fitton		108,700	
			604,904

Unapproved Over Expenditures

Respectful Workplace		237,384	
<u>Collective Agreements</u>			
Parental Leaves	54,217		
Maternity Leaves	34,555		
Other Leaves, Family, Breavement, Special Discretionary	86,451		
Substitutes	188,768		
Relief Bus Drivers	99,989	463,980	
Reduction in interest revenue and increase in interest costs		47,698	
Non-Vested Sick Leave - per PSFB formula		76,758	
Other various over (under) expenditures		33,209	859,029
2012-2013 Over expenditure			1,463,933

BRANDON SCHOOL DIVISION

ACCUMULATED SURPLUS ANALYSIS

As of June 30, 2013

	Board Motion No.	
ACCUMULATED SURPLUS AS AT July 1, 2012		\$ 2,493,258
Non-vested Sick Leave		367,489
Net Current Year (2012-2013) Deficit		<u>(1,463,933)</u>
Operating Fund Accumulated Surplus Gross of Non-vested sick leave - June 30, 2013		1,396,814
LESS: Designated & Committed		
a) School Carry Forwards	Policy	\$ 146,300
b) Crocus Plains Fieldhouse & In Ground Sprinkler System	21/2013	21,000
LESS: Designated but not Committed		
a) Vocational Equipment Replacement		50,000
b) Major Building Renovations		40,894
c) Administration Computers		9,924
d) Insurance Aggregate Retention (Self-Insurance)	155/2006	45,000
e) Natural Gas Infrastructure - Transportation	156/2007	<u>54,880</u>
Total Designated Surplus		<u>367,998</u>
Undesignated Surplus (Deficit)		1,028,816
LESS: Non-vested Accumulated Sick Leave Liability		367,489
UNDESIGNATED SURPLUS NET OF NON-VESTED SICK LEAVE- JUNE 30, 2013		<u>\$ 661,327</u>
2012/2013 Operating Budget		\$ 78,884,000
Percentage of Undesignated Surplus on 2012/2013 Operating Budget		0.84%

In previous financial reports to the Board of Trustees we have reported the auditor's opinion that the Division should carry an undesignated surplus of at least 5% of the annual budgeted expenditures, or approximately \$3,944,200. An undesignated accumulated surplus of \$661,327, or 0.84%, is a low operating contingency fund in relation to our total budget and the uncertainties characteristic of the current budgeting process. The Office of the Secretary-Treasurer continues to recommend that the Board of Trustees endeavor to maintain the unappropriated accumulated surplus balance.

Furthermore, as per Motion 129/2012, the Board of Trustees has agreed that Senior Administration be directed to plan for an contingency fund that is no less than 2% of the operating budget which would be approximately \$1,577,700 based on the 2012/2013 Operating Budget.



Group Insurance Solutions

October 30, 2013

RECEIVED

NOV 01 2013

Brandon School Division
1031-6th Street
Brandon, Manitoba
R7A 4K5

Office of the Secretary Treasurer
Brandon School Division

Attention: Mr. Denis Labossiere
Secretary-Treasurer

Dear Sirs:

Re: Manitoba Schools Insurance

We are pleased to enclose a copy of the 2012-13 Annual Financial Report on the operation of the Manitoba Schools Insurance program.

As you will see from the report, a total amount of \$499,440.00 is being rebated in respect of the liability and crime self insurance funds, plus the current surplus amount of the MSI Risk Management Equipment Fund (loss prevention equipment, fire inspections and security patrols).

A cheque for your pro-rata share of \$19,224.02 is enclosed.

If you have any questions regarding the above, please contact our office. Thank you.

Yours truly,

Western Financial Group (Network) Inc.
per:

(Mrs.) L. Baker
Manager, Client Service
Public Entities Programs
Group Insurance Solutions
Phone 204-942-2555/1-800-265-0314, extension 7220 Fax 204-957-0678
email: linda.baker@westernfgis.ca

LB/cm

Enclosures

copy: The Manitoba School Boards Association

JULY 1, 2012 TO JULY 1, 2013 ANNUAL REPORT

MANITOBA SCHOOLS INSURANCE

FINANCIAL SUMMARY

JULY, 2013

A. PROPERTY INSURANCE

1. Total 2012-13 Premium and Loss Pool Assessment:

All 38 public school divisions in Manitoba participate in the Manitoba Schools Insurance program (M.S.I.)

Loss Pool Assessment	\$ 2,100,000.00
Insurers' Premium	\$ 3,339,926.00
TOTAL, July 1, 2012-13	\$ 5,439,926.00

2. Property Loss Pool Assessment and Claims:

a. 1994 - 2007 Loss Pools:

Claims for these policy terms have previously been "closed off".

b. July 1, 2008-July 1, 2009 Loss Pool:

The \$2,000,000 2008-09 loss pool amount has been paid out. Property claims in the July 1, 2008-09 year are \$2,107,624.66. The amount excess of the \$2,000,000 loss pool amount (\$107,624.66) is payable by the excess insurers.

c. July 1, 2009-July 1, 2010 Loss Pool:

The \$2,000,000 2009-10 loss pool amount has been paid out. Property claims in the July 1, 2009-10 year are \$3,354,637.19. The amount excess of the \$2,000,000 loss pool amount (\$1,354,637.19) is payable by the excess insurers.

d. July 1, 2010-July 1, 2011 Loss Pool:

Of the \$2,000,000 2010-11 loss pool amount, \$1,666,701.10 has been paid out. The balance of \$333,298.90 is being reserved for unsettled/unpaid claims.

e. July 1, 2011-July 1, 2012 Loss Pool:

Of the \$2,000,000 2011-12 loss pool amount, \$1,567,656.82 has been paid out. The balance of 432,343.18 is being reserved for unsettled/unpaid claims.

f. July 1, 2012-July 1, 2013 Loss Pool:

Of the \$2,100,000. total loss pool amount, \$2,000,000 is responsible for payment of claims. The balance (\$100,000) is retained by The Manitoba School Boards Association to help defray loss prevention costs.

Estimated total overall property claims in July 1, 2012-13 were \$2,834,657.19.



The loss pool's maximum responsibility in respect of any one claim occurrence is \$1,200,000. Claims excess of \$1,200,000 per occurrence, or excess of \$2,000,000 for the year, are paid by the excess insurers.

Major claims against the loss pool include:

<u>DATE</u>	<u>DIVISION</u>	<u>TYPE</u>	<u>AMOUNT</u>
May 7	St. James-Assiniboia	Water Damage	252,500 (est.)
July 4	Winnipeg	Fire	205,500 (est.)
Oct 23	St. James-Assiniboia	Fire	462,500 (est.)
Oct 30	Frontier	Water Damage	422,500 (est.)
Dec 27	Winnipeg	Water Damage	246,500 (est.)

A summary of the amounts paid (or to be paid) out of the loss pool is as follows:

Total Loss Pool	\$2,100,000.00
Less - to The Manitoba School Boards Association	100,000.00
- claims paid	1,029,764.85
- adjusting fees paid	21,236.55
- claims/adjusting fees incurred but not yet paid	948,998.60
- provision for claims/adjusting fees incurred but not yet reported	.00
NET AMOUNT REFUNDABLE:	\$.00

3. **Property Insurer Premiums and Claims:**

The Insurers for July 1, 2011-12 received total premiums of \$3,339,926.

Estimated total insurer claims for the year, including reserves and adjusting fees, is \$834,657.19.

4. **Refund Summary, Property Insurance:**

There is no refund due.

B. GENERAL AND ERRORS AND OMISSIONS LIABILITY INSURANCE

The General Liability Insurance coverage limit up to June 30, 2010 was \$30,000,000. Effective July 1, 2010 this limit was increased to \$40,000,000.; the Errors and Omissions Liability coverage limit is \$2,000,000.

A "loss pool" structure of coverage was first established for the liability coverage effective March 1, 1994. The loss pool is an annual aggregate amount for each year (1995 through 2001) of \$200,000 (except 1994 which was a pro-rata amount of \$166,667). It was increased to \$250,000 for 2002; \$500,000 for 2003; \$650,000 for 2004, 2005, 2006 and 2007. The loss pool was reduced to \$500,000 for 2008, 2009 and 2010. This loss pool has the responsibility of paying the first \$250,000 (increased from \$50,000 effective January 1, 2003) of any claim (including adjusting and legal expenses).



Claims information to June 30, 2013 is as follows:

POLICY YEAR	INITIAL LOSS	INCURRED CLAIMS & ADJUSTING COSTS			AMOUNT PAID TO DATE		
	POOL AMOUNT	LOSS POOL	INSURER	TOTAL	LOSS POOL	INSURER	TOTAL
1994	\$166,667	\$166,667	\$266,513	\$433,180	\$166,667	\$266,513	\$433,180
1995	200,000	176,257	10,220	186,477	176,257	10,220	186,477
1996	200,000	200,000	80,597	280,597	200,000	80,597	280,597
1997	200,000	200,000	457,462	657,462	200,000	457,462	657,462
1998	200,000	117,342	3,500	120,842	117,342	3,500	120,842
1999	200,000	200,000	285,195	485,195	200,000	285,195	485,195
2000	200,000	200,000	128,869	328,869	200,000	128,869	328,869
2001	200,000	200,000	285,808	485,808	200,000	285,808	485,808
2002	250,000	250,000	70,508	320,508	250,000	70,508	320,508
2003	500,000	207,332	0	207,332	185,667	0	185,667
Jan 1/04- July 1/05	975,000	381,993	0	381,993	275,311	0	275,311
July 1/05-06	650,000	87,074	0	87,074	87,074	0	87,074
July 1/06-07	650,000	339,599	0	339,599	299,061	0	299,061
July 1/07-08	650,000	59,168	0	59,168	42,697	0	42,697
July 1/08-09	500,000	109,096	0	109,096	32,242	0	32,242
July 1/09-10	500,000	188,767	0	188,767	86,677	0	86,677
July 1/10-11	500,000	174,777	0	174,777	130,308	0	130,308
July 1/11-12	500,000	258,334	0	258,334	31,974	0	31,974
July 1/12-13	<u>500,000</u>	<u>154,500</u>	<u>0</u>	<u>154,500</u>	<u>10,800</u>	<u>0</u>	<u>10,800</u>
	\$7,741,667	\$3,670,906	\$1,588,672	\$5,259,578	\$2,892,077	\$1,588,672	\$4,480,749

Unused loss pool funds:

Initial Total	\$7,741,667
Less : Claims/Fees Paid	2,892,077
: Reserved for Claims reported but not yet paid	778,829
: Amount rebated in March 2000	96,298
: Amount rebated in July 2005	153,008
: Amount rebated in July 2006	296,289
: Amount rebated in July 2007	525,648
: Amount rebated in July 2008	459,624
: Amount rebated in July 2009	169,829
: Amount rebated in July 2010	396,441
: Amount rebated in July 2011	241,882
: Amount rebated in July 2012	276,532
Balance for "claims incurred but not reported"	<u>\$ 1,455,210</u>

The adopted policy is that once proper reserves have been established for known claims that are not yet settled, a further amount equal to 4 times the loss pool per-claim responsible amount (ie. 4 times \$250,000 or \$1,000,000) is retained for "claims incurred but not yet reported". Therefore a rebate of \$455,210 is now due.

The total cost of the overall general liability (including "special non-owned auto") and errors and omissions liability coverages, including the \$500,000 loss pool, was \$1,297,500 for the term July 1, 2012-July 1, 2013.



C. CRIME/FIDELITY INSURANCE:

Effective January 1, 2004 the insurance company implemented an increase in deductible amounts. To deflect this increase, a separate self-insurance loss pool was established July 1, 2005. The amount of the loss pool has been \$20,000 each year since July 1, 2006. For the July 1, 2010-11 term an amount of \$10,000 was previously retained for "claims incurred but not yet reported". This amount is being rebated now. For the term July 1, 2012-13 there is an incurred claim of \$2,000.00, which will leave a balance of \$18,000.00. An amount of \$10,000.00 is being retained for "claims incurred but not yet reported". The balance of \$8,000.00 is being rebated now.

There is also an amount of \$6,000 which was paid to The Manitoba School Boards Association by the Province with respect to the crime insurance. The entire premium for the crime insurance was billed to insureds. This \$6,000 is therefore refundable to insured School Divisions on a proportionate basis.

The total current rebate is therefore:

Property	\$.00
Liability	455,210.00
Crime	18,000.00
Crime (from Province)	6,000.00
Risk Management Equipment Fund	<u>20,230.00</u>
Total:	<u>\$499,440.00</u>

D. OTHER COVERAGES, ANNUAL PREMIUMS

Boiler & Machinery	249,295
Crime and Fidelity (including Loss Pool)	83,460
Accident	<u>10,200</u>
Total:	<u>\$342,955</u>

E. THE MANITOBA SCHOOL BOARDS ASSOCIATION REVENUE

The Manitoba School Boards Association has revenue from four sources:

- the amount of the property loss pool excess of \$2,000,000; this is normally 5%; \$100,000. for July 1, 2012-13.
- interest earnings on loss pool funds
- a loss prevention/administration fee of 5% of the total property loss pool and premium amount, billed to boards separately by The Manitoba School Boards Association.

In addition, 2½% of property insurer premiums go direct to MSI operation.

Expenses involved primarily include loss prevention work, but also staff involvement and committee expenses. In 1997, loss prevention work was expanded further to include summer security patrols; fire inspections commenced in 1998. During each year of operation of the MSI, revenue from the Program has at least met the expenses involved.

Each year an audit is completed on the operation of the Program; a copy of that audit is available on request.



INSURERS FOR JULY 1, 2013-14

		<u>2012-13</u>	<u>2013-14</u>
Property	St. Paul Fire & Marine Insurance Company	40%	40%
	Chartis Insurance Company	35%	
	AIG Insurance Company		35%
	Arch Insurance (Canada)	10%	10%
	The Personal Insurance Company	10%	10%
	Lloyds	5%	5%
	<u>2012-13</u>	<u>2013-14</u>	
Primary General Liability \$2,000,000	St. Paul Fire & Marine Ins. Co.	St. Paul Fire & Marine Ins. Co.	
Errors & Omissions Liability \$2,000,000	St. Paul Fire & Marine Ins. Co.	St. Paul Fire & Marine Ins. Co.	
Standard Garage Automobile \$2,000,000	St. Paul Fire & Marine Ins. Co..	St. Paul Fire & Marine Ins. Co.	
Umbrella/Excess Liability	first \$ 8,000,000. - Arch Insurance (Canada) next \$10,000,000. - St. Paul Fire & Marine Ins. Co. next \$10,000,000. - Elliott Special Risks next \$10,000,000. - GCAN Insurance Canada	first \$ 8,000,000. - Arch Insurance (Canada) next \$10,000,000. - St. Paul Fire & Marine Ins. Co. next \$10,000,000. - Elliott Special Risks next \$10,000,000. - Strategic Underwriting Managers	
Boiler & Machinery	Royal & SunAlliance Insurance	Royal & SunAlliance Insurance	
Crime/Fidelity	Travelers Guarantee	Travelers Guarantee	
Accident Insurance	Western Life	Western Life	

