



"Accepting the Challenge"

BRANDON SCHOOL DIVISION

October 17, 2012

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

TO BE HELD MONDAY, OCTOBER 22, 2012 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

K. Zabowski
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, October 9, 2012.
Adopt.

2.00 GOVERNANCE MATTERS:

- a) Trustee Indemnities

2.01 Presentations For Information

- a) Auditor's Report – Mr. T. Birkhan, BDO Canada LLP

2.02 Reports of Committees

- | | | |
|----|--|--------------|
| a) | Divisional Futures & Community Relations Committee | P. Bowslaugh |
| b) | Facilities & Transportation Committee Meeting | D. Karnes |
| c) | Personnel Committee Meeting | L. Ross |
| c) | School Division Parent Guardian Advisory Committee | K. Sumner |
| d) | Education Committee | P. Bartlette |
| d) | Other | |
| | - Board Planning Session – October 15, 2012 | M. Sefton |

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

- a) Carolyn Duhamel, Executive Direction, Manitoba School Boards Association, October 17, 2012, noting the Resolutions and Policy Committee is seeking proposed 2013 convention resolutions. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards Office no later than Friday, December 7, 2012. This deadline allows them to include all proposed resolutions in the regional meeting booklet which is distributed to boards in time to allow them to review the entire package prior to regional meetings. (Appendix "A").

Refer to Business Arising.

- b) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of Brandon School Division, which comprise the consolidated statement of financial position and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information; that management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error; that their responsibility is to express an opinion on these financial statements based on their audit conducted in accordance with Canadian generally accepted auditing standards requiring that they comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement; that an audit involves performing procedures to obtain audit evidence about the amounts and disclosures included in the financial statements, the procedures selected depend on the auditor's judgments, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error; in making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control with an audit also including evaluating the appropriateness of accounting policies used and reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements; that they believe the audit evidence they have obtained is sufficient and appropriate to provide a basis for their qualified audit opinion; these consolidated

financial statements present fairly, in all material respect, the financial positions of the Brandon School Division as at June 30, 2012 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting standards; that the financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by us as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole. (Appendix "B").

Refer Motions.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a), noting the Resolutions and Policy Committee is seeking proposed 2013 convention resolutions. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards Office no later than Friday, December 7, 2012.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – Earl Oxford School and École Harrison
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - School Speed Zones – Refer Motions.
 - Trustee Indemnities – Refer Motions.
 - Auditor's Report and Financial Statements – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 133/2012 That the Brandon School Division write a letter of support to the National Crime Prevention Strategy supporting the application of the Brandon Police Services for funding to deploy an additional School Resource Officer.
- 134/2012 That the information received from school administrators regarding speed zones around schools be forwarded to the City of Brandon for their review.
- 135/2012 That all previous indemnities paid to Trustees for the period of October 2010 through August 2012 be approved.

- 136/2012 That the Auditor Letters regarding the audit engagement for the fiscal year ending June 30, 2012 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.
- 137/2012 That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2012 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and seal of the Division thereto.

2.08 Bylaws

2.09 Giving of Notice

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Policy 9052 – "School Vandalism Watch".

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind the following policies:

- Policy 6012 – "Transportation/Facilities Assistant";
- Policy 6013 – "Payroll/Benefits Officer";
- Policy 6014 – "Payroll/Benefits Clerk";
- Policy 6016 – "Information Technology Coordinator";
- Policy 6026 – "Administrative Officer – Crocus Plains Regional Secondary School";
- Policy 6027 – "Work Education Partnerships Coordinator".

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

- a) Morris Glimcher, Executive Director, Manitoba High Schools Athletic Association (MHSAA), October 9, 2012, addressed to Dr. Donna Michaels, Superintendent, noting they received the Division's letter of July 12, 2012 expressing concern over Volleyball uniforms. He notes the MHSAA uniform rules only relate to consistency of style and colour. Therefore, if a school or Division does not think the uniforms worn by their school are appropriate, then they have the right to work with the school administration to ensure that an appropriate uniform is worn. School Division policy in this regard definitely prevails over MHSAA.

Referred to School Division Parent Guardian Advisory Committee.

- b) Naomi Kruse, Executive Director, Manitoba Association of Parent Councils (MAPC), October 4, 2012, addressed to Dr. Donna Michaels, Superintendent, and expressing their appreciation to the Division for the 2012-2013 membership. This membership includes access to valuable support, skills and resources offered by the organization.

Receive and File.

- c) Karen Sabine, Scheduling Coordinator for Honourable Kevin Chief, Minister of Children and Youth Opportunities, October 9, 2012, thanking the Board for the invitation to attend one of the student consultations on human rights and responsibilities. Unfortunately, Minister Chief is unable to attend.

Receive and File.

- d) Pearl Domienik, Scheduling Coordinator for Honourable Nancy Allan, Minister of Education, October 12, 2012 advising that the Minister is unable to attend the student consultation meetings.

Receive and File.

3.03 Announcements

- a) Finance Committee Meeting with CUPE Local 737 – 2013-2014 Budget preparations – 4:30 p.m., Tuesday, October 23, 2012, Board Room.
- b) Education Committee Consultation with Grade 7 and 8 Students – 12:00 noon, Wednesday, October 24, 2012, McLaren Room.
- c) B.J. Hales Ad-Hoc Committee Meeting – 4:30 p.m., Wednesday, October 24, 2012, Board Room.
- d) Finance Committee Meeting with BTA Executive – 2013-2014 Budget preparations - 4:00 p.m., Monday, October 29, 2012, Board Room.
- e) Finance Committee Meeting with Parent Councils – 2013-2014 Budget preparations – 7:00 p.m., Tuesday, October 30, 2012, McLaren Room.
- f) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, November 1, 2012, Board Room.
- g) Finance Committee Meeting with School Administrators – 2013-2014 Budget preparations – 4:00 p.m., Monday, November 5, 2012, McLaren Room.
- h) Board of Trustees Growth and Sustainability of Facilities – Public Consultation – Phase 2 – 7:00 p.m., Monday, November 5, 2012, North End Community Centre, 1313 Stickney Avenue, Brandon.
- i) Education Committee Consultation with Grade 7 and 8 Students – 12:00 noon, Tuesday, November 6, 2012, McLaren Room.
- j) Divisional Futures & Community Relations Committee Meeting – 11:30 p.m., Wednesday November 7, 2012, McLaren Room.
- k) Meeting with City of Brandon – 6:00 p.m., Thursday, November 8, 2012, McLaren Room.
- l) Personnel Committee Meeting – 12:00 noon, Monday, November 12, 2012, Board Room.
- m) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 12, 2012, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

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

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT



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

October 17, 2012

CALL FOR 2013 RESOLUTIONS

**** Deadline – Friday, December 7, 2012 ****

The Resolutions and Policy Committee is now seeking proposed 2013 convention resolutions. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards office no later than **Friday, December 7, 2012**. This deadline enables us to include all proposed resolutions in the regional meeting booklet which is distributed to boards in time to allow them to review the entire package in advance of regional meetings.

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

- any resolution considered but not adopted by the region will be considered at the AGM if submitted by the sponsoring school board to the Resolutions and Policy Committee not less than six weeks prior to the start of the AGM **Friday, February 1, 2013**; and
- any resolution not considered at a regional meeting will be considered a ***late resolution***; Sponsoring boards will be required to supply 375 copies of the proposed late resolution to the MSBA office no later than one week prior to the first full day of convention **March 6, 2013**. Such resolutions are forwarded to the Provincial Executive for review and if found to be urgent or emergent in nature, will go forward to convention as Executive resolutions. Resolutions not adopted by the Executive will be considered at convention with the consent of a two-thirds majority of voting delegates present.

Resolutions establish policy for an organization and/or provide specific direction or action to be taken.

Resolutions submitted for consideration at the Manitoba School Boards Association convention should fall into one of the categories contained in the Association's policy manual, and should augment (rather than restate) existing policy - (please refer to the MSBA Website www.mbschoolboards.ca, click on "Who We Are," "Association Governance," "Policies & Beliefs"). Policy categories are as follows:

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

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

Thank you.

A handwritten signature in cursive script, reading "Carolyn Duhamel".

Carolyn Duhamel
Executive Director

CD/ak

204/a)



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

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

**AUDITED FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

June 30, 2012

TABLE OF CONTENTS

2011/2012 FINANCIAL STATEMENTS

| | PAGE |
|--|---------|
| AUDITOR'S REPORT | |
| AUDITOR'S REPORT ON ENROLMENT (with EIS Cert. - part 2 of 2) | |
| AUDITOR'S MANAGEMENT LETTER | |
| MANAGEMENT RESPONSIBILITY LETTER | |
| ORGANIZATIONAL CHART | |
| EXPENSE DEFINITIONS | i |
| CONSOLIDATED | |
| STATEMENT OF FINANCIAL POSITION | 1 |
| STATEMENT OF REVENUE, EXPENSES AND ACCUMULATED SURPLUS | 2 |
| STATEMENT OF CHANGE IN NET DEBT | 3 |
| STATEMENT OF CASH FLOW | 4 |
| NOTES TO THE FINANCIAL STATEMENTS | |
| ANALYSIS OF CONSOLIDATED ACCUMULATED SURPLUS | 5 |
| OPERATING FUND | |
| SCHEDULE OF FINANCIAL POSITION | 6 |
| SCHEDULE OF REVENUE, EXPENSES AND ACCUMULATED SURPLUS | 7 |
| REVENUE DETAIL: PROVINCE OF MANITOBA | 8 - 9 |
| REVENUE DETAIL: NON-PROVINCIAL GOVERNMENT SOURCES | 10 |
| EXPENSE BY FUNCTION AND BY OBJECT | 11 |
| EXPENSE DETAIL | |
| - Function 100: Regular Instruction | 12 |
| - Function 200: Student Support Services | 13 |
| - Function 300: Adult Learning Centres | 14 |
| - Function 400: Community Education and Services | 15 |
| - Function 500: Divisional Administration | 16 |
| - Function 600: Instructional and Other Support Services | 17 |
| - Function 700: Transportation of Pupils | 18 |
| - Function 800: Operations and Maintenance | 19 |
| DETAIL OF TRANSFERS TO (FROM) CAPITAL FUND | 20 |
| CAPITAL FUND | |
| SCHEDULE OF FINANCIAL POSITION | 21 |
| SCHEDULE OF REVENUE, EXPENSES AND ACCUMULATED SURPLUS | 22 |
| SCHEDULE OF TANGIBLE CAPITAL ASSETS | 23 |
| SCHEDULE OF RESERVE ACCOUNTS | 24 |
| SPECIAL PURPOSE FUND | |
| SCHEDULE OF FINANCIAL POSITION | 25 |
| SCHEDULE OF REVENUE, EXPENSES AND ACCUMULATED SURPLUS | 26 |
| <hr/> | |
| STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS (unaudited) | 27 |
| FULL TIME EQUIVALENT PERSONNEL (unaudited) | 28 |
| CALCULATION OF ADMINISTRATION COSTS (audited) | 29 |
| CALCULATION OF ALLOWABLE AND UNSUPPORTED EXPENSES | 30 - 32 |

Independent Auditor's Report

To the Chairperson and Board of Trustees of
Brandon School Division

We have audited the accompanying financial statements of Brandon School Division, which comprise the consolidated statement of financial position as at June 30, 2012 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion these consolidated financial statements present fairly, in all material respects, the financial position of Brandon School Division as at June 30, 2012 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Emphasis of Matters

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



Chartered Accountants

Brandon, Manitoba
October 22, 2012

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

Date

Chairperson

AUDITOR'S REPORT ON ENROLMENT

TO THE BOARD OF TRUSTEES BRANDON SCHOOL DIVISION

We have audited the attached EIS Enrolment File Verification Report - EIS Cert. - part 2 of 2 (prepared in accordance with Part I, Sections 1.1 and 1.2 of the Public Schools Enrolment and Categorical Grants Reporting for the 2011/12 School Year) of the Brandon School Division as at September 30, 2011. This enrolment information is the responsibility of the Division's management. Our responsibility is to express an opinion on this enrolment information based on our audit.

We conducted our audit in accordance with the standards for assurance engagements set out in the CICA Handbook - Assurance. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the enrolment information is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the enrolment information.

In our opinion, this report presents fairly, in all material respects, the enrolment of the Brandon School Division as at September 30, 2011 in accordance with the Public Schools Enrolment and Categorical Grants Reporting for the 2011/12 School Year referred to above.

BDO Canada inc
Auditor

October 22, 2012
Date

I hereby certify that the preceding report has been presented to the members of the Board of Brandon School Division.

Chairperson of the Board

Date

September 30, 2012

Mr. Kevin Zabowski, CGA, Secretary-Treasurer
Brandon School Division
1031 6th Street
Brandon, Manitoba
R7A 4K5

Dear Mr. Zabowski:

Re: Management Letter

Brandon School Division

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

During the course of our audit of the financial statements of Brandon School Division for the year ended June 30, 2012, we did not encounter any significant matters which we believe should be brought to your attention.

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

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

Yours truly,



Todd Birkhan, CA
Partner
BDO Canada LLP
Chartered Accountants

Management's Responsibility for Financial Reporting

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

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

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

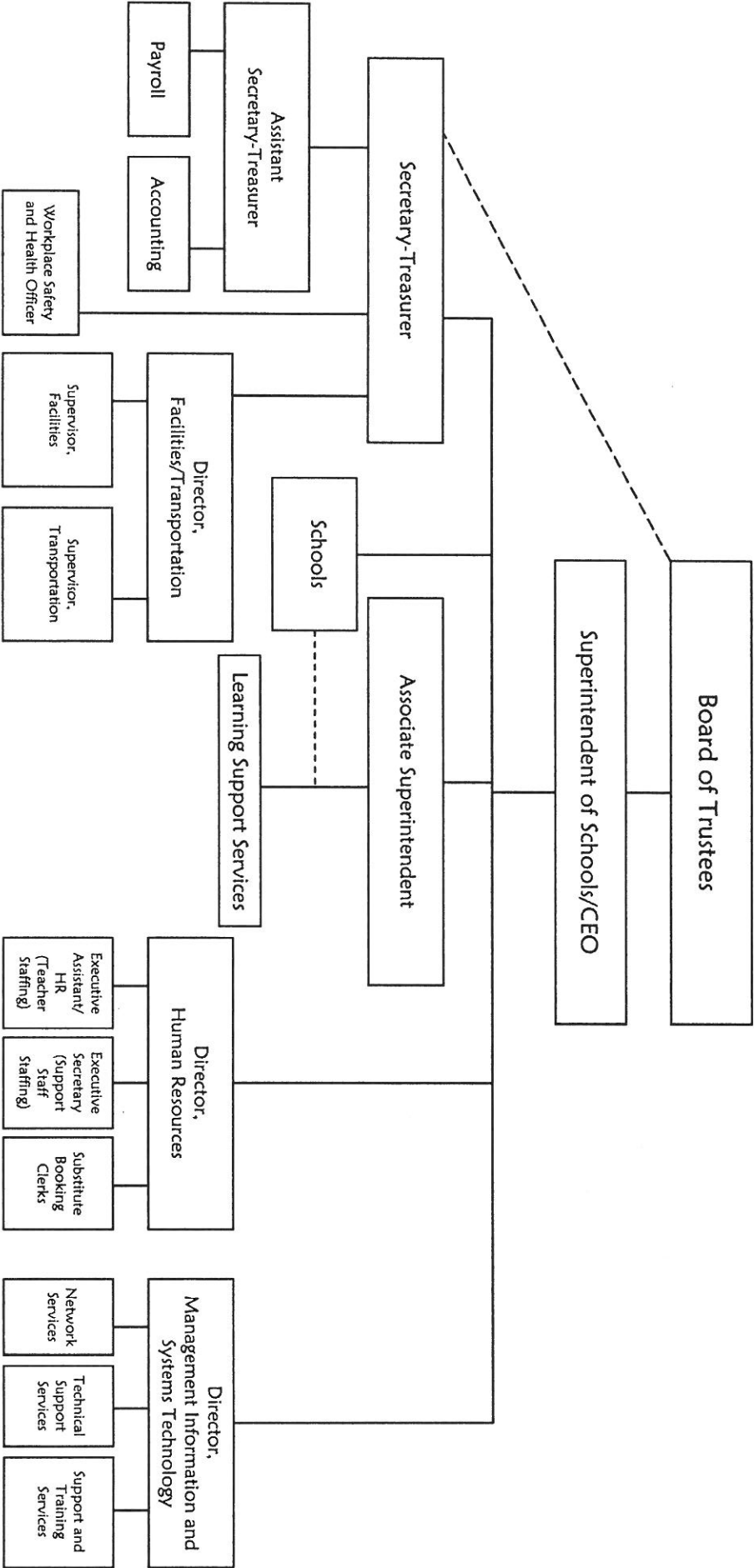
The Board of Trustees are responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the statements.

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

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

Chairperson _____

Brandon School Division
Organizational Reporting Structure



November 1, 2010

EXPENSE DEFINITIONS

Operating Fund - consists of the nine functions defined below:

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

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

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

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

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

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

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

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

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

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

as at June 30

| Notes | | 2012 | 2011 |
|-------|--|--------------------|--------------------|
| | Financial Assets | | |
| | Cash and Bank | - | 5,387,170 |
| 3 | Short Term Investments | 11,629 | 11,607 |
| | Due from - Provincial Government | 2,081,792 | 2,174,957 |
| | - Federal Government | 78,223 | 61,175 |
| | - Municipal Government | 14,781,580 | 13,477,648 |
| | - Other School Divisions | 22,047 | 7,673 |
| | - First Nations | 44,015 | 144,216 |
| | Accounts Receivable | 55,617 | 223,998 |
| | Accrued Investment Income | - | - |
| | Other Investments | - | - |
| | | <u>17,074,903</u> | <u>21,488,444</u> |
| | Liabilities | | |
| 4 | Overdraft | 770,485 | - |
| | Accounts Payable | 7,946,985 | 10,180,166 |
| | Accrued Liabilities | 8,110 | 325,848 |
| 5 | Employee Future Benefits | 1,157,080 | 1,379,460 |
| | Accrued Interest Payable | 274,575 | 316,482 |
| | Due to - Provincial Government | - | - |
| | - Federal Government | - | - |
| | - Municipal Government | - | - |
| | - Other School Divisions | - | - |
| | - First Nations | - | - |
| 6 | Deferred Revenue | 3,357,727 | 3,251,982 |
| 7 | Debenture Debt | 11,239,792 | 12,325,137 |
| | Other Borrowings | - | - |
| 8 | School Generated Funds Liability | <u>251,405</u> | <u>228,920</u> |
| | | <u>25,006,159</u> | <u>28,007,995</u> |
| | Net Debt | <u>(7,931,256)</u> | <u>(6,519,551)</u> |
| | Non-Financial Assets | | |
| 9 | Net Tangible Capital Assets (TCA Schedule) | 22,234,648 | 21,443,760 |
| | Inventories | 66,959 | 50,578 |
| | Prepaid Expenses | <u>111,693</u> | <u>74,458</u> |
| | | <u>22,413,300</u> | <u>21,568,796</u> |
| 10 | Accumulated Surplus | <u>14,482,044</u> | <u>15,049,245</u> |

See accompanying notes to the Financial Statements

CONSOLIDATED STATEMENT
OF REVENUE, EXPENSES
AND ACCUMULATED SURPLUS

For the Year Ended June 30

| Notes | | 2012 | 2011 |
|-------|---|-------------------|-------------------|
| | Revenue | | |
| | Provincial Government | 47,584,187 | 45,769,788 |
| | Federal Government | 69,534 | 71,007 |
| | Municipal Government - Property Tax | 25,952,141 | 23,796,168 |
| | - Other | - | - |
| | Other School Divisions | 257,604 | 228,026 |
| | First Nations | 330,962 | 304,676 |
| | Private Organizations and Individuals | 808,617 | 832,102 |
| | Other Sources | 286,803 | 84,111 |
| | School Generated Funds | 2,491,430 | 2,168,856 |
| | Other Special Purpose Funds | 369,688 | 244,408 |
| | | <u>78,150,966</u> | <u>73,499,142</u> |
| | Expenses | | |
| | Regular Instruction | 43,759,696 | 39,891,090 |
| | Student Support Services | 16,084,108 | 14,312,124 |
| | Adult Learning Centres | - | - |
| | Community Education and Services | 413,259 | 227,537 |
| | Divisional Administration | 2,146,864 | 1,975,542 |
| | Instructional and Other Support Services | 2,070,144 | 2,098,211 |
| | Transportation of Pupils | 1,804,888 | 1,716,564 |
| | Operations and Maintenance | 6,107,523 | 6,223,588 |
| 13 | Fiscal - Interest | 730,204 | 775,405 |
| | - Other | 1,205,102 | 1,137,628 |
| | Amortization | 1,617,743 | 1,669,516 |
| | Other Capital Items | - | - |
| | School Generated Funds | 2,565,946 | 2,081,376 |
| | Other Special Purpose Funds | 188,249 | 65,961 |
| | | <u>78,693,726</u> | <u>72,174,542</u> |
| | Current Year Surplus (Deficit) | <u>(542,760)</u> | <u>1,324,600</u> |
| | Less: Non-vested sick leave | <u>(24,441)</u> | <u>(14,840)</u> |
| | Opening Accumulated Surplus | 15,049,245 | 13,990,935 |
| | Adjustments: Tangible Cap. Assets and Accum. Amort. | - | - |
| | Other than Tangible Cap. Assets | - | - |
| | Non-vested sick leave | - | (251,450) |
| | Opening Accumulated Surplus, as adjusted | <u>15,049,245</u> | <u>13,739,485</u> |
| | Closing Accumulated Surplus | <u>14,482,044</u> | <u>15,049,245</u> |

See accompanying notes to the Financial Statements

CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT

For the Year Ended June 30, 2012

| | 2012 | 2011 |
|--|-------------|-------------|
| Current Year Surplus (Deficit) | (542,760) | 1,324,600 |
| Amortization of Tangible Capital Assets | 1,617,743 | 1,669,516 |
| Acquisition of Tangible Capital Assets | (2,513,501) | (1,398,405) |
| (Gain) / Loss on Disposal of Tangible Capital Assets | (196,409) | - |
| Proceeds on Disposal of Tangible Capital Assets | 301,279 | - |
| | (790,888) | 271,111 |
| Inventories (Increase)/Decrease | (16,381) | 16,936 |
| Prepaid Expenses (Increase)/Decrease | (37,235) | 22,081 |
| | (53,616) | 39,017 |
| (Increase)/Decrease in Net Debt | (1,387,264) | 1,634,728 |
| Net Debt at Beginning of Year | (6,519,551) | (7,887,989) |
| Adjustments Other than Tangible Cap. Assets | (24,441) | (266,290) |
| | (6,543,992) | (8,154,279) |
| Net Debt at End of Year | (7,931,256) | (6,519,551) |

CONSOLIDATED STATEMENT OF CASH FLOW
For the Year Ended June 30, 2012

| | 2012 | 2011 |
|--|-------------|-------------|
| Operating Transactions | | |
| Current Year Surplus/(Deficit) | (542,760) | 1,324,600 |
| Non-Cash Items Included in Current Year Surplus/(Deficit): | | |
| Amortization of Tangible Capital Assets | 1,617,743 | 1,669,516 |
| (Gain)/Loss on Disposal of Tangible Capital Assets | (196,409) | - |
| Employee Future Benefits Increase/(Decrease) | (222,380) | 600,724 |
| Short Term Investments (Increase)/Decrease | (22) | (307) |
| Due from Other Organizations (Increase)/Decrease | (1,141,988) | (1,330,009) |
| Accounts Receivable & Accrued Income (Increase)/Decrease | 168,381 | (8,005) |
| Inventories and Prepaid Expenses - (Increase)/Decrease | (53,616) | 39,017 |
| Due to Other Organizations Increase/(Decrease) | - | - |
| Accounts Payable & Accrued Liabilities Increase/(Decrease) | (2,592,826) | 3,084,332 |
| Deferred Revenue Increase/(Decrease) | 105,745 | 226,447 |
| School Generated Funds Liability Increase/(Decrease) | 22,485 | 33,188 |
| Adjustments Other than Tangible Cap. Assets | (24,441) | (266,290) |
| Cash Provided by Operating Transactions | (2,860,088) | 5,373,213 |
| Capital Transactions | | |
| Acquisition of Tangible Capital Assets | (2,513,501) | (1,398,405) |
| Proceeds on Disposal of Tangible Capital Assets | 301,279 | - |
| Cash (Applied to)/Provided by Capital Transactions | (2,212,222) | (1,398,405) |
| Investing Transactions | | |
| Other Investments (Increase)/Decrease | - | - |
| Cash Provided by (Applied to) Investing Transactions | - | - |
| Financing Transactions | | |
| Debenture Debt Increase/(Decrease) | (1,085,345) | 273,331 |
| Other Borrowings Increase/(Decrease) | - | - |
| Cash Provided by (Applied to) Financing Transactions | (1,085,345) | 273,331 |
| Cash and Bank / Overdraft (Increase)/Decrease | (6,157,655) | 4,248,139 |
| Cash and Bank (Overdraft) at Beginning of Year | 5,387,170 | 1,139,031 |
| Cash and Bank (Overdraft) at End of Year | (770,485) | 5,387,170 |

**BRANDON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2012**

1. Nature of Organization and Economic Dependence

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

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

2. Significant Accounting Policies

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

a) Reporting Entity and Consolidation

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

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

b) Basis of Accounting

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

c) Fund Accounting

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

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

d) School Generated Funds

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

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

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

e) Tangible Capital Assets

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

BRANDON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2012

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

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

Grouping of assets is not permitted except for computer workstations.

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

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

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

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

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

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

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

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

f) Employee Future Benefits

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

**BRANDON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2012**

g) Capital Reserve

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

h) Use of Estimates

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

i) Measurement Uncertainty

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

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

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

j) Financial Instruments

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

3. Short Term Investments

Short term investments consist of guaranteed investment certificate that mature within one year. Short term investments are recorded at the lower of cost or market. As at June 30, 2012, the cost of short term investment was \$11,629 (last year \$11,607); investment income earned during the year was \$22 (last year \$307).

4. Bank Overdraft

The Division has an authorized line of credit with CIBC of \$4,500,000 by way of overdrafts and is repayable on demand at the bank's prime rate less .60%; interest is paid monthly. The unused portion of the line of credit at June 30, 2012 is \$3,729,515. Interest earned is the monthly average Banker's Acceptance rate less the Banker's Acceptance cap.

BRANDON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2012

5. Employee Future Benefits

Non-vested accumulated sick leave benefits are measured using net present value techniques on the expected future utilization of excess sick benefits used over earned per year, to maximum entitlement. The impact of the estimated non-vested sick leave benefit cost for 2011-2012 is \$24,441.

6. Deferred Revenue

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

| | Balance as at | Additions | Revenue | Balance as at |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|
| | <u>June 30, 2011</u> | <u>in the period</u> | <u>in the period</u> | <u>June 30, 2012</u> |
| Education property tax credit | \$ 3,125,344 | \$ 7,409,670 | \$ 7,206,939 | \$ 3,328,075 |
| Other special purpose funds | 126,638 | 15,404 | 112,390 | 29,652 |
| | <u>\$ 3,251,982</u> | <u>\$ 7,425,074</u> | <u>\$ 7,319,329</u> | <u>\$ 3,357,727</u> |

7. Debenture Debt

The debenture debt of the Division is in the form of fifteen and twenty-year debentures payable, principal and interest, in fifteen and twenty equal yearly instalments and maturing at various dates from 2012 to 2031. Payment of principal and interest is funded entirely by grants from the Province of Manitoba, except for the debenture debt on self-funded capital projects. The debentures carry interest rates that range from 4.75% to 9.875%.

Debenture interest expense payable as at June 30, 2012, is accrued and recorded in Accrued Interest Payable, and a grant in an amount equal to the interest accrued on provincially funded debentures is recorded in Due from the Provincial Government. The debenture principal and interest repayments in the next five years are:

| | <u>Principal</u> | <u>Interest</u> | <u>Total</u> |
|------------|----------------------|---------------------|----------------------|
| 2012-13 | \$ 905,652 | \$ 676,721 | \$ 1,582,373 |
| 2013-14 | 962,548 | 613,955 | 1,576,503 |
| 2014-15 | 1,006,996 | 544,246 | 1,551,242 |
| 2015-16 | 924,862 | 471,839 | 1,396,701 |
| 2016-17 | 763,113 | 411,825 | 1,174,938 |
| Thereafter | 6,676,621 | 2,037,659 | 8,714,280 |
| | <u>\$ 11,239,792</u> | <u>\$ 4,756,245</u> | <u>\$ 15,996,037</u> |

8. School Generated Funds Liability

School Generated Funds Liability includes the non-controlled portion of school generated funds consolidated in the cash and bank balances in the amount of \$251,405.

| | <u>2012</u> |
|--------------------------|-------------------|
| Parent council funds | \$ 223,279 |
| Other parent group funds | 13,187 |
| Students council funds | 11,875 |
| Staff funds | 3,064 |
| | <u>\$ 251,405</u> |

BRANDON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2012

9. Net Tangible Capital Assets

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

| | <u>Gross Amount</u> | <u>Accumulated Amortization</u> | <u>2012 Net Book Value</u> |
|-------------------------------|----------------------|---------------------------------|----------------------------|
| Owned-tangible capital assets | \$ 64,516,298 | \$ 42,559,268 | \$ 21,957,030 |
| Capital lease | 277,618 | - | 277,618 |
| | <u>\$ 64,793,916</u> | <u>\$ 42,559,268</u> | <u>\$ 22,234,648</u> |

10. Accumulated Surplus

The consolidated accumulated surplus is comprised of the following:

| | <u>2012</u> |
|-----------------------------------|----------------------|
| Operating Fund: | |
| Designated Surplus | \$ 946,202 |
| Undesignated Surplus | 1,256,325 |
| Non-vested Sick leave to date | 290,731 |
| | <u>2,493,258</u> |
| Capital Fund: | |
| Reserve Accounts | 1,068,590 |
| Equity in Tangible Capital Assets | 9,381,443 |
| | <u>10,450,033</u> |
| Special Purpose Fund: | |
| School Generated Funds | 580,568 |
| Other Special Purpose Funds | 958,185 |
| | <u>1,538,753</u> |
| Total Accumulated Surplus | <u>\$ 14,482,044</u> |

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

| | <u>2012</u> |
|--|-------------------|
| Prior year designated balances | \$ 307,259 |
| School budget carryovers by board policy | 140,600 |
| Ameresco software | 22,760 |
| Teacher Mentorship Initiative | 32,000 |
| Real-Time Streaming and Archiving of Board Meetings | 16,500 |
| Riverheights School Parking Lot Extension | 52,500 |
| Joint Job Evaluation Secretary | 49,883 |
| Teachers for Increased Enrollment and Provincial K-3 class size initiative | 216,000 |
| All-Day/Every Day Kindergarten for George Fitton School | 108,700 |
| Designated surplus | <u>\$ 946,202</u> |

BRANDON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2012

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

| | <u>2012</u> |
|----------------------------------|---------------------|
| Bus Reserves | \$ 358,345 |
| Computer Reserves | 228,032 |
| School Building Reserves | 306,687 |
| Administration Building Reserves | 175,526 |
| Capital Reserve | <u>\$ 1,068,590</u> |

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

| | <u>2012</u> |
|-----------------------------|-------------------|
| Scholarship Trust | \$ 11,629 |
| Property Trust | 719,489 |
| Charitable Donation Fund | 227,067 |
| Other Special Purpose Funds | <u>\$ 958,185</u> |

11. Restatement of Opening Accumulated Surplus

Restatement of Opening Accumulated Surplus is comprised of:

| | <u>2012</u> |
|--|-------------------|
| Operating Fund | |
| Employee Future Benefits | <u>\$ 266,290</u> |
| Capital Fund | |
| Tangible Capital Assets | - |
| Accumulated Amortization | - |
| | <u>-</u> |
| Special Purpose Fund | |
| School Generated Funds | - |
| Other Special Purpose Funds | - |
| | <u>-</u> |
| Total Restatement of Opening Accumulated Surplus | <u>\$ 266,290</u> |

Restatements of the above accounts are prior period cumulative adjustments to the opening balance of the accumulated surplus (deficit) of the current period.

The prior year's employee future benefits liability has been increased by \$266,290 to correct the omission of the estimated Non-Vested Sick Leave liability. Previously, these costs were only recognized and recorded in the period when an employee was sick. PSA standards require that a liability and an expense be recognized for post-employment benefits and compensated absences that vest or accumulate in the period in which employees render services to the School Division in return for the benefits. The resulting decrease to the Operating Fund Accumulated Surplus (Deficit) at July 1, 2011 was \$266,290. July 1, 2010 Opening Accumulated Surplus (Deficit) was decreased by \$251,450 and accounts payable was increased by \$251,450. June 30, 2011 salary expense and accounts payable were both increased by \$14,840.

BRANDON SCHOOL DIVISION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2012

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

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

| | <u>2012</u> | <u>2011</u> |
|--|----------------------|----------------------|
| Revenue-Municipal Government-Property Tax | <u>\$ 25,952,141</u> | <u>\$ 23,796,168</u> |
| Receivable-Due from Municipal-Property Tax | <u>\$ 14,781,580</u> | <u>\$ 13,477,648</u> |

13. Interest Received and Paid

The Division received interest during the year of \$99,667 (previous year \$90,679); interest paid during the year was \$730,204 (previous year \$775,405).

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

| | <u>2012</u> |
|---|-------------------|
| Operating Fund | |
| Fiscal-short term loan, interest and bank charges | \$ 10,830 |
| Capital Fund | |
| Debenture debt interest | 719,374 |
| Other interest | - |
| | <u>\$ 730,204</u> |

The accrual portion of debenture debt interest expense of \$274,575 included under the Capital Fund-Debenture debt interest is offset by an accrual of the debt servicing grant from the Province of Manitoba and our self-funded debt.

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

In accordance with Section 190.1 of The Public Schools Act the Division is required to collect a special levy on behalf la Division scolaire franco-manitobaine. As at June 30, 2012, the amount of this special levy was \$250,347 (2011 - \$227,600). These amounts are not included in the Division’s consolidated financial statements.

ANALYSIS OF CONSOLIDATED ACCUMULATED SURPLUS

as at June 30, 2012

| | |
|--|-------------------|
| Operating Fund Accumulated Surplus (Deficit) | 2,493,258 |
| Equity in Tangible Capital Assets | 9,381,443 |
| Capital Reserve Accounts | 1,068,590 |
| School Generated Funds | 580,568 |
| Other Special Purpose Funds | 958,185 |
| Consolidated Accumulated Surplus | 14,482,044 |

Operating Fund Accumulated Surplus Comprised of:

Designated Surplus *

[illegible]

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

OPERATING FUND SCHEDULE OF FINANCIAL POSITION
as at June 30

| | 2012 | 2011 |
|--|-------------------|-------------------|
| Financial Assets | | |
| Cash and Bank | 800 | 4,497,539 |
| Short Term Investments | - | - |
| Due from | | |
| - Provincial Government | 1,814,605 | 1,867,422 |
| - Federal Government | 47,191 | 60,129 |
| - Municipal Government | 14,781,580 | 13,477,648 |
| - Other School Divisions | 22,047 | 7,673 |
| - First Nations | 44,015 | 144,216 |
| - Other Funds | 568,408 | - |
| Accounts Receivable | 55,617 | 223,998 |
| Accrued Investment Income | - | - |
| | <u>17,334,263</u> | <u>20,278,625</u> |
| Liabilities | | |
| Overdraft | 2,549,755 | 759,153 |
| Accounts Payable | 7,946,985 | 10,180,166 |
| Accrued Liabilities | 8,110 | 325,848 |
| Employee Future Benefits | 1,157,080 | 1,379,460 |
| Accrued Interest Payable | - | - |
| Due to | | |
| - Provincial Government | - | - |
| - Federal Government | - | - |
| - Municipal Government | - | - |
| - Other School Divisions | - | - |
| - First Nations | - | - |
| - Capital Fund | - | 1,211,982 |
| Deferred Revenue | 3,357,727 | 3,251,982 |
| Other Borrowings | - | - |
| | <u>15,019,657</u> | <u>17,108,591</u> |
| Net Financial Assets (Net Debt) | <u>2,314,606</u> | <u>3,170,034</u> |
| Non-Financial Assets | | |
| Inventories | 66,959 | 50,578 |
| Prepaid Expenses | 111,693 | 74,458 |
| | <u>178,652</u> | <u>125,036</u> |
| Accumulated Surplus (Deficit) | <u>2,493,258</u> | <u>3,295,070</u> |

OPERATING FUND
SCHEDULE OF REVENUE, EXPENSES
AND ACCUMULATED SURPLUS

For the Year Ended June 30

| | 2012 Actual | 2012 Budget | 2011 Actual |
|--|----------------|----------------|----------------|
| Revenue | | | |
| Provincial Government | 45,832,373 | 44,943,413 | 43,809,291 |
| Federal Government | 69,534 | 23,900 | 71,007 |
| Municipal Government - Property Tax | 25,952,141 | 26,578,687 | 23,796,168 |
| - Other | - | - | - |
| Other School Divisions | 257,604 | 222,200 | 228,026 |
| First Nations | 330,962 | 283,200 | 304,676 |
| Private Organizations and Individuals | 808,617 | 607,400 | 832,102 |
| Other Sources | 90,394 | 78,100 | 82,910 |
| | 73,341,625 | 72,736,900 | 69,124,180 |
| Expenses | | | |
| Regular Instruction | 43,759,696 | 42,453,900 | 39,891,090 |
| Student Support Services | 16,084,108 | 16,153,500 | 14,312,124 |
| Adult Learning Centres | - | - | - |
| Community Education and Services | 413,259 | 245,300 | 227,537 |
| Divisional Administration | 2,146,864 | 2,116,400 | 1,975,542 |
| Instructional and Other Support Services | 2,070,144 | 2,021,300 | 2,098,211 |
| Transportation of Pupils | 1,804,888 | 1,795,600 | 1,716,564 |
| Operations and Maintenance | 6,107,523 | 6,440,600 | 6,223,588 |
| Fiscal | 1,215,932 | 1,255,800 | 1,138,899 |
| | 73,602,414 | 72,482,400 | 67,583,555 |
| Current Year Surplus (Deficit) | (260,789) | 254,500 | 1,540,625 |
| Net Transfers from (to) Capital Fund | (516,582) | (254,500) | (503,005) |
| Transfers from Special Purpose Funds | - | | - |
| Less: Non-vested sick leave | (24,441) | | (14,840) |
| Net Transfers and Non-vested Sick Leave | (541,023) | (254,500) | (517,845) |
| Opening Accumulated Surplus (Deficit) | 3,295,070 | | 2,523,740 |
| Adjustments: | - | | - |
| | - | | - |
| Non-vested sick leave | - | | (251,450) |
| Opening Accumulated Surplus (Deficit), as adjusted | 3,295,070 | | 2,272,290 |
| Closing Accumulated Surplus (Deficit) | 2,493,258 | | 3,295,070 |

OPERATING FUND - REVENUE DETAIL
PROVINCE OF MANITOBA
For the Year Ended June 30, 2012

| | | |
|---|------------|-------------------|
| Funding of Schools Program | | |
| Base Support | | |
| Instructional Support | 14,132,618 | |
| Additional Instructional Support for Small Schools | - | |
| Sparsity | 98,950 | |
| Curricular Materials | 440,040 | |
| Information Technology | 330,030 | |
| Library Services | 674,728 | |
| Student Services | 2,397,326 | |
| Counselling and Guidance | 601,388 | |
| Professional Development (including TVI-PD) | 350,764 | |
| Physical Education | 179,875 | |
| Occupancy | 3,047,220 | 22,252,939 |
| Categorical Support | | |
| Transportation | 979,941 | |
| Board and Room | 4,800 | |
| Special Needs: Coordinator/Clinician | 513,380 | |
| Special Needs: Level 2 | 1,458,604 | |
| Special Needs: Level 3 | 1,526,316 | |
| Senior Years Technology Education | 585,640 | |
| English as an Additional Language | 826,250 | |
| Aboriginal Academic Achievement (including BSSAP) | 292,920 | |
| Aboriginal and International Languages | 1,652 | |
| French Language Programs | 172,044 | |
| Small Schools | 26,842 | |
| Enrolment Change Support | 493,420 | |
| Northern Allowance | - | |
| Early Childhood Development Initiative | 105,102 | |
| Early Literacy Intervention | 314,700 | |
| Early Numeracy | 38,640 | |
| Experiential Learning | 21,030 | |
| Education for Sustainable Development | 15,400 | 7,376,681 |
| Equalization | | 5,315,795 |
| Additional Equalization | | - |
| Adjustment for Days Closed | | - |
| Formula Guarantee | | - |
| Other Program Support | | |
| School Buildings Support: "D" Projects | 199,380 | |
| Technology Education Equipment Replacement | 79,100 | |
| Technical Vocational Initiative - Equipment Upgrade | 21,264 | |
| Other Minor Capital Support | - | |
| Prior Year Support | | |
| Finalization of Previous Year Support | 115,731 | |
| Curricular Materials | - | |
| School Buildings Support: "D" Projects | - | |
| Technology Education Equipment | - | 415,475 |
| | | <u>35,360,890</u> |

OPERATING FUND - REVENUE DETAIL
PROVINCE OF MANITOBA (CONT'D)
For the Year Ended June 30, 2012

Other Department of Education

| | | |
|---|-----------|------------|
| Non-Resident | - | |
| Special Needs | - | |
| Institutional Programs | - | |
| Nursing Supports (URIS) | - | |
| Substitute Fees | 8,300 | |
| General Support Grant | 1,110,501 | |
| Education Property Tax Credit | 7,339,578 | |
| Tax Incentive Grant | 1,834,940 | |
| Technical Vocational Initiative Demonstration Project | - | |
| Class Size Fund | - | |
| Community Schools | 67,390 | |
| Healthy Schools Initiative | 12,799 | |
| Other: | - | |
| French Second Language Revitalization Grant | 52,400 | |
| Christian Heritage | 15,510 | |
| Marking | 12,226 | |
| Prior Year TIG Receivable | 17,839 | |
| | | 10,471,483 |

Other Provincial Government Departments

| | | |
|--|---|---|
| English as an Additional Language (Adults) | - | |
| Driver Training | - | |
| Employment Programs | - | |
| Adult Learning Centres | - | |
| Other: | - | |
| | | |
| | | |
| | | |
| | | |
| | | 0 |

| | |
|---|-------------------|
| Funding of Schools Program (previous page) | 35,360,890 |
|---|-------------------|

| | |
|--|-------------------|
| TOTAL PROVINCIAL GOVERNMENT REVENUE | 45,832,373 |
|--|-------------------|

OPERATING FUND - REVENUE DETAIL
NON-PROVINCIAL GOVERNMENT SOURCES
For the Year Ended June 30, 2012

| | | | |
|--|----------------------------|------------|-------------------|
| Federal Government | | | |
| Tuition Fees | | - | |
| Transportation of Pupils | | - | |
| French Language Monitor | | 15,984 | |
| Other: | Drug & Alcohol Initiative | 53,550 | |
| | | | |
| | | | |
| | | | 69,534 |
| Municipal Government | | | |
| Special Requirement | 35,126,659 | | |
| Less: Education Property Tax Credit | (7,339,578) | | |
| Less: Tax Incentive Grant | (1,834,940) | 25,952,141 | |
| Other: | | - | 25,952,141 |
| Other School Divisions | | | |
| Transfer Fees | | 63,700 | |
| Residual Fees | | 193,479 | |
| Transportation of Pupils | | - | |
| Other: | Sub Recovery | 425 | |
| | | | |
| | | | 257,604 |
| First Nations | | | |
| Tuition Fees | | 330,962 | |
| Transportation of Pupils | | - | |
| Other: | | - | |
| | | | |
| | | | |
| | | | 330,962 |
| Private Organizations and Individuals | | | |
| Regular Tuition | | 14,710 | |
| International Tuition | | - | |
| Continuing Education | | - | |
| Driver Education | | - | |
| Other Tuition: | | - | |
| Food Service | | 278,929 | |
| Other: | Joint Use Recovery | 108,627 | |
| | Rental of Building Space | 37,879 | |
| | BRHA Cost Recovery - LEAPS | 140,458 | |
| | Vocational Sales | 87,028 | |
| | Field Trip Recovery | 51,121 | |
| | Expense Recoveries | 89,865 | 808,617 |
| Other Sources | | | |
| Interest | | 90,394 | |
| Donations | | - | |
| Other: | | - | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | 90,394 |
| TOTAL NON-PROVINCIAL GOVERNMENT REVENUE | | | <u>27,509,252</u> |

OPERATING FUND - EXPENSE BY FUNCTION AND BY OBJECT
For the Year Ended June 30

| FUNCTION \ OBJECT | 100 Regular Instruction | 200 Student Support Services | 300 Adult Learning Centres | 400 Education and Services | 500 Divisional Administration | 600 Instructional and Other Support Services | 700 Transportation of Pupils | 800 Operations and Maintenance | 900 Fiscal | | |
|---|-------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|------------------------------------|---|----------------------------|----------------|----------------|
| | | | | | | | | | | 2012 TOTALS | 2011 TOTALS |
| Salaries | 37,856,438 | 14,501,104 | - | 318,110 | 1,452,373 | 1,532,574 | 1,129,839 | 2,735,729 | | 59,526,167 | 53,797,944 |
| Employees Benefits and Allowances | 2,077,638 | 1,195,248 | - | 30,433 | 169,007 | 99,293 | 156,079 | 412,981 | | 4,140,679 | 3,771,463 |
| Services | 486,377 | 232,428 | - | 19,327 | 482,485 | 367,639 | 185,870 | 2,141,483 | | 3,915,609 | 4,339,569 |
| Supplies, Materials and Minor Equipment | 3,202,353 | 155,328 | - | 45,389 | 42,999 | 70,638 | 333,100 | 817,330 | | 4,667,137 | 4,393,980 |
| Interest and Bank Charges | | | | | | | | | 10,830 | 10,830 | 1,271 |
| Bad Debt Expense | | | | | | | | | - | 0 | 0 |
| Transfers | 136,890 | - | - | - | - | - | - | - | (PAYROLL TAX) 1,205,102 | 1,341,992 | 1,279,328 |
| TOTALS | 43,759,696 | 16,084,108 | 0 | 413,259 | 2,146,864 | 2,070,144 | 1,804,888 | 6,107,523 | 1,215,932 | 73,602,414 | 67,583,555 |

OPERATING FUND - EXPENSE DETAIL: FUNCTION 100

For the Year Ended June 30, 2012

| REGULAR INSTRUCTION | 10 | SINGLE TRACK SCHOOLS * | | | 80 | 90 | TOTALS |
|---|----------------|------------------------|----------|------------------|-----------------------|-----------------------------------|------------|
| | | 20 | 50 | 70 | | | |
| CODE OBJECT \ PROGRAM | ADMINISTRATION | ENGLISH LANGUAGE | FRANÇAIS | FRENCH IMMERSION | DUAL TRACK SCHOOLS ** | SENIOR YEARS TECHNOLOGY EDUCATION | |
| 3XX SALARIES | | | | | | | |
| 320 Executive, Managerial and Supervisory | 3,100,937 | | | | | | 3,100,937 |
| 330 Instructional - Teaching | | 24,638,915 | | 1,300,603 | 4,938,902 | 1,905,049 | 32,783,469 |
| 350 Instructional - Other | | 353,904 | | 13,980 | 92,025 | 93,444 | 553,353 |
| 360 Technical, Specialized and Service | 45,089 | 39,582 | | | | 107,362 | 192,033 |
| 370 Secretarial, Clerical and Other | 921,405 | | | | | | 921,405 |
| 390 Information Technology | 305,241 | | | | | | 305,241 |
| Total Salaries | 4,372,672 | 25,032,401 | 0 | 1,314,583 | 5,030,927 | 2,105,855 | 37,856,438 |
| 4XX EMPLOYEES BENEFITS AND ALLOWANCES | 298,338 | 1,319,641 | | 66,126 | 278,137 | 115,396 | 2,077,638 |
| 5-6XX SERVICES | | | | | | | |
| 510 Professional, Technical and Specialized | | | | | | | 0 |
| 520 Communications | 146,623 | | | | | | 146,623 |
| 540 Travel and Meetings | 2,734 | 12,001 | | | 1,265 | | 16,000 |
| 560 Tuition | | | | | | 9,408 | 9,408 |
| 570 Printing and Binding | | | | | | | 0 |
| 580 Insurance and Bond Premiums | | | | | | | 0 |
| 590 Maintenance and Repair Services | 1,295 | 75,404 | | 2,760 | 19,485 | | 98,944 |
| 610 Rentals | 1,420 | 39,310 | | 1,795 | 8,794 | | 51,319 |
| 630 Advertising | | | | | | | 0 |
| 640 Dues and Fees | | 49,335 | | | | | 49,335 |
| 650 Professional and Staff Development | 3,631 | | | | | | 3,631 |
| 680 Information Technology Services | (1,569) | 112,686 | | | | | 111,117 |
| Total Services | 154,134 | 288,736 | 0 | 4,555 | 29,544 | 9,408 | 486,377 |
| 7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT | | | | | | | |
| 710 Supplies | 25,547 | 900,389 | | 39,894 | 172,047 | 530,543 | 1,668,420 |
| 740 Curricular and Media Materials | | 373,438 | | 16,219 | 97,924 | 20,528 | 508,109 |
| 760 Minor Equipment | 3,739 | 177,092 | | 1,269 | 53 | 154,085 | 336,238 |
| 780 Information Technology Equipment | 22,191 | 663,768 | | | 3,627 | | 689,586 |
| Total Supplies, Materials and Minor Equipment | 51,477 | 2,114,687 | 0 | 57,382 | 273,651 | 705,156 | 3,202,353 |
| 96X-99 TRANSFERS | | | | | | | |
| 960 School Divisions | | 136,890 | | | | | 136,890 |
| 980 Organizations and Individuals | | | | | | | 0 |
| Total Transfers | 0 | 136,890 | 0 | 0 | 0 | 0 | 136,890 |
| TOTALS | 4,876,621 | 28,892,355 | 0 | 1,442,646 | 5,612,259 | 2,935,815 | 43,759,696 |

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

** includes multi-track schools.

OPERATING FUND - EXPENSE DETAIL: FUNCTION 200

For the Year Ended June 30, 2012

| STUDENT SUPPORT SERVICES | | 10 | 20 | 30 | 40 | 50 | 60 | 70 | |
|---|---|----------------------------------|-----------------------|-------------------------------------|----------------------|----------------------|-------------------------------|-----------------------------|------------|
| CODE | OBJECT \ PROGRAM | ADMINISTRATION /CO-ORDINATION | GIFTED EDUCATION * | CLINICAL AND RELATED SERVICES | SPECIAL PLACEMENT | REGULAR PLACEMENT | OTHER RESOURCE SERVICES | COUNSELLING AND GUIDANCE | TOTALS |
| 3XX SALARIES | | | | | | | | | |
| 320 | Executive, Managerial and Supervisory | 80,707 | | | | | | | 80,707 |
| 330 | Instructional - Teaching | | | | 1,188,791 | 2,379,731 | 3,352,003 | 1,224,075 | 8,144,600 |
| 350 | Instructional - Other | | | 5,033 | 1,105,081 | 3,453,020 | 156,232 | 292,091 | 5,011,457 |
| 360 | Technical, Specialized and Service | | | | 63,012 | | | | 63,012 |
| 370 | Secretarial, Clerical and Other | 25,504 | | 44,987 | | | | | 70,491 |
| 380 | Clinician | | | 1,130,837 | | | | | 1,130,837 |
| 390 | Information Technology | | | | | | | | 0 |
| | Total Salaries | 106,211 | 0 | 1,180,857 | 2,356,884 | 5,832,751 | 3,508,235 | 1,516,166 | 14,501,104 |
| 4XX EMPLOYEES BENEFITS AND ALLOWANCES | | 4,775 | | 59,520 | 228,172 | 592,328 | 206,880 | 103,573 | 1,195,248 |
| 5-6XX SERVICES | | | | | | | | | |
| 510 | Professional, Technical and Specialized | | | 19,826 | | | 64,368 | 89,815 | 174,009 |
| 520 | Communications | 970 | | 9,805 | | | 2,486 | 1,538 | 14,799 |
| 540 | Travel and Meetings | | | 22,175 | 1,188 | 607 | 8,707 | 10,753 | 43,430 |
| 560 | Tuition | | | | | | | | 0 |
| 570 | Printing and Binding | | | | | | | | 0 |
| 580 | Insurance and Bond Premiums | | | | | | | | 0 |
| 590 | Maintenance and Repair Services | | | | | | | | 0 |
| 610 | Rentals | | | | | | | | 0 |
| 630 | Advertising | | | | | | | | 0 |
| 640 | Dues and Fees | | | | | | | | 0 |
| 650 | Professional and Staff Development | | | 190 | | | | | 190 |
| 680 | Information Technology Services | | | | | | | | 0 |
| | Total Services | 970 | 0 | 51,996 | 1,188 | 607 | 75,561 | 102,106 | 232,428 |
| 7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT | | | | | | | | | |
| 710 | Supplies | 2,928 | | 19,685 | 24,845 | 74,751 | 2,019 | | 124,228 |
| 740 | Curricular and Media Materials | | | 15,876 | 855 | | | | 16,731 |
| 760 | Minor Equipment | | | 420 | | | | | 420 |
| 780 | Information Technology Equipment | | | 13,949 | | | | | 13,949 |
| | Total Supplies, Materials and Minor Equipment | 2,928 | 0 | 49,930 | 25,700 | 74,751 | 2,019 | 0 | 155,328 |
| 96X-99 TRANSFERS | | | | | | | | | |
| 960 | School Divisions | | | | | | | | 0 |
| 980 | Organizations and Individuals | | | | | | | | 0 |
| | Total Transfers | 0 | | 0 | 0 | 0 | | | 0 |
| TOTALS | | 114,884 | 0 | 1,342,303 | 2,611,944 | 6,500,437 | 3,792,695 | 1,721,845 | 16,084,108 |

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

OPERATING FUND - EXPENSE DETAIL: FUNCTION 300

For the Year Ended June 30, 2012

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

OPERATING FUND - EXPENSE DETAIL: FUNCTION 400

For the Year Ended June 30, 2012

| COMMUNITY EDUCATION AND SERVICES | | 10 | 20 | 30 | 40 | TOTALS |
|----------------------------------|---|----------------------|--|-----------------------------------|----------------------------|-------------------|
| CODE | OBJECT \ PROGRAM | CONTINUING EDUCATION | ENGLISH AS AN ADDITIONAL LANGUAGE FOR ADULTS | COMMUNITY SERVICES AND RECREATION | PRE-KINDERGARTEN EDUCATION | |
| 3XX | SALARIES | | | | | |
| 320 | Executive, Managerial and Supervisory | | | | | 0 |
| 330 | Instructional - Teaching | | | | | 0 |
| 350 | Instructional - Other | | | 37,508 | 185,418 | 222,926 |
| 360 | Technical, Specialized and Service | | | 95,184 | | 95,184 |
| 370 | Secretarial, Clerical and Other | | | | | 0 |
| 380 | Clinician | | | | | 0 |
| 390 | Information Technology | | | | | 0 |
| | Total Salaries | 0 | 0 | 132,692 10,116 | 185,418 20,317 | 318,110 30,433 |
| 4XX | EMPLOYEES BENEFITS AND ALLOWANCES | | | | | |
| 5-6XX | SERVICES | | | | | |
| 510 | Professional, Technical and Specialized | | | | 19,207 | 19,207 |
| 520 | Communications | | | | | 0 |
| 540 | Travel and Meetings | | | | 120 | 120 |
| 570 | Printing and Binding | | | | | 0 |
| 590 | Maintenance and Repair Services | | | | | 0 |
| 610 | Rentals | | | | | 0 |
| 630 | Advertising | | | | | 0 |
| 640 | Dues and Fees | | | | | 0 |
| 650 | Professional and Staff Development | | | | | 0 |
| 680 | Information Technology Services | | | | | 0 |
| | Total Services | 0 | 0 | 0 | 19,327 | 19,327 |
| 7XX | SUPPLIES, MATERIALS AND MINOR EQUIPMENT | | | | | |
| 710 | Supplies | | | 30,975 | 14,414 | 45,389 |
| 740 | Curricular and Media Materials | | | | | 0 |
| 760 | Minor Equipment | | | | | 0 |
| 780 | Information Technology Equipment | | | | | 0 |
| | Total Supplies, Materials and Minor Equipment | 0 | 0 | 30,975 | 14,414 | 45,389 |
| 96X-99 | TRANSFERS | | | | | |
| 980 | Organizations and Individuals | | | | | 0 |
| | Total Transfers | 0 | 0 | 0 | 0 | 0 |
| | TOTALS | 0 | 0 | 173,783 | 239,476 | 413,259 |

OPERATING FUND - EXPENSE DETAIL: FUNCTION 500

For the Year Ended June 30, 2012

| DIVISIONAL ADMINISTRATION | | 10 | 20 | 30 | 50 | TOTALS |
|---|---|-------------------|---|--------------------------------------|---------------------------------|-----------|
| CODE | OBJECT \ PROGRAM | BOARD OF TRUSTEES | INSTRUCTIONAL MANAGEMENT & ADMINISTRATION | BUSINESS AND ADMINISTRATIVE SERVICES | MANAGEMENT INFORMATION SERVICES | |
| 3XX SALARIES | | | | | | |
| 310 | Trustees Remuneration | 130,262 | | | | 130,262 |
| 320 | Executive, Managerial and Supervisory | | 291,843 | 309,910 | 79,777 | 681,530 |
| 360 | Technical, Specialized and Service | | | 105,413 | | 105,413 |
| 370 | Secretarial, Clerical and Other | | 159,233 | 375,935 | | 535,168 |
| 390 | Information Technology | | | | | 0 |
| | Total Salaries | 130,262 | 451,076 | 791,258 | 79,777 | 1,452,373 |
| 4XX EMPLOYEES BENEFITS AND ALLOWANCES | | 2,525 | 26,304 | 128,905 | 11,273 | 169,007 |
| 5-6XX SERVICES | | | | | | |
| 510 | Professional, Technical and Specialized | | 32,650 | 49,138 | 38,814 | 120,602 |
| 520 | Communications | | 5,490 | 24,774 | 1,525 | 31,789 |
| 540 | Travel and Meetings | 50,009 | 18,234 | 3,058 | 1,719 | 73,020 |
| 570 | Printing and Binding | | | | | 0 |
| 580 | Insurance and Bond Premiums | | | 56,485 | | 56,485 |
| 590 | Maintenance and Repair Services | | 3,400 | 2,630 | | 6,030 |
| 610 | Rentals | | | 8,756 | | 8,756 |
| 630 | Advertising | | 13,392 | 41,881 | | 55,273 |
| 640 | Dues and Fees | 71,812 | 2,618 | 3,157 | | 77,587 |
| 650 | Professional and Staff Development | | | 11,723 | 10,677 | 22,400 |
| 680 | Information Technology Services | | | | 30,543 | 30,543 |
| | Total Services | 121,821 | 75,784 | 201,602 | 83,278 | 482,485 |
| 7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT | | | | | | |
| 710 | Supplies | 1,039 | 7,774 | | 4,699 | 13,512 |
| 740 | Curricular and Media Materials | | | | | 0 |
| 760 | Minor Equipment | | 3,022 | 17,160 | | 20,182 |
| 780 | Information Technology Equipment | | | | 9,305 | 9,305 |
| | Total Supplies, Materials and Minor Equipment | 1,039 | 10,796 | 17,160 | 14,004 | 42,999 |
| 96X-99 TRANSFERS | | | | | | |
| 960 | School Divisions | | | | | 0 |
| 980 | Organizations and Individuals | | | | | 0 |
| 999 | Recharge | | | | | 0 |
| | Total Transfers | 0 | 0 | 0 | | 0 |
| TOTALS | | 255,647 | 563,960 | 1,138,925 | 188,332 | 2,146,864 |

OPERATING FUND - EXPENSE DETAIL: FUNCTION 600

For the Year Ended June 30, 2012

| INSTRUCTIONAL AND OTHER SUPPORT SERVICES | | 05 CURRICULUM CONSULTING & DEVELOPMENT ADMINISTRATION | 10 CURRICULUM CONSULTING & DEVELOPMENT | 20 LIBRARY / MEDIA CENTRE | 30 PROFESSIONAL AND STAFF DEVELOPMENT | 80 OTHER | TOTALS |
|---|---|---|---|------------------------------------|--|-------------|-----------|
| CODE | OBJECT \ PROGRAM | | | | | | |
| 3XX SALARIES | | | | | | | |
| 320 | Executive, Managerial and Supervisory | | 40,205 | | | | 40,205 |
| 330 | Instructional - Teaching | | 132,650 | 676,770 | 509,398 | | 1,318,818 |
| 350 | Instructional - Other | | | 93,405 | | | 93,405 |
| 360 | Technical, Specialized and Service | | | | 45,977 | 34,169 | 80,146 |
| 370 | Secretarial, Clerical and Other | | | | | | 0 |
| 390 | Information Technology | | | | | | 0 |
| | Total Salaries | 0 | 172,855 | 770,175 | 555,375 | 34,169 | 1,532,574 |
| 4XX EMPLOYEES BENEFITS AND ALLOWANCES | | | 7,120 | 53,732 | 32,783 | 5,658 | 99,293 |
| 5-6XX SERVICES | | | | | | | |
| 510 | Professional, Technical and Specialized | | | 710 | | | 710 |
| 520 | Communications | | 668 | 456 | 2,542 | 869 | 4,535 |
| 540 | Travel and Meetings | | 2,618 | | | 8,771 | 11,389 |
| 560 | Tuition | | | | | | 0 |
| 570 | Printing and Binding | | | | | | 0 |
| 580 | Insurance and Bond Premiums | | | | | | 0 |
| 590 | Maintenance and Repair Services | | | | | | 0 |
| 610 | Rentals | | | | | | 0 |
| 630 | Advertising | | | | | | 0 |
| 640 | Dues and Fees | | | | | 8,992 | 8,992 |
| 650 | Professional and Staff Development | | | | 331,525 | | 331,525 |
| 680 | Information Technology Services | | | 10,488 | | | 10,488 |
| | Total Services | 0 | 3,286 | 11,654 | 334,067 | 18,632 | 367,639 |
| 7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT | | | | | | | |
| 710 | Supplies | | 5,510 | 3,125 | | 14,412 | 23,047 |
| 740 | Curricular and Media Materials | | | 47,591 | | | 47,591 |
| 760 | Minor Equipment | | | | | | 0 |
| 780 | Information Technology Equipment | | | | | | 0 |
| | Total Supplies, Materials and Minor Equipment | 0 | 5,510 | 50,716 | 0 | 14,412 | 70,638 |
| 96X-99 TRANSFERS | | | | | | | |
| 960 | School Divisions | | | | | | 0 |
| 980 | Organizations and Individuals | | | | | | 0 |
| | Total Transfers | | | | | 0 | 0 |
| TOTALS | | 0 | 188,771 | 886,277 | 922,225 | 72,871 | 2,070,144 |

For the Year Ended June 30, 2012

| TRANSPORTATION OF PUPILS | | 10 | 20 | 70 ALLOWANCES IN LIEU OF TRANSPORTATION | 80 BOARDING OF STUDENTS/ DORMITORIES | 90 FIELD TRIPS AND OTHER | TOTALS |
|---|---|----------------|-----------|--|---|-----------------------------------|-----------|
| CODE | OBJECT \ PROGRAM | ADMINISTRATION | REGULAR | TRANSPORTATION | | | |
| 3XX SALARIES | | | | | | | |
| 320 | Executive, Managerial and Supervisory | 117,786 | | | | | 117,786 |
| 350 | Instructional - Other | | | | | | 0 |
| 360 | Technical, Specialized and Service | | 966,891 | | | 28,419 | 995,310 |
| 370 | Secretarial, Clerical and Other | 16,743 | | | | | 16,743 |
| 390 | Information Technology | | | | | | 0 |
| | Total Salaries | 134,529 | 966,891 | | 0 | 28,419 | 1,129,839 |
| 4XX EMPLOYEES BENEFITS AND ALLOWANCES | | 17,659 | 138,411 | | | 9 | 156,079 |
| 5-6XX SERVICES | | | | | | | |
| 510 | Professional, Technical and Specialized | | | | | | 0 |
| 520 | Communications | 2,343 | 525 | | | | 2,868 |
| 540 | Travel and Meetings | 758 | 45 | | | 21,236 | 22,039 |
| 550 | Transportation of Pupils | | 6,699 | | 4,800 | | 11,499 |
| 570 | Printing and Binding | | | | | | 0 |
| 580 | Insurance and Bond Premiums | | 9,448 | | | | 9,448 |
| 590 | Maintenance and Repair Services | 408 | 125,302 | | | | 125,710 |
| 610 | Rentals | | 1,792 | | | | 1,792 |
| 630 | Advertising | | | | | | 0 |
| 640 | Dues and Fees | 762 | 1,997 | | | | 2,759 |
| 650 | Professional and Staff Development | 1,233 | 2,762 | | | | 3,995 |
| 680 | Information Technology Services | 5,760 | | | | | 5,760 |
| | Total Services | 11,264 | 148,570 | 0 | 4,800 | 21,236 | 185,870 |
| 7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT | | | | | | | |
| 710 | Supplies | | 331,900 | | | | 331,900 |
| 740 | Curricular and Media Materials | | | | | | 0 |
| 760 | Minor Equipment | | 1,200 | | | | 1,200 |
| 780 | Information Technology Equipment | | | | | | 0 |
| | Total Supplies, Materials and Minor Equipment | 0 | 333,100 | | 0 | 0 | 333,100 |
| 96X-99 TRANSFERS | | | | | | | |
| 960 | School Divisions | | | | | | 0 |
| 980 | Organizations and Individuals | | | | | | 0 |
| 999 | Recharge | | | | | | 0 |
| | Total Transfers | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | | 163,452 | 1,586,972 | 0 | 4,800 | 49,664 | 1,804,888 |

For the Year Ended June 30, 2012

| OPERATIONS AND MAINTENANCE | | 10 | 20 | 50 | 70 | 80 | TOTALS |
|---|---|----------------|------------------------------|---|-----------------|---------|-----------|
| CODE | OBJECT \ PROGRAM | ADMINISTRATION | SCHOOL BUILDINGS MAINTENANCE | SCHOOL BUILDINGS REPAIRS AND REPLACEMENTS | OTHER BUILDINGS | GROUPS | |
| 3XX SALARIES | | | | | | | |
| 320 | Executive, Managerial and Supervisory | 149,593 | | | | | 149,593 |
| 360 | Technical, Specialized and Service | | 2,416,192 | | 97,087 | 56,227 | 2,569,506 |
| 370 | Secretarial, Clerical and Other | 16,630 | | | | | 16,630 |
| 390 | Information Technology | | | | | | 0 |
| | Total Salaries | 166,223 | 2,416,192 | 0 | 97,087 | 56,227 | 2,735,729 |
| 4XX EMPLOYEES BENEFITS AND ALLOWANCES | | 26,625 | 364,150 | | 14,283 | 7,923 | 412,981 |
| 5-6XX SERVICES | | | | | | | |
| 510 | Professional, Technical and Specialized | | 40,359 | 4,288 | | | 44,647 |
| 520 | Communications | 4,357 | 844 | | | | 5,201 |
| 530 | Utility Services | | 943,136 | | 43,730 | | 986,866 |
| 540 | Travel and Meetings | 662 | | | | | 662 |
| 570 | Printing and Binding | | | | | | 0 |
| 580 | Insurance and Bond Premiums | | 180,070 | | | | 180,070 |
| 590 | Maintenance and Repair Services | | 495,530 | 228,666 | 1,195 | 17,713 | 743,104 |
| 610 | Rentals | | 31,915 | | | 9,804 | 41,719 |
| 620 | Property Taxes | | 65,190 | | 54,473 | 13,406 | 133,069 |
| 630 | Advertising | | | | | | 0 |
| 640 | Dues and Fees | 762 | | | | | 762 |
| 650 | Professional and Staff Development | 2,668 | 2,715 | | | | 5,383 |
| 680 | Information Technology Services | | | | | | 0 |
| | Total Services | 8,449 | 1,759,759 | 232,954 | 99,398 | 40,923 | 2,141,483 |
| 7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT | | | | | | | |
| 710 | Supplies | 3,278 | 677,029 | 72,489 | 2,047 | 21,588 | 776,431 |
| 740 | Curricular and Media Materials | | | | | 1,562 | 0 |
| 760 | Minor Equipment | | 37,220 | | | | 38,782 |
| 780 | Information Technology Equipment | 2,117 | | | | | 2,117 |
| | Total Supplies, Materials and Minor Equipment | 5,395 | 714,249 | 72,489 | 2,047 | 23,150 | 817,330 |
| 96X-99 TRANSFERS | | | | | | | |
| 999 | Recharge | | | | | | 0 |
| TOTALS | | 206,692 | 5,254,350 | 305,443 | 212,815 | 128,223 | 6,107,523 |

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

For the Year Ended June 30, 2012

| | | |
|---|---------|----------------|
| Transfers To Capital Fund | | |
| Category "D" School Buildings | - | |
| Bus Reserve | 200,000 | |
| Bus Purchases | - | |
| Other: Self supported debenture | 52,905 | |
| Computer Software Purchase | 88,789 | |
| Network Infrastructure Purchase | 76,984 | |
| Land Improvements Purchase | 97,904 | |
| | | |
| | | |
| | | |
| | | |
| | | 516,582 |
| Less: Transfers From Capital Fund | | |
| | - | |
| | | |
| | | |
| | | |
| | | |
| | | 0 |
| Net Transfers To (From) Capital Fund | | <u>516,582</u> |

CAPITAL FUND SCHEDULE OF FINANCIAL POSITION
as at June 30

| | 2012 | 2011 |
|---------------------------------------|---------------------|---------------------|
| Financial Assets | | |
| Cash and Bank | - | - |
| Short Term Investments | - | - |
| Due from | | |
| - Provincial Government | 267,187 | 307,535 |
| - Federal Government | 30,973 | 687 |
| - Municipal Government | - | - |
| - First Nations | - | - |
| - Other Funds | 1,173,460 | 1,588,999 |
| Accounts Receivable | - | - |
| Accrued Investment Income | - | - |
| | <u>1,471,620</u> | <u>1,897,221</u> |
| Liabilities | | |
| Overdraft | - | - |
| Accounts Payable | - | - |
| Accrued Liabilities | - | - |
| Accrued Interest Payable | 274,575 | 316,482 |
| Due to | | |
| - Provincial Government | - | - |
| - Federal Government | - | - |
| - Municipal Government | - | - |
| - First Nations | - | - |
| - Operating Fund | 1,741,868 | 377,017 |
| Deferred Revenue | - | - |
| Debenture Debt | 11,239,792 | 12,325,137 |
| Other Borrowings | - | - |
| | <u>13,256,235</u> | <u>13,018,636</u> |
| Net Debt | <u>(11,784,615)</u> | <u>(11,121,415)</u> |
| Non-Financial Assets | | |
| Net Tangible Capital Assets | <u>22,234,648</u> | <u>21,443,760</u> |
| Accumulated Surplus / Equity * | <u>10,450,033</u> | <u>10,322,345</u> |
| * Comprised of: | | |
| Reserve Accounts | 1,068,590 | 1,588,998 |
| Equity in Tangible Capital Assets | <u>9,381,443</u> | <u>8,733,347</u> |
| | <u>10,450,033</u> | <u>10,322,345</u> |

CAPITAL FUND
SCHEDULE OF REVENUE, EXPENSES
AND ACCUMULATED SURPLUS

For the Year Ended June 30

| | 2012 | 2011 |
|--|-------------------|-------------------|
| Revenue | | |
| Provincial Government | | |
| Grants | - | - |
| Debt Servicing - Principal | 1,046,285 | 1,202,821 |
| - Interest | 705,529 | 757,676 |
| Federal Government | - | - |
| Municipal Government | - | - |
| Other Sources: | | |
| Investment Income | - | - |
| Donations | - | - |
| Gain / (Loss) on Disposal of Capital Assets | 196,409 | - |
| | - | - |
| | - | 1,201 |
| | 1,948,223 | 1,961,698 |
| Expenses | | |
| Amortization | 1,617,743 | 1,669,516 |
| Debenture Debt Interest | 719,374 | 774,134 |
| Other Interest | - | - |
| Other Capital Items | - | - |
| | 2,337,117 | 2,443,650 |
| Current Year Surplus / (Deficit) | (388,894) | (481,952) |
| Net Transfers from (to) Operating Fund | 516,582 | 503,005 |
| Transfers from Special Purpose Fund | - | - |
| Net Current Year Surplus (Deficit) | 127,688 | 21,053 |
| Opening Accumulated Surplus / Equity | 10,322,345 | 10,301,292 |
| Adjustments: | - | - |
| | - | - |
| Opening Accumulated Surplus / Equity as adjusted | 10,322,345 | 10,301,292 |
| Closing Accumulated Surplus / Equity | 10,450,033 | 10,322,345 |

SCHEDULE OF TANGIBLE CAPITAL ASSETS
at June 30, 2012

| | Buildings and Leasehold Improvements | | School Buses | Other Vehicles | Furniture / Fixtures & Equipment | Computer Hardware & Software * | Land | Land Improvements | Assets Under Construction | 2012 TOTALS | 2011 TOTALS |
|--|--------------------------------------|------------|--------------|----------------|----------------------------------|--------------------------------|-----------|-------------------|---------------------------|-------------|-------------|
| | School | Non-School | | | | | | | | | |
| Tangible Capital Asset Cost | | | | | | | | | | | |
| Opening Cost, as previously reported | 53,651,170 | 1,937,773 | 3,447,765 | 238,946 | 2,283,281 | 116,510 | 1,265,633 | - | 20,962 | 62,962,040 | 61,632,999 |
| Adjustments | - | - | - | - | - | - | - | - | - | - | - |
| Opening Cost adjusted | 53,651,170 | 1,937,773 | 3,447,765 | 238,946 | 2,283,281 | 116,510 | 1,265,633 | - | 20,962 | 62,962,040 | 61,632,999 |
| Add: | | | | | | | | | | | |
| Additions during the year | 344,756 | - | 291,579 | - | - | 214,722 | (81,679) | 81,679 | 1,662,444 | 2,513,501 | 1,398,405 |
| Less: | | | | | | | | | | | |
| Disposals and write downs | 286,718 | - | 173,527 | - | - | 116,510 | 104,870 | - | - | 681,625 | 69,364 |
| Closing Cost | 53,709,208 | 1,937,773 | 3,565,817 | 238,946 | 2,283,281 | 214,722 | 1,079,084 | 81,679 | 1,683,406 | 64,793,916 | 62,962,040 |
| Accumulated Amortization | | | | | | | | | | | |
| Opening, as previously reported | 35,573,400 | 1,266,193 | 2,084,671 | 221,817 | 2,255,689 | 116,510 | | - | | 41,518,280 | 39,918,128 |
| Adjustments | - | - | - | - | - | - | - | - | - | - | - |
| Opening adjusted | 35,573,400 | 1,266,193 | 2,084,671 | 221,817 | 2,255,689 | 116,510 | | - | | 41,518,280 | 39,918,128 |
| Add: | | | | | | | | | | | |
| Current period Amortization | 1,275,964 | 46,382 | 262,398 | 8,690 | 20,225 | - | | 4,084 | | 1,617,743 | 1,669,516 |
| Less: | | | | | | | | | | | |
| Accumulated Amortization on Disposals and Writedowns | 286,718 | - | 173,527 | - | - | 116,510 | | - | | 576,755 | 69,364 |
| Closing Accumulated Amortization | 36,562,646 | 1,312,575 | 2,173,542 | 230,507 | 2,275,914 | - | | 4,084 | | 42,559,268 | 41,518,280 |
| Net Tangible Capital Asset | 17,146,562 | 625,198 | 1,392,275 | 8,439 | 7,367 | 214,722 | 1,079,084 | 77,595 | 1,683,406 | 22,234,648 | 21,443,760 |
| Proceeds from Disposal of Capital Assets | 191,521 | - | 3,270 | - | - | - | 106,488 | | | 301,279 | - |

* Includes network infrastructure.

SCHEDULE OF CAPITAL RESERVE ACCOUNTS
For the Year Ended June 30, 2012

| Fund Name > | Buses | School Buildings | Admin Buildings | Computer Reserve | | Totals |
|--|---------|------------------|-----------------|------------------|---|-----------|
| Opening Balance, July 1, 2011 | 449,924 | 113,548 | 175,526 | 850,000 | - | 1,588,998 |
| Additions: (Provide a description of each transaction) | | | | | | |
| Transfer from Operating | 200,000 | | | | | - |
| | | | | | | 200,000 |
| | | | | | | - |
| Net Sale of Fleming School Building | | 193,139 | | | | 193,139 |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| Total Additions | 200,000 | 193,139 | - | - | - | 393,139 |
| Withdrawals: (Provide a description of each transaction) | | | | | | |
| | | | | | | - |
| | | | | | | - |
| Bus Purchases | 291,579 | | | | | 291,579 |
| | | | | | | - |
| DWDM Cisco Switches | | | | 214,722 | | 214,722 |
| WCB Network Cabling | | | | 257,246 | | 257,246 |
| School Network Cabling | | | | 150,000 | | 150,000 |
| | | | | | | - |
| | | | | | | - |
| Total Withdrawals | 291,579 | - | - | 621,968 | - | 913,547 |
| Closing Balance, June 30, 2012 | 358,345 | 306,687 | 175,526 | 228,032 | - | 1,068,590 |

I certify that the information above is true and correct and that the withdrawals have been made for the purposes approved by the Public Schools Finance Board.

Date

Secretary-Treasurer

SPECIAL PURPOSE FUND
SCHEDULE OF FINANCIAL POSITION
as at June 30

| | 2012 | 2011 |
|--|------------------|------------------|
| Financial Assets | | |
| Cash and Bank | 1,778,470 | 1,648,784 |
| Short Term Investments | 11,629 | 11,607 |
| GST Receivable | 59 | 359 |
| Accrued Investment Income | - | - |
| Other Investments | - | - |
| | <u>1,790,158</u> | <u>1,660,750</u> |
| Liabilities | | |
| School Generated Funds Liability | 251,405 | 228,920 |
| Accounts Payable | - | - |
| Accrued Liabilities | - | - |
| Due to Other Funds | - | - |
| Deferred Revenue | - | - |
| | <u>251,405</u> | <u>228,920</u> |
| Accumulated Surplus * | <u>1,538,753</u> | <u>1,431,830</u> |
| * Comprised of: | | |
| School Generated Funds Accumulated Surplus | 580,568 | 655,085 |
| Other Funds Accumulated Surplus | <u>958,185</u> | <u>776,745</u> |
| Accumulated Surplus * | <u>1,538,753</u> | <u>1,431,830</u> |

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

For the Year Ended June 30

| | 2012 | 2011 |
|--|-------------------------|-------------------------|
| Revenue | | |
| School Generated Funds | 2,491,430 | 2,168,856 |
| Other Funds Contributions | 360,414 | 236,639 |
| Bank Interest | 9,274 | 7,769 |
| | <u>2,861,118</u> | <u>2,413,264</u> |
| Expenses | | |
| School Generated Funds | 2,565,946 | 2,081,376 |
| Other Funds Withdrawals | 188,249 | 65,961 |
| | <u>-</u> | <u>-</u> |
| | <u>2,754,195</u> | <u>2,147,337</u> |
| Current Year Surplus (Deficit) | 106,923 | 265,927 |
| Transfers (to) Operating Fund | - | - |
| Transfers (to) Capital Fund | <u>-</u> | <u>-</u> |
| Net Current Year Surplus (Deficit) | 106,923 | 265,927 |
| Opening Accumulated Surplus | 1,431,830 | 1,165,903 |
| Adjustments: School Generated Funds | - | - |
| Other Funds | - | - |
| Opening Accumulated Surplus as adjusted | <u>1,431,830</u> | <u>1,165,903</u> |
| Closing Accumulated Surplus | <u><u>1,538,753</u></u> | <u><u>1,431,830</u></u> |

STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS
(UNAUDITED)

| ENROLMENTS BY PROGRAM | | F.T.E. Enrolment September 30, 2011 |
|--|---------|--|
| REGULAR INSTRUCTION | | |
| English Language - Single Track | | 5,505.0 |
| Francais - Single Track | | |
| French Immersion - Single Track | | 317.0 |
| Dual Track | | |
| - English Language | 1,061.0 | |
| - Francais | - | |
| - French Immersion | 320.0 | |
| - Other Bilingual | - | 1,381.0 |
| Senior Years Technology Education | | 406.0 |
| TOTAL NUMBER OF FULL TIME EQUIVALENT K - 12 STUDENTS | | <u>7,609.0</u> |

| | |
|-------------------------------|---------|
| TRANSPORTATION OF PUPILS | |
| TRANSPORTED STUDENTS | 2,778 |
| TOTAL KILOMETERS - LOG BOOK | 809,084 |
| TOTAL KILOMETERS - BUS ROUTES | 795,007 |
| LOADED KILOMETERS | 478,563 |

FULL TIME EQUIVALENT PERSONNEL (UNAUDITED)

For the 2011/12 Fiscal Year

| CODE | OBJECT \ FUNCTION | FUNCTION 100 | FUNCTION 200 | FUNCTION 300 | FUNCTION 400 | FUNCTION 500 | FUNCTION 600 | FUNCTION 700 | FUNCTION 800 | TOTALS |
|-----------------------------|--------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
| 320 | Executive, Managerial, & Supervisory | 27.25 | 0.75 | | | 6.00 | 1.00 | 2.00 | 2.00 | 39.00 |
| 330 | Instructional - Teaching | 424.51 | 117.76 | | | | 12.33 | | | 554.60 |
| 350 | Instructional - Other | 28.41 | 229.62 | | 4.80 | | 4.00 | | | 266.83 |
| 360 | Technical, Specialized And Service | 7.43 | 4.45 | | | 2.65 | 2.19 | 33.45 | 66.66 | 116.83 |
| 370 | Secretarial, Clerical And Other | 26.50 | 2.46 | | | 11.89 | | 0.50 | 0.50 | 41.85 |
| 380 | Clinician | | 13.25 | | | | | | | 13.25 |
| 390 | Information Technology | 6.00 | | | | | | | | 6.00 |
| TOTALS (excluding Trustees) | | 520.10 | 368.29 | 0.00 | 4.80 | 20.54 | 19.52 | 35.95 | 69.16 | 1,038.36 |

| | |
|--|--|
| 510 Contracted Clinicians (include private clinicians where possible) | |
|--|--|

| | |
|--------------|---|
| 310 TRUSTEES | 9 |
|--------------|---|

**CALCULATION OF ADMINISTRATION COSTS
AS A PERCENTAGE OF TOTAL EXPENSES**

Administration Costs

| | |
|---|----------------------|
| Divisional Administration, Function 500 | 2,146,864 |
| Curriculum Consulting & Development Administration, Program 605 | 0 |
| Transportation Administration, Program 710 | 163,452 |
| Operations & Maintenance Administration, Program 810 | 206,692 |
| Sub-total | 2,517,008 |
| Less: Liability Insurance | - |
| Administration portion of self-funded expenses (see below) | 0 * |
| | <u>2,517,008 (A)</u> |

Expense Base

| | |
|--|-----------------------|
| Total Operating Expenses | 73,602,414 |
| Plus: Transfers to Capital | 516,582 |
| Less: Adult Learning Centres, Function 300 | 0 |
| | <u>74,118,996 (B)</u> |

Percentage (A) / (B) 3.4%

Self-Funded Expenses (fully offset by incremental revenues):

International Student Programs

| | |
|-----------------------------------|----------|
| Expenses (1) | |
| Instructional | - |
| Administration (deducted above) | - * |
| Other: | - |
| | - |
| | <u>0</u> |
| Associated Revenue ⁽²⁾ | <u>-</u> |

Self-Administered Pension Plans

| | |
|-----------------------------------|----------|
| Expenses (1) | |
| Administration (deducted above) | - * |
| Other: | - |
| | - |
| | <u>0</u> |
| Associated Revenue ⁽²⁾ | <u>-</u> |

(1) Incremental costs of the program.

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

CALCULATION OF ALLOWABLE AND UNSUPPORTED EXPENSES

| REDUCTIONS TO EXPENSES | | | | | | | | | |
|--|----------------|--|---------------------|-----------------------|--|-------------------------------------|-------|---------|--------------------|
| FUNCTION / PROGRAM | TOTAL EXPENSES | ADJUSTMENTS TO EXPENSES <<<<<< (from Appendix A) >>>>>> | CATEGORICAL SUPPORT | OTHER PROGRAM SUPPORT | OTHER PROVINCIAL GOVERNMENT REVENUE <<<<<< (from Appendix B) >>>>>> | NON-PROVINCIAL SOURCES | | | ALLOWABLE EXPENSES |
| | | | | | | TUITION, TRANSFER AND RESIDUAL FEES | OTHER | | |
| | | | | | | | | | |
| 210 - 260 Student Support Services | 14,362,263 | 0 | 4,144,560 | 0 | 0 | 0 | 0 | 194,008 | 10,023,695 |
| 270 Counselling and Guidance | 1,721,845 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,721,845 |
| 300 Adult Learning Centres | 0 | | | | 0 | 0 | 0 | 0 | |
| 400 Community Education and Services | 413,259 | | 105,102 | 0 | 65,000 | 0 | | 108,627 | |
| 620 Library / Media Centre | 886,277 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 886,277 |
| 630 Professional and Staff Development | 922,225 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 922,225 |
| 800 Operations and Maintenance | 6,107,523 | 54,465 | 0 | 205,111 | 0 | 0 | | 45,734 | 5,911,143 |
| ALLOCATED ADJUSTMENTS/REDUCTIONS | | 54,465 | 4,249,662 | 205,111 | 65,000 | 0 | | 348,369 | |
| UNALLOCATED ADJUSTMENTS/REDUCTIONS | | 0 | 3,127,079 | 210,364 | 1,231,965 | 602,851 | | 515,497 | (1) |
| TOTALS | 24,413,392 | 54,465 | 7,376,681 | 415,475 | 1,296,965 | 602,851 | | 863,866 | 19,465,185 |

OTHER FUNCTION/PROGRAMS EXPENSES49,189,022

TOTAL EXPENSES73,602,414

OPEN OR CLOSE DETAIL

| CALCULATION OF UNSUPPORTED EXPENSES | |
|--|--------------|
| OTHER FUNCTION/PROGRAMS EXPENSES | 49,189,022 |
| TOTAL ALLOWABLE EXPENSES | 19,465,185 |
| TOTAL UNALLOCATED ADJUSTMENTS/REDUCTIONS (1) | (5,687,696) |
| Base Support (from page 8) | (22,252,939) |
| Formula Guarantee (from page 8) | 0 |
| SCHOOL BUS AMORTIZATION (from TCA Sched page 23) | 262,398 |
| TOTAL UNSUPPORTED EXPENSES | 40,975,970 |

CALCULATION OF ALLOWABLE EXPENSES

APPENDIX B

| OTHER PROVINCIAL GOVERNMENT REVENUE: | | | |
|---|--|-------------|------------|
| Allocated | | Unallocated | Total |
| Other Dept. of Education | | 1,110,501 | 1,110,501 |
| General Support Grant | | 7,339,578 | 7,339,578 |
| Education Property Tax Credit | | 1,834,940 | 1,834,940 |
| Tax Incentive Grant | | 186,464 | 186,464 |
| All other | | 0 | 0 |
| Other Provincial Government Departments | | 186,464 | 10,285,019 |
| Total Revenue | | | 10,471,483 |

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

| NON-PROVINCIAL SOURCES: | | | |
|---------------------------------------|--|-----------|-------------|
| Federal Government | | Allocated | Unallocated |
| Tuition Fees | | 0 | 0 |
| All other | | 69,534 | 69,534 |
| Municipal Government | | | |
| Net Special Requirement | | 0 | 25,952,141 |
| Other | | | 0 |
| Other School Divisions | | | |
| Transfer Fees | | 63,700 | 63,700 |
| Residual Fees | | 193,479 | 193,479 |
| All other | | 425 | 425 |
| First Nations | | | |
| Tuition Fees | | 330,962 | 330,962 |
| All other | | 0 | 0 |
| Private Organizations and Individuals | | | |
| Tuition Fees | | 14,710 | 14,710 |
| Ancillary Services | | 793,907 | 793,907 |
| Other Sources | | | |
| Interest | | | 90,394 |
| Donations | | 0 | 0 |
| Other | | 0 | 0 |
| Total Revenue | | 1,466,717 | 26,042,535 |

| | | |
|---|--|-------------|
| OTHER PROVINCIAL GOVERNMENT REVENUE: | | |
| Total Revenue | | 10,471,483 |
| Education Property Tax Credit | | (7,339,578) |
| Tax Incentive Grant | | (1,834,940) |
| PROVINCIAL REVENUE FOR EQUALIZATION | | 1,296,965 |
| (to agree with Other Provincial Gov't Revenue on page 30) | | |
| NON-PROVINCIAL SOURCES: | | |
| TOTAL ALLOCABLE FEES | | 602,851 |
| (Tuition, Transfer and Residual Fees) | | |
| TOTAL ALLOCABLE OTHER REVENUE | | 863,866 |
| (to agree with total other revenue on page 30) | | |
| TOTAL ALLOCABLE NON-PROV. SOURCES | | 1,466,717 |

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., TUESDAY, OCTOBER 9, 2012

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 and Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk.

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, 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. and 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 following additions to the agenda:

- A late motion from the Facilities and Transportation Committee regarding the Design Development plans for the George Fitton School Daycare and Gymnasium addition;
- Two In-Camera items: A Board Operations matter and a Personnel matter.

The Superintendent requested the addition of a Confidential Personnel matter for In-Camera discussions.

Mr. Bartlette – Mrs. Bowslaugh

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held September 24, 2012 were circulated.

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

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

- a) Policy Review Committee Minutes

The written report of the Policy Review Committee meeting held on September 19, 2012 was circulated.

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

- b) Finance Committee Minutes

The written report of the Finance Committee meeting held on September 24, 2012 was circulated.

Discussions were held regarding whether or not to continue the pre-budget stakeholder meeting with the local taxpayer, due to the lack of attendance at this particular stakeholder meeting over the past two years. It was generally felt that the opportunity must still be made available despite the lack of participation by the public. It was also agreed the date to hold such a meeting may work better after the Christmas break. Senior Administration was directed to set up a stakeholder meeting for the local taxpayer in January of 2013. The Communications in Technology Specialist was to assist in promoting this stakeholder meeting.

The Secretary-Treasurer provided clarification regarding the budget motions which were being brought forward, as well as increasing the limit on the accounts that are reviewed by the Committee.

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

c) Friends of Education Committee Minutes

The written report of the Friends of Education Committee meeting held on September 26, 2012 was circulated.

Trustee Ross expressed concern regarding the use of student pictures in the Committee's promotional material. The Superintendent confirmed that with parental permission according to policy the use of student pictures would be acceptable.

Trustee Bowslaugh expressed her concerns regarding the thank-you ad placed in the newspaper. She requested her feelings on this matter be recorded as she felt no matter how small the amount donated, each donor should be acknowledged through the advertisement placed in the paper.

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

Carried.

d) Divisional Futures & Community Relations Committee Minutes

The written report of the Divisional Futures & Community Relations Committee meeting held on September 26, 2012 was circulated.

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

Carried.

e) Other

- Trustee Sefton reported on the third Public Consultation on Growth and Sustainability which had been held on September 26, 2012 at King George School. He noted the idea of using shop space from ACC for home economics and industrial arts programs had been raised at all three consultations. Therefore, the Facilities and Transportation Committee, together with the Director of Facilities and Transportation had toured the facilities to see if this suggestion was feasible. He confirmed the shops have been vacated; however there are no hands on equipment available. He also confirmed that all regular classroom space is still being used full-time by ACC.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) Mr. Bob Wright, Poppy Chairman, The Royal Canadian Legion, September 13, 2012, noting Remembrance Day 2012 is approaching and they would appreciate the Division's continued support and participation in the Service to be held at Westman Place beginning at 10:40 a.m. They ask that all wreath layers arrive

around 10:00 a.m. There is no reserved seating, except for the person who will be placing the wreath on behalf of the Division. Please reply by October 27, 2012 in order to provide time to prepare the list of presenters. Sufficient wreaths will be available at Westman Place for all who have confirmed their attendance. Please consider this letter an invoice for laying a wreath which remains at \$25.00.

Referred to Business Arising.

- b) Honourable Nancy Allan, Minister of Education, October, 2012, noting Manitoba Education is pleased to launch the seventh annual *Minister's Awards* to recognize and to celebrate outstanding Manitoba teachers and school administrators. This award highlights innovative and exemplary practices that contribute to student engagement and achievement. The nomination process and all necessary forms are available online at: www.edu.gov.mb.ca/k12/excellence/ Submission deadline for nominations is December 18, 2012.

Referred to Business Arising.

- c) Florence Girouard, Director, Educational Support Services Branch, Manitoba Education, September 26, 2012, addressed to the Executive Director of the Manitoba School Boards Association and other organizations, noting through the course of the 2012-2013 school year, the Bureau de l'éducation française Division will continue to consult with its partners in education through the *Comité consultative en français langue seconde (CCFLS)*. They are inviting each organization to appoint one or more representatives to sit on this advisory committee. Three to four meetings will be held during the course of the school year. They request the attached form be completed and returned no later than October 22, 2012. The mandate for the advisory committee is also attached.

Referred to Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) The correspondence from Mr. Bob Wright, Poppy Chairman, The Royal Canadian Legion, from Communications for Action 2.04b), noting Remembrance Day 2012 is approaching and asking for the Division's continued support and participation in the Service was discussed. Trustee Bartlette volunteered to represent the Division at the annual Remembrance Day service this year.
- b) The correspondence from the Honourable Nancy Allan, Minister of Education, from Communications for Action 2.04c), noting Manitoba Education is pleased to launch the seventh annual *Minister's Awards* to recognize and to celebrate outstanding Manitoba teachers and school administrators and advising that the nomination process and all necessary forms are available on line was discussed. It was agreed the matter would be added to In-Camera discussions to be held later in the meeting.

- c) The correspondence from Florence Girouard, Director, Educational Support Services Branch, Manitoba Education, from Communications for Action 2.04d), addressed to the Executive Director of the Manitoba School Boards Association and other organizations, inviting each organization to appoint one or more representatives to sit on the *Comité consultative en français langue seconde (CCFLS)* advisory committee was discussed. Trustee Bartlette volunteered to allow his name to be submitted to the Manitoba School Boards Association to serve on the Committee.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports –NIL
- b) Learning Support Services Presentation – Response to Intervention Model – Marsilah Pearson and Phil Vickers.

Student Services Support Facilitator, Marsilah Pearson, and Phil Vickers, Principal, Betty Gibson School spoke to the Board of Trustees regarding the Response to Intervention Model (RTI). They noted RTI is a multi-tiered framework for instruction, intervention, and support for all students. They confirmed that success in the classroom was the number one goal of the model and therefore providing intervention in a timely manner was important. Ms. Pearson and Mr. Vickers explained the framework for RTI noting it is a three tiered process which increases in intensity and frequency as the student “moves up the pyramid”. They further noted as the Division moves forward they hope to have a complete set of policy and procedures on the RTI model.

Trustees thanked Ms. Pearson and Mr. Vickers for their presentation. Trustees asked questions for clarification regarding whether or not students were included in determining their “learning difficulties” and when parents were involved in the process. They were advised that students can be included in the process depending on the age of the student involved. It was also confirmed that parents are advised as soon as possible of the need for intervention, however, it was reiterated that success in the classroom was the first priority of the model.

- c) Items from Senior Administration Report
 - Policy 7018 – “Moving Pianos and Other Heavy Articles” – Referred Motions.
 - Agreement – Five Parking Stalls – Referred Motions.
 - Trustee Inquiries:
 - o Trustee Kruck – Tell Them From Me Survey Results
 - o Trustee Bartlette – Division Insurance Provider

Secretary-Treasurer, Mr. Zabowski spoke to the motion regarding the lease agreement with the City of Brandon for five parking stalls for staff who worked at the At-Risk Youth Program.

Superintendent, Dr. Michaels, confirmed the data requested by Trustee Kruck from the "Tell Them From Me" survey was included in the report and she would be pleased to answer any questions Trustees had with respect to the information provided.

2.06 Public Inquiries (max. 15 minutes)

1. Mr. Darren Hardy, President, Brandon Teachers Association, noting that student numbers have increased and therefore teacher staffing had also increased. However, he confirmed substitute teacher staffing had not increased and there was currently a shortage of substitute teachers in the Brandon School Division. He noted this shortage effects professional development days and sick days for the teaching staff. He asked if the Division and the Association could work together to increase the substitute teacher list. Discussions were held and it was suggested that a joint media release between the Brandon Teachers Association and the Brandon School Division be developed and released to the public. It was also suggested that the Brandon Teachers Association talk to the media present at the Board Meeting about the current shortage of substitute teachers. A joint presentation to students through the Department of Education at Brandon University was also suggested. Inquiries were also made about the possibility of streamlining the hiring process for substitute teachers. Director of Human Resources, Ms. Switzer, spoke to the current system, noting it had been streamlined already. Further inquiries were made about a possible 10 month contract wherein substitute teachers would be moved around on an as needed basis. Superintendent, Dr. Michaels confirmed this had been discussed several years ago, however, could be reviewed again. Senior Administration was directed to review the matter and report back to the Board of Trustees in due course.

2.07 Motions

127/2012 Mr. Sumner – Mr. Kruck

That Policy 7018 – "Moving Pianos and Other Heavy Articles" is hereby rescinded.

Carried.

128/2012 Mr. Kruck – Mr. Sumner

That the Lease Agreement between the City of Brandon and Brandon School Division for the rental of five parking stalls on the land commonly known as 638 Princess Avenue from September 1, 2012 to August 31, 2013 be approved.

Carried.

129/2012 Mr. Snelling – Mr. Bartlette

That Senior Administration be directed to plan for an accumulated surplus that is no less than 2% of the operating budget.

Trustees clarified for the public why an accumulated surplus is required and why their accumulated surplus is so low. It was noted that this motion would provide Senior Administration with direction for budget purposes and the Board of Trustees with a resolution to which they must adhere to in the future. It was further noted that the motion states "no less than 2% of the operating

budget” and therefore does not restrict the Board to increasing the accumulated surplus to more than 2% of the operating budget.

Carried (8-1, Trustee Sumner opposed).

130/2012 Mr. Bartlette – Mr. Snelling

That the following guidelines be initiated for the 2013/2014 Preliminary Budget preparation:

- a) The Capital and Maintenance per capita school allocation remain at \$20.00 per pupil with \$3.00 being identified as second priority items;
- b) A 2% inflationary increase on the capita school amount be allocated to the Maintenance Department contingency;
- c) Maintain \$50,000 allocation for equity/aging buildings;
- d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;
- e) A 2.0% inflationary increase provided for controllable services and supplies;
- f) A 2.0% inflationary increase on the school instructional supply budget with an additional 7% to be allocated to the school equity account.

The 2013/2014 budget provide for expected enrollment growth.

Trustees discussed the possibility of changing the Capital and Maintenance per capita school allocation and the allocation for equity/aging buildings. It was noted this motion provided a guideline only for which the Secretary-Treasurer's Department could begin work on the budget. It was further noted the figures presented could be changed throughout the process but the initial figures were required to provide the Secretary-Treasurer's Department with some immediate direction.

Carried.

131/2012 Mr. Karnes – Mr. Kruck

That the Design Development Submission for the George Fitton School Daycare and Gymnasium addition be hereby approved and the Architect be authorized to forward same to the Public School's Finance Board for their approval.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

NIL

2.10 Inquiries

1. Trustee Bartlette inquired about the possibility of honouring staff in a monetary fashion when they receive an award such as the Prime Minister's Award for Excellence in Teaching. Discussions were held and it was agreed the matter would be referred to the Education Committee for further discussion and review. Trustees did note that they did not feel a monetary sum should be attached to this honour and also that the Division should honour more than just the teaching staff.
2. Trustee Murray asked if the Off-Campus staff had increased since September 2011 and if so by how many. Senior Administration advised that the following positions had been added: 1 FTE position had been moved from the lower deck to the upper deck; .5 FTE position had been added to the lower deck; 1 FTE Middle Years Support Services position had been moved from École New Era School to the Off-Campus Program; and .5 FTE vice-principal position had been added. Mr. Murray asked if there had been any discussions about moving the Off-Campus program to the Convergys Building and was advised there had not been.
3. Trustee Kruck thanked Senior Administration for providing a detailed report on the "Tell Them From Me" survey. He noted he had two requests resulting from the information in the report on bullying in the schools.
 - 1) "When a student reports being bullied, what processes are then followed by the School Division in order to deal with the issue?"
 - 2) "How many Division staff members have received a certificate for completing the "Respect in School" on-line training program?"

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

The Secretary-Treasurer noted Trustee Bartlette's inquiry about the Division's insurance policy holder had been included in the report.

Superintendent, Dr. Michaels, highlighted the following items in the Report of Senior Administration:

- "Tell Them From Me" Survey data;
- School reports from Valleyview, Meadows and George Fitton Schools;
- Report from Ms. Lili Jardine regarding the Y Revolution upcoming parent forum.

The Board Chairperson noted the English as an Additional Language enrollment now sat at 1,309 students.

Mr. Murray – Mr. Kruck

That the report be received and filed.

Carried.

3.02 Communications for Information

- a) Mr. Kevin Zabowski and family, undated, thanking the Board of Trustees for the beautiful flowers. “Your thoughtfulness is truly appreciated at such a difficult time.”

Ordered Filed.

- b) Aileen Najduch, Assistant Deputy Minister, School Programs Division, and Jean-Vianney Auclair, Assistant Deputy Minister, Bureau de l'éducation française Division, September, 2012, noting the next *Youth Health Survey* (YHS) is being planned for the 2012-2013 school year and being administered through Manitoba's Regional Health Authorities (RHAs). Please note in addition to changes in the content, this year's survey will also involve the addition of student codes to allow results to be tracked over time. The purpose of adding these codes is to track data over the long term to assist with program planning and evaluation. All personal information and personal health information collected through the survey is authorized and protected by *the Healthy Child Manitoba Act (HCMA)*, *The Freedom of Information and Protection of Privacy Act (FIPPA)*, and *The Personal Health Information Act. (PHIA)* Prior to the implementation of the YHS, class lists containing the teacher name, student name, grade, MET number, gender, date of birth, PHIN and postal code will be collected directly from the schools by the RHAs to allow for the preparation of a coded questionnaire. They ask for the Division's assistance in ensuring that schools collaborate with RHAs when information is requested in accordance with The Healthy Child Manitoba Act in order to support this process.

Ordered Filed.

- c) Ms. Nancy Allan, Minister of Education, September 2012, inviting school divisions to take advantage of the Respect In School (RIS) on-line curriculum training program currently available to public schools at no cost. The RIS can be seen as part of a larger strategy intended to help create safer, more respectful educational environments by providing staff and volunteers with the information to better understand and respond to incidents of bullying, abuse, harassment and neglect.

Ordered Filed.

- d) Ms. Kelly Fuhr, EAL Reception Centre Classroom Teachers, noting she was present at the first of the three consultations and providing some comments in regards to the future of École New Era School.

Ordered Filed.

3.03 Announcements

- a) School Division Parent/Guardian Advisory Committee – 7:00 p.m., Wednesday, October 10, 2012, Board Room.
- b) Finance Committee Meeting with Out-of-Scope Employees – 2013/2014 budget preparations – 4:30 p.m., Thursday, October 11, 2012, Board Room.
- c) Education Committee Meeting – 11:30 a.m., Monday, October 15, 2012, Board Room.
- d) Education Committee Consultation with High School Students – 12:00 noon, Monday, October 15, 2012, McLaren Room.
- e) Board Planning Session – Growth and Sustainability – 5:00 p.m., Monday, October 15, 2012, Board Room.
- f) Joint City Task Force Committee Meeting – 4:30 p.m., Tuesday, October 16, 2012, Conference Room.
- g) Policy Review Committee Meeting – 11:30 a.m., Wednesday, October 17, 2012, Board Room.
- h) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, October 17, 2012, Conference Room.
- i) Finance Committee Meeting with Chamber of Commerce – 2013/2014 budget preparations, 11:30 a.m., Friday, October 19, 2012.
- j) Finance Committee Meeting – 12:00 noon, Monday, October 22, 2012, Board Room.
- k) Joint CUPE Pension Plan Committee Meeting – 5:00 p.m., Monday, October 22, 2012, Board Room.
- l) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, October 22, 2012, Board Room.

Mr. Murray – Mr. Sumner

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:**4.01 Student Issues****- Reports****- Trustee Inquiries****4.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) Secretary-Treasurer, Mr. Zabowski, provided a verbal report on a support staff personal matter.
- c) Superintendent, Dr. Michaels, provided a verbal report on Policy 5026 matter.

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

- a) Confidential #2 being a draft report on the data collected through the public consultation process on growth and sustainability of facilities. This report will be discussed in detail at the Board Planning Session to take place on October 15, 2012.
- b) Secretary-Treasurer, Mr. Zabowski provided Confidential #3 being a response from the Division Solicitor with respect to trustee indemnities. It was agreed a motion would be brought forth prior to the close of the meeting on this matter.

- Trustee Inquiries

- a) Trustee Murray referenced the letter requesting nominations for the Excellence in Teaching award. The matter was referred back to the Education Committee for further discussion and review.

Mr. Murray – Mr. Kruck

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

Carried.

IN BOARD

132/2012 Mr. Murray – Mr. Bartlette

That Trustee Indemnities be approved for payment for the August 24 and 25, 2012 planning session and further that Trustee Indemnities be approved for payment for the October 15, 2012 planning session.

Carried.

5.00 ADJOURNMENT

Mr. Murray – Mr. Bartlette

That the meeting does now adjourn (10:10 p.m.)

Carried.

Chairperson

Secretary-Treasurer



"Accepting the Challenge"

Divisional Futures & Community Relations Committee Minutes

Wednesday, October 3, 2012 (11:30 a.m.)

Board Room, Administration Office

Present: P. Bowslaugh, Chairperson, K. Sumner, D. Karnes (alternate),
Dr. D. Michaels.

Guest: K. Boklaschuk, Communications in Technology Specialist (12:30
p.m. to 1:00 p.m.)

Regrets: M. Snelling

1. CALL TO ORDER:

The Divisional Futures and Community Relations Committee Meeting was called to order at 11:50 a.m. by Trustee Bowslaugh

2. APPROVAL OF AGENDA

Trustee Bowslaugh wished to include the following items for discussion:

- Presentation by Ms. K. Boklaschuk regarding Vincent Massey's Cyber Safety Workshop;
- Setting a meeting date for the Joint City Task Force Committee;
- Volunteers in the school;
- Email from Guy Roberts regarding funding through the National Crime Prevention Strategy to support the School Resource Officer.

The agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the September 5, 2012 minutes were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Follow-up from September 5, 2012

- **Stakeholder Meeting Student Council Presidents and Vice Presidents.**

The Committee reviewed the meeting held with representatives from the three high school student councils and reflected on the comments made by the students.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy 1020 – "Parent/Guardian Division Advisory Committee"

Discussions were held at the Policy Review Committee in February 2011 regarding the possibility of a Student Liaison Committee that would allow the Board to hear more fully, the student voice. The Policy Review Committee referred the matter to the Divisional Futures and

Community Relations Committee to discuss as it relates to Policy 1020. Discussions were held regarding what would be the best avenue available to students to communicate with Trustees and/or the Board of Trustees. Considerations were given to travelling to meet students at their schools; having a set agenda with a less structured meeting format; ensuring students know the Board of Trustees is available should the need arise; and the importance of the Board "keeping their finger on the pulse" through either set meetings. Holding regular Committee meetings, or on an as needed basis; whether or not to develop a student committee similar to the Division's BTA Liaison Committee; and picking the proper time of year to meet with students based on their schedules was also discussed. Superintendent, Dr. Michaels confirmed the Board of Trustees would be receiving a full report on the Student Voice Survey at the Regular Meeting of the Board to be held on October 9, 2012. She confirmed the results of the survey were very useful to schools when developing school plans.

Trustee Bowslaugh suggested a letter be written to each Student Council to advise them that the door is always open should they wish to meet with the Divisional Futures and Community Relations Committee and/or the Board of Trustees. She would prepare a letter to be brought back to the Committee for review at a later date.

B) Volunteers in the School

Trustee Bowslaugh inquired about the possibility of partnering with Seniors for Seniors to obtain volunteers to work with students in the school. It was confirmed the Division does have a policy with respect to volunteers in the school and that there are several volunteers in the elementary schools, as per the policy.

It was agreed promotion of this resource to school principals and senior centres about Division policy on this matter was required.

C) Joint City Task Force Committee

Trustee Bowslaugh requested a meeting date be set for this Committee. It was agreed the meeting would be set for Tuesday, October 16, 2012 at 4:30 p.m. in the Conference Room. Supper would not be provided. Trustee Bowslaugh would advise the members of the Committee who were on City Council.

D) Letter from Guy Roberts – National Crime Prevention Strategy

The Committee reviewed a letter which had been forwarded to all Trustees by the Board Chairperson from Guy Roberts. He will be applying for funding, through the National Crime Prevention Strategy to support the deployment of an additional School Resource Officer. Discussions were held regarding the best way to support this application. It was agreed a recommendation would be brought to the Board of Trustees to write a letter of support. The Committee Chairperson would ask the Board Chairperson if this could be brought to the October 9, 2012 Regular Meeting of the Board of Trustees as a late item.

Recommendation:

That the Brandon School Division write a letter of support to the National Crime Prevention Strategy supporting the application of the Brandon Police Services for funding to deploy an additional School Resource Officer.

E) Vincent Massey High School Cyber Safety Workshop

Ms. Kelli Boklaschuk, Communications in Technology Specialist, entered the meeting at 12:30 p.m. and provided the Committee with information regarding the upcoming Cyber Safety Workshop to take place at Vincent Massey High School. She noted the workshop was a program developed in partnership between Child and Family Services and the Brandon Police Services. The Vincent Massey High School Student Council was sponsoring this event. Grade 9 students would attend the workshop on October 22 and 23, 2012, while parents of these students would be invited to attend a workshop on the evening of November 6, 2012. The goal of the program was to start small and ensure a quality presentation before opening it up to larger groups. Detailed discussions were held regarding whether or not this should be considered as something the Division takes on in the future; the importance and benefit of such a program; the content of the program and the availability of a crisis team should students require assistance; and whether or not younger students should also be included in future workshops. Ms. Boklaschuk will be discussing this item at the November LSS Meeting. It was agreed feedback from both parents and students would be required before discussions regarding any further roll-out of such a program would take place.

F) Brandon School Division Website Update

Ms. Boklaschuk reviewed what she is currently posting on the Division website and the plans for the future with the implementation of School Bundle. She provided a brief overview of the roll out of School Bundle. She also spoke about the Division's Blog on ebrandon as well the Division's Twitter account. She will continue to update the Committee on the changes to the website as they take place. She concluded her presentation with an update on the upcoming Press Release she is currently working on with WCG regarding the dark fibre project. The Committee thanked Ms. Boklaschuk for her presentations noting they were pleased with all her work to date and like the change in communications she is bringing to the Division.

6. OPERATIONS INFORMATION

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

P. Bowslaugh, Chair

M. Snelling

K. Sumner

D. Karnes (Alternate)



"Accepting the Challenge"

Facilities/Transportation Committee Minutes

Thursday, October 4, 2012 – 11:30 a.m.
Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray, K. Sumner,
P. Bowslaugh (alternate), M. Sefton, P. Bartlette, Dr. D. Michaels,
M. Clark, R. Harkness

Regrets: K. Zabowski

1. CALL TO ORDER:

The Facilities & Transportation Committee Meeting was called to order at 11:45 p.m. by Committee Chairperson, Trustee Karnes.

2. APPROVAL OF AGENDA

Discussions regarding the following items were added to the agenda:

- Committee tour of available facilities as Assiniboine Community College;
- A verbal update on all facilities projects by the Director of Facilities and Transportation;
- The possibility of the need for an additional bus route by the Supervisor of Transportation.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of September 6, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Public Consultation – Growth & Sustainability.

Trustee Sefton confirmed the Board would be receiving in-camera at the October 9, 2012 Regular Meeting of the Board of Trustees, an analysis of the data from the three public consultations. Detailed discussions of the data, together with determining the next steps, would take place at the Board Planning Session to be held on October 18, 2012.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) B.J. Hales Ad-Hoc Committee Reports

The Committee agreed an agreement between the Brandon General Museum & Archives Committee and the Brandon School Division needs to be developed. It was further agreed such an agreement would include a clause that the collection would return to the Division should the Brandon General Museum & Archives cease to exist. Discussions were held regarding a relative of Mr. Munroe, one of the contributors to the collection, who inquired about the collection being returned to the family. Until a meeting date with the Brandon General Museum & Archives Committee had been held, further discussion on the matter would be held in abeyance.

B) Bussing Request

The Supervisor of Transportation, Mr. Ron Harkness, spoke to the ride times for the students referenced in the parent letter requesting alternate bussing arrangements. It was noted that the ride time from last year to this year had been reduced by six minutes. He also spoke about what would need to be done in order to meet this request. Discussions were held noting this was a school of choice request and the rules for school of choice would apply. It was agreed the request would be denied by the Committee and Senior Administration was to advise the parent of this decision.

C) George Fitton Design Development Submission

Director of Facilities and Transportation, Mr. Mel Clark, spoke to the George Fitton Design Development documentation which had been provided by the architect. He provided clarification with respect to questions regarding the daycare. It was agreed the motion to submit the design development documents to the Public School Finance Board for approval would be brought to the Board Meeting on October 9, 2012 as a late item.

Recommendation:

That the Design Development Submission for the George Fitton School Daycare and Gymnasium addition be hereby approved and the Architect be authorized to forward same to the Public Schools Finance Board for their approval.

D) School Speed Zones

The responses received from school administrators with respect to speed zones around their schools was reviewed. It was noted that the list was incomplete and more information from other schools may still follow. Mr. Clark, Director of Facilities and Transportation noted a similar review had taken place 8 to 10 years ago which resulted in school zone markings being put in place on many of the major roadways close to schools to alert drivers to the school zone and students crossing busy streets. Discussions were held regarding signal crossings versus signage crossings. Senior Administration was directed to contact the schools that had yet to reply to the survey. A motion was to be presented to the Board of Trustees asking that the information received from school administrators be forwarded to the City of Brandon for their review.

Recommendation:

That the information received from school administrators regarding speed zones around schools be forwarded to the City of Brandon for their review.

E) Policy Review – Part 9

Superintendent, Dr. Michaels reviewed Policy 9052 – “School Vandalism Watch” for the Committee, noting the program no longer existed. It was agreed the policy would be rescinded. (Appendix “A”).

Recommendation:

That Policy 9052 – “School Vandalism Watch” is hereby rescinded.

F) Tour of Facilities at Assiniboine Community College

Trustee Sefton circulated a map of Assiniboine Community College and spoke about a tour he and members of the Facilities and Transportation Committee took of available classroom space at the College. He noted the tour was a follow-up to inquiries and suggestions made at the Public Consultations regarding growth and facilities. He noted classroom spaces were still being fully utilized by the College; however, the shops area was vacant. He reviewed the spaces available, which he noted were totally sealed off from the rest of the facilities. Mr. Sefton noted the plumbing, electrical, machine shop and carpentry shop did not require any renovations. Renovations would be required to turn the home economics and industrial arts classes into regular classrooms in the Division schools. It was agreed discussions with Dr. Gerald Farthing would be necessary as well as approval from the Public Finance Board in order to pursue the possibility of using ACC for Division programming. It was agreed the possibility of using ACC for shop and home economics would solve several issues including: programming; transportation; preparation time; and instructional time. Discussions were also held regarding the possibility of consolidating and moving the eastside and westside band programs to ACC as well. Trustees asked questions for clarification with respect to rental costs and possible long term plans for the campus.

The Director of Facilities and Transportation was directed to provide a list of space available in the Division schools should the home ec., shop and band programs be moved to ACC. The Superintendent was directed to contact Mr. Gerald Farthing to discuss the possibility of using ACC for Division programming. The Supervisor of Transportation was directed to provide information regarding any bussing issues such a move would present, together with costs. This information was to be prepared for Board's planning session to take place on October 18, 2012.

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided verbal updates on the following:
 - Neelin Heating System should be completed by November, and a temporary heating system is in place if needed;
 - Crocus Plains Welding Shop should be operational within the next week or so, the completion of the roof for the shop depends on the weather;
 - Ramps for the portables should be in place within the next week or so;
 - Vincent Massey project should be completed by the third week in October. Currently the Brick Mason is working at the school on this project;
 - The Vincent Massey emergency roof replacement has received final funding and the work should start within the next week.
- The Director of Facilities also provided information regarding the City's HUB Zoning regulations. He noted schools will not be allowed in the area between 10th Street and 8th Street and between Princess and Pacific. This area is zoned for retail only. Off-Campus would be grandfathered, but should the Division out grow its current site for the Off-Campus program a conditional permit may be required.
- The Supervisor of Transportation noted there were overloads on two routes: The Patricia Heights area needed an additional bus for overloading; and the New Era/Riverview area has an overload issue with high school students going to Crocus. Mr. Harkness confirmed they are still trying to figure out what is causing the overload in this area. He noted he will try to work within the existing infrastructure otherwise another route may need to be added. A bus is available if needed however driver's wages and kilometer operating costs would need to be taken into consideration. This was provided as information for the Committee.

7. **NEXT REGULAR MEETING: Thursday, November 1, 2012, 11:30 a.m., Board Room**

The meeting adjourned at 12:55 p.m.

Respectfully submitted,

D. Karnes, Chair

J. Murray

K. Sumner

P. Bowslaugh (Alternate)



BRANDON SCHOOL DIVISION POLICY

POLICY 9052

SCHOOL VANDALISM WATCH

Adopted: Motion 45/92

The "School Vandalism Watch" program is endorsed for implementation into the Brandon School Division by the Brandon City Police and the use of a corporate or service club sponsor for the project is approved.



"Accepting the Challenge"

Personnel Committee Minutes

Tuesday, October 9, 2012 – 12:00 noon
Board Room, Administration Office

Present: L. Ross (Chairperson), D. Karnes, G. Kruck, J. Murray (Alternate – exited at 1:00 p.m.), Dr. Michaels, K. Zabowski, B. Switzer.

1. CALL TO ORDER

The Committee Chairperson called the meeting to order at 12:12 p.m.

2. APPROVAL OF AGENDA

Trustee Karnes requested discussions regarding possible buyout packages for senior employees be added to the November agenda.

The agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Committee minutes of September 10, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Joint Use Agreement Implementation

Mr. Kevin Zabowski, Secretary-Treasurer, and Mr. Mel Clark, Director of Facilities and Transportation, reviewed a letter received from the Division Solicitor regarding the implementation plan. The principle of the implementation plan for staffing was accepted by the Committee. Detailed discussions were held regarding the fees to be charged. The matter was referred back to the Facilities and Transportation Committee for further discussion and review. It was agreed the Personnel Committee would meet with the Union to review the implementation plan.

B) Joint CUPE Pension Plan Committee

The Secretary-Treasurer confirmed the date for the first meeting of the Joint CUPE Pension Plan Committee had been set for October 22, 2012 at 5:00 p.m.

C) 2012-2014 Budget Deliberations

The Committee was not prepared to bring any items forward at this time. It was noted Senior Administration would bring forward any staffing requests through the Programming Needs Request process. There were no changes at this time at the Divisional level with focus to take place on the 20K-3 staffing and school resources.

D) Policy Review – Part 6

The Committee reviewed the following policies attached as Appendix "A" to the minutes:

- Policy 6012 – "Transportation/Facilities Assistant";
- Policy 6013 – "Payroll/Benefits Officer";
- Policy 6014 – "Payroll/Benefits Clerk";
- Policy 6016 – "Information Technology Coordinator";

- Policy 6026 – “Administrative Officer – Crocus Plains Regional Secondary School”;
- Policy 6027 – “Work Education Partnerships Coordinator”.

The Director of Human Resources noted the Division did not need these policies any longer as the positions referenced in the policies are now part of the Joint Job Evaluation process. The Board agreed to rescind the policies.

Recommendation:

That the following policies be rescinded:

- Policy 6012 – “Transportation/Facilities Assistant”;
- Policy 6013 – “Payroll/Benefits Officer”;
- Policy 6014 – “Payroll/Benefits Clerk”;
- Policy 6016 – “Information Technology Coordinator”;
- Policy 6026 – “Administrative Officer – Crocus Plains Regional Secondary School”;
- Policy 6027 – “Work Education Partnerships Coordinator”.

6. OPERATIONS INFORMATION

The Committee directed Ms. Switzer, Director of Human Resources, to send job profiles for Custodians and Custodial Aides to members of the Personnel Committee.

The Secretary-Treasurer was directed to provide Trustee Kruck with a copy of the Joint Use Agreement.

It was agreed implementation of the Joint Use Agreement would be added to the agenda for the meeting between the Board of Trustees and the City of Brandon to be held on November 8, 2012.

7. NEXT REGULAR COMMITTEE MEETING: Monday, November 12, 2012, 12:00 noon, Board Room.

The meeting adjourned at 1:24 p.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

G. Kruck

J. Murray (Alternate)

Appendix A



BRANDON SCHOOL DIVISION POLICY

POLICY 6012

TRANSPORTATION/FACILITIES ASSISTANT

Adopted: 5/2004 (January 26, 2004)

JOB TITLE: TRANSPORTATION/FACILITIES ASSISTANT

REPORTS TO: SUPERVISOR OF TRANSPORTATION

JOB PURPOSE AND OBJECTIVES

- To contribute to the overall goals and objectives of the Brandon School Division.

EDUCATION

- High school graduation certificate
- 1 – 2 years post secondary education in a related field with an emphasis in records management and/or computer software operation.

ADDITIONAL SKILLS

Required:

- Valid Class 5 Manitoba Drivers License with the ability to upgrade to a Class 2 Licence, School Bus Operator Certificate.
- Demonstrated knowledge and experience in computer technology including word-processing, statistical record keeping, database and spreadsheets.
- Demonstrated effective verbal and communication skills to consult, collaborate and liaise with Division staff, community agencies and the public.
- Excellent organizational and interpersonal skills.
- Use of a personal vehicle for business purposes.

EXPERIENCE

A minimum of one (1) year prior experience in a related field is required.

KEY RESPONSIBILITIES

The Transportation/Facilities Assistant reporting to the Supervisor of Transportation is responsible to:

- Collect and interpret statistical information relating to the bussing of students, etc. to meet the needs of the Division;

- Coordinate and verify the data the Student Data Management System of the Manitoba Education EIS (Education Information System) codes.
- Maintain computerized database(s) for student transportation and student demographic records for facility planning.
- Deal promptly with enquiries and complaints from the public regarding transportation services provided and refer major problems to the Supervisor of Transportation.
- Plan, coordinate, implement and maintain the scheduling of bus routes, schedule vehicles and drivers in consultation with the Supervisor of Transportation.
- Schedule and prepare routings for field trips and special programs and maintain accurate cost records.
- Plan, coordinate and implement facility planning for school catchment areas and optimum facility usage.
- Review and analyze expenditures in relation to the transportation budget.
- Purchase equipment and supplies for Transportation Department in accordance with purchasing and tendering policies.
- Assume the responsibility of the Supervisor of Transportation in his/her absence including supervisory responsibilities as required.
- Perform other job related duties as assigned.

COMMENTS

The incumbent must:

- Have excellent time and workload management skills.
- Effectively prioritize work.
- Function well independently.
- Work cooperatively with students, parents, Division staff, community agencies and the general public in a positive and productive manner.
- Work co-operatively with the Supervisor of Property in facilities planning.
- Respect and maintain confidentiality of information.



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

POLICY 6013

PAYROLL/BENEFITS OFFICER

Adopted: 82.05.01

POSITION SUMMARY: The job goal of the Payroll/Benefits Officer should be to contribute to the smooth and efficient operation of the Brandon School Division Administration Office so as to provide the maximum positive support services for the Division.

The Payroll/Benefits Officer shall be responsible to the Secretary-Treasurer, or his/her designate, for the preparation of the payroll and all related and required records and calculations.

POSITION DUTIES: Without restricting the generality of the foregoing, the Payroll/Benefits Officer shall supervise and/or perform the following duties:

1. Carry out all calculations and prepare and maintain all records and forms necessary to produce the salaries and wages of all employees at such time intervals as may be established.
2. Ensure that all payroll deductions are calculated, made, recorded and remitted as required and/or authorized.
3. Perform such accounting or bookkeeping functions necessary to ensure the accuracy of all records, payments and remittances and reconcile and balance all records at such times as required by law or as directed.
4. Maintain accurate and complete records of all salaries, wages, fringe benefits, leaves of absences, illness, vacations, substitutes, etc., as may be directed.
5. Process claims for benefits such as pension, group life, long-term disability, etc., and otherwise assist Division employees with payroll/personnel related problems or questions.
6. Issue any records of employment only as required by law or as authorized by the Secretary-Treasurer.
7. Prepare, type and submit all billings for payroll cost recoveries and salary claims and reports required.
8. Assist the Secretary-Treasurer in the preparation of budget estimates for salary and fringe benefit costs.
9. Assist the Secretary-Treasurer with preparations, calculations, etc., for the Board of Trustee negotiations with employee groups and individuals.
10. Assist the Secretary-Treasurer with implementation and administration of collective agreements and Board policies on salaries, fringe benefits and working conditions.

11. Operate office equipment, such as typewriter, calculator, data processing, word processing, etc., as necessary to perform reporting, calculating, storage and retrieval of information functions as assigned.
12. Compose and type routine correspondence on payroll matters, as authorized by the Secretary-Treasurer.
13. Assist the Secretary-Treasurer in maintaining all personnel files and records in a current and accurate state.
14. Maintain and ensure the confidentiality of all payroll information in accordance with Board policy and practice.
15. Perform such other related duties as may be assigned by the Secretary-Treasurer.



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

POLICY 6014

PAYROLL/BENEFITS CLERK

Adopted: 83.11.28

JOB GOAL: To contribute to the smooth and efficient operation of the Brandon School Division Administration Office so as to provide the maximum position support services for the Division.

The Payroll/Benefits Clerk shall be responsible to the Secretary-Treasurer, or his/her designate, for assisting the Payroll/Benefits Officer in the preparation of the payroll and all related and required records and calculations.

PERFORMANCE RESPONSIBILITIES: Without restricting the generality of the foregoing, the Payroll/Benefits Clerk shall assist the Payroll/Benefits Officer in performance of the following duties:

1. Carry out all calculations and prepare and maintain all records and forms assigned and necessary to produce the salaries and wages of employees at such time intervals as may be established.
2. Perform such assigned accounting or bookkeeping functions necessary to ensure the accuracy of all records, payments and remittances and reconcile and balance all records as assigned.
3. Maintain accurate and complete records of all salaries, wages, fringe benefits, leaves of absences, illness, vacations, substitutes, seniority lists, etc., as may be assigned.
4. Calculate, make, record and remit all payroll deductions as required and/or authorized.
5. Issue any records of employment only as required by law or authorized by the Secretary-Treasurer.
6. Prepare, type and submit all billings for payroll cost recoveries, salary claims and reports as required.
7. Operate office equipment, such as calculator, typewriter, data processing, word processing, etc. as necessary to perform reporting, calculating, storage and retrieval of information functions as assigned.
8. Further to number 7 above, act as the input operator for such data processing or word processing equipment as may be utilized in the Administration Office. This will include the input and retrieval of such payroll, personnel, or accounting information as may be assigned by the Secretary-Treasurer or his/her designate.
9. Maintain and ensure the confidentiality of all information in accordance with Board of Trustee policy and practice.

10. In the absence of the Payroll/Benefits Officer, carry out, under the direction of the Secretary-Treasurer, all duties and responsibilities necessary to produce the salaries, wages, reports and records required.
11. Perform such other related duties as may be assigned by the Payroll/Benefits Officer and/or Secretary-Treasurer.





BRANDON SCHOOL DIVISION POLICY

POLICY 6016

INFORMATION TECHNOLOGY COORDINATOR

Adopted: Motion 27/2005; February 28, 2005

JOB TITLE: Information Technology Coordinator

REPORTS TO: Administrator of Information and Communications Technology (ICT)

JOB PURPOSE AND OBJECTIVES

- To contribute to the overall goals and objectives of the Brandon School Division.
- To plan, manage and perform the installation and maintenance of information technology requirements of the Division. The Information Technology Coordinator shall collaborate with the Information and Communications Technology Consultant and supervise the computer technician assistant(s) in carrying out the duties and responsibilities of the position.

EDUCATION

- The minimum education requirement for this position is graduation from Grade 12 and completion of a university degree or two years community college program in a computer related discipline or equivalent.

ADDITIONAL SKILLS

Required:

- Ability to work co-operatively with Division partners.
- Ability to communicate effectively with people both orally and in writing.
- A good working knowledge of computer networks, Novell, DOS operating systems, electronic data communication transmission systems and the Internet.
- Knowledge of multiple software applications and their implementation.
- A good working knowledge of and skill to maintain and operate computers, networks and associated information technology equipment.
- A good working knowledge of new IT developments and applications.
- Possession of a valid Manitoba Class 5 driver's license.

Preferred:

- Knowledge of electronic data communication systems.
- Novell Certified Network Engineer (CNE) certification or equivalent.

EXPERIENCE

A minimum of two years IT experience with relevant computer hardware, software and networks in an education, business or government environment, or equivalent is required.

KEY RESPONSIBILITIES

To coordinate the information technology needs and operations throughout the Division including:

- Coordinate the installing, configuring, monitoring, maintaining of hardware, network operating systems and Divisional software for instructional and administrative systems (e.g. Novell, Windows NT server or equivalent).
- Installing, configuring and maintaining Internet/WAN devices for communications (e.g. routers, switches, cabling, network and web servers).
- Ensuring that all software is properly licensed.
- Ensuring that an inventory of software and hardware is maintained.
- Developing and monitoring back-up systems for IT throughout the Division.
- Assisting in the development of all IT systems and, when appropriate, training users of the IT system.
- Reviewing IT equipment requirements and allocation of equipment to ensure effective use of resources as requested.
- Coordinate work assignments and training of Computer Technician Assistant(s).
- Providing technical support to all staff on IT for administrative and instructional purposes.
- Collaborating with the Administrator of Information and Communications Technology (ICT) in the preparation of the instructional and administrative IT budget for approval by Senior Administration and the Board.
- Being responsible for the purchase of IT equipment in accordance with the budget allocation.
- To liaise with partner agencies regarding IT interests.
- To participate on Divisional IT committees, including chairing.
- To coordinate special information technology projects as assigned.
- Maintaining duties in a confidential manner and maintaining confidentiality of information.
- Performing other job related duties as assigned.

COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes, and with a variety of different people in a team environment. He/She must be able to prioritize work, provide coordination and direction to others and work effectively independently. He/She must be flexible, adjust to changes in workload demands and deal with and maintain confidential information.



BRANDON SCHOOL DIVISION POLICY

POLICY 6026

ADMINISTRATIVE OFFICER – CROCUS PLAINS REGIONAL SECONDARY SCHOOL

Adopted: 83.01.09

Amended: Motion 156/2010; October 12, 2010

JOB GOAL: The Administrative Officer shall provide an administrative service in the following areas:

1. all financial business involving the school including budget;
2. inventory;
3. supplies;
4. equipment;
5. textbooks;
6. keys and key control;
7. equipment maintenance contracts;
8. maintenance of cash flow records in all areas of the school.

PERFORMANCE RESPONSIBILITIES: The Administrative Officer shall be responsible to the Principal of the school for such duties as may be assigned.

Without in any way restricting the generality of the foregoing, the Administrative Officer shall:

1. assist in the preparation of budgets covering school funds;
2. maintain a record of all school accounts and budget accounts;
3. receive, record, balance and deposit all monies received by the school;
4. maintain up-to-date inventory records of various departments;
5. receive and distribute textbooks;
6. assign and collect fees for parking spaces with plug-ins;
7. account for and maintain records covering the collection of student fees, locker rentals, caution fees and distributing caution fees upon termination;
8. assume the responsibility for lock and key control;
9. collect amounts due for all work orders and cross-reference with internal purchase orders;
10. oversee and monitor equipment maintenance agreements;
11. ensure that purchasing is carried out in accordance with Brandon School Division purchasing and tendering policies;
12. perform general mail pick-up and delivery; and
13. perform other related duties as and when required and assigned.



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

POLICY 6027

WORK EDUCATION PARTNERSHIPS COORDINATOR

Adopted: 99/96

Amended: Motion 6/2009; January 12, 2009

JOB TITLE: WORK EDUCATION PARTNERSHIPS COORDINATOR

REPORTS TO: ASSOCIATE SUPERINTENDENT 9-12

EFFECTIVE: JUNE 1, 1996

JOB PURPOSE AND OBJECTIVES:

To contribute to the overall goals and objectives of the Brandon School Division.

To coordinate and facilitate partnerships between the school and business community for the Division.

To develop, coordinate, manage and supervise the work placement process for the work education program.

EDUCATION:

The minimum educational requirement is a high school diploma with post secondary training in an administrative or management field preferred.

ADDITIONAL SKILLS:

Required:

- Valid Class 5 Driver's License
- training and experience in microcomputer and keyboarding/typing
- good public relations, interpersonal communication and management skills
- good organization and time management skills.

EXPERIENCE:

Prior experience in marketing, employment placement or work experience program administration and/or public relations activities an asset.

Prior experience in working with high school age youth is preferred.

Equivalent combinations of education, training and experience may be considered.

KEY RESPONSIBILITIES/FUNCTIONS:

1. Develop and maintain relationships and partnerships between the Grades 9-12 Schools and the local business community.
2. Develop and maintain community, business and school contacts between the Division and other agencies, businesses and school divisions.

3. Determine the need for work stations/sites.
 4. Recruit suitable work stations/sites related to determined needs.
 5. Develop, coordinate and implement the placement process for student placement to established work stations/sites.
 6. Develop, coordinate, implement and maintain administrative and organizational processes related to work experience placements.
 7. Act as liaison on student progress in work placements for employers and teachers.
 8. Develop and maintain the monitoring process and supervision of student placements including regular contact with all participants in the program.
 9. Participate as required in the problem solving related to issues of the work education program.
- Perform other related duties as required.

COMMENTS:

The incumbent must work independently, be motivated, have self-initiative, and have excellent problem solving skills. This is a public oriented position that includes significant contact with teachers, students, parents, community organizations and businesses and requires well developed interpersonal and written communication skills as well as public relations skills. The incumbent must have excellent organizational and administrative skills to manage administrative responsibilities of the position and work education program components. Creativity and an ability to develop contacts with community agencies and businesses within and beyond the perimeters of Brandon is required.

Parent /Guardian/ Division Advisory Committee

Wednesday, October 10, 2012 – 7:00 p.m.

Board Room, Administration Office



Present:

Trustees Kevan Sumner, Pat Bowslaugh, and Marty Snelling;
Greg Malazdrewicz, Associate Superintendent; Barb Miller, Principal
Representative, Alexander School

Colin Chapnick, Riverview Parent; Sandra Couling, Alexander Parent; Mel Tallant-Townsend, Green Acres Parent; Wanda Brine, Earl Oxford Parent; Marc Lavoie, O'Kelly Parent, Amy Grift, Meadows Parent; Leah Phillips, Betty Gibson Parent; Robert Pilloud, Kirkcaldy Parent; Deanna Popadynetz, Waverly Park Parent; Michelle Atamanchuk, St. Augustine Parent; Heather Dodds, Linden Lanes Parent, James Murphy, New Era Parent; Shannon Gadbois, J.R. Reid Parent; Sandra Koch-Gensiorek, Crocus Parent; Jo-Ann Pasklivich-Holder, St. Augustine Parent

Regrets:

Dr. Donna Michaels, Superintendent, Kevin Zabowski, Secretary-Treasurer
Karen Slawinsky, Harrison Parent

1. REVIEW OF THE AGENDA AND OPENING REMARKS

The meeting was called to order at 7:00 p.m. by Trustee Sumner.

2. REVIEW OF MINUTES OF FEBRUARY 15, 2012 AND BUSINESS ARISING

The Committee minutes of April 18, 2012 were reviewed. The following items were added to the agenda:

- a) Cross walk safety
- b) Evaluation letter
- c) Roteract
- d) Parent Forum
- e) Bussing for HomeEc / Industrial Arts

3. Review of Policy/Procedure 1020 "Parent/Guardian/Division Advisory Committee"

The committee reviewed the Policy and Procedure 1020.

4. SCHOOL REPORTS

Earl Oxford

- A lot of focus of concern pertains to the question of what is happening with Earl Oxford School. There is a need to keep everyone informed.
- Fundraising is underway.
- Looking for parent volunteers.

O'Kelly School

- Playstructure is now complete. No major concerns.

Meadows School

- Focusing on the changes in class sizes and new configuration.
- Parent run Lunch Program

Betty Gibson School

- Looking for Parent volunteers
- Parent Council
- Now have grade seven students
- Fundraising limitations
- Playstructure plans have been completed.

Kirkcaldy School

- Space review for class size and capacity for 20K3 initiative. There is only one empty classroom left.

Waverly Park School

- No major concerns other than class sizes in the classrooms.

St. Augustine School

- Fundraising for the playstructure in underway.
- Great forums.

Linden Lanes School

- A new Parent Council has been underway. There is some clarification on how to set up the Parent Council. MB Education has an online document with this information and the Provincial parent council can be contacted by phone.

École New Era School

- A lot of parents attended the 3 public forums. There is concern of moving of students to another school. The school is quite full but they are dealing with the space issue.
- Fundraising is going well.

J.R. Reid School

- Completed the Lunch Program Survey

Crocus Plains Regional Secondary School

- As there is no formal Parent Council for this high school, any issues or concerns can be brought to Sandra's attention and she will approach the Principal. Information will be posted on the school's website.

Riverview School

- School is going paperless with their newsletters. There is concern over this as there is limited access to computers in parents home and not everyone has a printer. The Parent council is willing to pay for the paper to keep having it printed and sent out to homes. The school has decided to do this without asking the parents input.

Alexander School

- New portable at the school.
- Well attended Parent Council meetings.
- Great response for parent volunteers for different events during the school year.

- Lunch program; approximately 66 students enrolled

Green Acres School

- There is some concern over the size of the gymnasium
- On going fundraising for a new playstructure. Who is next in line for a new playstructure?
- Request for a quarterly report from Kevin Zabowski for the Friends of Education
- Lunch Program currently has 58 students enrolled.

5. PUBLIC FORUMS

There was good attendance; highest at New Era, for the three public forums. The Board of Trustees has reviewed the results from the survey. They gathered some great information with some poignant questions raised. The Board will meet on October 15, 2012, to discuss the results of the input and to move forward onto the next step of planning. They are aware of the space issues. It was clarified that the Department of Education decides how occupancy is determined. There were questions on our comparison to Garden Valley School Division. The growth they faced could help us with our changes in our school division.

6. NUTRITION POLICY

It was confirmed that all schools are following the Nutrition Policy. The carbonated beverages have been removed from all vending machines from the high schools.

7. BUSSING GRADE 7 & 8 STUDENTS

This concern was brought to the Board at budget time. This is reviewed on an annual basis. Interest was expressed to ask the city to work with the school schedules. There are approximately 2700 students on busses per day. Solutions can be done at the school level. In the future these steps will be made prior to the Home Ec/IA classes begin:

- More information to the parents on Brandon Transit system;
- Inform the parents ahead of time; and,
- Site specific solutions

8. CROSS-WALKS

There is a Provincial initiative for school pedestrian safety. The Board of Trustees has been asked to provide "priority" locations to be set up with school pedestrian and school speed zones. The following are the suggestions:

- 1) 13th Street and VanHorne
- 2) 13th Street by Betty Gibson School
- 3) 10th Street by the 7-Eleven
- 4) 18th Street & Victoria Avenue
- 5) West of Riverview School at the Yield signs
- 6) Speedzone signage on Park by Waverly Park School
- 7) 12th Street by Betty Gibson School

There was a question on how to promote and recruit adult crossing guards. The Brandon School Division has never filled this position as it was usually performed by Citizens on Patrol.

9. INPUT INVITED

Jerry Storie has been hired to do a survey on behalf of the Board of Trustees. Mr. Storie will be contacting Parent Council Presidents and letters will be sent out shortly. Mr. Storie will also be doing a review on the Superintendent, Dr. Donna Michaels. The survey and results will be completed by December.

10. ROTERACT

This club has been organized by the Rotary Clubs for 12-18 years olds. The purpose for this club is to develop support for community and to discuss world issues. This is also recognized for Senior Year students to work as a credit towards their graduation. More information is available online.

11. PARENT FORUM

The Y Revolution is organizing a Parent forum “A Better High” on Wednesday, October 17, 2012 at Central United Church at 7:00 pm. All are welcome and encouraged to attend.

ADJOURNMENT

Trustee Sumner thanked everyone for their active participation and input.

The meeting adjourned at 9:05 p.m.

NEXT REGULAR COMMITTEE MEETING

Wednesday, November 21, 2012, 7:00 p.m., Board Room, Administration Office.

Respectfully submitted,

K. Sumner

P. Bowslaugh



"Accepting the Challenge"

Education Committee Minutes

Monday, October 15, 2012, 11:30 a.m.
Board Room, Administration Office

Present: P. Bartlette (Chairperson), P. Bowslaugh, M. Snelling, M. Sefton (Alternate), Dr. D. Michaels,

1. CALL TO ORDER:

The Education Committee Meeting was called to order at 11:40 a.m. by the Committee Chairperson, Mr. Bartlette.

2. APPROVAL OF AGENDA

The following items were added to the agenda for discussion:

- Parent inquiry regarding music programming at O'Kelly School;
- Playground upgrades;
- Status of Green Acres School playground donation.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Committee received the minutes of the September 10, 2012 and September 17, 2012, as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Consultations with students

The Committee reviewed the format for the upcoming student consultations. The importance of equity was emphasized. The questions to be presented were reviewed. Discussions were held and Trustees asked questions for clarification.

B) Parent Inquiry re: Music programming at O'Kelly School

Trustee Bowslaugh inquired about the music program being offered by Mr. Thomas Mathews, a teacher at Erickson, who taught music through the internet. Senior Administration was directed to follow-up on the matter and report back at the next Committee meeting.

C) School Playgrounds

Discussions were held regarding an inquiry from the School Parent/Guardian Advisory Committee regarding the status of deposits for the school playground. Discussions were also held regarding the status of the donation for the Green Acres Playground. The matter was referred to Senior Administration for follow-up.

6. BRIEFINGS ON DEVELOPMENTS IN EDUCATION

- Superintendent, Dr. Michaels, confirmed a briefing regarding the Technical Vocational Initiatives would take place at the Committee Meeting in November.

7. OPERATIONS INFORMATION

NIL

8. NEXT REGULAR MEETING: Monday, November 19, 2012, 11:30 a.m. Board Room.

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

P. Bartlette, Chair

P. Bowslaugh

M. Snelling

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

1031 – 6TH STREET BRANDON MB R7A 4K5 [HTTP://WWW.BRANDONSD.MB.CA](http://www.brandonsd.mb.ca)

BOARD OF TRUSTEES GROWTH AND SUSTAINABILITY OF FACILITIES PUBLIC CONSULTATION

PHASE 2: TENTATIVE DECISION SHARING AND DISCUSSION

On Monday, October 15, 2012, the Board of Trustees of Brandon School Division met informally to review and discuss the data collected at the Public Consultations that were held on September 17, 19 and 26, 2012, along with the data collected from the paper and online surveys. Approximately 235 people attended and participated in the public consultations. There were 189 surveys returned: 40 on paper and 149 online.

After reviewing the feedback, and being mindful of the need to address the impending overcrowding at École New Era School, the Board has established a tentative four-point plan as outlined below. It is important to note that this is a **tentative plan**. The Board will be consulting with the community on November 5, 2012 before considering the adoption of the plan during the regular public meeting of the Board of Trustees on Monday, November 12, 2012.

The Plan

- 1.) There are currently approximately 120 English program students transferred to École New Era School by school bus from the neighbourhood north of the CPR railroad tracks and between 18th and 1st Street. As of September 2013, a group of these students will be re-assigned to Earl Oxford School. Family units (brothers and sisters) will not be separated in this process.
- 2.) Additional portable classrooms will be requested from the Public Schools Finance Board and assigned to schools with the greatest need in order to alleviate overcrowding.
- 3.) The Board will study the possibility of accommodating additional French Immersion students at École Harrison in order to ease the enrolment pressure on École New Era School.
- 4.) The Board will have discussions with Assiniboine Community College and the Provincial Government Department of Education regarding the possible conversion of unused shop spaces at the Victoria Avenue East Campus for use by Brandon School Division for industrial arts, home economics and other programs.

The Board will also continue to lobby the Provincial Government and the Public Schools Finance Board regarding the need for a new school in Brandon. The Board of Trustees recognizes that the Provincial Government is in a difficult financial situation and that Brandon is not the only school division in need of a new school. The Board will attempt to balance the need for a new school with patience while the province addresses its finances.

On Monday, November 5, 2012, the Board will hold one additional consultation session with the community to discuss the tentative plan. The consultation will be held at the North End Community Centre at 1313 Stickney Avenue at 7:00pm. All Brandon School Division constituents are encouraged and welcome to attend.



Report of Senior Administration to the Board of Trustees

October 22, 2012

A. Business Arising for Board Action

| | | |
|------|---|---|
| I. | Presentations | |
| 1. | Earl Oxford School | 1 |
| 2. | École Harrison | 1 |
| II. | Human Resources | |
| III. | Secretary-Treasurer | |
| 1. | School Speed Zones | 1 |
| 2. | Trustee Indemnities | 4 |
| 3. | Auditor's report and Financial Statements | 5 |

B. Administrative Information

| | | |
|-----|---|----|
| I. | Human Resources | |
| 1. | Personnel Report | 6 |
| II. | Superintendent of Schools | |
| 1. | School Information | |
| A. | School Visits (October 1, 2012 to October 12, 2012) | 6 |
| B. | Quality Learning | |
| • | Quality Learning at Vincent Massey High School | 6 |
| C. | Quality Support Services | |
| • | Quality Support Services at École secondaire Neelin High School | 7 |
| D. | Administrative and Statistical Information | |
| • | Suspensions | 8 |
| • | EAL Enrollment Reporting – September 16-30, 2012 | 8 |
| 2. | Divisional Initiatives | |
| | Class Size Information as of September 30, 2012 | 10 |
| | School Opening Enrolments | 10 |
| A. | Quality Support Services | |
| • | Community Drug and Alcohol Education Coalition Meeting / September 25, 2012 | 11 |
| • | Steering Committee For Implementation of Policy 1001.2: Educational Sustainability In Student Achievement / October 22, 2012 | 16 |

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 SCHOOLS

Earl Oxford School
École Harrison

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. SCHOOL SPEED ZONES

For ActionK. Zabowski

The Facilities and Transportation Committee directed Senior Administration to obtain feedback from the Principals regarding speed zones around their schools and to send the list to the City of Brandon for their review. A motion directing Senior Administration to forward the feedback to the City of Brandon has been included in the agenda. The following lists the Principals' responses. Should you have any questions with respect to the information provided, please do not hesitate to contact the Secretary-Treasurer.

| School | Comment/Street(s) that should be recognized as school zones |
|---|---|
| Alexander School | The RM has already approached us and they are intending to put up a sign that indicates school zone and/or a reduced speed sign at the corner of Argyle Street. It sounds like our needs will be met in this capacity. |
| Betty Gibson School | Highest concern: right beside the school on Van Horne, between 10th and 13th Street. Middle level of concern: 10th Street and Van Horne and 13th Street and Van Horne. Lower concern would be between 10th and 13th Streets on Victoria Avenue. |
| Crocus Plains Regional Secondary School | We have no concerns regarding speed limits around CPRSS. I have never had any concerns brought to my attention. |
| Earl Oxford School | We have several speed zones around Earl Oxford as we are on the corner of one of the busiest intersections in Brandon. There two speed zones on 18th in front of the school and another two on Victoria Avenue. Crosswalk on 18th along with the intersection and another crosswalk to the University on Victoria. |
| George Fitton School | Brandon Avenue should be recognized as a school zone. |

| | |
|--|---|
| Green Acres School | Would like to see a speed reduction to 40 km. on Queen's Ave. East. This is the main street that services this neighbourhood and as a result there is a significant amount of traffic in front of the school. |
| École Harrison | 1st Street to 6th Street on Queens Avenue should be recognized as school zones. |
| J.R. Reid School | <p>We have little or few concerns about the speed zones in our school. 26th street has two major lights on either side of J.R. Reid (north two blocks away and south one block away); thus, the traffic never travels too fast.</p> <p>However, we have a concern with parking in the front of the school. People park or drop off their children in the no parking area and when they park there, the traffic travelling north down 26th Street has a hard time seeing students/patrols at the crosswalk.</p> |
| Kirkcaldy Heights School | Knowlton Drive should be recognized as a school zone. |
| Linden Lanes School | <p>Richmond - we have many students who cross at Linden Blvd. and Richmond Avenue.</p> <p>Linden Blvd. and Silver Birch Drive - in the vicinity of the school</p> |
| Meadows School | The streets are Brandon Avenue, 22nd Street, and especially Richmond Avenue. As an aside we need adult patrols on Richmond Avenue! |
| École Secondaire Neelin High School | <p>I would be in favour of reduced speed zones around Neelin. Neelin of course is a transfer point for Divisional school buses; having said this we have many students K-12 using Neelin as a transfer point. Also Hurl's Convenience Store is located across from the school and even though there is a marked pedestrian corridor, motorists do not always pay attention to this. With a marked speed zone along with the pedestrian crosswalk, 10th Street and other city streets surrounding Neelin would be that much safer for all.</p> <p>Neelin is bordered by the following streets and avenues. Brandon Avenue (north of the school), 10th Street (east side of school), Hill Avenue (south side of the school) and 13th Street borders the football field and ball diamond to the west of the school.</p> <p>13th Street is also a fairly busy thoroughfare where students choosing to walk to school may take shortcuts through the Keystone grounds, having to cross 13th Street which unfortunately does not have any marked pedestrian crosswalks to my knowledge.</p> |

| | |
|-------------------------------------|---|
| École New Era School | <p>There are fluorescent yellow school zone signs posted near New Era.</p> <ol style="list-style-type: none"> 1. 6th Street for northbound traffic (between Victoria and Louise Avenues) 2. 6th Street for southbound traffic (between Lorne and Louise Avenues) 3. Louise Avenue for westbound traffic (between 4th and 5th Streets) <p>There does NOT appear to be school zone signage posted for eastbound traffic on Louise Avenue.</p> |
| Riverheights School | <p>We have had some parents call with concerns regarding the speed in which people are driving past the school.</p> <p>Based on that fact, as well as my observations, I would agree that the speed limit should be reduced on E. Fotheringham Drive.</p> |
| Riverview School | <p>The streets around our school are: Louise Ave East, Lorne Ave. East and 13th Street East all around our school.</p> <p>Note: #1. Corner of Louise Ave East and 13th Street East only has a yield sign one way.</p> <p>#2. Corner of Lorne Ave East and 13th Street East only has a stop sign one way.</p> <p>I believe that for the safety of our students that both these corners should have 4 way stop signs. I would love for you to come down to our school and see for yourself what a danger they are.</p> <p>The streets around our school are: Louise Ave East, Lorne Ave. East and 13th Street East all around our school.</p> |
| St. Augustine School | <ul style="list-style-type: none"> • There is a school zone already marked along the 300 block of 3rd Street in front of the school. • There should be another school zone created on Lorne Avenue between 2nd Street and 4th Street as there is a crosswalk on the corner of 3rd Street and Lorne Avenue. Lorne Avenue is a much busier street than 3rd is and some of our students cross there. |
| Valleyview Centennial School | <p>The traffic around our school typically tends to observe slower speeds which I really appreciate. I would feel safest with a 30 zone within the school block.</p> |
| Vincent Massey High School | <p>A reduced speed limit around the school during the school day will reduce risk in comparison to current speed zones. McDiarmid Drive between the parking lots is the only area that would need to be considered.</p> |

Waverly Park School

That is a good question and one that is easy to say yes to. Students just came into my office in the past minute reporting a vehicle that they were sure was speeding while they were patrolling.
 At WP the street in need of speed reduction would be Park Avenue.
 And perhaps more than speed reduction or just as much as speed reduction would be adherence to current speed limit!

2. TRUSTEE INDEMNITIES

For ActionK. Zabowski

The Division has a policy on indemnities as required by the Public Schools Act. The Division had, until now, interpreted its policy such that the authorization to participate in the activity amounted to authorization to pay any indemnity that flowed there from. However, upon closer review of the policy, the Board asked that the practice be reviewed by its legal counsel to insure that we were following proper procedures. We were advised by our legal counsel that we should be having the claim for indemnity also approved by resolution before issuing a cheque. Our legal counsel also advised us that, provided any indemnities paid under the previous system were properly claimed and accounted for, we could pass a resolution approving those indemnities after the fact to bring ourselves into compliance.

| Date | Event | Amount |
|---------------------------------------|---|-----------------|
| November 3 and 4, 2010 | Trustee Orientation | 1,534.00 |
| November 30, 2010 | MSBA Trustee Orientation | 312.00 |
| Total 2010 | | 1,846.00 |
| December 22, 2010 - June 13, 2011 | CUPE Negotiations | 780.00 |
| January 8, 2011 | Board Goal Setting Session | 702.00 |
| January 24, 2011 | MSBA Region 1 | 182.00 |
| March 7, 2011 | School Finance Board Meeting | 390.00 |
| March 16, 17, 18 and 19, 2011 | MSBA Convention | 2,275.00 |
| April 12, May 17, 18 and 19, 2011 | BTA Negotiations | 643.50 |
| August 22, 23, October 3 and 11, 2011 | Joint Job Evaluation | 299.00 |
| December 15 and 16, 2011 | MERN Session Winnipeg | 143.00 |
| Total 2011 | | 5,414.50 |
| January 13 and 14, 2012 | Board Planning Session | 994.50 |
| January 23, 2012 | MSBA Region 1 | 318.50 |
| January 25, 2012 | Meet with Minister of Education | 104.00 |
| February 21, 2012 | All day Trustee Budget Planning Session | 1,053.00 |
| April 20, 2012 | Early Years Development | 52.00 |
| April 25, 2012 | Meeting with Grand Rapids | 182.00 |
| April 30, 2012 | Principal Selection | 273.00 |
| May 24, 2012 | Vice Principal Interviews | 58.50 |
| Total 2012 | | 3,035.50 |

RECOMMENDATION:

That all previous indemnities paid to Trustees for the period of October 2010 through August 2012 be approved.

3. AUDITOR'S REPORT AND FINANCIAL STATEMENTS

For ActionK. Zabowski

Included in 2.04 Communications for Action are the letter and Supplementary Report received from the Auditors for the financial operations of the Division for the year ended June 30, 2012. A copy of the financial statements is included in your electronic agenda package. A representative of BDO Canada LLP will be present at the meeting to speak to their report.

Also enclosed for your further information is a report providing analysis and explanations of the significant variances to budget estimates, as presented to the Finance Committee on September 24, 2012, and a letter to management regarding the audit. (Please see Appendices A and B)

RECOMMENDATION:

That the Auditor Letters regarding the audit engagement for the fiscal year ending June 30, 2012 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.

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2012 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and seal of the Division thereto.

IV. SUPERINTENDENT OF SCHOOLS

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information B. Switzer

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

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL INFORMATION

For Information D. Michaels

A. SCHOOL VISITS (OCTOBER 1, 2012 TO OCTOBER 12, 2012)

- October 4, 2012 – Vincent Massey High School
- October 11, 2012 – King George School

B. QUALITY LEARNING

QUALITY LEARNING AT VINCENT MASSEY HIGH SCHOOL

Report prepared by Mr. Mathew Gustafson, Principal, Vincent Massey High School

Physical Education: Relevant and authentic learning experiences are the driving force of physical education. Engaging students in active healthy lifestyle learning opportunities that can be applied outside the context of the classroom is a focal point of quality teaching and quality learning in our physical education department. Embedded within Manitoba's Gr. 11 and 12 Physical Education curricula is the physical activity practicum, which constitutes 50% of a student grade. The VMHS team expressed a desired to improve: a) the transparency and consistency of curriculum implementation and assessment; and b) engagement of students in more authentic and relevant learning opportunities through the practicum component. Over the past year, the team has:

- identified essential outcomes (the knowledge, skills, strategies and attitudes that are critical for student success);
- created a common summative assessment tool;
- developed a student growth template;
- established student reflection through the use of Moodle;
- implemented online learning platform, and finally developed exemplars.

To date, the department has noted greater depth in student reflection, a stronger skill set in developing SMART goals and creating personal growth plans, and finally identifying life-long learning connections to active healthy lifestyle knowledge and skills.

Media Arts: The Media Arts department offers students the opportunity to study the various components of the media industry. Students learn the basic skills of capturing still and motion imagery, as well as apply these skills in the production of recorded and live broadcasts within a studio setting. Students also gain hands-on knowledge and experience in creating a professional video. Two examples are provided. The first video was made for the Pupil Transportation Unit for Manitoba Education. The Pupil Transportation Unit contacted Vincent Massey to create a training video for bus inspections for school bus drivers across the province. Vincent Massey is also working with the Pupil Transportation Unit on a School Bus Evacuation training video which will be used in every school in the province. The second video is the introduction for the Varsity Girls Volleyball team which is played on the scoreboard prior to games. These examples demonstrate the quality of student work achieved in the Media Arts.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL

Report prepared by Mr. Michael Adamski, Principal, École secondaire Neelin High School

The Special Education/Resource teaching team at École secondaire Neelin High School with the support of Senior Administration reviewed the potential of providing on-site clinical support services to our students specifically in the area of speech language pathology (SLP) for the fall of 2012. As a result of this review, the school has welcomed Jan Pilling to the Neelin team as our on-site Speech Language clinician, a position shared with the Riverheights School team. The speech language clinical time at Neelin has been increased to two and a half (2.5) days per week. The majority of the time thus far has been spent in the Lifeskills suite building connections with the students and staff, determining priorities of the program related to SLP and addressing specific individual program needs. Many of our current and future students to the Neelin Lifeskills program require Ms. Pilling's expertise as part of their regular programming. Early into this school year the entire team is already recognizing the programming benefits of having Ms. Pilling accessible to the students and staff. The engagement of our students working with Ms. Pilling and the rapport developed early in the school year by having her on-site is proving to be quite valuable to the students' individual growth and successes.

Listed are some of the activities Ms. Pilling is currently working on and the benefits we are witness to:

- Immersed in literacy groups, working with classroom teacher to diversify strategies for all students. Examination of the MEville to WEville Literacy program to incorporate into literacy groups as appropriate;
- Available for consultations as needed;

- Ability to return “next day” with follow-up, ideas and suggestions;
- Developing rapport with students and staff; easing student anxiety levels; recognized as a familiar face;
- Level of comfort has improved with EAs being able to ask questions, when Speech Pathologist is working in classroom two and a half (2.5) days per week;
- Ability to provide student specific training, suggestions and immediate follow up;
- Opportunity to consult with teachers for programming, IEP development on-site and as needed avoiding the reliance of email for this aspect of the program;
- Learning the differences in programming model as it pertains to Lifeskills and what priorities are necessary for programming support;
- Opportunity to begin PODD (Pragmatic Organizational Dynamic Display) development for Augmentative Communication;
- Ability to attend scheduled Individual Education Plan (IEP) meetings on a consistent basis.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

| <u>SCHOOL</u> | <u>NO./STUDENTS</u> | <u>NO./DAYS</u> | <u>REASON</u> |
|---|---------------------|-----------------|--|
| Crocus Plains Regional Secondary School | 13 | 3, 5 | Assaultive, Drug and Alcohol Policy and Unacceptable Behaviour |
| École secondaire Neelin High School | 4 | 3, 5 | Assaultive Behaviour and Unacceptable Behaviour |
| Vincent Massey High School | 2 | 5 | Unacceptable Behaviour |

EAL ENROLMENT REPORTING – SEPTEMBER 16-30, 2012

The Brandon School Division Currently has 1384 English as an Additional Language (EAL) Students.

- 219 new registrations for the current school year were received in August and September 2012;
- 31 students left the Brandon School Division from September 1 – 30, 2012.

The number of new EAL registrations received to date for the 2012/2013 school year is as follows:

| Month of Registration | Number of New EAL Registrations Received |
|-----------------------|--|
| August 2012 | 12 |
| September 2012 | 207 |
| Total | 219 |

The current school totals are as follows:

| | Current Total | Students who have left the Division | EAL Discontinued (Stage 5+) |
|-----------------------|---------------|-------------------------------------|-----------------------------|
| Alexander | 0 | | |
| Betty Gibson | 113 | 2 | |
| Crocus Plains | 217 | 2 | |
| Earl Oxford | 46 | | |
| George Fitton | 97 | 2 | |
| Green Acres | 29 | 1 | |
| Harrison | 0 | | |
| J.R. Reid | 26 | | |
| King George | 90 | | |
| Kirkcaldy Heights | 19 | | |
| Linden Lanes | 23 | 1 | |
| Meadows | 120 | 3 | |
| Neelin | 31 | 2 | 1 |
| New Era | 184 | 11 | |
| O'Kelly | 14 | | |
| Riverheights | 55 | | 6 |
| Riverview | 43 | | |
| St. Augustine | 42 | | 1 |
| Spring Valley | 25 | | 4 |
| Valleyview Centennial | 15 | | 2 |
| Vincent Massey | 152 | 7 | 4 |
| Waverly Park | 43 | 1 | |
| Total | 1384 | 31 | 17 |

The number of students who left Brandon School Division from September 16 – 30, 2012 is nine (9).

Of the nine (9) students who left the Brandon School Division:

- one (1) is not returning to high school (age, working, attending ACC);
- seven (7) moved out of province; and
- one (1) moved out of the country.

Thirty-three (33) students changed catchment areas within the Brandon School Division from September 16 – 30, 2012.

2. DIVISIONAL INITIATIVES

For Information D. Michaels

CLASS SIZE INFORMATION AS OF SEPTEMBER 30, 2012

As of September 30, 2012, the average class size for K-8 classes is 20.61 students per class. The classrooms have increased by fourteen (14) with 215 more students in the Division.

It should be noted that special education classes have decreased by two (2) with the number of students decreasing by fourteen (14).

High school classes are at 21.15 students per class for a Division average.

For more information please see Appendices C, D, and E.

SCHOOL OPENING ENROLMENTS

Report prepared by Mr. Greg Malazdrewicz, Associate Superintendent

During this school opening, September 2012, our Divisional enrolment has increased in relation to September 2011. As of the printing of this report (September 30, 2012) the overall enrollment is 8176.

School enrolments and changes are noted in the following table.

| | Sept 30 2012 | Sept 30 2011 | +/- |
|---------------|-----------------|-----------------|-----|
| Alexander | 86 | 82 | 4 |
| Betty Gibson | 259 | 216 | 43 |
| Crocus Plains | 1212 | 1224 | -12 |
| Earl Oxford | 243 | 294 | -51 |
| George Fitton | 455 | 440 | 15 |
| Green Acres | 187 | 181 | 6 |
| Harrison | 322 | 320 | 2 |
| J.R. Reid | 271 | 237 | 34 |
| King George | 260 | 253 | 7 |

| | Sept 30 2012 | Sept 30 2011 | +/- |
|-------------------|-----------------|-----------------|-----|
| Kirkcaldy Heights | 377 | 364 | 13 |
| Linden Lanes | 346 | 341 | 5 |
| Meadows | 444 | 437 | 7 |
| Neelin | 740* | 663 | 77 |
| New Era - E | 326 | 301 | 25 |
| New Era – FI | 206 | 182 | 24 |
| O'Kelly - E | 201 | 172 | 29 |
| O'Kelly – FI | 35 | 27 | 8 |
| Riverheights | 391 | 377 | 14 |
| Riverview | 186 | 184 | 2 |
| Spring Valley | 24 | 22 | 2 |
| St. Augustine | 218 | 216 | 2 |
| Valleyview | 159 | 158 | 1 |
| Vincent Massey | 826 | 838 | -12 |
| Waverly Park | 402 | 376 | 26 |
| TOTALS | 8176 | 7895 | 281 |

*This includes Neelin Off Site Campus at 261 students

A. QUALITY SUPPORT SERVICES

COMMUNITY DRUG AND ALCOHOL EDUCATION COALITION MEETING / SEPTEMBER 25, 2012

The most recent meeting of the Community Drug and Alcohol Education Coalition was held on September 25, 2012. The following updates were discussed:

Partner Updates

Addictions Foundation of Manitoba

- The National Conference was held April 18 & 19, 2012. Thank you to Lili Jardine for attending and speaking on the work of the Coalition;
- Manitoba Addictions Awareness week (November 13 – 18, 2012);
- November 14th lunch at the Brandon Friendship Centre (youth workshop);
- November 15th Open House at Parkwood;
- Concerns with prescription cocktails; looking into providing education on this;
- Methadone clinic; opiates are being used by a lot of young adults;
- Alcohol is still the primary focus; drinking and driving and over consumption;
- Some major health research for marijuana is being done. There is a need to educate for awareness;
- Addictions Foundation of Manitoba will be taking part in the Parent Forum on October 17, 2012;
- Cigarettes are an issue; more females are smoking.

Brandon Friendship Centre

- Elder Frank Tacan is in the office to assist public;
- Will be participating in the Better High Parent Forum with Lili Jardine;
- Willing to do presentations for the youth.

Brandon Ministerial Association

- Strong set of Youth Ministers (5);
- Substance abuse being addressed through youth classes;
- Some have heavy caseloads @ 40-60 youth.

Brandon Police Service

- Constant issues with drugs; influx of drugs coming from oil rigs in Saskatchewan;
- Attended the National Health Summit Conference;
- Federal funding for Crime Prevention (information to follow from Chief Atkinson).

"Overall, the Brandon Police Service is very happy with the Community Drug and Alcohol Education Coalition. Thank you to Lili Jardine for being a great support."

Brandon School Division Schools

- Dr. Michaels noted an increase in behavioural suspensions. There has been more counseling since September 2011 to present time because of the complex issues. The Addictions Foundation has provided great support.

Senior High Schools

Crocus Plains Regional Secondary School

- Over 1200 students registered;
- EAL has increased significantly;
- Aboriginal students registration growth;
- Social worker in school has been a great asset to the Student Support team;
- Continuing Education program has more students living on their own.

École Secondaire Neelin High School

- Good start with 476 students (on-site) and 200 students (off-site) registered;
- MYSSP has moved to Upper Deck;
- Continued monitoring for MY program;
- At Risk Youth Program (AYRP), for high risk students with connection to the court system, has opened at 729 Princess Avenue and is working with the John Howard Society. This will have approximately 10-12 students per class moving in and out of the program. A full time counselor, psychologist, social worker, attendance officer and eventually a teacher will be working at the ARYP. A special note that Dave Scott and Travis Blaine met with Dr. Michaels to have this program set up.

Vincent Massey High School

- Good start with 826 students registered;
- Same trends are still with alcohol and drug use;
- There is a decrease in students coming to school under the influence, with most of these drug suspensions related to marijuana use;
- There is an increase in youths drinking high energy drinks and there is concern because this causes medical issues. It is more acceptable for students to drink these beverages as they compare it to coffee.

Elementary/Middle Schools

- There is an increase in enrollment;
- Participated in the Tell Them From Me Survey; grades 6-8 gave the most feedback for new ideas. This helped shape the school development plan;
- Youth Revolution is a great program to have in the schools.

Youth Revolution Update

- Tremendous amount of work coming up for the 2012-13 school year.

Accomplishments

- On September 10, 2012, during the World Suicide Prevention Day, the Youth Revolution was recognized for showing outstanding dedication and commitment to suicide prevention initiatives in our community by the Brandon Suicide Prevention Implementation Network;
- Youth Revolution has implemented over 220 projects from September 2010.

Community

- Working with the BSD Communications and Technology Specialist to publish press releases (target media and social media);
- Volunteering in the community with the Youth Revolution:
 - September 22 – MNP Street Hockey for YWCA (Y-R members facilitating children's activities)
- Delivering presentations about drugs and alcohol issues, Youth Revolution, and the parent forum:
 - September 17 – CKLQ
 - September 26 – ACC's radio stations
 - October 1 – City Council
 - October 9 – Star FM
 - October 15 – KX96 and 101.1 The Farm
 - October 15 – YWCA luncheon
 - October 17 – 6:00 – 8:30pm Parent Forum, Central United Church
- Advertising the Parent Forum through our partners and through the media

Schools

- 17 schools interested in having a Youth Revolution group this year;
- Three high schools working together, supporting all the middle years Y-R groups, delivering events, and working on sustainability (volunteering, networking, seeking partnerships);
- Providing support to the health curriculum teachers:
 - October 19 – delivering a session for middle years teachers during the LIFT day (enriching the health curriculum) (tobacco/drug/alcohol prevention, positive relationships/self-esteem, healthy eating/body image, and additional resources). Working with Healthy Brandon.
- Delivering events and participating in activities, events or workshops:
 - September 25 – meeting with the counselors about the Coalition's plan for this year and the parent forum
 - October 12 – delivering a session at the Manitoba Student Leadership Conference
 - October 17 – Youth Revolution forum with keynote Dr. Matt Bellace
 - October 17 – Keynote speaker talking about healthy life choices (Earl Oxford, J. R. Reid and Meadows Schools)
 - October 25, 26 – mentorship leadership program
 - Learning how to make presentations, about positive lifestyle choices and decision making, as well impacts of alcohol and drugs. The students will then speak to area grade 5 classes on five occasions through the year
 - October 27 – Youth Revolution will help facilitate the YWCA Power of Being a Girl conference
 - Deliver ice breakers
 - Deliver a workshop about the Y-R and service leadership to inspire projects
 - Deliver a session about cultural shock
 - October 30 – participating in WE Day (inspire social justice projects with Free The Children)

Sustainability and Partnerships

- Participating in the Chamber Luncheons and YWCA luncheons to seek new partnerships;
- Working with different partners to deliver programs or support our existing programs:
 - Brandon Festival of the Arts – having the Youth Revolution support their program
 - Brandon University – working with 4th year nursing students
 - Canadian Red Cross – anti-bullying and positive relationship programs
 - Healthy Brandon – working on several projects
 - Healthy Schools – networking
 - Westman Immigrant Services – working in projects

- YWCA – working in several projects, such as: The Power of Being a Girl, Walk a Mile in Her Shoes, and Women of Distinction
- Several businesses

Health Canada

- Funding ends in March, 2013 and the final report is due on April 30, 2013.

Youth For Christ/U Turn Program

- Working with students who drop out of school.

Community Development Department

- Wrapping up the summer programs;
- Youth Activity Centres (for youth aged 9-15 years) have developed drop in/out centres with @ 4,000 visits. This centre promotes healthy living to develop its programs.
- An ambassador has been hired to work at the skate park. There has been a decrease in violent incidents with such a positive atmosphere. There has been an increase in attendance by parents and families because of the positive changes;
- Winter activities are planned and all depend on the amount of snow the city receives;
- The Youth Advisory Committee has ongoing recruitment for people aged 15-20 years. Information may be found at BrandonYouth.ca;
- The Education Committee of the Board of Trustees will be meeting with middle years and senior years student representatives regarding the Human Rights of the Child.

The Coalition identified reaching out to parents as the priority direction for 2012-2013. This work has commenced beginning with the Parent Forum to be held on October 17, 2012 at the Central United Church. This event will engage parents in taking a leadership role in working together to address prevention.

There was discussion regarding the barriers that exist to prevent the Coalition from reaching out to parents to get them involved in schools. There is a need to create a readiness for parents without them feeling that there is a stigma attached to the issues. They need to focus on healthy lifestyles.

The next Community Drug and Alcohol Education Coalition meeting will be held on Tuesday, January 22, 2013.

STEERING COMMITTEE FOR IMPLEMENTATION OF POLICY 1001.2: EDUCATIONAL SUSTAINABILITY IN STUDENT ACHIEVEMENT / OCTOBER 22, 2012

The initial meeting of this committee, for the 2012-2013 school year, was held on Tuesday, October 2, 2012. Committee members are:

Nancy Dane, Mathew Gustafson, Dave Lim, Gail McDonald, Elaine McFadzen
Cory Nevill, Teresa Vallotton and Marnie Wilson.

The purpose of this Divisional Committee is to establish summative evaluations in literacy (reading comprehension) and numeracy grades 3, 5, 7 and 9 to be used as measurement tools to ascertain the level and frequency of student competency in the essential learning outcomes.

The work undertaken in 2010-11; 2011-12 has resulted in the Brandon School Division development of "End of Year Evaluations in Grades 3, 5, 7".

These evaluations will be based on the curricular core competencies in literacy and numeracy. The evaluation tools will be piloted in the spring of 2013 for complete implementation for the 2013/2014 school year.

This Divisional work is to implement Board Policy 1001.2 "Educational Sustainability in Student Achievement".



Tel: 204 727 0671
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BDO Canada LLP
148 - 10th Street
Brandon MB R7A 4E6 Canada

June 30, 2012

Mr. Kevin Zabowski, CGA
Brandon School Division
1031 6th Street
Brandon, Manitoba
R7A 4K5

Dear Mr. Zabowski:

This letter will confirm our understanding of the terms of our engagement as auditors of Brandon School Division for the year ending June 30, 2012.

Our Role as Auditors

Conduct of the Audit

At the conclusion of our audit, we will submit a report directed to the Board of Directors containing our opinion on the financial statements. If it appears for any reason that we will not be in a position to render an unqualified opinion on the financial statements, we will discuss this with you.

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan to perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit involves performing procedures to obtain audit evidence supporting the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the

preparation of the financial statements such as records, documentation and other matters;

- additional information that we may request from management for the purpose of the audit; and
- unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, where appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit.

Fraud and Error

Management is also responsible for the following with respect to fraud and error:

- the design and implementation of internal controls to prevent and detect fraud and error;
- an assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- providing us with information relating to fraud or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, or others, where the fraud could have a material effect on the financial statements;
- providing us with information relating to any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others; and
- communicating their belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

It is the responsibility of the Board of Directors to ensure that policies are in place for effective corporate governance, and to ensure that all unusual and material transactions during the year are properly approved.

We look forward to full cooperation from your staff during our audit.

place and fully effective until varied or replaced by written agreement between us.

It is a pleasure for us to be of service and we look forward to many years of association with you.

Yours truly,



Chartered Accountants

Brandon, Manitoba

June 30, 2012

Agreement of all the above terms, after full review, consideration and discussion of them, is hereby acknowledged by:

Brandon School Division

Signature

Position

Date

Signature

Position

Date

Appendix 2

Standard Terms and Conditions

Introduction

Unless otherwise specifically agreed in the Engagement Letter, the Engagement Letter replaces any previous agreements between us in relation to or in contemplation of the Engagement and shall apply to any future engagements we carry out on your behalf unless varied or replaced. The Engagement Letter (which includes these Standard Terms and Conditions) constitutes the entire agreement between us. In entering into this Engagement Letter you acknowledge that you have not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in the Engagement Letter.

Independence

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to Brandon School Division in the performance of our services. We will communicate in writing to the Board of Directors any relationships between BDO Canada LLP (including its related entities) and Brandon School Division (including its related entities) that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence in writing.

Conflict of Interests

We provide a wide range of services for a large number of clients and may be in a position where we are providing services to clients in the same industry as you who may represent competing commercial interests to you or whose interests may otherwise conflict with your own. We cannot be certain that we will identify all such situations that exist or may develop, and it is difficult for us to anticipate all situations that you might perceive to conflict. We therefore request that you notify us promptly of any potential conflict affecting the engagement contract of which you are, or become, aware.

Where the above circumstances are identified by us or you and we believe that your interests can be properly safeguarded by appropriate procedures, we will discuss and agree with you the arrangements that already may exist or that we will put in place to preserve confidentiality and to ensure that the advice and opinions which you receive from us are wholly independent of the advice and opinions that we provide to other clients.

Confidentiality

We will maintain the strictest confidence with respect to any client's or former client's information. Accordingly, your confidential information will not, without your consent, be disclosed to any individuals in our Firm beyond those who are in the region through which you engaged our services and those individuals from other offices who are involved in performing services for you. Nor will it be disclosed without your consent to anyone outside the Firm, with the exception that we proceed on the basis that we have your consent to disclose information required by judicial, regulatory or professional authority.

Practice Inspections

As required by legal, regulatory or professional authorities (both in Canada and abroad) or by Firm policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and Firm standards. We will proceed on the basis that we have your consent to provide our files relating to your engagement to these practice inspectors for the sole purpose of their inspection.

Other Matters

Personal Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the understanding that:

each have the right to rely on and enforce the paragraphs above as if they were parties to this engagement.

Indemnity

Your organization hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless BDO Canada LLP and its partners, agents or employees, from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- ♦ the breach by your organization, or its directors, officers, agents or employees, of any of the covenants made by your organization herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our audit report or the financial statements in reference to which the audit report is issued, or any other work product made available to you by our Firm; and
- ♦ the services performed by BDO Canada LLP pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of BDO Canada LLP. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your organization, failing which, the matter may be referred to dispute resolution in accordance with the terms of this letter.

Propriety of Working Papers

The working papers prepared in conjunction with our audit are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit opinion are solely for the use of Brandon School Division and those to whom our report is specifically addressed by us.

BDO Canada LLP makes no representations of any kind to any third party in respect of these financial statements and we accept no responsibility for their use by any third party.

If reproduction or publication of our report is planned in an annual report or other document, including electronic filings or posting of the report on a web site, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Should the organization wish to include the financial statements referred to above and our report thereon in a document proposed to be used in connection with a public or private offering of securities at some future date, please contact us immediately. We will consider our consent to the inclusion of our report in such a document at that time.

Fees

Our professional fees will be based on our regular billing rates which depend on the means by which and by whom our services are provided, plus direct, out-of-pocket, expenses, applicable Goods and Services Tax, Provincial Sales Tax and Harmonized Sales Tax, and are due when rendered. Fees for additional services will be established separately.

Interest will be charged on all overdue accounts at the rate of 1% per month (12% per annum).

International BDO Network

The Firm is a member of the BDO international network. This network comprises independent firms (which use "BDO" as part of their business name) in many countries. These firms are associated BDO entities, but are separate legal entities.

No associated BDO entity is our agent or partner, and no associated BDO entity has authority to enter into any legal obligations on our behalf. If we introduce you to an associated BDO entity we do not accept any liability for work that they carry out on your behalf and you must make



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

Private & Confidential

June 30, 2012

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

Dear Sir/Madam:

Re: Audit of the Financial Statements of Brandon School Division
For the year ended June 30, 2012

The purpose of this report is to communicate to the Board of Trustees certain aspects of the audit that we believe would be of interest to you. The Board of Trustees can play an important part in the audit planning process and we look forward to discussing our proposed plan with you to determine whether there are additional areas of concern to the Board of Trustees which we should consider.

This report should not be distributed without our prior consent. We accept no responsibility to a third party who uses this communication.

Independence

At the core of the provision of external audit services is the concept of independence. We are communicating matters that, in our professional judgment, may reasonably be thought to bear on our independence for the forthcoming audit of the organization.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/ordre covering such matters as the following:

- holding of a financial interest, either directly or indirectly in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired

D.E

- (iii) examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
 - (iv) assessing the accounting principles used and their application; and
 - (v) assessing the significant estimates made by management.
- When the auditor's risk assessment includes an expectation of the operating effectiveness of controls, sufficient appropriate audit evidence will be obtained through tests of controls to support the assessment, but the scope of the auditor's review of internal control will be insufficient to express an opinion as to the effectiveness or efficiency of the entity's controls.
 - The auditor will express an opinion as to whether the financial statements present fairly in all material respects, in accordance with Canadian generally accepted accounting principles, the financial position, results of operations and cash flows of the entity.

Further details regarding our responsibilities are outlined in our engagement letter.

Audit Approach

We have been engaged to perform the audit of the financial statements of Brandon School Division for the year ended June 30, 2012. We will adopt an audit approach that allows us to issue an audit opinion on the financial statements of the organization in the most cost effective manner, while still obtaining the assurance necessary to support our audit opinion.

Under the BDO Audit Approach, we use risk and assurance models to determine the evidence to collect and evaluate whether sufficient appropriate evidence was obtained to be able to draw reasonable conclusions to allow us to form an opinion. This approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit effort in areas that we believe have a higher risk of being materially misstated and do less audit work in areas that are only low risk.

To assess risk accurately, we need to have a clear understanding of the organization's business and the environment it operates in. Much of our understanding is obtained through discussions with management and their staff. We would appreciate any information that you could provide to us about your business, industry, competitive marketplace, internal controls, oversight of management's processes relating to fraud and error, or anything else that you feel is important to the audit as it may corroborate what we have already learned from management and other sources, or it may be new information to us. We would also appreciate any insights that you could provide to us on what you perceive to be risky in your organization as that will make our audit more effective and efficient, which will benefit all concerned. In particular we are interested in any knowledge you have regarding actual, suspected or alleged fraud affecting the

financial statements as a whole.

When establishing the overall audit strategy, the auditor shall determine materiality for the financial statements as a whole. If, in the specific circumstances of the entity, there is one or more particular classes of transactions, account balances or disclosures for which misstatements of lesser amounts than materiality for the financial statements as a whole could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements, the auditor shall also determine the materiality level or levels to be applied to those particular classes of transactions, account balances or disclosures. The auditor shall determine performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

Although we are required to determine materiality based on our perception of the needs of users, it is extremely difficult to predict with certainty who those users will be or, indeed, the specific needs of known users. Consequently, the materiality decision ultimately becomes a matter for the auditor's professional judgment. We have identified Board of Trustees as the most important users of the organization's financial statements.

Canadian generally accepted auditing standards require the use of both quantitative and qualitative factors in determining materiality. For the audit of Brandon School Division for the year ended June 30, 2012, we have concluded that a materiality level of \$1,000,000, based on 1.5% of expenses, and adjusted by qualitative factors such as the needs of financial statement users, is appropriate for the purposes of planning the audit.

Management Representations

During the course of an audit, management makes many representations to us. These representations may be verbal or written and therefore explicit, or they may be implied through the financial statements. Management may provide representations in response to specific queries from us, or may provide unsolicited representations. Such representations are part of the evidence gathered by us to be able to draw reasonable conclusions on which to base the audit opinion. These representations are documented by including in the audit working papers memoranda of discussions with management and written representations received from management.

Management's representations include, but are not limited to:

- matters communicated in discussions with us, whether solicited or unsolicited;
- matters communicated electronically to us;
- schedules, analyses and reports prepared by the entity, and management's notations and comments thereon, whether or not in response to a request by us;

BRANDON **SCHOOL DIVISION**

MEMO

DATE: October 17, 2012
TO: The Chairperson and Board of Trustees
FROM: Kevin Zabowski, Secretary-Treasurer
SUBJECT: Auditor's Report and Financial Statements for the Year Ended June 30, 2012

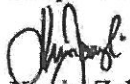
Included in the agenda for the Board of Trustee's approval is the Auditor's Report and Financial Statements for the period ended June 30, 2012. As stated in the Auditor's Report, the consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2012 and that the results from our operations and our cash flows for the year then ended are in accordance with Canadian public sector accounting standards.

The operations of the Brandon School Division for the year ended June 30, 2012 resulted in a net operating deficit of \$801,812 as reflected on the Operating Fund – Schedule of Revenue, Expenses and Accumulated Surplus on page 7. This is a variance of approximately 1.1% from the total budget.

The attached report, as presented to the Finance Committee on September 24, 2012, outlines the major items contributing to the budget variance as reported in the Audited Financial Report.

We trust this summary of the Division's financial operations for the year ended June 30, 2012 is sufficient, but if further information or clarification is required, please contact me.

Respectfully submitted,



Kevin Zabowski
Secretary-Treasurer

K - 8 Class Size 2012/2013

| Calculation of Average Class Size | | | | | | |
|-----------------------------------|-------------|------------|--------------------|-----------|-----------|-----------------|
| School | Enrollment | # Classes | Sp. Ed. Enrollment | | | Spec. # Classes |
| | | | SSP | LAC | LS | |
| Alexander | 86 | 4 | 0 | 0 | 0 | 0 |
| Betty Gibson | 259 | 12 | 0 | 0 | 0 | 0 |
| Earl Oxford | 243 | 12 | 0 | 0 | 0 | 0 |
| George Fitton | 455 | 20 | 0 | 0 | 0 | 0 |
| Green Acres | 187 | 10 | 0 | 0 | 0 | 0 |
| Harrison | 322 | 15 | 0 | 0 | 0 | 0 |
| J.R. Reid | 271 | 13 | 0 | 0 | 0 | 0 |
| King George | 260 | 12 | 0 | 0 | 0 | 0 |
| Kirkcaldy | 377 | 21 | 0 | 10 | 0 | 1 |
| Linden Lanes | 346 | 16 | 0 | 4 | 0 | 1 |
| Meadows | 444 | 21 | 0 | 0 | 0 | 0 |
| New Era | 532 | 27 | 0 | 0 | 0 | 0 |
| O'Kelly | 236 | 13 | 0 | 0 | 0 | 0 |
| Riverheights | 391 | 19 | 0 | 0 | 24 | 3 |
| Riverview | 186 | 9 | 0 | 0 | 0 | 0 |
| Spring Valley | 25 | 1 | 0 | 0 | 0 | 0 |
| St. Augustine | 218 | 9 | 0 | 0 | 0 | 0 |
| Valleyview | 159 | 9 | 0 | 0 | 0 | 0 |
| Waverly Park | 402 | 19 | 0 | 0 | 0 | 0 |
| TOTALS: | 5399 | 262 | 0 | 14 | 24 | 5 |

Class Size Analysis

| <i>Classes by Group</i> | <i>Variance</i> | <i>Av. Class Size (12/13)</i> | <i>Av. Class Size (11/12)</i> | <i>Av. Class Size (10/11)</i> | <i>Av. Class Size (09/10)</i> |
|--|-----------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| All Classes Enrollment (including Spec. Classes) | -1.31 | 20.61 | 21.92 | 21.13 | 20.54 |
| Regular Class Enrollment (excluding Spec. Classes) | -1.64 | 20.86 | 22.5 | 21.79 | 21.13 |
| Special Class Enrollment | -0.10 | 7.6 | 7.7 | 6.9 | 7.9 |

Summary

i) The overall class size decreased for K-8 schools in 2012 by 1.31 FTE student/class.

The total number of classrooms increased by fourteen (14) with an increase of 215 students (5184 to 5399)

Last year (2011/2012) the total number of classrooms increased by twenty one (21) from the previous year with an increase of 209 students.

ii) Regular class sizes decreased 1.64 FTE students/class.

The total number of classes increased by twenty one (21) with an increase of 229 students (5132 to 5361).

Last year the total number of classrooms increased by twenty two (22) with an increase of 226 students (4906 to 5132).

iii) The special class size decreased in 2012 by .10 students/class.

The total number of classes decreased by two (2) with the number of students decreasing by 14 (52 to 28).

Last year the total number of classes decreased by one (1) with the number of students remaining constant (52).

September 30, 2012

Appendix D

K - 8 Class Size 2012/2013

| K-8 Class Size Breakdown | | | | | | | | | | | |
|--------------------------|------------|-----------------|--------|------|-------|-------|----|----|----|----|-----|
| School | Enrollment | # of Classrooms | Grades | 1-15 | 16-20 | 21-25 | 26 | 27 | 28 | 29 | 30+ |
| Alexander | 62 | 3 | K-5 | | 2 | 1 | | | | | |
| Betty Gibson | 231 | 11 | K-6 | | 5 | 5 | | 1 | | | |
| Earl Oxford | 137 | 7 | K-6 | | 5 | 2 | | | | | |
| George Fitton | 349 | 15 | K-6 | | 2 | 11 | 3 | | | | |
| Green Acres | 163 | 9 | K-6 | 4 | 1 | 4 | | | | | |
| Harrison | 262 | 12 | K-6 | | 3 | 9 | | | | | |
| J.R. Reid | 203 | 10 | K-6 | | 6 | 4 | | | | | |
| King George | 174 | 8 | K-6 | | 2 | 6 | | | | | |
| Kirkcaldy | 304 | 17 (1 spec.ed) | K-6 | 5 | 11 | 2 | | | | | |
| Linden Lanes | 268 | 13 (1 spec.ed) | K-6 | 1 | 3 | 8 | 1 | | | | |
| Meadows | 344 | 17 | K-6 | | 9 | 8 | | | | | |
| New Era | 442 | 23 | K-6 | | 18 | 5 | | | | | |
| O'Kelly | 212 | 12 | K-7 | 4 | 4 | 4 | | | | | |
| Riverheights | 299 | 15 (3 spec.ed) | K-6 | 3 | 1 | 11 | | | | | |
| Riverview | 186 | 9 | K-6 | | 3 | 6 | | | | | |
| Spring Valley | 25 | 1 | | | | 1 | | | | | |
| St. Augustine | 168 | 7 | K-6 | | 1 | 6 | | | | | |
| Valleyview | 159 | 9 | K-6 | 4 | 3 | 2 | | | | | |
| Waverly Park | 312 | 15 | K-6 | | 8 | 6 | 1 | | | | |
| | | | | | | | | | | | |
| Alexander | 24 | 1 | 6-8 | | | 1 | | | | | |
| Betty Gibson | 28 | 1 | 7 | | | | | | 1 | | |
| Earl Oxford | 106 | 5 | 7-8 | | 2 | 3 | | | | | |
| George Fitton | 106 | 5 | 7-8 | | 1 | 4 | | | | | |
| Green Acres | 24 | 1 | 7-8 | | | 1 | | | | | |
| Harrison | 60 | 3 | 7-8 | | 2 | 1 | | | | | |
| J.R. Reid | 68 | 3 | 7-8 | | | 3 | | | | | |
| King George | 86 | 4 | 7-8 | | 2 | 2 | | | | | |
| Kirkcaldy | 73 | 4 | 7-8 | 1 | 3 | | | | | | |
| Linden Lanes | 78 | 3 | 7-8 | | | 1 | | 2 | | | |
| Meadows | 100 | 4 | 7-8 | | | 3 | 1 | | | | |
| New Era | 90 | 4 | 7-8 | 1 | | 3 | | | | | |
| O'Kelly | 24 | 1 | 7-8 | | | 1 | | | | | |
| Riverheights | 92 | 4 | 7-8 | | | 4 | | | | | |
| St. Augustine | 50 | 2 | 7-8 | | | 2 | | | | | |
| Waverly Park | 90 | 4 | 7-8 | | | 4 | | | | | |
| Totals: | 5399 | 262 | | 23 | 97 | 134 | 6 | 3 | 1 | 0 | 0 |
| % | | | | 9% | 37% | 51% | 2% | 1% | 0% | 0% | 0% |

September 30, 2012

Appendix E

Brandon School Division High School Sections First Semester 2012/2013 - September 28, 2012 High School

| | 1 to 5 | 6 to 10 | 11 to 15 | 16 to 20 | 21 to 25 | 26 to 30 | 31 to 35 | 36 to 40 | 41 to 45 | 46+ | Total Classes | Student Seats | Av.Class Size 12/13 | Av.Class Size 11/12 | Variance | September 30 Enrollment | Average Student Load |
|----------------|--------|---------|----------|----------|----------|----------|----------|----------|----------|-----|------------------|------------------|------------------------|------------------------|----------|----------------------------|-------------------------|
| Crocus Plains | | | | | | | | | | | | | | | | | |
| Semester 1 | 4 | 25 | 76 | 80 | 74 | 43 | 2 | 1 | 1 | 0 | 306 | 5930 | 19.38 | 18.95 | 0.43 | 1212 | 4.89 |
| Neelin | | | | | | | | | | | | | | | | | |
| Semester 1 | 3 | 14 | 26 | 34 | 24 | 7 | 2 | 0 | 0 | 2 | 112 | 2790 | 24.91 | 19.16 | 5.75 | 479 | 5.82 |
| Vincent Massey | | | | | | | | | | | | | | | | | |
| Semester 1 | 4 | 15 | 25 | 41 | 54 | 42 | 5 | 0 | 0 | 2 | 188 | 4098 | 21.80 | 21.88 | -0.08 | 826 | 4.96 |
| Division | | | | | | | | | | | | | | | | | |
| Semester 1 | 11 | 54 | 127 | 155 | 152 | 92 | 9 | 1 | 1 | 4 | 606 | 12818 | 21.15 | 19.89 | 1.26 | 2517 | |

* Lifeskills and Off Campus numbers are not included in the Neelin enrollment total.

Summary of Over Expenditures
2011/12
June 30, 2012

| <u>Motion</u> | <u>Approved Over Expenditures</u> | |
|---------------|--|------------------|
| 67/2011 | 2011/2012 negotiation costs | 218,000 |
| 165/2011 | VP at NE | 31,800 |
| 158/2011 | Teacher at NE & CP, Support for EAL | 334,400 |
| | Increase in grant revenue for above | <u>(326,000)</u> |
| 96/2011 | Teacher at LL | 8,400 |
| | | 90,000 |
| 80/2011 | Accountant | 38,450 |
| 171/2011 | 2nd floor Neelin Off-Campus | 24,066 |
| 153/2011 | Bus Transport to North End Community Centre | 25,000 |
| 26/2011 | Paving at CP | 97,904 |
| 169/2011 | Ameresco | 15,240 |
| 20/2012 | Meadows playground relocation | 5,853 |
| 55/2012 | Joint Job Evaluation Human Resources Secretary | 6,500 |
| 17/2002 | School Bundle | <u>73,549</u> |
| | | 634,762 |

| <u>Unapproved Over/Under Expenditures</u> | |
|---|-----------------------|
| HR Investigation - Policy 5026 | 249,209 |
| Non-Vested Sick leave - per PSFB formula | 24,441 |
| Other various under expenditures | <u>(106,600)</u> |
| | 167,050 |
| 2011/12 Over expenditure | <u><u>801,812</u></u> |