



BRANDON SCHOOL DIVISION

April 3, 2013

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

TO BE HELD MONDAY, APRIL 8, 2013 IMMEDIATELY FOLLOWING
SPECIAL BOARD MEETING 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) Regular Board Meeting, March 25, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Finance Committee Meeting M. Snelling
- b) Other
- Meeting with the Minister of Education M. Sefton

2.03 Delegations and Petitions**2.04 Communications for Action**

- a) Nancy Allen, Minister of Education, undated, noting over the past year, Manitoba Education has sponsored a pilot of “Tell Them From Me (TTFM) survey to capture student voice on a number of issues including bullying and school safety. Eighty-two schools from twenty division have participated in the project and gained valuable insight on this topic as well as data on student engagement. TTFM can play a critical role in ensuring the voice of students are heard allowing for timely interventions implemented to make schools safer. She is pleased to advise that they have negotiated a three year contract with The Learning Bar, creators of TTFM, to enable schools to participate in this survey. The Government will provide funding, on a cost-sharing basis, to support school division participation for the 2013-2014 to 2015-2016 school years. (Appendix “A”)
Refer Business Arising.

2.05 Business Arising**- From Previous Delegation****- From Board Agenda**

- a) Correspondence from Nancy Allen, Minister of Education, from Communications for Action 2.04a) advising that they have negotiated a three year contract with The Learning Bar, creators of The Tell Them From Me survey, to enable schools to participate in this survey. The Government will provide funding, on a cost-sharing basis, to support school division participation for the 2013-2014 to 2015-2016 school years.

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

- a) School Reports – NIL.
- b) Learning Support Services Presentation – Fountas and Pinnell Assessment, C. Nevill, K. Brigden, G. McDonald.
- c) Items from Senior Administration Report-
- Scholarship Committee – Refer Motions.
 - Vincent Massey High School Off-Site Activity Request – Refer Motions.
 - Joint Job Evaluation Review Committee – Trustee Indemnities – Refer Motions.
 - Construction Documents – George Fitton School Gymnasium and Daycare Addition – Refer Motions.
 - Crocus Plains Regional Secondary High School Chemistry Lab – Construction Documents Submission – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 38/2013 That Trustees _____ and _____ be approved to serve as members of the Scholarship Committee for 2012/2013.
- 39/2013 That the trip involving fourteen (14) grades 9 to 12 boys baseball students, from Vincent Massey High School to make a trip to Minot, Jamestown and Fargo, North Dakota from May 16, 2013 to May 21, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001; Off-Site Activities.
- 40/2013 That the Trustees participating on the Joint Job Evaluation Review Committee be paid the appropriate indemnity for all meetings of this Committee scheduled for the months of January, 2013 to the end of June, 2013.
- 41/2013 That MCM Architects Inc. be authorized to proceed with the Construction Documents for the George Fitton School Gymnasium and Day Care Addition, and that the Architect be authorized to forward the plans to The Public Schools Finance Board.
- 42/2013 That the Construction Documents Submission for the Crocus Plains Regional Secondary School Chemistry Lab be approved and that the Architect be authorized to forward the plans to The Public Schools Finance Board.
- 43/2013 That the proposed budget dates for the 2014/2015 budget deliberations be as follows:

Monday, January 20, 2014	Special Board Meeting
Wednesday, February 5, 2014	Public Budget Consultation Forum
Tuesday, February 18, 2014	All-Day Budget Meeting
Monday, March 3, 2014	Special Board Meeting – Public Presentations
Monday, March 10, 2014	Final Budget Approval

2.08 Bylaws

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) Manitoba Association of Parent Councils (MAPC), February 18, 2013, noting Sponsorship Opportunities for the MAPC AGM & Conference to be held Friday, May 3 and Saturday, May 4, 2013. The Brandon School Division can show its support by helping Manitoba parents find their voice in the education system by participating as a sponsor for their Annual General Meeting and Conference. There are three levels of sponsorship available.

Refer Superintendent's Office.

3.03 Announcements

- a) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Wednesday, April 10, 2013, Crocus Plains Regional Secondary School.
- b) Divisional Futures & Community Relations Committee Meeting – 10:00 a.m., Friday, April 12, 2013, Constituency Office – Merv Tweed MP Brandon-Souris.
- c) Education Committee Meeting – 11:30 a.m., Monday, April 15, 2013, Board Room.
- d) Policy Review Committee Meeting – 11:30 a.m., Wednesday, April 17, 2013, Board Room.
- e) School Division Parent Guardian Advisory Committee – 7:00 p.m., Wednesday, April 17, 2013, Board Room.
- f) Friends of Education Committee Meeting – 11:30 a.m., Thursday, April 18, 2013, Conference Room.
- g) Finance Committee Meeting – 12:00 noon, Monday, April 22, 2013, Board Room.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 22, 2013, 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

- 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, MARCH 25, 2013.

PRESENT:

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

Secretary-Treasurer, Mr. K. Zabowski, Live Streaming Video Operator, Ms. M. Smoke-Budach.

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

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer requested the addition of two late motions. One regarding Board support for Bill 18, and the other establishing an Administrator Selection Committee.

Superintendent, Dr. Michaels, confirmed she had two Personnel matters to review under In-Camera discussions.

Trustee Sefton requested the addition of one item for In-Camera discussions.

Trustee Bowslaugh provided a verbal "Giving of Notice" with respect to a motion she wished to bring forward at this meeting regarding receiving suggestions from employees on budget efficiency strategies.

Mr. Kruck – Mr. Snelling

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 March 11, 2013 were circulated.

Mr. Kruck – Mr. Murray
That the Minutes be approved as circulated.
Carried.

- b) The Minutes of the Regular Board Meeting held March 11, 2013 were circulated.

Mr. Bartlette – Mr. Kruck
That the Minutes be approved as circulated.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information****2.02 Reports of Committees**

- a) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on March 7, 2013 was circulated.

Discussions were held regarding use of the basement of Earl Oxford School once the B.J. Hales Museum Collection has been removed. It was noted that the cost to renovate space had increased and the current space was unsuitable as a classroom space. Trustees requested clarification as to the status of the agreement between the Division and the Brandon General Museum Association with respect to the B.J. Hales Collection. Further discussions were held regarding portables and Neelin Off-Campus facilities.

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

- b) Divisional Futures & Community Relations Committee Meeting

The written report of the Divisional Futures & Community Relations Committee meeting held on March 12, 2013 was circulated.

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

The written report of the Divisional Futures & Community Relations Committee meeting held on March 19, 2013 was circulated.

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

c) Workplace Safety & Health Committee Minutes

The written report of the Workplace Safety & Health Committee meeting held on March 13, 2013 was circulated.

Mr. Murray – Mr. Bartlette

That the Minutes be received and filed.

Carried.

d) Other

Board Chairperson, Mr. Mark Sefton spoke to the Manitoba School Boards Association Annual Convention held March 14 – 16, 2013 in Winnipeg. He noted all Trustees had attended the event and found it to be a worthwhile learning experience. Mr. Sefton also noted the presentation on the Upper Deck program conducted by Trustees Ross and Murray at the Convention.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) Bob Lee, Organizing Member of the Division Wide MY Oratorical Event, March 6, 2013, requesting support for the Division Wide Middle Year's Oratorical Event. This year's event takes place on May 8, 2013 in the Lecture Theatre at Vincent Massey High School. A copy of last year's program and a breakdown of expenses are included.

Referred Motions.

- b) David Yeo, Director, Education Administration Services, Manitoba Education, March 12, 2013, acknowledging receipt of a letter dated February 25, 2013 and noting the Department does not disclose to a school division financial information about other divisions. Should the Board of Trustees wish to have information on funding received by other school divisions for the K-3 class size initiative, inquiries will have to be made to those divisions directly.

Referred Business Arising.

2.05 Business Arising**- From Previous Delegation****- From Board Agenda**

- a) The correspondence from David Yeo, Director, Education Administration Services, Manitoba Education, from Communications for Action 2.04b), acknowledging receipt of a letter dated February 25, 2013 and noting the Department does not disclose to a school division financial information about other divisions was discussed. Trustees raised concern that the request was related to the expenditure of public funds and therefore should not be withheld. Discussions were held regarding the approach that would be taken to highlight this concern with the government. It was agreed the Trustees would raise the matter with the Minister of Education first and then follow-up with a letter if same is required.

- MSBA issues (last meeting of the month)

- a) Trustee Sumner suggested the Board request the Manitoba School Boards Association (MSBA) gather data regarding 20K-3 funding, at the next Regional Meeting of the MSBA.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation –NIL
- c) Items from Senior Administration Report
- Recognition of Trade Experience – Campbell – Referred Motions.
 - Recognition of Trade Experience – Henderson – Referred Motions.
 - Recognition of Trade Experience – Byczkowski – Referred Motions.
 - École Secondaire Neelin High School – Off-site Activity Request – Referred Motions.
 - Crocus Plains Regional Secondary School Off-site Activity Request – Referred Motions.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

29/2013 Mr. Sumner – Mr. Kruck
That support for the Division Wide Oratorical Event for Grades 5-8 in the amount of \$400.00 be approved.

Carried.

30/2013 Mr. Kruck – Mr. Karnes
That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 5 (five) increments for the remaining years of experience, providing her a total of 8 (eight) increments for work related experience, be recognized for Ms. Judy Campbell.

Carried.

Trustee Snelling, citing a conflict of interest, removed himself from the meeting for this motion.

31/2013 Mrs. Bowslaugh – Mr. Kruck
That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 4 (four) increments for the remaining years of experience, providing him a total of 7 (seven) increments for work related experience, be recognized for Mr. Hugh Henderson.

Carried.

Trustee Snelling returned to the meeting following the vote on Motion 31/2013.

32/2013 Mr. Karnes – Mr. Bartlette

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 2 (two) increments for the remaining years of experience, providing him a total of 5 (five) increments for work related experience, be recognized for Mr. Jeremy Byczkowski.

Carried.

33/2013 Mr. Bartlette – Dr. Ross

That the trip involving twenty four (24) grade 10 to 12 high school students from École Secondaire Neelin High School to make a trip to England and Scotland March 21 – March 29, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001; Off-Site Activities.

Carried.

34/2013 Mr. Sumner – Mr. Kruck

That the trip involving six (6) grade 10 and 11 F1 in Schools Program students, from Crocus Plains Regional Secondary School to make a trip to Brooklyn, Michigan May 7 – 11, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

35/2013 Mr. Bartlette – Dr. Ross

That an Administration Selection Committee be established and further that Trustees Bowslaugh, Karnes and Snelling be appointed to the Committee, and any indemnity costs that may arise be paid.

Discussions were held regarding trustee indemnities for members of this Committee. The administrative positions involved and the established Committee dates were reviewed.

Carried.

36/2013 Dr. Ross – Mr. Karnes

That the Brandon School Division supports the intent of Bill 18, including the provision that would allow students to establish and lead organizations that use the term gay-straight alliance.

Discussions were held regarding the work which has currently being done in this area, together with the consultations conducted by the Education Committee. It was agreed once this Bill has been approved by the Government, the Policy Review Committee should begin looking at further policy development in this area.

Carried.

37/2013 Mrs. Bowslaugh – Mr. Sumner

That the Trustees of Brandon School Division initiate an opportunity for our employees in all employment categories to submit suggestions, in writing, of efficiency strategies to address our budget.

Discussions were held regarding procedure and process, including Policy 5026 and the need for anonymity by employees. Senior Administration would need to review the matter in more detail. It was agreed this matter would be referred to the Finance Committee for further discussion

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

NIL

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

The Secretary-Treasurer confirmed the FRAME report had been forwarded. He reviewed the Revised 2013-2014 Budget.

Superintendent, Dr. Michaels, spoke to the following items and answered Trustee questions for clarification:

- Grade 6 RTI Model at J.R. Reid School;
- Athletics program and Grade 3 student scores at O'Kelly School;
- Student achievements at Waverly Park School;
- Suspension report;
- The intent of HALEP Programming;
- EAL registrations;
- Student run radio station at École Harrison;
- Technology update at École New Era School;
- Registration activities and student council activities at Vincent Massey High School.

Mr. Murray – Mr. Snelling

That the March 11, 2013 Report of Senior Administration and the March 25, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Kathie Sutherland, Vincent Massey High School, writing on behalf of the staff and students of Vincent Massey High School and extending their sincere gratitude to the Division for the generous donation towards their scholarship fund. They appreciate the on-going support and recognition of the outstanding students at Vincent Massey.

Ordered Filed.

- b) Susan Chyzyk, EAL Teacher, École New Era School, thanking the Board for their support and providing funding for her professional development seminar on teaching English as an Additional Language. She had never attended a conference as intense or as illustrious as this. She notes the multitude of course selections and scheduled highlights she was able to choose from and recognizes the calibre of the presenters and keynote speakers at the

seminar. She found it to be a great experience involving learning practical strategies as well as what the future holds in how educators will teach language. She strongly recommends it as a significant, relevant and futuristic professional development in the area of language learning.

Ordered Filed.

- c) Agnieszka Desjardins, Heritage Day Coordinator, Vincent Massey High School, March 13, 2013, inviting members of the Board of Trustees to Heritage Days to be held Thursday April 11th and Friday, April 12th, 2013 from 12:05 to 1:15 p.m. in the Vincent Massey High School gym, foyer and library. Heritage Days is a celebration of the cultural diversity within the school and community. It provides students with an opportunity to learn more about themselves and each other. On April 11 and 12, participating pavilions will have a booth set up in the library with a display and food samples from that culture. Entertainment will take place in the gym and will include cultural performances. Please RSVP by April 4th, if you plan to attend.

Ordered Filed.

3.03 Announcements

- a) Meeting with the Minister of Education, 4:30 p.m., Thursday, March 28, 2013, Board Room.
- b) Joint Chamber of Commerce/Brandon School Division Meeting, 11:30 a.m., Wednesday, April 3, 2013, Board Room.
- c) Personnel Committee Meeting, 12:00 noon, Monday, April 8, 2013, Board Room.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 8, 2013, Board Room.

POINT OF PRIVILEGE:

Trustee Bowslaugh noted two Division students had won at the Westman Science Fair and would now be going on to the Canada Wide Science Fair.

Mr. Murray – Dr. Ross

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. The Director of Human Resources answered questions regarding term positions and the collective agreement.
- b) The Secretary-Treasurer provided an update on a Policy 5026 matter.
- c) Dr. Michaels gave an update on a Personnel matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- Trustee Inquiries

- a) Trustee Sefton requested Trustee opinions and Board direction with respect to a Board Operations matter.

Mr. Snelling – Mrs. Bowslaugh

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

Carried.

5.00 ADJOURNMENT

Mr. Karnes – Mr. Snelling

That the meeting does now adjourn (9:17 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, March 25, 2013, 12:00 p.m.
Board Room, Administration Office

Present: M. Snelling (Chairperson), M. Sefton, D. Ross
Dr. D. Michaels, K. Zabowski, D. Labossiere.

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 12:10 p.m. by the Committee Chairperson, Trustee Snelling.

2. APPROVAL OF AGENDA

Discussions regarding the upcoming meeting with the Minister of Finance, and potential flood planning were added to the agenda. The Finance Committee Agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held February 25, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2013-2014 Budget Preparations

- Review of Process:

The Superintendent reviewed discussions held at Senior Administration regarding the budget process. The Secretary-Treasurer discussed formalizing the budget process in September. Senior Administration will begin looking at the roll over budget starting in April 2013. Discussions were held regarding the need to review the sustainability of the operating budget and possible review of programs with low enrollments for financial cost versus program benefits. Stakeholder meetings were reviewed and the suggestion was made to meet with school administrators in three different groups in order to receive appropriate feedback. Discussions were also held regarding the proposed reductions which had been brought to the Board on Budget Day through the "Pink Confidential".

- 2014-2015 Budget Dates:

Discussions were held regarding the budget dates for 2014-2015. It was agreed to follow the dates as per Policy 3001 and brought forth in the agenda. The suggestion was brought forth to invite the Chamber of Commerce to review the budget on a line-by-line basis in order to find efficiencies. Trustees agreed this would be a good idea. The possibility of forming a sub-committee of the Finance Committee to review with the Chamber and follow-up on this proposal would need to be brought forward to the Board of Trustees for approval.

AGREED:

That the proposed budget dates for the 2014/2015 budget deliberations be as follows:

Monday, January 20, 2014	Special Board Meeting
Wednesday, February 5, 2014	Public Budget Consultation Forum
Tuesday, February 18, 2014	All-Day Budget Meeting
Monday, March 3, 2014	Special Board Meeting – Public Presentations
Monday, March 10, 2014	Final Budget Approval

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS**A) Confirm Payments of Account (February)**

The payments of account for February were accepted as circulated.

B) Review Monthly Reports (February)

The Assistant Secretary-Treasurer reviewed the balance sheet line by line. Discussions were held regarding the cash balance position, payments to the Province, and the need for another debenture in the near future. The monthly reports for February were accepted.

The Assistant Secretary-Treasurer also reviewed, in detail, the Revenue and Expenses by function for the Committee. He highlighted items such as higher than budgeted snow removal expenses and increases in the hydro budget as well as savings in the gas budget. Mr. Labossiere reviewed the uncontrollable expenditures such as maternity/parental leaves, relief bus drivers, and substitute teacher salaries, all of which are projected to be over-budget.

C) Update on Flood Claim - 2011

The Secretary-Treasurer provided an update on the 2011 flood claim which had been received.

D) Flood Preparation – 2013

Trustee Snelling inquired about the Division's plans for any possible spring flooding, noting the City of Brandon is preparing for a potential flood. It was noted that the Director of Facilities and Transportation is monitoring the situation. A report will be provided to the Board of Trustees through the Report of Senior Administration at the April 8, 2013 Regular Meeting of the Board.

E) Meeting with Minister of Education

The Committee discussed items on the agenda for the upcoming meeting with the Minister of Education. Discussions revolved around the 20K-3 funding and the Level II and III funding.

6. OPERATIONS INFORMATION

- The paper tender was reviewed by the Assistant Secretary-Treasurer for the Committee's information.

7. NEXT REGULAR MEETING: 12:00 noon, Monday, April 12, 2013, Board Room.

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

M. Snelling (Chairperson)

L. Ross

M. Sefton

G. Kruck (Alternate)



Report of Senior Administration to the Board of Trustees

April 8, 2013

A. Business Arising for Board Action

I.	Presentations	
	1. From Learning Support Services	1
II.	Human Resources	
III.	Secretary-Treasurer	
	1. Scholarship Committee Appointments.....	1
	2. Trustee Indemnities – JJERC	1
	3. George Fitton School – Gymnasium and Day Care Addition	2
	4. Crocus Plains Regional Secondary School Chemistry Lab – Construction Documents Submission	3
IV.	Superintendent of Schools	
	1. Vincent Massey High School Off-Site Activity Request.....	3
V.	Senior Administration Response to Trustee Inquiries	

B. Administrative Information

I.	Human Resources	
	1. Personnel Report	4
II.	Secretary-Treasurer	
	1. Bus Incidents	4
	2. 2013 Spring Melt.....	5
III.	Superintendent of Schools	
	1. School Information	
	A. Quality Learning	
	• Quality Learning at King George School	5
	B. Quality Teaching	
	• Quality Teaching at Riverheights School	7
	C. Quality Support Services	
	• Quality Support Services at Alexander School	7

D. Administrative and Statistical Information	
• Suspensions.....	8
2. Divisional Initiatives	
A. Quality Learning	
• Implementation of Policy 1001.2 “Educational Sustainability in Student Achievement”	9
B. Quality Teaching	
• Recognition of Reg Reimer – Apple Distinguished Educator Program	9

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

Fountas and Pinnell Assessment – C. Nevill, Literacy Specialist; K. Brigden, Principal, Linden Lanes School; G. McDonald, Principal, George Fitton School

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. SCHOLARSHIP COMMITTEE APPOINTMENTS

For Action..... K. Zabowski

Each year a Scholarship Committee is established to consider and recommend recipients for the various scholarship awards administered by the Division for successful graduating students. Two trustees are required to serve on the Scholarship Committee, which will meet on Monday, June 3, 2013 from 9:00 a.m. to noon. Please note this date cannot be moved. A motion is included in the agenda for consideration to approve the trustee representatives. Please contact me should you require further information in this regard.

RECOMMENDATION:

That Trustees _____ and _____ be approved to serve as members of the Scholarship Committee for 2012/2013.

2. TRUSTEE INDEMNITIES - JJERC

For Action..... K. Zabowski

At the Regular Meeting of the Board of Trustees held October 22, 2012 discussions were held regarding the paying of Trustee Indemnities. It was noted that the Board By-Law required payment of all indemnities to be approved through a resolution. A motion was approved retroactively paying all Trustee Indemnities to the current Board of Trustees. It was further determined that any future indemnities would require approval of the Board of Trustees through a motion before payment would be allowed. Therefore, the following motion is being brought forth to the Board of Trustees for approval at the Regular Meeting to be held on April 8, 2013.

RECOMMENDATION:

That the Trustees participating on the Joint Job Evaluation Review Committee be paid the appropriate indemnity for all meetings of this Committee scheduled for the months of January, 2013 to the end of June, 2013.

3. GEORGE FITTON SCHOOL – GYMNASIUM AND DAY CARE ADDITION

For Action..... K. Zabowski

MCM Architects Inc. has provided the Brandon School Division with the Construction Documents Submission for the George Fitton School Gymnasium and Daycare Addition. The submission includes the drawings, specifications and cost estimates which are to be forwarded to the Public Schools Finance Board for their approval.

The Construction Documents have been examined by the Director of Facilities and Transportation, Mel Clark, and George Fitton School Administrators, who are pleased with the proposed documents and accept the information provided. The complete package can be viewed by Trustees by making a request to the Office of the Secretary-Treasurer.

Project Details:

The project site is located at George Fitton School at 1129, 3rd Street in Brandon, Manitoba. The proposed construction includes a gymnasium addition connected to the south of the existing school, a standalone daycare to the east of the school, as well as new pavement areas near each addition.

The gymnasium addition will be approximately 800 m² in size, constructed with open web steel roof joists, concrete block bearing walls, and with a structurally supported concrete floor slab over a void form or partial crawlspace. The upper half of the exterior face of the gymnasium addition will be constructed with limestone masonry veneer and brick masonry veneers on the lower half to be consistent with the exterior of the existing school. The daycare will be approximately 550 m² in size, constructed with wood roof trusses, wood bearing walls, and either soil-supported or a structurally supported floor slab. The two new asphalt pavement areas have been proposed and will be located south of the existing play structure along Brandon Avenue and an area located to the north of the gymnasium addition.

Budget Estimates:

The budget estimates for both modules, to be debentured through the Public Schools Finance Board, are as follows:

Daycare Module	\$1,724,068	
Gymnasium Module	<u>3,687,703</u>	\$5,411,771
Fire Alarm upgrade for entire school	\$150,000	
Emergency/exit lighting upgrade for existing school	60,000	
Utility cash advances		
Manitoba Hydro (estimated)	15,000	
MTS (estimated)	<u>5,000</u>	<u>230,000</u>
	<u>Total</u>	<u>\$5,641,771</u>

RECOMMENDATION:

That MCM Architects Inc. be authorized to proceed with the Construction Documents for the George Fitton School Gymnasium and Day Care Addition, and that the Architect be authorized to forward the plans to The Public Schools Finance Board.

4. CROCUS PLAINS REGIONAL SECONDARY SCHOOL CHEMISTRY LAB – CONSTRUCTION DOCUMENTS SUBMISSION

For Action..... K. Zabowski

Summary:

Samson Engineering has provided the Brandon School Division with the Construction Documents Submission for the Crocus Plains Regional Secondary School Chemistry Lab project. The submission includes the drawings and specifications which are to be forwarded to the Public Schools Finance Board for their approval.

The Construction Documents have been examined by the Director of Facilities and Transportation, Mel Clark, and Crocus Plains Administrators who accept the information provided. The complete package can be viewed by Trustees by making a request to the Office of the Secretary-Treasurer.

Project Details:

This project, to be debentured through the Public Schools Finance Board, is for the renovation of the Crocus Plains Regional Secondary School chemistry lab and adjacent preparation room. The project involves relocating the teacher’s demonstration desk and students’ workstations, and the redevelopment of the preparation area to include a separate chemical storage area. The renovation also includes a new fume hood and additional ventilation into the chemical storage area as well as new interior finishing of the lab and preparation area.

RECOMMENDATION:

That the Construction Documents Submission for the Crocus Plains Regional Secondary School Chemistry Lab be approved and that the Architect be authorized to forward the plans to The Public Schools Finance Board.

IV. SUPERINTENDENT OF SCHOOLS

1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix A for Trustee consideration) for fourteen (14) grades 9 to 12 boys baseball students, from Vincent Massey High School to make a trip to Minot, Jamestown and Fargo, North Dakota from May 16, 2013 to May 21, 2013.

Mr. Mathew Gustafson, Principal, Vincent Massey High School, and Mr. Greg Malazdrewicz, Associate Superintendent, have approved this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving fourteen (14) grades 9 to 12 boys baseball students, from Vincent Massey High School to make a trip to Minot, Jamestown and Fargo, North Dakota from May 16, 2013 to May 21, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

1. BUS INCIDENTS

For Information..... K. Zabowski

Correspondence has been received from the Supervisor of Transportation advising of two (2) separate minor bus incidents this month with a parked vehicle. In both cases, there were no students on the buses at the time of the incidents and there was no damage to the buses either.

The first incident occurred on Tuesday, March 5, 2013, at approximately 8:45 a.m., involving bus 40-24 while on regular assignment. There was minimal damage to the bus. The driver is in the process of making amends directly with the driver of the parked vehicle.

The second incident occurred on Wednesday, March 13, 2013 at approximately 3:30 p.m., involving bus 40-08 while on regular assignment. This driver was in the process of arranging to make amends with the driver of the parked vehicle but the damage was slightly more than to the mirror of the vehicle. The bus driver has reported the incident to MPI and may still make arrangements directly to repair the vehicle involved should the damage turn out to be minimal.

This is provided as information.

2. 2013 SPRING MELT

For Information..... K. Zabowski

The City of Brandon has released information regarding the Flood Outlook for 2013 and how it may affect the Assiniboine River and the City of Brandon. The Director of Facilities and Transportation, Mel Clark, has been keeping up-to-date on the 2013 spring melt since Kirkcaldy Heights Schools is in close proximity to the Assiniboine River.

The City of Brandon has identified the following scenarios for the Assiniboine River for the spring:

- Favourable 1,169.3 feet above sea level at First Street;
- Average 1,170.6 feet above sea level at First Street;
- Unfavourable 1,174.2 feet above sea level at First Street.

In addition, the City has also released the following historic levels for comparison:

- The City of Brandon saw 1,179.54 feet above sea level measured at First Street in 1976;
- The City of Brandon saw 1,178.8 feet above sea level measured at First Street in 1995;
- The City of Brandon saw 1,182.89 feet above sea level measured at First Street in 2011.

As a result, the City of Brandon is forecasting that the 2013 spring melt will be closer to the levels experienced in 1995. The Director of Facilities and Transportation, Mel Clark, has assured me that Kirkcaldy Heights School was not adversely affected by the spring melt in 1995 and therefore he does not anticipate any issues for the school. However, Mr. Clark will continue to monitor the situation as more current information presents itself.

Please contact Mel Clark or me if you have any questions.

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL INFORMATION

For Information..... D. Michaels

A. QUALITY LEARNING

QUALITY LEARNING AT KING GEORGE SCHOOL

Report prepared by Mr. Dave Lim, Principal, King George School

Indigo Love of Reading – Taking the Road Home to Literacy Project

This Home Reading project represents our belief that creating a home literacy program will help provide a context for positive interactions between parent and child that are literacy based. Our goal is to set up a program that provides reading

materials, educates parents about reading with their children and building a sense of community and common purpose through celebration and positive feedback, we will enable our parents to become full partners in their child's literacy education.

Our first activity, in conjunction with our Celebration of Learning, was a Home Reading Party. In the weeks leading up to this evening, students built bookworms at school, receiving one circle for every night they read. A letter was sent home to parents, explaining the program and providing information about the importance of reading at home. These letters were translated into the major languages represented in our parent population. At our Home Reading Party, students who had reached the goal set for their grade could redeem their bookworm for a free book. Parents and their children were put into groups and the groups cycled through a variety of activities including:

- “Musical Readers,” a version of musical chairs that had parents trying a variety of ways to interact with their children;
- receiving their free book and having it signed by guest firefighters and police officers;
- celebrating their learning in their classrooms; and
- trading in an old book from home for a different used book at our Book Swap. Seventy-two families attended this King George Home Reading Party in November, 2012.

Our second activity is planned for April. To encourage PIZZA-rific Home Readers, students will make a pizza template that they will put into their home reading bag along with ten slices of “pizza”. Each night when they finish reading they can glue in a piece of pizza. Translated information to encourage parents will be included. When the pizzas are completed, families will be invited to our PIZZA-rific Home Reading party which we are planning to include:

- a short literacy presentation by our literacy support teacher;
- an expanded version of “Musical Readers”;
- Non-Fiction Bingo, identifying text features and how to talk about them;
- Roll and Read Fiction Game, where students roll and dice and complete a fiction related literacy task;
- Library Browse, to allow our parents to become familiar with the kinds of books that we have in our library, and to look at the new Indigo books we have received. Students would sign out a book with their parents; and
- Book Swap and used book from home for a different used book.

To understand better our parents and the barriers that are interfering with their involvement in regular home reading we will send home a survey to help us support them. The Indigo Love of Reading Grant is helping us make a positive difference in the lives of our students and their families in the King George School community.

The grade 5/6 students at King George School participated in the *Tell Them From Me* survey on March 13, 2013. On the part about students feeling accepted and valued

by their peers and others at school, eighty eight percent of students at King George School had a high sense of belonging as compared to the Canadian norm for their grades of eighty five percent.

On March 14, 2013 we celebrated International Pi Day with school-wide math activities and a competition to see which student could recite the most decimal places of Pi. Our eventual winner was able to recite Pi to the one hundred twenty sixth (126) decimal place.

B. QUALITY TEACHING

QUALITY TEACHING AT RIVERHEIGHTS SCHOOL

Report prepared by Mr. John Minshull, Principal, Riverheights School

One of the main areas of focus of our School Development Plan for 2011 to 2014 surrounds the enhancement and development of Numeracy in all of our students. Our goal is to have eighty five percent of students meeting grade level or adapted outcomes in numeracy as shown on the report card in June.

So far in 2012/2013 we have been accessing and using resources to provide for school wide enrichment in numeracy. Staff and student professional development and collaboration with both Teresa Vallotton, Numeracy Specialist and Reg Reimer, Technology in Learning Specialist have been ongoing. Along with this ongoing use of Quality Support Services, we have developed a numeracy specific focus for one of our teaching staff. Sharon Bartley has been engaged in both a "Pull Out" as well as a "Push In" focus on numeracy support in all grade levels. She has been collaborating with all classroom teachers and working with individual students and groups of students to further develop their numeracy skills. Sharon's focus has been on numeracy enrichment for high ability learners along with support of our students that find math troublesome. She works to develop better understanding of numeracy strands as well as use of a varied delivery of numeracy strategies.

In both the 3/4 and 5/6 multi-age classes, the teachers have reported an improvement in their student's confidence specifically in the number sense area of the curriculum.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT ALEXANDER SCHOOL

Report prepared by Ms. Barb Miller, Principal, Alexander School

As articulated in our school plan, we are continuing to build a guided reading leveled literacy library to support all students as they develop their decoding and comprehension skills. The literacy team in our school works collaboratively to identify and program appropriately to ensure that all of our students are receiving the most effective literacy interventions. Students are assessed using the Fountas and Pinnell assessment materials and then programming is implemented using

instructional strategies that target the student’s specific learning needs. There has been significant growth in the number of students decoding and comprehending grade text with attention to identifying text features and author strategies and making inferences and connections.

In addition, we have continued to focus on differentiated instruction through the infusion of arts and technology across the curriculum. Teachers have continued to work in partnership with professional artists to provide meaningful and relevant learning opportunities. In February, our students and teachers worked with a storyteller to address the elements of story. We began by exploring the art of storytelling. We talked about where stories come from and how they are shared across cultures and generations. Students began by developing the framework for their stories through a collaborative sharing process that brought together curricular content with students’ creative vision. Over the course of the artist visit, the stories came to life through drama tableaux. At the conclusion of the artist’s visit, the students came together to share their stories with each other and other community guests. As a follow-up, the students and teachers worked on creative writing that was inspired by the oral story telling that occurred during the artist’s visit. Bringing students, teachers, and artists together to explore curriculum in creative ways is highly engaging and enriching for all students.

Alexander School would like to congratulate our Youth Revolution group for planning and organizing our anti-bullying day. The classroom presentations that were made by this young group of leaders sent the message that it is everyone’s responsibility to stand up and stop the cycle of bullying. We were very proud of your leadership in this area.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	6	3, 5, 15, 30	Assaultive (5), Drug and Alcohol (1)
Neelin	4	3, 7, 20, 30	Drug and Alcohol (2), Unacceptable (2)
New Era	1	3.5	Assaultive (1)
Vincent Massey	11	3, 5, 15, 30	Assaultive (1), Drug and Alcohol (7), Unacceptable (3)

2. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. QUALITY LEARNING

IMPLEMENTATION OF POLICY 1001.2 “EDUCATIONAL SUSTAINABILITY IN STUDENT ACHIEVEMENT”

The implementation of Policy 1001.2 “Educational Sustainability in Student Achievement” moved forward on March 15 with the training of teaches involved in the pilot of the policy. Teachers of Grades 3, 5, and 7 from the four schools that are piloting the policy, engaged in professional learning about the policy itself and the end of year evaluation teachers will complete for their students in the areas designated by the policy.

The agenda for the morning included an overview of the policy and the connections between the sustainability policy and other Brandon School Division divisional policy by the Principals that are a part of the Sustainability Policy Committee. The teachers were then introduced to the rubrics to be used in their evaluation of the students in four key numeracy competencies: patterns and relations, equality, representing numbers mental mathematics, as well as reading comprehension. As a part of this introduction the curriculum specialists also offered possible tasks and the range of evidence to be gathered for this evaluation. Both the Numeracy Specialist and Literacy Specialist offered to meet with teachers who had questions or concerns during the evaluation of student work. The session culminated with the Research and Evaluation Specialist providing an overview of the data entry to be submitted in Excel and questions regarding various student designations, such as English as an Additional Language, in the spreadsheet.

Each school will be given a feedback form to be completed by the principal with the teachers involved at their school. Both this qualitative feedback and the data from this pilot will provide valuable information regarding the implementation of the policy.

B. QUALITY TEACHING

RECOGNITION OF REG REIMER – APPLE DISTINGUISHED EDUCATOR PROGRAM

Congratulations to Reg Reimer, Technology in Learning Specialist, Brandon School Division who has been selected to participate in the Apple Distinguished Educator Program.

"The Apple Distinguished Educator (ADE) Program began in 1994, when Apple recognized K-12 and higher education pioneers who are using a variety of Apple products to transform teaching and learning in powerful ways. Today it has grown into a worldwide community of over 2,000 visionary educators and innovative leaders who are doing amazing things with technology in and out of the classroom.

Apple is pleased to welcome you to the ADE Class of 2013. Learn more about this group of innovative educators online at <http://www.apple.com/education/ade>."