



BRANDON SCHOOL DIVISION

August 19, 2015

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

TO BE HELD MONDAY, AUGUST 24, 2015
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, July 6, 2015.
Adopt.
- b) Special Board Meeting, July 10, 2015.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

2.03 Delegations and Petitions

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- a) Brandon Neighbourhood Renewal Corporation (BNRC)

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – Year End Progress Report, September 2014 – June 2015. Dr. D. M. Michaels, Superintendent/CEO. (To be distributed at meeting.)
- b) Learning Support Services Report - NIL
- c) Items from Senior Administration Report :
 - Audit Engagement Letter – Refer Motions.
 - Lease Agreement for At-Risk Youth Program – Refer Motions.

2.06 Public INQUIRIES (max. 15 minutes)

2.07 Motions

99/2015 That the Auditor letter regarding the audit engagement for the June 30, 2015 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

100/2015 That the Lease Renewal Agreement between The Brandon School Division and Lynn Hink and Vernon Hink to rent the property commonly known as 729 Princess Avenue for the period August 1, 2015 to July 31, 2017 at an annual rent of \$35,100.00 plus GST and utilities for operation of the At-Risk Youth Program be approved; and the Secretary-Treasurer is hereby authorized to affix his signature and the seal of the Division thereto.

2.08 Bylaws

2.09 Giving of Notice

2.10 INQUIRIES

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

3.02 Communications for Information

- a) Card from Ms. Janie McNish, Teacher (retired), Linden Lanes School, addressed to Mark Sefton, Board Chair, July 2015, thanking the Board of Trustees for the lovely retirement dinner and gift. Ms. McNish notes that she thoroughly enjoyed her 27 year career with the Brandon School Division in the business community as the Work Placement Coordinator for the past 19 years. She states being very fortunate to have such great support from the community partners for important initiatives such as "Take our Kids to Work Day, High School Apprenticeship, Community Service and other work experience situations. (Appendix 'A')
Receive and file.
- b) Card from Ms. Katie Bonk, Teacher (retired), Crocus Plains Regional Secondary School, addressed to Bernadene Sangster, Executive Assistant, July, 2015, conveying her sincere appreciation to all those at the Brandon School Division involved in providing the lovely retirement dinner and evening on June 19, 2015. Ms. Bonk indicates that the engraved clock she received will remind her of many wonderful memories of times spent with BSD staff and students. (Appendix 'B')
Receive and file.
- c) Correspondence from Mr. James Allum, Minister of Education and Advanced Learning, addressed to Mr. Mark Sefton, Board Chair August 7, 2015, informing Mr. Sefton that the Green Acres School - New Gymnasium, Ministerial Award, is approved. The Division has been instructed to proceed with the construction of this project according to the terms and conditions of the award outlined in an enclosed "Terms of the Award" Document. Mr. Allum notes that this project is part of the Province's five year Active School Fund. Mr. Allum also asks that representatives from Brandon School Division continue to meet with the Public Schools Finance Board, in the design and review process, with respect to policies and guidelines related to the Board's school building program. (Appendix 'C')
Receive and file.

3.03 Announcements

- a) Finance Committee Meeting – 6:00 p.m., Wednesday, September 9, 2015, Boardroom.
- b) Inaugural Board Meeting – 7:00 p.m., Wednesday, September 9, 2015, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 14, 2015, Boardroom.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report.
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE 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, JULY 6, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. K. Sumner, Vice Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Dr. L. Ross.

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

Senior Administration:, Mr. G. Malazdrewicz, Acting Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Ms. S. Bambridge, Dr. D. M. Michaels, Superintendent/CEO.

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance and those viewing the proceedings online.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Sefton noted he had one item for In-Camera.

Mr. Bartlette – Mr. Kruck
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held June 22, 2015 were circulated.

Trustee Bowslaugh indicated that she was noted as “absent” from this meeting but she was in fact in attendance. The minutes will be revised as noted.

Mr. Bartlette – Mr. Buri
That the Minutes be approved as amended.
Carried

- b) The Minutes of the Board Meeting held June 22, 2015 were circulated.

Mr. Buri – Ms. Bartlette
That the Minutes be approved.
Carried

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Finance Committee Meeting

The written report of the Finance Committee meeting held June 18, 2015 was circulated.

Mr. Sumner – Mrs. Bowslaugh
That the Minutes be received and filed.
Carried.

- b) Friends of Education Committee Meeting

The written report of the Friends of Education Committee Meeting held June 18, 2015 was circulated.

Trustee Murray had a question for the Board regarding t-shirts and/or a banner to promote the Friends of Education. If money is to be used to purchase clothing or a banner promoting the Friends of Education profile, should it come from the Friends of Education or the Board? The Board indicated that this matter will be brought to the Education Committee in the fall.

Mrs. Bowslaugh provided information regarding having a banner made at Crocus Plains High School.

Mr. Labossiere, Secretary-Treasurer, indicated that the advertising budget for the Friends of Education is \$3,000 per year.

Mr. Murray – Mr. Bartlette
That the Minutes be received and filed.
Carried.

- c) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee Meeting held on June 22, 2015 was circulated.

Trustee Kruck asked questions for clarification regarding the Bus Garage Addition. Mr. Labossiere indicated he would speak to this item during the Report of Senior Administration portion of the Agenda.

Mr. Buri – Mr. Murray
That the Minutes be received and filed.
Carried.

2.03 Delegations and Petitions

- a) Mr. Marty Snelling and Naomi Leadbeater of the Brandon Neighbourhood Renewal Corporation (BNRC) attended the meeting and provided information on the Corporation. Ms. Leadbeater noted that the BNRC, as a non-profit organization, strives through advocacy, capacity building, provision of knowledge and sustainable funding from various sources to challenge and empower all citizens of the neighbourhood.

Mr. Snelling indicated the BNRC is entering their planning for the next 5 years and thought this would be a good time to meet with the Trustees. He and Ms. Leadbeater had met previously with Mr. Malazdrewicz, Acting Superintendent, and spoke about getting student input into what youth want as they are a big focus for the BNRC. They recently had their first focus group at Betty Gibson School with grades 7 & 8 students. Ms. Leadbeater noted that the students' perspective was really interesting to hear. There were comments on crime and safety, as well as on entertainment and free recreation. The students indicated they need somewhere to hang out and they also recognize that to live in Brandon, they must have a job to buy the home and have the kind of lifestyle they want.

BNRC is requesting feedback from the Trustees and Students to inform the next 5 year plan for the BNRC. They are hoping to do 3 or 4 focus groups with students at École secondaire Neelin High School, Neelin Off-Campus, and École New Era and King George Schools, which are centrally located and in the BNRC zone.

Ms. Leadbeater indicated that from July to mid-September the BNRC will be gathering feedback from the community with surveys, focus groups and public consultations. Meetings with youth would occur in September and a draft of the plan would be presented to the public for final feedback in October. The final plan will be approved by Neighbourhoods Alive in December or early January 2016.

Mr. Snelling noted programs that are funded by Neighbourhoods Alive and wondered if there is a partnership opportunity between the BNRC and the BSD. The Red Cross gangs and bullying programs were brought to the schools by Neighbourhoods Alive. Are there other programs that Trustees want so that for future years' funding, they can be proactive about making the submission and getting supports in place. An informal partnership was discussed regarding the grants that are given out by BNRC. The BNRC Board has made a commitment that 50% of the community grants are to go to aboriginal, immigrant and youth programming.

Mr. Snelling and Ms. Leadbeater had recently suggested to City Council that a task force workgroup between the City of Brandon and the Brandon School Division may be a good focus group, enabling the BNRC to meet with representatives from the City and School Division at the same time. They would like to hear back from the Trustees in the fall.

Trustee Kruck stated he is very interested in listening to the results of the focus groups, and he commended Mr. Snelling and Ms. Leadbeater on the work they're doing and is looking forward to reading about it.

Mr. Snelling would like to come back in October to present a report to the Board.

- b) Ms. Leadbeater spoke on the Community Garden Network and provided an update. The Network received \$70,000 funding for a coordinator over 2.5 years, while École New Era School received \$10,000 towards projects. The Network is hoping to work with the Crocus

Plains Principal to organize use of the vacant Greenhouse space at Crocus Plains Regional Secondary High School. The Network would like feedback regarding this partnership idea. Trustee Sefton indicated that a greenhouse at Crocus Plains to provide food for the Culinary Arts program is genius.

Trustee Sumner felt it was important to acknowledge programs already in the school and felt it is an excellent opportunity for BSD as a partner.

Trustee Bowslaugh asked questions for clarification.

Trustees congratulated the organization on the good work.

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

a) School Reports – NIL

b) Learning Support Services Report - NIL

c) Items from Senior Administration Report –

- Brandon Schools Instrumental Music Association (BSIMA)-Agreement– Refer Motions
- Brandon School Division and the City of Brandon – Joint Use Agreement – Refer Motions.

d) Late items from Senior Administration –

- Memo regarding the Maintenance Garage Addition (Bus Bays) – Refer Motions.
- Memo regarding the Crocus Plains Culinary Arts Ventilation and Ductwork Replacement – Refer Motions.

Mr. Labossiere spoke to the BSIMA and City of Brandon Joint Use Agreements. Mr. Labossiere spoke to the Maintenance Garage Addition (Bus Bays) and reviewed the memo provided to Trustees. The memo contained information regarding this project, including updated costs and tenders received. Mr. Labossiere also spoke to the Crocus Plains Culinary Arts Ventilation and Ductwork Replacement and reviewed the information provided in his memorandum to the Trustees.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

90/2015 Mr. Murray – Mr. Kruck

That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the financial support to be provided by the

Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

Carried.

91/2015 Mr. Buri – Mr. Kruck

That the amended Joint Use Agreement between the Brandon School Division and the City of Brandon be approved; and the Secretary-Treasurer and Chairperson are hereby authorized to sign same.

Carried.

92/2015 Mr. Sumer – Mr. Bartlette

That the Board agrees in principle with councilors from the City of Brandon regarding changes suggested for the southwest corner of 18th Street and Victoria Avenue that would have BSD move the fence at Earl Oxford School to allow for the sidewalk to be widened. The Division would be responsible for the cost of moving the fence and the City would be responsible for the reconstruction of the roadway, sidewalk and re-grading.

Carried.

93/2015 Mr. Sumner – Mr. Bartlette

That the low tender from Ben Wiebe Construction (1985) Ltd. for the Betty Gibson Modular Classroom Site Development/Delivery and Installation, as recommended by Stantec Architecture Ltd. be accepted and the Architect be authorized to forward the tender to the PSFB for approval.

Carried.

94/2015 Mr. Bartlette – Mr. Buri

That Senior Administration accept the tender for the Betty Gibson Grooming Room, as recommended by MCM Architects Inc., and the Architect be authorized to forward the tender to PSFB for approval.

Carried.

95/2015 Mr. Bartlette – Mr. Buri

That the low Tender from Horizon Builders Ltd. for the Maintenance Garage Addition (Bus Bays), as recommended by MCM Architects Inc., be accepted.

Trustee Kruck stated he was not in favour of this expenditure and noted he would be voting in opposition of this motion.

Trustee Sumner also noted concern in hearing of the increase in costs of the Bus Garage Addition. If it were not for the fact that the Board is in a position to put funds into reserves, he would not be in favour of this. He noted it's disappointing that the costs are what they are. This money could be allocated to other things within the Division. The benefits however are in league with the costs and he grudgingly, with some small reservations, stated his favour of this motion.

Trustee Bowslaugh indicated concern about the costs, but as the original bus garage has been existence for a long time, and the fleet of buses has increased because there are no schools in appropriate areas, students need to be bused. Trustee Bowslaugh notes that the Board's hands are tied and it's not a luxury – it's a necessity.

Trustee Bartlette spoke to the funding for Facilities and Transportation. He indicated that from the side of equity, the needs of the entire Division need to be met, and he feels this is a need that is being fulfilled and has a cost attached to it and feels this is the right decision.

Trustee Kruck asked if rental costs have been explored for 2 bays, until a time when the ACC question has been decided. Mr. Labossiere responded that at one time City of Brandon mechanics used to do work for BSD. That stopped several years ago as their mechanics no longer had time to work on BSD buses. Buses are now taken across the city to have mechanical work performed on them by 3rd parties. Mr. Labossiere stated BSD has one bus bay to wash and fix buses, and the Division now has 44 buses. Mr. Labossiere indicated that the building will not lose value, it will be brought up to safety code and current standards. He indicated that to transport buses to other garages now would require movement of staff to another space.

Trustee Sefton noted he is in support of this motion. He indicated the bus bays definitely need to be expanded and BSD is spending quite a few dollars every year farming out maintenance work. This may help to keep more buses on the road on the cold days. This may also be a cautionary tale to BSD regarding the ACC campus. Ultimately Trustee Sefton feels this is the best thing for the Division and students going forward.

Carried.

96/2015 Mrs. Bowslaugh – Mr. Bartlette

That the amount of \$450,000 from the Operating Fund Accumulated Surplus be allocated to the Maintenance Garage Addition Capital Reserve Fund for the Maintenance Garage Addition (Bus Bays), subject to PSFB approval.

Carried.

97/2015 Mrs. Bowslaugh – Mr. Bartlette

That the appointment of HSB Engineering Consultants Ltd. to design and tender the Crocus Plains Regional Secondary School Kitchen Exhaust Fan and Ductwork Replacement Project, be approved.

Trustee Sumner indicated that he supports this motion, with some great regrets. He feels this cost should not be borne by the taxpayers of Brandon, and that this expenditure should be covered by the Public School Finance Board. The only reason this is coming out of taxpayer's pockets, is because the PSFB, despite knowing that this upgrade would threaten an entire program offered at Crocus Plains, has failed to approve the necessary renovations. There was a real risk up until a week ago that the Division was going to lose this program for the upcoming year because it appeared the Division was not going to receive the extension from the Fire Department. Trustee Sumner thanked the inspectors from the Brandon Fire Department for working with the Division on this matter.

Trustee Ross hopes that these costs incurred will at some point be reimbursed by the Province and feels it is appalling that even with the notice given to the Province that the Division needed this work done, the PSFB has not seen fit to fund this project in Brandon. In the meantime a new culinary arts program in a new school in Winnipeg, on top of new skills schools they are building in Winnipeg, where there are declining enrolments. Trustee Ross supports this motion, but it pains her that this cost is to be borne by taxpayers of Brandon rather than by the taxpayers of Manitoba.

Trustee Bartlette asked questions regarding the normal procedure to appoint an engineering firm to move a project forward. Mr. Labossiere responded that once PSFB approves a project, we would receive approval to hire a consultant, who then designs the work and provides cost estimates. At that time it goes to the tender phase. At this point we are being proactive in this case as we have promised the Fire Department that this would be changed next year and this was the only way we would get a 1 year extension. This will give us a good estimate on what the system will cost. Trustee Bartlette suggested the bill that accrues from this be sent to the appropriate destination, as it should not be assumed the Division will take this on.

Trustee Murray wondered if insurance carrier has been notified that part of the building does not meet code.

Mr. Labossiere responded that the 1 year extension had just been received on Friday July 3, 2015. It has been cleaned and will be cleaned again during Christmas Break and at Spring Break.

Trustee Murray wanted to ensure that the extinguisher nipples be cleaned by the one company in Manitoba that is qualified to do this cleaning.

Mr. Malazdrewicz clarified that in terms of the exhaust system at Crocus Plains, this system meets or met code of when it was originally constructed. The issue is that the collection of grease and the age of the building means the system would not meet contemporary code if repairs were performed. We can keep the exhaust system clean to meet a safety standard that the Fire Department is looking for, and the new design will incorporate a heavier gauge of ductwork as well as welded ducting which allows the system to be cleaned in an entirely different fashion and makes it easier to clean and maintain and keep safe.

Trustee Buri noted he is grateful to the Fire Department for the extension. The fact that the Division has to agree to have the repairs done by next August leaves the Division no option but to go ahead. He still believes that this is the responsibility of PSFB and the Board should keep on that. Trustee Buri believes this program is valuable and one that must be kept in our Division.

Trustee Sefton then spoke to this matter and feels that the Division is stuck. It is an award winning program at Crocus Plains and the Board cannot allow this program to be shut down. Many students have gone on to become chefs because of this program. We owe a debt of gratitude to the Brandon Fire Department for being willing to work with the Division, and it's disappointing that while the Fire Department is willing to work with BSD, the government of Manitoba has not been willing to work with BSD up until this point. This item has been on the Division's 5 year capital plan and has been included in Skill Build. A few weeks ago local MLA's were given extra notice giving them an opportunity to work on it. Trustee Sefton confirmed that he supports this motion.

Trustee Bowslaugh asked questions for clarification.

Carried.

Trustee Sefton asked if it is the will of the Board to raise the issue of the Crocus Plains Culinary Ventilation with the Minister of Education the following week? The Board responded that yes they would like this issue raised.

2.08 Bylaws

By-Law 7/2015

Mr. Kruck – Mr. Buri

Second Reading:

That By-law 7/2015 being a borrowing by-law in the amount of \$381,200.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of:

School

Harrison School

Meadows School

Meadows School

Project

Roof Replacement of Area A1

Elevator

Three Classroom & Elevator Access Addition

Neelin High School	Roof Replacement of Area G1
Vincent Massey High School	Roof Replacement Areas D and G
Waverly Park School	Two Classroom Addition
Valleyview Centennial School	Heating and Ventilation Systems Replacements

be now read for the second time, having been first read on June 22, 2015.

Carried.

3rd Reading

That the rules be suspended and By-law 7/2015 be now read for a third and final time, and taken as read, finally passed.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 7/2015

Bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of \$381,200.00 and issuing debentures therefor.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$381,200.00 upon the credit of the Division by the issue and sale of debentures to meet partial costs for construction of the following:

<u>School</u>	<u>Project</u>
Harrison School	Roof Replacement of Area A1
Meadows School	Elevator
Meadows School	Three Classroom & Elevator Access Addition
Neelin High School	Roof Replacement of Area G1
Vincent Massey High School	Roof Replacement Areas D and G
Waverly Park School	Two Classroom Addition
Valleyview Centennial School	Heating and Ventilation Systems Replacements

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

- 1) That it shall be lawful for the said School Trustees to borrow the sum of \$381,200.00 by the issue and sale of debentures of the said School Division as set out below.
- 2) That the said debentures shall be issued at Brandon, Manitoba and shall be dated the 15th day of July, 2015 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows: the debenture shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$26,519.17 each, including principal and interest at the rate of 3.375 per cent per annum, payable annually on the 15th day of July as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 15th day of July, 2016.

- 4) That each debenture shall be signed by the Chairperson of the Board and the Secretary-Treasurer of the said School Division and the coupons, if any, attached thereto, shall be signed by the Secretary-Treasurer, whose signature may be lithographed thereon.
- 5) That provisions shall be made for the payment of the said debentures, and such provision shall form part of, and be included in, the annual statements of monies required for the purpose of the School Division.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division assembled at Brandon, in the Province of Manitoba, this _____ day of _____ A.D., 2015.

SECOND READING: _____

THIRD READING: _____

Chairperson

CERTIFIED a true copy of Bylaw
No. 7/2015 of The Brandon School Division
given first reading on the _____ day of
_____ A.D. 2015.

Secretary-Treasurer

Secretary-Treasurer

2.09 Giving of Notice

2.10 Trustee Inquiries

Trustee Bowslaugh noted the approval of the BSIMA program and the concern with equity among the students and schools. She indicated she felt strongly about the 3 schools that do not have access to the instrumental music program due to their distance (Alexander, O'Kelly and Spring Valley Colony). She is wondering if there is anything that can be done – like an itinerant person who could go from school to school on a part time basis.

Mr. Malazdrewicz responded that there is nothing in the works with regard to providing an instrumental music program to these schools, but we do respond in that we have provided additional music and arts support to Alexander and O'Kelly Schools already in terms of what would be their base allocation – so we provide extra time for music for those programs to support choral programs. Instrumental music is not a requirement of a music and arts program.

Trustee Bowslaugh asked if the Board could look after the Spring Valley Colony School students in this manner also.

Trustee Sefton asked if it's the will of the Board that this inquiry go forward as to the viability of music at Spring Valley School go forth to Senior Administration? The Board indicated that yes they would like this matter to go to Senior Administration.

Trustee Ross asked questions for clarification.

Trustee Kruck asked questions regarding the graduates at the Off-Campus graduation not wearing caps and gowns.

Mr. Malazdrewicz noted that the costs associated with renting a cap and gown are the responsibility of the graduate and that the Division covers the cost of the tassels for all graduates.

Trustees asked questions for clarification.

(Trustee Murray exited at 8:39 p.m. and returned at 8:42 p.m.)

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Mr. Greg Malazdrewicz, Acting Superintendent, reviewed the Report of Senior Administration from July 6 2015 and highlighted the following items:

- Graduation information.
 - Overall graduation rate was 95.48%
- Suspension reports (for the 2014- 2015 School Year)
- EAL reports
- Brookwood/Bellafield Developments/enrolments
 - Pressure on Linden Lanes and Riverheights catchment areas from these areas
 - Anticipated that this area will grow by 50-60 students
- Patricia heights
 - The area is divided into three section where students attend George Fitton, King George and Riverheights School
 - 112 students are transported to Riverheights School at this time.
 - 40-50 students are transported to King George School
 - New housing is being built which will double the number of students to 250 students to the west of 9th Street, within the next 3-5 years.
 - To the east of 9th Street, South of Crocus Plains is being rapidly developed and within 3 years it will change the number of 56 students to 250 students coming from that area. Now sitting at 500 students in this catchment. Approx. 100 are enrolled in FI programming.
 - In 3-5 years, over 750 students in that area, with 2/3 being bused to a school outside of their catchment.
 - Buses are driving by the empty school site at 9th and Maryland.
 - Need to think about 'walkable schools'
- If the province had announced a new school yesterday, by the time the school was built, the Division would be oversubscribed and looking to put the students somewhere else
- Prairie Mountain Health – birth population results show between 750-800 children, between the ages of 2-3 and will be enrolling in Kindergarten in less than 3 years
- 550 grade 8 students will be moving out of schools, and 800 Kindergarteners will be coming in; there is a seat deficiency of 250 kids per year in K-8 buildings for the next 5-6 years
- Due to the significant rise in Kindergarten numbers, there will be a crunch in 2017-2018
- It is important to note the new school is essential
- These children are here right now and not coming through immigration

Trustee Sefton provided a recap:

- There are 400 non-French Immersion K-8 students in the neighbourhood with a school site, and the Division is anticipating that the number of students will grow to approximately 700-750 in the next three years.

Trustee Sefton asked if it was the will of the Board that Mr. Malazdrewicz present this report to the Minister of Education on Friday? The Board responded that yes they would like this information brought forward and Mr. Sefton asked Mr. Malazdrewicz if he would present this information and Mr. Malazdrewicz confirmed that he would.

Mr. Sumner – Mr. Murray

That the July 6, 2015 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Correspondence from Ms. Dawn Lyons, Teacher, Linden Lanes School, addressed to Mark Sefton, Board Chair, June 24, 2015, thanking the Board of Trustees for all of their hard work and dedication. Ms. Lyons notes that without such supports, teachers would not be able to grow and develop to provide a caring, learning environment for the children in our community. She is proud to have been part of a “the best we can be” team. Ms. Lyons states that she will miss the amazing children, parents and colleagues who have made her a better teacher and person in general, and has many cherished memories that she will take with her into her new adventure in life.

Ordered filed.

- b) Correspondence from Ms. Debra Mason, Teacher, retired, addressed to the Board of Trustees, June 2015, thanking them for hosting a lovely Long Service Retirement Evening at the Victoria Inn. Ms. Mason and her guest enjoyed the meal and catching up with everyone. She also appreciate the retirement gift of a Brandon School Division keepsake watch which will assist in ensuring she reaches her Zumba classes on time!

Ordered filed.

3.03 Announcements

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, August 24, 2015, Boardroom.

Mr. Kruck – Mr. Sumner

That the Board do now resolve into Committee of the Whole In Camera. (8:58 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was presented.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) Trustee Sefton spoke on a Board Operations matter.

- Trustee Inquiries

Dr. Ross - Mrs. Bowslaugh

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

Carried.

5.00 ADJOURNMENT

Dr. Ross – Mr. Kruck

That the meeting does now adjourn (9:14 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 1:00 P.M., FRIDAY, JULY 10, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. K. Sumner, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Kruck, Mr. J. Murray, Dr. L. Ross.

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

REGRETS: Ms. S. Bambridge, Mr. G. Buri, Ms. B. Switzer, Director of Human Resources.

CALL:

The Chairperson called the meeting to order at 1:25 p.m. and referred to the Call.

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

a) Personnel Matter.

Mr. Sumner – Mrs. Bowslaugh

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

a) Confidential #1 was reviewed. The Committee Chairperson spoke to the report.

Mr. Kruck – Mr. Bartlette

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

Carried.

IN BOARD

98/2015 Mr. Murray – Mr. Kruck

That Confidential #1 and the recommendations therein be approved.

Carried.

Mr. Kruck – Mr. Murray

That the meeting do now adjourn (1:33 p.m.).

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

August 24, 2015

A. Business Arising for Board Action

- I. Presentations
- II. Human Resources
- III. Secretary-Treasurer
 - 1. Lease Agreement for At-Risk Youth Program 1
 - 2. Audit Engagement Letter 1
- IV. Superintendent of Schools
 - 1. School Division Year End Report / June 2015 2
- V. Senior Administration Response to Trustee Inquiries

B. Administrative Information

- I. Human Resources
 - 1. Personnel Report 2
- II. Secretary-Treasurer
 - 1. Vehicle Accident 2
 - 2. Manitoba Schools Insurance Program – July 2015 Renewals..... 2
- III. Superintendent of Schools
 - 1. Brandon School Division Office of the Superintendent Duties and Responsibilities
2015-2016..... 3

... /2

“Accepting the Challenge”

2. Correspondence

- **Correspondence Received From Stacey Thorarinson-Hoff, Registrar, Manitoba Institute of Trades and Technology..... 3**
- **Correspondence Received From Darryl Gervais, Director, Manitoba Education and Advanced Learning..... 4**
- **Correspondence Received From Darryl Gervais, Director, Manitoba Education and Advanced Learning..... 4**

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. LEASE AGREEMENT FOR AT-RISK YOUTH PROGRAM

For Action.....D. Labossiere

The Lease Agreement between the Brandon School Division and Lynn and Vernon Hink to rent the property commonly known as 729 Princess Avenue is due for renewal. The lease is for 2 years, from August 1, 2015 to July 31, 2017, at an annual rent of \$35,100 plus GST and utilities. The annual rental rate increased by 2.9% (\$1,000 before GST) over the previous lease agreement. A copy of the Leasehold Renewal Agreement is attached as Appendix A to the Report of Senior Administration. A motion to approve renewal of the agreement has been included.

RECOMMENDATION:

That the Lease Renewal Agreement between The Brandon School Division and Lynn Hink and Vernon Hink to rent the property commonly known as 729 Princess Avenue for the period August 1, 2015 to July 31, 2017 at an annual rent of \$35,100.00 plus GST and utilities for operation of the At-Risk Youth Program be approved; and the Secretary-Treasurer is hereby authorized to affix his signature and the seal of the Division thereto.

2. AUDIT ENGAGEMENT LETTER

For Action.....D. Labossiere

The June 30, 2015 year end has recently passed for the Brandon School Division, therefore, we have received an audit engagement letter from BDO Canada LLP, the Division Auditors. A motion to approve the signing of this engagement letter has been included in the agenda.

RECOMMENDATION:

That the Auditor letter regarding the audit engagement for the June 30, 2015 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

IV. SUPERINTENDENT OF SCHOOLS

1. SCHOOL DIVISION YEAR END REPORT / JUNE 2015

For Action..... D. Michaels

The School Division Year End Report will be circulated at the Board table at which time the Superintendent will speak to the Report and answer questions from the Board of Trustees.

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. VEHICLE ACCIDENT

For Information.....D. Labossiere

Correspondence has been received from the Supervisor of Facilities advising of an accident on Thursday, July 16, 2015 involving the Brandon School Division Maintenance truck #12. The driver of the Maintenance truck was backing up with a trailer attached and jack knifed the trailer. The damage is to the driver's side rear bumper and lower corner of the truck box. There were no injuries and the accident was reported to Manitoba Public Insurance. This is provided as information.

2. MANITOBA SCHOOLS INSURANCE PROGRAM – JULY 2015 RENEWALS

For Information.....D. Labossiere

The annual renewals for our insurance coverage under the Manitoba Schools Insurance Program for the year 2015/2016 have been received. Appendix B contains the Coverage Confirmation Binder, confirming our insurance renewal, and a chart comparing coverage and premiums between last year and this year. These policies provide property insurance, general liability insurance for protection from claim for bodily injury or damage to property of others, errors and omissions liability insurance for claims against the Division for financial damages, crime, accidental death and dismemberment for volunteer workers, and boiler and machinery insurance.

For the renewal term, values of insured schools and other property have been increased this year by 6.2% and the maximum Property Self Insured Retention Loss Pool has been increased from \$2,000,000 to \$3,000,000. Due to increased requirements by non-educational professional regulatory bodies, coverage for employed “Professionals” (therapists, social workers, etc.) was increased from \$2,000,000 to \$5,000,000. Cyber Liability coverage has been added to division insurance policies with the main coverage for Privacy Breach expenses, both those incurred by the Division and any claims for expenses advanced by third parties. The other areas of the insurance coverage remain the same.

The net increase in insurance costs for our Division is \$30,358.17 or 13.2% over last year’s costs for a total cost of \$260,068.39. The losses the insurance program experienced in 2014-2015 impacted the increase in premiums. There were 2 significant under the Property portion last year, fire losses at Mary Duncan School (The Pas) and Kildonan-East Collegiate (Winnipeg) combined with the other normal losses experienced throughout the year, exhausted the Property Self Insured Retention Loss Pool of \$2 million and resulted in the excess insurers incurring \$12.5 million in losses. Please contact me should you have any questions or have them discussed at the Board meeting.

III. SUPERINTENDENT OF SCHOOLS

1. BRANDON SCHOOL DIVISION OFFICE OF THE SUPERINTENDENT DUTIES AND RESPONSIBILITIES 2015-2016

For Information..... D. Michaels

Based on policies 6001 and 6002 the specific duties and responsibilities of the Superintendent and Assistant Superintendents has been prepared for implementation. Please see Appendix C.

2. CORRESPONDENCE

For Information..... D. Michaels

CORRESPONDENCE RECEIVED FROM STACEY THORARINSON-HOFF, REGISTRAR, MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY

The following correspondence has been received from Stacey Thorarinson-Hoff, Registrar, Manitoba Institute of Trades and Technology:

Under the School of Choice initiative, Manitoba Institute of Trades and Technology is piloting a full-time high school program and we will be accepting students entering grade 11, commencing September, 2015.

Please accept this letter as notice that Arianne Lobster has been accepted into MITT High School effective September, 2015.

Please contact me if you have any other questions.

CORRESPONDENCE RECEIVED FROM DARRYL GERVAIS, DIRECTOR, MANITOBA EDUCATION AND ADVANCED LEARNING

The following correspondence has been received from Darryl Gervais, Director, Manitoba Education and Advanced Learning to Dianne Kullberg, Teacher, Crocus Plains Regional Secondary School:

I am pleased to inform you that you have been selected as a member of the Grade 12 English Language Arts Test Development Committee for the 2015/2016 school year. The Instruction, Curriculum and Assessment Branch recognizes and appreciates the effort, expertise, and professionalism that each teacher brings to the respective test development committee.

The assessment consultant responsible for this committee is Heather Lytwyn. She will contact you to provide further information about the work of the committee, including details related to the first meeting.

There will be approximately ten days of teacher release time required in the 2015/2016 school year. The department will cover substitute teacher costs upon receipt of an invoice from the division office or school.

I hope you find this experience to be a rewarding one.

CORRESPONDENCE RECEIVED FROM DARRYL GERVAIS, DIRECTOR, MANITOBA EDUCATION AND ADVANCED LEARNING

The following correspondence has been received from Darryl Gervais, Director, Manitoba Education and Advanced Learning to Sukhminder Bath, Teacher, Vincent Massey High School:

I am pleased to inform you that you have been selected as a member of the Grade 12 Applied Mathematics Test Development Committee for the 2015/2016 school year. The Instruction, Curriculum and Assessment Branch recognizes and appreciates the effort, expertise, and professionalism that each teacher brings to the respective test development committee.

The assessment consultant responsible for this committee is King Luu. He will contact you to provide further information about the work of the committee, including details related to the first meeting.

There will be approximately ten days of teacher release time required in the 2015/2016 school year. The department will cover substitute teacher costs upon receipt of an invoice from the division office or school.

I hope you find this experience to be a rewarding one.

LEASEHOLD RENEWAL AGREEMENT

made with respect to commercial premises known as:

**729 Princess Avenue
in the City of Brandon, in Manitoba, Canada**

This leasehold renewal agreement is made and entered into by and between:

Lynn Hink and Vern Hink
(*hereinafter referred to as the "LANDLORD"*)

and

The Brandon School Division
(*hereinafter referred to as the "TENANT"*)

WHEREAS with respect to the above mentioned premises the Landlord and the Tenant did on July 25th, 2012 and again on July 23rd, 2013 mutually enter into a Leasehold Agreement (hereinafter referred to as the "Original Agreement"); and

WHEREAS the term of said Original Agreement was in each case for one year, the former commencing on August 1, 2012 and terminating on July 31, 2013, the latter commencing on August 1, 2013 and terminating on July 31st, 2014, and which agreements were subsequently extended to July 31st, 2015; and

WHEREAS the Landlord and the Tenant desire to renew the said Original Agreement and extend the term of same;

NOW, THEREFORE, in consideration of the articles, covenants and provisions outlined in the said Original Agreement, the Landlord and the Tenant do agree as follows:

THAT: the said Original Agreement shall be renewed and extended subject to the provisions and conditions itemized below:

- 1.) **TERM OF RENEWAL:** The said Original Agreement is renewed for an additional term of two years commencing on the 1st of August, 2015 and terminating on July 31st, 2017.
- 2.) **RATE:** The annual rental rate is increased 2.9% to \$35,100.00 plus \$1,755.00 GST (Total \$36,855.00 annually) which is payable on the first day of each month in installments of \$2925 plus \$146.25 GST (Total \$3071.25 monthly).
- 3.) **CONTROLLING AGREEMENT:** This Leasehold Renewal Agreement is the controlling agreement. Any conflict between this agreement and a like provision in the said Original Agreement is resolved in favour of this Leasehold Renewal Agreement.. All other terms and conditions of the Original Agreement remain in full force and effect.

The Landlord and Tenant hereto re-affirm the terms and provisions of the said Original Agreement as amended by the provisions of this Leasehold Renewal Agreement:

The parties thereto duly execute this Leasehold Renewal Agreement:

dated:
For the TENANT

dated:
for the LANDLORD

dated

dated

RECEIVED

JUL 27 2015

Office of the Secretary-Treasurer
Brandon School Division

July 24, 2015

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

Attention: Mr. Denis Labossiere
Secretary-Treasurer

Dear Sirs:

Re: Manitoba Schools Insurance (MSI)
July 1, 2015 Renewals

The annual renewal date of your insurance coverage under the Manitoba Schools Insurance program is July 1. We are pleased to enclose a Coverage Confirmation Binder confirming your insurance renewal for the term July 1, 2015 to July 1, 2016.

Your total premium/self-insurance loss pool contribution is \$260,068.39. Invoices are attached - breakdown is as follows:

Payable to The Manitoba School Boards Association - loss prevention and administration, G.S.T.:	\$5,454.75
---	-------------------

Payable to Western Financial Group Insurance Solutions - insurer premiums for property, liability, "garagekeepers", equipment breakdown/boiler & machinery, crime, accident coverage for volunteers; brokerage and program administration fee, property self-insurance loss pool, liability self-insurance loss pool, crime self-insurance loss pool, RST:	\$254,613.64
--	---------------------

Total amount due:	<u>\$260,068.39</u>
--------------------------	----------------------------

2015-16 renewal premiums are increased from the expiring premiums by an average of 11%. The amount of increase varies slightly between Divisions.

Please note the following respecting this year's MSI renewal:

Property: The maximum loss pool responsibility has been increased from \$2,000,000. to \$3,000,000. The Annual Aggregate Retention applicable to flood has been increased to a minimum of \$50,000. - underwritten by Travelers, Chartis, Arch, and The Personal.

Liability: Cyber Liability coverage has been added. Coverage for employed "Professionals" has been increased from \$2,000,000. to \$5,000,000. - underwritten by Arch, Travelers, Elliott Special Risks and SUM.

Crime: No coverage change - underwritten by Travelers Guarantee.

July 24, 2015
Page 2

Accidental Death & Dismemberment for Volunteer Workers: No coverage change - underwritten by Western Life.

Equipment Breakdown/Boiler and Machinery: No coverage change - underwritten by Aviva Insurance Company.

A comparison chart of expiring versus renewal coverages and premiums is also attached.

Your Property Certificate of insurance is also enclosed.

Policy documentation will be posted on our website as they are received, which can be accessed at <https://www.westernfgis.ca/maste/Members/commercial/MasterPolicies.aspx> (User Name: MSBA Password: member).

For those Divisions that participate in the Manitoba School Boards Association Pension Plan for Non-teaching Employees of Public School Boards, this coverage has also been renewed for a further one year term to July 1, 2016. The policy documentation for this is posted on our website as well.

We trust you will find the enclosed in order and wish to thank you for your continued support of the Manitoba Schools Insurance program. Should you have any questions, please contact Linda Baker at linda.baker@westernfgis.ca, 204-942-2555 extension 7220.

Yours truly,
Western Financial Group (Network) Inc.
per:

Grant Ostir
(Telephone 204-942-2555, extension 7228; Fax 204-957-0678
email: grant.ostir@westernfgis.ca)

GO/lb Enclosures

copy: Mr. Darren Thomas, Risk Manager
The Manitoba School Boards Association

COVERAGE CONFIRMATION BINDER

INSURED: THE MANITOBA SCHOOL BOARDS ASSOCIATION, TRUSTEES, AND MEMBER SCHOOL DIVISIONS AND DISTRICTS OF THE MANITOBA SCHOOL BOARDS ASSOCIATION, AS STATED ON CERTIFICATES OF INSURANCE TO BE ISSUED

DATE: July 1, 2015

THIS BINDER IS TO CERTIFY THAT WE HAVE ARRANGED INSURANCE ON YOUR BEHALF IN ACCORDANCE WITH THE FOLLOWING

LOCATION(S) INSURED: All locations of the Insured

DESCRIPTION OF COVERAGES:

- (a) Property - Blanket All Risks
- (b) Comprehensive General Liability - \$2,000,000.
- (c) Special Non-Owned Automobile Liability - \$2,000,000.
- (d) Standard Garage Automobile Liability - \$2,000,000.
- (e) Board of Education/Errors and Omissions Liability - \$2,000,000.
- (f) Umbrella/Excess Liability - \$38,000,000.
[over items (b), (c), (d) and (e), plus over auto liability]
- (g) Equipment Breakdown/Boiler and Machinery - \$40,500,000.
- (h) Crime - Fidelity - \$3,000,000.
- (i) Volunteer Accident Insurance

INSURER(S):

As arranged by and on file with Western Financial Group (Network) Inc.

TERM: **FROM** July 1, 2015 **TO** Until replaced by Policies or as otherwise informed

THIS BINDER IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICIES THAT WILL BE ISSUED IN REPLACEMENT HEREOF

Western Financial Group (Network) Inc.
per: _____

BINDER # CO15-4560

MANITOBA SCHOOLS INSURANCE
2014/15 TO 2015/16 COMPARISON
BRANDON SCHOOL DIVISION

	<u>2014-15</u>	<u>2015-16</u>
A. <u>PROPERTY</u>		
- limit of coverage any one building location (including contents)	\$ 65,938,000	\$ 68,665,000
- estimated total replacement value, buildings and contents	362,975,300	385,470,100
- percentage increase		6.2%
- average estimated replacement cost per square foot, insured buildings, including contents	344.82	331.47
- coverage for increased cost in claim settlement arising from by-law re-construction requirements	Yes	Yes
- coverage for increased cost to up-grade to "LEED" Silver Environmental Standard	No	No
- limit for Valuable Papers coverage	200,000	200,000
- limit for Accounts Receivable coverage	200,000	200,000
- each loss deductible on all claims (applies per building location for flood, sewer backup)	2,500	2,500
- each loss deductible for break-in (with resulting theft and/or vandalism) claims (excluding outbuildings or storage buildings with building/ contents value under \$25,000) <i>occurring at locations without an operating alarm system</i>	10,000	10,000
- annual aggregate retention (once-a-year deductible)	15,000	15,000
- retention deductible applicable to flood (separate from above retention)	50,000	50,000
- total insurer and loss pool rate per \$100. of estimated value	3.98 ¢	4.23 ¢
Premiums:		
- self-insurance loss pool assessment	\$ 52,517	\$ 77,525
- excess insurers' premium	91,833	85,574
TOTAL PROPERTY LOSS POOL/INSURER PREMIUM:	\$ 144,350	\$ 163,099
- maximum amount chargeable to self-insurance loss pool in respect of any one claim	\$ 1,200,000	\$ 1,200,000
- aggregate maximum loss pool responsibility for the year	\$ 2,000,000	\$ 3,000,000
- maximum potential property year-end rebate, as percentage of total property premium/loss pool contribution	37.2%	45.9%



MANITOBA SCHOOLS INSURANCE



	2014-15	2015-16
B. LIABILITY		
- <u>general liability</u> limit of coverage	\$ 40,000,000	\$ 40,000,000
- general deductible per claim	2,500	2,500
- deductible applicable to legal defense/ investigation costs	No	No
- deductible on claims alleging wrongful dismissal		
- tenured teachers	25,000	25,000
- non-tenured teachers	25,000	25,000
- other employees	2,500	2,500
- coverage limit for claims arising from accidental pollution or contamination, however requiring discovery/reporting within 120 hours	2,000,000	2,000,000
- coverage limit for employee benefits liability - for claims arising from improper administration of employee benefit plans	40,000,000	40,000,000
- coverage limit for Cyber Liability including Network and Information Security (\$10,000 deductible) and Privacy Breach Expenses (\$10,000 deductible)	Not Insured	Insured
- " <u>special non-owned auto</u> ", protection for persons while transporting students (extra-curricular activities)	40,000,000	40,000,000
- <u>errors & omissions liability</u> , protection for financial damages claims arising from alleged "wrongful acts"	2,000,000	2,000,000
- deductible amount	2,500	2,500
- deductible applicable to defense and investigative costs	No	No
- coverage limit for employed "Professionals" (eg. Social Workers, Psychologists/Therapists)	2,000,000	5,000,000
- <u>excess auto liability</u> , for owned vehicles, provided Autopac and fleet extension liability of at least \$2,000,000. is carried	38,000,000	38,000,000
- <u>standard garage automobile</u> , provides coverage on vehicles in custody of schools (eg. industrial arts classes)		
- third party liability, total limit	40,000,000	40,000,000
- all perils coverage on 'customers' automobiles	100,000	100,000
- all perils deductible	500	1,000
Premiums:		
- self-insurance loss pool assessment	\$ 19,255	\$ 19,255
- insurers premium/brokerage	31,379	40,062
TOTAL LIABILITY LOSS POOL/INSURER PREMIUM:	\$ 50,634	\$ 59,317
- maximum amount chargeable to self-insurance loss pool in respect of any one claim	\$ 250,000	\$ 250,000
- aggregate maximum loss pool responsibility for the year	\$ 500,000	\$ 500,000
- maximum potential liability year-end rebate, as percentage of total liability premium/loss pool contribution	38.5%	32.5%



	2014-15	2015-16
C. EQUIPMENT BREAKDOWN (BOILER & MACHINERY)		
- limit of coverage	\$ 5,000,000	\$ 5,000,000
- deductible - other than air conditioning units machinery breakdown, or pressure vessels	5,000	5,000
- by-laws coverage on chillers	No	No
- deductible - air conditioning units	various, depending on age	various, depending on age
- Premium	<u>\$ 9,655</u>	<u>\$ 9,752</u>
D. CRIME		
- employee dishonesty (includes trustees, volunteers)	\$ 3,000,000	\$ 3,000,000
- computer theft, funds transfer fraud	3,000,000	3,000,000
- depositors forgery/counterfeit currency	3,000,000	3,000,000
- deductible	5,000	5,000
- money & securities coverage	5,000	5,000
- restriction on coverage overnight if money not kept in safe or vault	2,500	2,500
- deductible	500 1/10	500
Premiums:		
- self-insurance loss pool assessment	\$ 770	\$ 770
- insurers premium	<u>2,445</u>	<u>2,445</u>
TOTAL CRIME LOSS POOL/INSURER PREMIUM:	<u>\$ 3,215</u>	<u>\$ 3,215</u>
- maximum potential crime year-end rebate, as percentage of total crime premium/loss pool contribution	24.0%	24.0%
E. ACCIDENT INSURANCE FOR VOLUNTEERS		
- accidental death, dismemberment, loss of use	\$ 50,000	\$ 50,000
- accidental major paralysis	100,000	100,000
- weekly indemnity maximum amount	250	250
- accidental medical expense reimbursement	5,000	5,000
- accidental dental expense reimbursement	2,000	2,000
- repatriation/rehabilitation	10,000	10,000
- hospitalization benefit if unemployed, \$90. per day	1,500	1,500
- Premium	<u>\$ 400</u>	<u>\$ 400</u>
F. NET MSBA LOSS PREVENTION/ADMIN. FEE	<u>\$ 4,598</u>	<u>\$ 5,195</u>
G. TOTAL PREMIUM, LOSS POOL CONTRIBUTION, BROKERAGE FEE, ADMINISTRATION/LOSS PREVENTION FEE	<u>\$ 212,852.00</u>	<u>\$ 240,978.00</u>
PLUS RST PAYABLE:	<u>\$ 16,628.32</u>	<u>\$ 18,830.64</u>
PLUS GST PAYABLE:	<u>\$ 229.90</u>	<u>\$ 259.75</u>
TOTAL PAYABLE:	<u>\$ 229,710.22</u>	<u>\$ 260,068.39</u>
Percentage overall increase/decrease		13.2%



BRANDON SCHOOL DIVISION

Office of the Superintendent of Schools / Chief Executive Officer

Dr. Donna M. Michaels, Superintendent of Schools / Chief Executive Officer
Mr. G. E. (Greg) Malazdrewicz, Assistant Superintendent
Mr. Mathew Gustafson, Assistant Superintendent

BRANDON SCHOOL DIVISION OFFICE OF THE SUPERINTENDENT DUTIES AND RESPONSIBILITIES 2015-2016

This outline is based on policies 6001 and 6002 which specify the duties and responsibilities of the Office of the Superintendent/CEO. It reflects key areas and priorities for 2015/2016.

Area	Dr. Donna Michaels	Mr. Mathew Gustafson	Mr. Greg Malazdrewicz
1. Board of Trustees	<p>Oversee the preparation of Divisional administrative and school-based reports to the Board.</p> <p>Provide advice to the Board on all matters relating to the learning, teaching, and safety/security of students in schools.</p> <p>Board Committees:</p> <ul style="list-style-type: none"> • Policy Review Committee • Personnel Committee • Finance Committee • School Division Parent Guardian Advisory Committee 	<p>Provide necessary reports on all matters related to designated schools and matters related to the teaching and learning/ curriculum implementation in all schools.</p> <p>Board Committees:</p> <ul style="list-style-type: none"> • Education Committee • Divisional Futures and Community Relations Committee • Personnel Committee 	<p>Provide necessary reports on all matters related to designated schools and matters related to the teaching and learning of student support services in all schools.</p> <p>Board Committees:</p> <ul style="list-style-type: none"> • Facilities and Transportation Committee • Workplace Safety and Health Committee
2. Leadership	<p>Provide leadership, assistance and monitoring related to all Divisional and school-based development initiatives</p>	<p>Focus on improving and advancing the quality of teaching and learning for <u>all</u> students, including direct supervision of designated schools.</p> <p>Develop leadership capacity in principals, specialists through coaching, mentoring, facilitating, modeling of desired leadership competencies.</p>	
3. Strategic Planning	<p>Area: Global Citizenship</p> <p>Provide leadership and monitoring for the alignment of Divisional initiatives with the strategic plan.</p>	<p>Area: Academic Preparedness: literacy and numeracy</p> <p>Provide assistance, advice, support and leadership to designated area.</p>	<p>Area: Health and Well-being</p> <p>Provide assistance, advice, support and leadership to designated area.</p>

Area	Dr. Donna Michaels	Mr. Mathew Gustafson	Mr. Greg Malazdrewicz
		Provide leadership to curriculum council for alignment of and connection with professional development initiatives related to strategic directions.	
4. Organization and Operation	<p>Provide leadership to ensure that Assistant Superintendents' designated area of program/service coordination is done through team work at school and Divisional level.</p> <p>Adjudicate all student suspension appeals at level three of appeal process.</p> <p>Provide for the public consultation process related to the procedures required to implement Policy 1023 – Scent/Fragrance Free Facilities.</p> <p>Organize and chair the Divisional Strategic Leadership Council meetings.</p> <p>Organize the Senior High Access Committee.</p>	<p>Coordinate the provision of all curriculum specialist services to all schools.</p> <p>Adjudicate all student suspension appeals at level two of appeal process.</p> <p>Assist with the schools' instructional plans/ deployment processes.</p> <p>Review designated school development plans with each principal.</p> <p>Provide for the public consultation process related to the registration of kindergarten students in French Immersion program(s).</p> <p>Organize and chair the Senior High Access Committee.</p> <p>Oversee preparation of all K-8 and Senior High registration materials.</p>	<p>Coordinate the provision of all student support services and related processes to all schools.</p> <p>Confirm all schools' instructional plans, including the deployment of teachers; recommend special placements to Superintendent/CEO.</p> <p>Confirm all school of choice student placements. Review designated school development plans with each principal.</p> <p>Research and confirm, as necessary, facility/ transportation matters that directly affect the operation of schools.</p> <p>Provide for the public consultation process related to boundary/catchment changes.</p> <p>Organize and chair the Divisional Learning Support Services meetings.</p>
5. Divisional Staff	<p>Evaluation of senior staff (as required).</p> <p>Evaluation of school principals (as required).</p>	<p>Evaluation of school principals (as required).</p> <p>Evaluation of learning support specialists (as required).</p>	<p>Evaluation of school principals (as required).</p> <p>Evaluation of student support services staff (as required).</p>
6. Policy and Programs	<p>Policy 1023 – Scent/ Fragrance Free Facilities – preparation of procedures upon public consultation.</p> <p>Policy 6017 – Role of the Principal – update and necessary revisions.</p>	<p>Policy 5001 – Supervision and Evaluation of Educators – update and necessary revisions.</p> <p>French Immersion (K) registration – public consultation.</p> <p>Direction, assistance, support for implementation</p>	<p>Policy 6030 – Role of the Guidance Counsellor – update and necessary changes.</p> <p>Catchment Area Changes – public consultation.</p> <p>Policy 6033 – Learning Disabilities Specialist – Psychologist – update and</p>

Area	Dr. Donna Michaels	Mr. Mathew Gustafson	Mr. Greg Malazdrewicz
		of new Mathematics curricula; introduction of new English Language Arts curricula.	necessary changes. Policy 4044.1 – Appropriate Educational Programming – review and necessary changes.
7. Parents and Community	Partnership Initiative with Brandon University re: 21 st Century Learning. School Division Parent Guardian Advisory Committee Meetings	Partnership Initiative with Brandon University re: 21 st Century Learning.	Partnership Initiative re: Community Mobilization Steering Committee
8. Financial Operation	Provide leadership coordination to Senior Administration of proposed operating, capital budgets 2016/2017.	Monitor school-based expenditures of respective operating and categorical funds.	Monitor school-based expenditures of respective operating and categorical funds.
9. Educational Development and Research	Neuro-Based Learning	Long-Term Reliability and Effectiveness of Strategic Planning	Social and Emotional Development, Early Childhood Education.

Supervision of Schools		
Dr. Michaels	Mr. Mathew Gustafson	Mr. Greg Malazdrewicz
Alexander School	George Fitton School	Betty Gibson School
Crocus Plains Regional Secondary School	Green Acres School	King George School
Earl Oxford School	École Harrison	Linden Lanes School
J. R. Reid School	Meadows School	Riverview School
Kirkcaldy Heights School	École secondaire Neelin High School (including Off Campus and Upper Deck)	Spring Valley School
St. Augustine School	École New Era School	Vincent Massey High School
Valleyview Centennial School	École O'Kelly School	At Risk Youth Program (ARYP)
Waverly Park School	Riverheights School	

Divisional Committees		
Dr. Michaels	Mr. Mathew Gustafson	Mr. Greg Malazdrewicz
Strategic Leadership Council	Aboriginal Advisory Committee	Student Support Services Committee
Community Drug and Alcohol Education Coalition	Aboriginal Education Steering Committee	Scholarship Committee
Senior High Access Committee	Senior High Access Committee	Workplace Safety and Health Committee
BSD/BTA Professional Development Committee	Curriculum Council	Healthy Schools Committee
	English as an Additional Language (EAL) Steering Committee	Full Day Every Day Kindergarten Steering Committee
	French Language Principals Committee	
	High Ability Learner Enrichment Programming (HALEP) Steering Committee	

Direct Report Meetings		
Dr. Michaels	Mr. Mathew Gustafson	Mr. Greg Malazdrewicz
Principals (supervision)	Principals (supervision)	Principals (supervision)
Research, Assessment, and Evaluation Specialist	English as an Additional Language (EAL) Specialist	Psychologist Team Meetings
Communications and Technology in Learning Specialist	Literacy Specialist	Social Worker Team Meetings
Assistant Superintendents (2)	Numeracy Specialist	Speech Language Pathologist Team Meetings
Secretary-Treasurer	French Specialist	Inter-Agency Articulation Specialist
Director of Human Resources	Physical Education and Health Education Specialist	Resource Education Specialist
Director, Management Information and Systems Technology	Aboriginal Education Learning Specialist	Coordinator, Community Drug and Alcohol Education Coalition
	Staff Development Specialist	
	Reading Recovery Teacher Leader	

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

August 18, 2015
Date

/ng