BRANDON SCHOOL DIVISION

"Accepting the Challenge"

BRANDON SCHOOL DIVISION

JUNE 20, 2012

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

TO BE HELD MONDAY, JUNE 25, 2012 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

K. Zabowski
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

a) Special Board Meeting, June 6, 2012.
Adopt.

b) Regular Board Meeting, June 11, 2012.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

a)	Divisional Futures and Community Relations Committee Minutes	P. Bowslaugh
b)	Facilities and Transportation Committee Minutes	D. Karnes
c)	Finance Committee Minutes	M. Snelling
d)	Other - Brandon School Division Employee Long Service Retirement Evening	M. Sefton

2.03 Delegations and Petitions

2.04 Communications for Action

a) Kerri Malazdrewicz and Lindsay Eckersely, Student Council Teacher Advisors, École Secondaire Neelin High School, June 8, 2012, noting the École Secondaire Neelin High School Student Representative Council (SRC) recently registered for the Canadian Student Leadership Conference (CSLC) to be held from September 25 – 29, 2012, in Weyburn, Saskatchewan. The delegate fee for this conference is $375 per attendee plus the cost of travel. They are sending two student delegates along with two teacher supervisors which will incur a cost of approximately $2,750. Mr. Adamski has committed some financial support from the school, as well, some Neelin Student Representative Council funds will be used to cover a portion of the delegate fees. They are requesting any financial support which can be made available by the Board in order to offset this cost. (Appendix "A")

Refer Motions.

b) David Yeo, Director, Manitoba Education Administration Services, June 14, 2012, providing a working definition of class size, along with the 2012/2013 funding model in support of the Kindergarten to Grade 3 Class Size Initiative. This is provided to help Divisions in their planning process as they begin to reduce class size in K-3 classrooms over the course of the next five years. The Brandon School Division is eligible for $131,223 during the 2012-2013 school year. To access the funds a template is attached on which the Division is to provide a brief plan that outlines how it will use the funds. The Province will then review the plans and respond to the Division in writing. In September 2012, the funding will be dispersed to the Division. (Appendix "B").

Refer Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

a) Correspondence from David Yeo, Director, Manitoba Education Administration Services, from Communications for Action 2.04b), providing a working definition of class size, along with the 2012/2013 funding model in support of the Kindergarten to Grade 3 Class Size Initiative. This is provided to help Divisions in their planning process as they begin to reduce class size in K-3 classrooms over the course of the next five years. The Brandon School Division is eligible for $131,223 during the 2012-2013 school year. To access the funds a template is attached on which the Division is to provide a brief plan

that outlines how it will use the funds. The Province will then review the plans and respond to the Division in writing. In September 2012, the funding will be dispersed to the Division.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

a) School Reports – NIL

b) Learning Support Services Presentation – NIL

c) Items from Senior Administration Report –

- Student Accident Insurance, 2012 – Refer Motions.
- Big Brothers and Sisters of Brandon mentoring Program – Refer Motions.
- École Secondaire Neelin High School – Off-Site Activity Request – Refer Motions.
- Vincent Massey High School Off-Site Activity Request – Refer Motions.
- Scholarship Agreement – Juggernaut – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

81/2012 That the Student Accident Insurance Plan provided by Reliable Life Insurance Company, as carrier, as endorsed by the Manitoba School Boards Association, be approved for distribution to the students of the Division for the 2012/2013 school year.

82/2012 That the Agreement between the Division and Big Brothers and Sisters of Brandon Association Inc., providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

83/2012 That the trip involving sixteen (16) grade 9-12 high school students from École Secondaire Neelin High School to Vermillion, North Dakota from July 11, 2012 to July 14, 2012 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

84/2012 That the trip involving grade 9-12 high school students from Vincent Massey High School to Paris, France from May 16, 2014 to May 26, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

85/2012 That the Agreement for establishment of the scholarship to be known as "The Juggernaut Achievement Award" for a male or female student graduating from each of the three high schools be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

86/2012 That the request for financial assistance for two École Secondaire Neelin High School students to attend the Canadian Student Leadership Conference to be held in Weyburn, Saskatchewan, September 25-29, 2012 be approved in the amount of $800.00.

87/2012 That the following Procedures be approved as amended:

- 1013.2 – "Workplace Safety and Health – Contractors":
  - at the end of the first bullet under "Selection Criteria" the following be added: "if required by current Workplace Safety and Health legislation".
  - Change the words "on-duty custodian" to "Safety Officer" in paragraph 2.

- 1013.3 – "Workplace Safety and Health – Duties/Responsibilities for Safety and Health":
  - in the last line on page 2 add the word "current" before the word "MSDS".
  - at the end of the last bullet under "Custodians" add the following words: school inspection(s) "according to current legislation".
  - at the end of the title "Workplace Safety and Health Representatives" add the words "and Safety Officer".
  - amend the second bullet to read as follows: "school inspections, completing the inspection reports, and forwarding to the Workplace Safety and Health Committee".

- 1013.4 – "Investigating Workplace Incidents and Refusals to Work":
  - in bullet no. 1, add the words "in conjunction with the Safety Officer" after the words "Workplace Safety and Health Committee";
  - add to the end of the first bullet in no. 5 the following website www.westernfgis.ca
  - under "Procedures to Investigate Refusal to Work" in the first bullet add the positions of "Director of Facilities & Transportation, and Safety Officer", as well as the words "and the Facility Workplace Safety and Health Representative".

88/2012 That the Agreement between the Brandon School Division and the City of Brandon authorizing the joint use of buildings and lands which are or may be devoted to recreational/leisure purposes for the benefit of the citizens of the Division and City be approved; and the Secretary-Treasurer and Chairperson are hereby authorized to sign same.

89/2012 That the residual cost fees for the students from other divisions attending Special Education Programs, High School Academic, Academic Elementary Programs in the Division and Vocational Programs at Crocus Plains Regional Secondary School, during the July 2010 - June 2011 fiscal period, the July 2011 - June 2012 fiscal period, and for the July 2012 to June 2013 fiscal period (subject to adjustment to reflect the audited financial statements) be set as follows:

	2010/2011 Final	2011/2012 Estimated	2012/2013 Estimated
Special Education Students	$16,539	$18,500	$18,200
Vocational Students	$ 4,826	$ 4,800	$ 5,000
Academic High School Students	$ 3,125	$ 3,300	$ 3,300
Academic Elementary Students	$ 3,698	$ 3,800	$ 3,900

90/2012 That the non-resident tuition fees for students from Sioux Valley Educational Authority Inc. and other First Nations students attending Brandon Division schools during the July 2010 - June 2011 fiscal period, the July 2011 - June 2012 fiscal period, and for the July 2012 to June 2013 (subject to adjustment to reflect the audited financial statements) be set as follows:

	2009/2010 Final	2010/2011 Estimated	2012/2013 Estimated
Academic Elementary Students	$ 7,458	$ 7,500	$ 7,800
Academic High School Students	$ 6,125	$ 6,300	$ 6,400
Vocational Students	$ 8,284	$ 8,200	$ 8,700
Special Education Students	$20,297	$21,500	$21,500
Modified Program Students	$13,854	$14,200	$14,500

91/2012 That the non-resident tuition fees charged to foreign students for the 2012/2013 school year be set at $9,500 per student and for the 2013/2014 school year be set at $10,000 per student.

92/2012 That the tender from Television City in the total amount of $100,240 (including taxes) for the supply and installation of 50 projectors, with the option of purchasing 10 additional projectors with installation, be accepted.

93/2012 That the Proposal from MTS Allstream in the total amount of $67,394.41 (including taxes) for the supply of Cisco Network Switches be accepted.

2.08 Bylaws

That By-Law No. 2/2012 being a borrowing by-law of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2012 to June 30, 2013 be now read for a third and final time, and taken as read, passed.

2.09 Giving of Notice

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

a) Mr. Craig Manson, June 4, 2012, thanking the Board of Trustees for recognizing his length of service with the Brandon School Division. He truly enjoys getting up and going to school every morning and he hopes to serve the Division for a few more years.
Receive and File.

b) Monica Cantin, Executive Assistant, Brandon Teachers Association, June 6, 2012, noting the officers of the Brandon Teachers Association for the term beginning on July 1, 2012 to June 30, 2013, together with the names of the chairs of the Standing Committees.

Receive and File.

c) Jeff Harwood, Chair, Brandon General Museum and Archives Inc., June 12, 2012, noting the Board of Directors met on June 5, 2012 and have appointed the following Board Members to sit on the Ad-Hoc Committee tasked with beginning discussions regarding the future of the B.J. Hales Collection:

Kenneth Jackson, Vice-Chair
Doug Grossart, Secretary
Murray Graham.

Refer to Secretary-Treasurer's Department.

d) Lana Kidd, undated, thanking the Board of Trustees for the "beautiful retirement evening, the gift, and the delicious meal". She notes working with the Division has been "an honour and a privilege and I have truly appreciated this opportunity". She also expresses her personal gratitude for all the work the Board does for the students and staff of the Division.

Receive and File.

e) Rob Johnson, undated, thanking the Board of Trustees "for the wonderful retirement dinner." He notes he had a great time.

Receive and File.

3.03 Announcements

a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, July 9, 2012, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

a) Confidential #1 – Personnel Report.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

a) Confidential #2 – Legal Matter.

- Trustee Inquiries

5.00 ADJOURNMENT

BRANDON SCHOOL DIVISION

École Secondaire Neelin High

1020 Brandon Avenue, Brandon, Manitoba R7A 1K6 • Phone: (204) 729-3180 • Fax: (204) 726-5813

Appendix A

RECEIVED
JUN 12 2012

June 8, 2012

Dear Board Members,

The École secondaire Neelin High School Student Representative Council (SRC) has recently registered for the Canadian Student Leadership Conference (CSLC) which is to be held from September 25-29, 2012, in Weyburn, Saskatchewan. The student council is quite excited to be participating in such an amazing conference and we're very excited to see what this experience can teach them.

The delegate fee for this conference is $375 per attendee plus the cost of travel. We are sending two student delegates along with two teacher supervisors which will incur a cost of approximately $2750.00.

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

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

Thank you in advance for your time and consideration.

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

Kerri Malazdrewicz
Student Council Teacher Advisor
École secondaire Neelin High School

Lindsay Eckersley
Student Council Teacher Advisor
École secondaire Neelin High School

2.04 (a)

Appendix B

Manitoba
Education
Education Administration Services
507 -1181 Portage Avenue, Winnipeg, Manitoba R3G 0T3
T 204-945-6899 F 204-948-2154
www.manitoba.ca

June 14, 2012

Dr. Donna Michaels
Superintendent
The Brandon School Division
1031 – 6th Street
Brandon MB R7A 4K5

Dear Dr. Michaels:

Re: Kindergarten to Grade 3 (20K3) Class Size Initiative Update

As the first year of the Kindergarten to Grade 3 Class Size Initiative is soon to begin, the Department is now able to advise that a working definition of class size, along with the 2012/13 funding model in support of it, have been developed to assist in your planning process as you begin to reduce class sizes in K-3 classrooms over the course of the next five years.

Class Size Working Definition and Guidelines:

- By September 2017, 90% of the K to 3 classrooms *within a school division* will be required to be cap compliant by having 20 or fewer students; and
- Again, by September 2017, 10% of K to 3 classrooms *within a school division* will be permitted to exceed the 20 pupil cap. No K to 3 classrooms, though, will be permitted to exceed a class size of 23 pupils.
- Per earlier correspondence, school divisions will be required to report class sizes publicly, via their class size tracker, at the end of September with an additional class size update to the Department in February for planning purposes. In order to accommodate the movement of students in and out of classrooms beyond September 30, the "90-10" rule will reflect class sizes <u>as at the date of reporting</u> in September.
- Where Grade 3 students are combined with students in higher grades, those classrooms will be subject to a 23 student class size cap. These classrooms will not be counted in a school division's 90-10 cap compliance count; however, divisions will be required to report publicly on the number of students in classrooms where Grade 3 students have been combined with students in higher grades.

.../2

204b.)

- Note: While it is expected that schools will demonstrate progress over each of the next five years in terms of reducing K-3 class sizes, divisions must be in full compliance with the 20 (90%) and 23 (10%) variance by September 2017. Schools must plan for class sizes which meet the 20 and 23 student thresholds; however, if class sizes exceed 20 and 23 due to enrolment changes after the September reporting date in 2017, and in subsequent years, divisions will be permitted to exceed the guidelines with the understanding they will reorganize classes for the following school year to be compliant with the cap definition.

2012/13 Class Size Funding:

- School divisions are eligible to receive $62 for each eligible Kindergarten to Grade 3 pupil at September 30, 2011, with no division receiving less than $30,000. While this is an interim measure until a long-term funding strategy is developed, the 2012/13 funding amount allocated to your division will continue to be provided in subsequent years.

- Funds are provided to support the hiring of additional teachers to reduce class sizes, where possible. Where this is not possible, for reasons such as space constraints which are to be addressed in the future, the division is already compliant with the cap, or other issues related to staffing, the funds may be used to *enhance learning in K-3 classrooms*. Some examples of how the funds may be used to enhance learning are: hiring teachers to work in a co-teaching model, focused professional development in the area of literacy and numeracy, and the provision of teacher release time to increase teacher capacity.

Application Process:

Your division is eligible for **$131,223** for 2012-2013.

To access these funds for the 2012/13 school year, attached is a template on which you are asked to provide a brief plan that outlines how your school division will use the funds (whether the funds are to be used to reduce class sizes or to enhance learning in K-3 classrooms). Plans can be sent via Fax to 204-948-2154, email to joy.moorhead@gov.mb.ca, or regular mail to

Joy Moorhead
Education Administration Services Branch
507- 1181 Portage Avenue
Winnipeg, Manitoba R3G 0T3

../3

The Department will review the plans and promptly respond to divisions in writing. In September 2012, the funding will be dispersed to your division.

Divisions are reminded that the Class Tracker is expected to be easily accessible to the public, via division/school websites, by the end of September 2012. Divisions with Hutterian schools are not required to include the Hutterian school K-3 enrolment information on the Class Tracker due to the unique nature of these schools.

You will already be in receipt of correspondence from the Public Schools Finance Board regarding the five-year capital plan update. I hope the information above will be helpful for capital planning purposes in connection with 20K3. Per that earlier correspondence, and to reiterate, unless it is mutually agreeable to the parties involved or better space is located elsewhere existing child care programs in schools should not be displaced as part of this initiative.

As always, the Department recognizes your patience and appreciates your support as this initiative moves forward. If you have any questions about the class size definition or funding, please contact me at david.yeo@gov.mb.ca or 204-945-8664, or Tia Cumming at tia.cumming@gov.mb.ca or 204-945-8417. Thank you.

Sincerely,

David Yeo
Director

Attachment

c. Kevin Zabowski, Secretary-Treasurer
Honourable Nancy Allan
Gerald Farthing

Education Administration Services
507-1181 Portage Avenue
Winnipeg, MB R3G 0T3
CANADA

Manitoba
Education

2012-2013 K-3 Class Size Initiative

1. Hire Teaching Staff ☐

   Please explain how this will impact Class Size reduction in your division.

   _____

2. Enhance K-3 Learning ☐

   Reason
   - Space ☐
   - Staffing issue ☐
   - Already cap compliant ☐
   - Other ☐ Please specify:

   _____

   Please provide a brief explanation of how the funds will be used to enhance learning.

   _____

_____ Date: Click here to enter a date.

Superintendent
Click to choose School Division

DEPARTMENT USE ONLY

Approved by: _____ Date: _____

Please submit your completed template to Joy Moorhead, Education Administration Services Branch

- E-mail (in PDF format): Joy.Moorhead@gov.mb.ca
- Fax: (204) 948-2154