



# BRANDON SCHOOL DIVISION

May 8, 2013

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

TO BE HELD MONDAY, MAY 13, 2013  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

K. Zabowski  
Secretary-Treasurer

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Reference to Statement of Board Operations

#### 1.02 Approval of Agenda

#### 1.03 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, April 22, 2013  
Adopt.
- b) Regular Board Meeting, April 22, 2013.  
Adopt.
- c) Special Board Meeting, May 6, 2013.  
Adopt.

### 2.00 GOVERNANCE MATTERS:

#### 2.01 Presentations For Information

#### 2.02 Reports of Committees

- |   |              |
|---|--------------|
| a) Parent/Guardian/Division Advisory Committee Meeting        | P. Bowslaugh |
| b) Friends of Education Committee Meeting                     | P. Bartlette |
| c) Finance Committee Meeting                                  | M. Snelling  |
| d) Divisional Futures & Community Relations Committee Meeting | P. Bowslaugh |
| e) Facilities and Transportation Committee Meeting            | D. Karnes    |
| f) Other  |              |

### **2.03 Delegations and Petitions**

### **2.04 Communications for Action**

- a) East Side Band Parents, April 29, 2013, noting the East Side Band Parents were excited by the opportunities provided to middle years' students to access instrumental education when the Board announced in June 2012 that there would be no registration fees collected for students enrolled in band programs. For the 2013-2014 school year there will be 580 students to be divided between Brandon West Middle Years School Band and East Side Band programs. This will result in approximately 290 students per location with a class size of 35 to 40 students. With 1.5 music educators and two classrooms at each location it is possible to offer a better quality program to students. Therefore, they are encouraged to hear of the anticipated portable classroom to be located at Earl Oxford. They hope the Board continues to support this program and maintain physical spaces that will accommodate reasonable class sizes.

Refer Business Arising.

### **2.05 Business Arising**

#### **- From Previous Delegation**

#### **- From Board Agenda**

- a) Correspondence from East Side Band Parents, Communications for Action 2.04a), thanking the Board for support of the instrumental music program and noting they hope the Board continues to support this program and maintain physical spaces that will accommodate reasonable class sizes.

#### **- MSBA issues (last meeting of the month)**

#### **- From Report of Senior Administration**

- a) School Reports – NIL
- b) Learning Support Services Presentation – Apple Distinguished Educator Program – Reg Reimer.

- c) Items from Senior Administration Report
- Scholarship Agreement – Brandon Friendship Centre – Refer Motions.
  - Scholarship Agreement – Rotary Club of Brandon Sunset – Refer Motions.
  - Scholarship Agreement – Parker/Bruederlin Health Care Aide Scholarship – Refer Motions.
  - École Secondaire Neelin High School Off-Site Activity Request – Refer Motions.
  - Valleyview Centennial School – Heating System Replacement – Refer Motions.

## **2.06 Public Inquiries (max. 15 minutes)**

## **2.07 Motions**

- 49/2013 That the Agreement for continuation of a scholarship for an Aboriginal student graduating from the Neelin High School Off-Campus Program and enrolled in a post-secondary program, to be known as "The Brandon Friendship Centre Scholarship" in the amount of \$500.00 be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 50/2013 That the Agreement to establish a scholarship which would award a Grade 8 student of the Brandon School Division who has participated in extracurricular activities demonstrating involvement, leadership or organizational skills in their school and community, to be known as "The Rotary Club of Brandon Sunset" award be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 51/2013 That the Agreement for the establishment of a scholarship for a graduating student from any of the three high schools who will be attending Assiniboine Community College to become a health care aide, to be known as "The Parker/Bruederlin Health Care Aide Scholarship" in the amount of \$200.00 be approved; and the Chairperson and the Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 52/3013 That the trip involving sixteen (16) grades 9 to 12 male football students, from École Secondaire Neelin High School to make a trip to Vermillion, South Dakota July 10 – 13, 2013, be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 53/2013 That the low Tender from Brandon Heating & Plumbing LTD. in the amount of \$1,035,961.39 (taxes included), to be financed by the PSFB through the issuance of debentures, for a heating system replacement for Valleyview Centennial School be accepted, subject to approval by the Public Schools Finance Board.
- 54/2013 That a school bus be provided to the YMCA 2013 Summer Day Camp for the weeks of July 2<sup>nd</sup>, 2013 to August, 23<sup>rd</sup>, 2013, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Motor Transport Board.

55/2013 That the Agreement between the Brandon School Division and the Brandon General Museum & Archives Inc., regarding the transfer and display of the artifacts known as the "B.J. Hales Collection", is hereby approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

## **2.08 Bylaws**

### **2<sup>nd</sup> Reading**

That By-Law 1/2013 being a borrowing by-law in the amount of \$919,000 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of the following projects: Valleyview Centennial School Emergency Roof Replacement, École Secondaire Neelin High School Science Lab Renovations and Steam Heating System Replacement, Vincent Massey High School Roof Replacement and Emergency Gym Roof Replacement, and Crocus Plains Regional Secondary High School Welding Shop Ventilation Upgrade, be now read for the second time, having first been read on April 22, 2013.

### **3<sup>rd</sup> Reading**

That the rules be suspended and By-law 1/2013 be now read for a third and final time, and taken as read, finally passed.

### **1<sup>st</sup> Reading**

That By-law 2/2013 being a by-law in the amount of \$14,000,000.00 providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the period of May 1, 2013 to June 30, 2013, be now read for the first time.

### **1<sup>st</sup> Reading**

That By-law 3/2013 being a by-law for the construction of the George Fitton School Gymnasium and Day Care Addition, not exceeding the amount of \$6,500,000.00, to provide for other related costs, and to provide for temporary financing, be now read for the first time.

### **1<sup>st</sup> Reading**

That By-law 4/2013 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2013 to June 30, 2014, be now read for the first time.

## **2.09 Giving of Notice**

## **2.10 Inquiries**

- Trustee Inquiries

## **3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

Receive and File.



**3.02 Communications for Information**

- a) Naomi Kruse, Executive Director, Manitoba Association of Parent Councils, March 15, 2013, noting that on March 8, 2013, Manitoba Association of Parent Councils and Manitoba Education partnered together to unveil the "*Everybody in School Every Day*" communication strategy aimed at increasing parental awareness of the importance of regular daily attendance for students in Manitoba. They have provided copies of brochures and posters available for distribution throughout the community and note these items are also available electronically at [www.mapc.mb.ca](http://www.mapc.mb.ca).

Receive and File.

- b) Carol Bellringer, FCA, MBA, Auditor General, Manitoba, April 15, 2013, asking the Brandon School Division reviews its policies and ensure they meet the government's expectations. This recommendation flows from their audit of senior management expense policies across government that was discussed in the fall. The audit found a wide range of policies in place. A copy of chapter 8 of their final public report is enclosed.

Refer to Policy Review Committee.

- c) Maureen Sicotte, Chair, Red River Valley School Division, April 18, 2013, addressed to the Honourable Nancy Allan, Minister of Education, noting the Red River Valley School Division, at their regular meeting April 16, 2013, discussed Bill 18 and fully supports the efforts of the Minister of Education to make schools safer for all students.

Receive and File.

- d) Joanne Muller, Secretary, Manitoba Education, Board of Reference, April 18, 2013, attaching a Notice of hearing for the Board of Reference to hear the request of Jim and Kathleen Gillon to transfer 95.0 acres of land located on NW1/4 21-9-22 from the Southwest Horizon School Division to the Brandon School Division. The hearing will be held at 10:30 a.m. on May 23, 2013 in the Boardroom of the Southwest Horizon School Division located at the Hartney Civic Centre, in Hartney, Manitoba.

Refer to Secretary-Treasurer Dept.

- e) Minister of Education, Nancy Allan, April 25, 2013, thanking the Brandon School Division for their support for Bill 18 *The Safe and Inclusive Schools Act*. She appreciates the decision to publicly declare support for Bill 18 through a Board motion as that sends a message that every student deserves to feel safe in school. Over the last decade the Government has worked with both public and independent schools to prevent and address bullying. Bill 18 builds on previous legislation as well as work that is already being done in schools across Manitoba and certainly within the Brandon School Division. She knows Neelin High School was one of the first schools in Manitoba to have a Gay-Straight Alliance, and, as recent Day of Pink events show, students there continue to promote acceptance and understanding. She is sure the Division will continue to show leadership on this issue and be an important partner in the days and months ahead.

Receive and File.

- f) Marcia Thomson, Assistant Deputy Minister, Healthy Living, Seniors and Consumer Affairs, and Jean-Vianney Auclair, Assistant Deputy Minister Manitoba Education, May 2013, noting the Province announced a Bed Bug Strategy to provide opportunities for collaboration, awareness, prevention and education for all Manitobans surrounding this difficult and stubborn nuisance pest. As part of this ongoing initiative a *Bed Bug Guide for Schools* has been developed based on a similar document for licensed child care facilities. This document is specific to the school environment and serves as a framework for the development of school division/school policies and procedures.

Refer to Policy Review Committee.

- g) Wendy Bloomfield, Chair of the Board, Seine River School Division, May 6, 2013, noting the Board of Trustees discussed the Safe and Inclusive Schools Initiative at their regularly scheduled board meeting on April 23, 2013. She notes all three of their high schools have active GSA groups and the division has been developing a *Respect for Human Diversity* Policy. This policy is being developed in consultation with students who are active members of GLOW, a student led GSA group. The Board fully supports the Minister's efforts to provide a safe and caring environment for all students.

Receive and File.

### **3.03 Announcements**

- a) Policy Review Committee Meeting – 11:30 a.m., Wednesday, May 15, 2013 – Board Room.
- b) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, May 15, 2013 – Conference Room.
- c) Administrator Selection Committee Meeting – 2:00 p.m., Thursday, May 16, 2013 – Conference Room.
- d) Joint City Council/School Board Committee Meeting – 4:30 p.m., Thursday, May 16, 2013 – BNRC Office, City Hall.
- e) Administrator Selection Committee Meeting – 9:00 a.m., Wednesday, May 22, 2013 – Conference Room.
- f) Education Committee Meeting – 11:30 a.m., Wednesday, May 22, 2013 – Board Room
- g) Finance Committee Meeting – 12:00 noon, Monday, May 27, 2013 – Board Room
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 27, 2013, Board Room.

### **4.00 IN CAMERA DISCUSSION**

#### **4.01 Student Issues**

##### **- Reports**

##### **- Trustee Inquiries**

#### **4.02 Personnel Matters**

##### **- Reports**

- a) Confidential #1 – Personnel Report.

##### **- Trustee Inquiries**

**4.03      Property Matters/Tenders**

- Reports
- Trustee Inquiries

**4.04      Board Operations**

- Reports
- Trustee Inquiries

**5.00      ADJOURNMENT**

## Appendix A

East Side Band Parents  
Earl Oxford School  
540 18<sup>th</sup> Street  
Brandon, MB R7A 5B2

April 29, 2013

Mr. Mark Sefton, Chairperson  
Brandon School Division Board of Trustees  
1031-6<sup>th</sup> Street  
Brandon MB  
R7A 4K5

Dear Mr Sefton:

When the Brandon School Division announced in June 2012 that there would be no registration fees collected for students enrolling in band programs (commencing in the 2012/2013 school year) the East Side Band Parents were excited by the opportunities this would give all middle years' students to access instrumental education. We were further encouraged by the Board of Trustees recognition of the importance of learning an instrument for a student's overall development.

We are aware that the Grade 7 registration for 2013/14 school year is now completed and there will be 580 students to be divided between Brandon West Middle Years School Band and East Side Band. This will result in approximately 290 students per band at each location and class sizes of 35-40 students. Our initial response to these numbers was that of grave concern. With 1.5 music educators and two classrooms at each location it is possible to offer a better

2.04(a)

quality program to our children. So we are again encouraged to hear of the anticipated portable classroom to be located at Earl Oxford.

It is our hope that the Board of Trustees continues to support our instrumental music programs and maintaining physical spaces that will accommodate reasonable class sizes.

Sincerely,

East Side Band Parents

C.C. Dr Donna Michaels  
BSD Board of Trustees  
BSIMA President

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 6:55 P.M., MONDAY, APRIL 22, 2013

**PRESENT:**

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

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

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

**CALL:**

The Chairperson called the meeting to order 6:55 p.m. and referred to the Call.

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

- a) Giving of Notice – Debenture By-law.

Mr. Snelling

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 1/2013 for the purpose of borrowing the sum of \$919,000.00 to meet partial costs for construction of Valleyview Centennial School Emergency Roof Replacement, École Secondaire Neelin High School Science Lab Renovations and Steam Heating System Replacement, Vincent Massey High School Roof Replacement and Emergency Gym Roof Replacement, and Crocus Plains Regional Secondary High School Welding Shop Ventilation Upgrade.

Mrs. Bowslaugh – Mr. Bartlette

That the meeting do now adjourn (6:57 p.m.).

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, APRIL 22, 2013.

## **PRESENT:**

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

Secretary-Treasurer, Mr. K. Zabowski, 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, Assistant Secretary-Treasurer, Mr. Denis Labossiere Ms. B. Switzer, Director of Human Resources.

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance to the meeting. Mr. Sefton noted the artwork on the Board Room walls provided by the students of St. Augustine and King George Schools.

## **AGENDA**

### **1.00 AGENDA/MINUTES:**

#### **1.01 Reference to Statement of Board Operations**

#### **1.02 Approval of Agenda**

The Secretary-Treasurer requested the addition of one personnel item for In-Camera discussions.

The Superintendent requested the addition of one personnel item for In-Camera discussions.

Trustee Bowslaugh noted she had one addition under announcements.

Mr. Murray – Mr. Snelling

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 April 8, 2013 were circulated.

Mr. Kruck – Dr. Ross

That the Minutes be approved as circulated.

Carried.

**2.00 GOVERNANCE MATTERS:****2.01 Presentations For Information**

- a) The Chairperson recognized the following student accomplishments:
- Cameron Dyson, Vincent Massey High School, in recognition of his accomplishments at the Westman Science Fair – 2013 and his project “Scum of the Earth”;
  - Daniel Choi and Isaac Kim, Vincent Massey High School, in recognition of their participation as a “Gene Researcher for a Week”.

The Chairperson offered the opportunity for each honouree to speak following receipt of their recognition.

**2.02 Reports of Committees**

- a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on April 8, 2013 was circulated.

Referencing the Personnel Committee discussions regarding parking fees, Trustee Snelling suggested this item also be reviewed by the Facilities and Transportation Committee Meeting with respect to paving costs. Senior Administration was directed to include this item on a future Facilities and Transportation Committee agenda.

Dr. Ross – Mr. Kruck

That the Minutes be received and filed.

Carried.

- b) Divisional Futures & Community Relations Committee

The written report of the Divisional Futures & Community Relations Committee meeting held on April 10, 2013 was circulated.

Trustee Bartlette, referencing the student comments regarding possible changes with respect to the Advanced Placement program, asked Senior Administration how these suggestions and comments would be followed up. Superintendent, Dr. Michaels, confirmed that should the Board wish, a report could be provided to Trustees at a future meeting. Senior Administration was directed to follow up on the student suggestions with a report in due course.



Trustee Sumner confirmed a teacher and vice-principal were also present at the meeting with students and were aware of the student concerns in this area.

Mrs. Bowslaugh – Mr. Bartlette

That the Minutes be received and filed.

Carried.

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

Trustee Ross expressed concern with the wording of the Minutes with respect to the statement:

“It was agreed this proposed bill has a number of positive aspects; however one item in the proposed bill has become a lightning rod and taken away from the great things that could come from the proposed bill”.

She noted that the Board had passed a motion and written a letter of support with respect to Bill 18. She felt the wording of this statement in the Committee Minutes did not reflect that support and requested clarification regarding the discussions which had actually taken place.

Trustees Sefton and Bowslaugh provided details with respect to the conversation that had actually taken place and noted it had been mentioned that the Board had sent a letter to the Minister of Education supporting Bill 18.

Following discussions, it was agreed to amend the Committee minutes to read as follows:

“There was discussion that this proposed bill has a number of positive aspects; however one item in the proposed bill has become a lightning rod. The Chair of the Board stressed that the Board unanimously approved a message of support for Bill 18 and passed that message on to the Minister of Education.”

Trustee Ross also noted that she found it interesting that the “COPS (Canadian Occupational Projection System) Report” from the Federal Government stated there was not a skills shortage in Canada and yet the Federal Government was implementing a three way partnership to address the skills shortage. It was noted by other members of the Board that the skills shortage differs from Province to Province and from one municipality to another across the country and that was why the proposed initiative was to work with the Province’s and local communities to address the needs of their areas.

Mrs. Bowslaugh – Mr. Snelling

That the Minutes be received and filed.

Carried.

## c) Education Committee Meeting

The written report of the Education Committee meeting held on April 15, 2013 was circulated.

The Board agreed to the Committee's proposal that a retreat during the week of August 26, 2013 be scheduled to review and discuss the inclusion of a statement regarding core values of the Division to Policy 1001 – "Foundations and Commitment". The Board directed Senior Administration to schedule the retreat for the evening of Tuesday, August 27, 2013.

Mr. Bartlette – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

## d) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on April 17, 2013 was circulated.

Mr. Kruck - Mr. Bartlette

That the Minutes be received and filed.

Carried.

## e) Other

- Trustee Murray provided a verbal report on the National School Boards Association 2013 Conference in San Diego, California. Mr. Murray highlighted the various guest speakers in attendance, the sessions he attended, and the displays at the Convention. He spoke of the high calibre of the speakers and sessions noting he found the Convention sessions to be a very informative and he appreciated the opportunity to attend. Mr. Murray provided Senior Administration with various information and handouts he had received for their review.

**2.03 Delegations and Petitions**

NIL

**2.04 Communications for Action**

NIL

**2.05 Business Arising**

- From Previous Delegation

- From Board Agenda

**- MSBA issues (last meeting of the month)****- From Report of Senior Administration****a) School Reports – St. Augustine and King George Schools****St. Augustine School**

Mr. Chris Czarnecki, Principal, St. Augustine School, provided the Board with his school report. Mr. Czarnecki, noted the three goals of the school are literacy, numeracy and engagement. He provided a brief overview of the literacy and numeracy goals and the work being done at the school to meet these goals. Mr. Czarnecki also spoke to the goal with respect to student engagement, highlighting the HALEP program under the instruction of Mrs. Eileen Agar. He noted the school-wide enrichment model addressed academic achievement by using differentiated instruction. Mr. Czarnecki also spoke to the school's "Virtues Project" which is an initiative to inspire the practice of virtues such as love, kindness, justice and service in everyday life. He spoke to the five strategies used and the school activities conducted to reinforce the virtues. Mr. Czarnecki concluded his presentation by acknowledging that he has enjoyed his first year with the Brandon School Division and thanked the Board of Trustees for the opportunity to work in this division.

Trustees asked questions for clarification regarding the Virtues Project. Mr. Czarnecki noted it was a copyrighted program and not faith based. The Chairperson thanked Mr. Czarnecki for his presentation.

**King George School**

Mr. David Lim, Principal, King George School, provided the Board of Trustees with information regarding the changing demographics of the school and the results of the "Tell Them From Me" survey regarding students feeling of connection to school and community. He noted he felt a large part of this feeling of connection to the school was as a result of the School's Cultural Days which had grown and developed over the last few years under the guidance of Mr. Robert Boyd, EAL teacher. He then asked Mr. Boyd to speak about the Cultural Days.

Mr. Boyd provided the Trustees with background information regarding Cultural Days. He spoke to the history of the event and the evolving changes which had taken place. He provided the Board with the philosophy behind the event noting that students who were involved in school activities were happier. Mr. Boyd provided information regarding the concept, noting they began by inviting people from various cultures to perform. He noted more and more the students are participating in the event. Parents are encouraged to discuss their culture with their children. He spoke to the various results which have arisen from this event, including the connections made with parents who otherwise may have been uncomfortable entering the school setting. Mr. Boyd concluded his presentation by playing a short video on the recently held Cultural Days at King George School.

Trustees thanked Mr. Lim and Mr. Boyd for their presentation. Trustee Kruck inquired about the possibility of getting the results of the school's "Tell Them From Me" survey. Trustee Sumner asked if the school shared their Cultural Days experience with any of the other schools. Mr. Lim noted that EAL teachers and principals were invited to attend the event. He also noted Vincent Massey has a similar event as well. Trustees asked questions for clarification regarding the various "stages" EAL students were at in the school and how quickly a child moves from one stage to the next with respect to their EAL status.

- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report
  - Prairie Mountain Health – Service Purchase Agreement – Referred Motions.
  - Audit Engagement Letter – Referred Motions.

The Secretary-Treasurer spoke to the motions being brought forth through Senior Administration.

## **2.06 Public Inquiries (max. 15 minutes)**

NIL

## **2.07 Motions**

44/2013 Mr. Sumner – Mr. Kruck

That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of speech language services from September 1, 2012 to September 1, 2013 be approved.

Carried.

45/2013 Mr. Bartlette – Mr. Snelling

That the Auditor Letter regarding the audit engagement for the March 31, 2013 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried (Trustee Murray abstained).

46/2013 Mr. Kruck – Mr. Sumner

That effective the beginning of the 2013/2014 school year, all students shall have the opportunity to stay for lunch at school should they wish to do so.

Trustees spoke in favour of the intent of the motion, but expressed concern regarding the cost, impact on parent council run programs, impact on community run programs such as “Food for Thought”, impact on supervision. Trustees directed Senior Administration to prepare a report which would address these concerns and provide a detailed costing for the first meeting in June.

Deferred.

## **POSTPONEMENT:**

Mr. Murray – Mr. Snelling

That Motion 46/2013 be postponed until June 10, 2013.

Carried (8-1 – Trustee Kruck opposed).

## **2.08 Bylaws**

Mr. Snelling – Mr. Sumner

That By-Law 1/2013 being a borrowing by-law in the amount of \$919,000 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of the following projects: Valleyview Centennial School Emergency Roof Replacement, École Secondaire Neelin High School Science Lab Renovations and Steam Heating System Replacement, Vincent Massey High School Roof Replacement and Emergency Gym Roof Replacement, and Crocus Plains Regional Secondary High School Welding Shop Ventilation Upgrade, be now read for the first time.

Carried.

## **2.09 Giving of Notice**

NIL

## **2.10 Trustee Inquiries**

Trustee Sumner requested the following:

“While Policy 7024 specifically addresses children with known risk of anaphylaxis, there is no division wide policy on food being brought into our schools by outside groups. Instead, each school is left to develop their own rules.

I request that Senior Administration and Policy Review Committee take this issue under consideration and, if deemed prudent, develop a policy that addresses this concern.

This issue arose from a question I received regarding nut free or nut friendly products, but I encourage the Committee to consider other common food allergens and other food related issued.”

## **3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

Superintendent, Dr. Michaels, spoke to the following items which highlighted student achievement:

- Kirkcaldy Heights School:
  - o Safe Schools – Character Counts at Kirkcaldy;
  - o Kindle of Fire enrichment cluster group.
- Crocus Plains Regional Secondary High School:
  - o Skills Competition Winners.
- Riverview School:
  - o Little Green Thumbs;
  - o Literacy Nutrition;
  - o Anti-bullying unit;
  - o School Patrols.
- Betty Gibson School:
  - o EAL after school program.

Dr. Michaels also referenced the Suspension Report, the EAL Report and the New Era/Earl Oxford Transition Committee meeting. The Superintendent concluded her report by highlighting the letter received from the Education Minister regarding the music grant that was provided to Vincent Massey High School and King George School.

Trustee Kruck requested a copy of the “Tell Them From Me” survey results for Kirkcaldy and King George School. Superintendent, Dr. Michaels, confirmed a copy of the results will be provided to all trustees.

Trustee Snelling inquired as to whether or not the Division has received any updates from Maple Leaf with respect to projections regarding EAL enrollment. Associated Superintendent, Mr. Malazdrewicz confirmed that the Division had not received any data since the spring of 2012 however the forecast data received at that time had been for a 3 to 4 year projection with respect to student enrollment.

Mr. Murray – Dr. Ross

That the April 22, 2013 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

- a) Seven thank-you notes, undated, from the Western Manitoba Science Fair to the Brandon School Division, thanking the Division for supporting the 2013 Fair and signed by students participating in the Western Manitoba Science Fair.

Ordered Filed.

- b) Floyd Martens, President, Manitoba School Boards Association (MSBA), April 3, 2013, addressed to Jodie Kehl, President, Manitoba Child Care Association (MCCA), responding to MCCA's concerns regarding resolution SB-01-13 Child Care Centres in Schools brought forward at the recent MSBA Convention. Mr. Martens notes the discussion and debate which took place with respect to this resolution prior to the Association's membership defeating the resolution. As such, the MSBA's existing policy position which advocates the protection of existing child care space allocations in public schools remains unchanged. He confirms a second resolution calling for a program of construction of additional daycare facilities on school properties was passed, though amended to delete the "stand-alone" qualification in the original resolution.

Ordered Filed.

- c) Fran Frederickson, Chair of the Board, Interlake School Division, April 9, 2013, addressed to the Honourable Nancy Allan, Minister of Education, and noting the Interlake School Division Board of Trustees passed a motion on April 8, 2013, supporting the Safe and Inclusive Schools initiative (Bill 18).

Ordered Filed

- d) Nancy Allan, Minister of Education, April 16, 2013, noting in light of current events in the United States, the province began a review of school safety policies with school divisions. This is part of a larger, ongoing initiative to increase student safety in schools. In 2005/2006 the province introduced a requirement for school divisions to report serious school incidents to the Department of Education. She writes to remind Divisions that this reporting is required if there is a lock-down/lock-out, or a school has taken its own initiative due to a situation which may have occurred on or off-site. She looks forward to working with Divisions to further improve student safety.

Referred Superintendent's Office.

### **3.03 Announcements**

- a) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Wednesday, April 24, 2013 – Linden Lanes School.

- b) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, May 2, 2013 – Board Room.
- c) Personnel Committee Meeting – 12:00 noon, Monday, May 13, 2013 – Board Room.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 13, 2013, Board Room

POINT OF PRIVILEGE:

Trustee Bowslaugh noted the Milestone Preschool Wellness Fair would be taking place in Westman Place (Keystone Centre) on Tuesday, April 23, 2013 and invited all parents to bring their preschool children to the fair for prescreening in a number of areas including hearing, sight, and dental.

Mr. Snelling – Mr. Bartlette

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) The Administrator Selection Committee presented Confidential #2 with respect to the Vice-Principal position for Earl Oxford School. A motion approving the Committee's recommendation would be brought forth following the In-Camera discussions.
- c) Superintendent, Dr. Michaels, provided a verbal update on a personnel matter.

- Trustee Inquiries

**4.03 Property Matters/Tenders**

- Reports

- Trustee Inquiries

**4.04 Board Operations**

- Reports

- Trustee Inquiries

Mr. Karnes – Mrs. Bowslaugh

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

Carried.

47/2013 Mr. Karnes - Mr. Snelling

That Confidential Report No. 2 be adopted; the recommendations of employment contained therein to be released to the public after 10:00 a.m., Tuesday, April 23, 2013.

## **5.00 ADJOURNMENT**

Mr. Kruck – Mr. Sumner

That the meeting does now adjourn (9:46 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 5:00 P.M. MONDAY, MAY 6 2012.

**PRESENT:**

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mrs. P. Bowslaugh, Mr. D. Karnes, Dr. L. Ross (via conference call), Mr. M. Snelling (entered at 5:10 p.m.), Mr. K. Sumner (via conference call).

Assistant Secretary-Treasurer, Mr. D. Labossiere

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

**REGRETS:**

Mr. P. Bartlette, Mr. G. Kruck, Mr. K. Zabowski, Secretary-Treasurer.

**CALL:**

The Chairperson called the meeting to order at 5:05 p.m. and referred to the Call.

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

- a) Principal Reassignment, as per policy and procedures 5003.

Mrs. Bowslaugh – Mr. Karnes

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

Carried.

**IN COMMITTEE OF THE WHOLE IN CAMERA**

- a) Confidential #1, a report from the Senior Administration was circulated and reviewed. Trustees asked questions for clarification.

Mr. Karnes – Mr. Snelling

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

Carried.

**IN BOARD**

48/2013 That as per Policy and Procedures 5003 – “Reassignment of School Principals”, the recommendations in Confidential #1 are hereby approved and the recommendations therein be released to the public on Tuesday, May 7, 2013.

Carried. (6-1 – Trustee Murray Opposed.)

Mr. Karnes – Mrs. Bowslaugh

That the meeting do now adjourn (5:34 p.m.).

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Parent /Guardian/ Division Advisory Committee

Wednesday, April 17, 2013 – 7:00 p.m.

Board Room, Administration Office

**Present:**

Trustees Pat Bowslaugh and Kevan Sumner; Dr. Donna Michaels, Superintendent.

Monica Grift, Riverheights Parent; Colin Chapnick, Riverview Parent; Jo-Ann Pasklivich-Holder, St. Augustine Parent; Lori Nickel, George Fitton Parent; Wanda Brine, Earl Oxford Parent; Jill Martine, École Harrison Parent; James Murphy, École New Era School; Amy Grift, Meadows Parent; Stacey Chudley, Waverly Park Parent; Heather Dodds, Linden Lanes Parent;

**Regrets:** Barb Miller, Principal Representative, Alexander School; Trustee Marty Snelling; Shannon Gadbois, J.R. Reid Parent; Sandra Couling, Alexander Parent; Leah Phillips, Betty Gibson Parent; Mel Tallant-Townsend, Green Acres Parent; Jaime Stouffer, King George Parent; Christine Cantelo; Kirkcaldy Heights Parent; Marc Lavoie, O'Kelly Parent; Michelle Hood, Valleyview Parent; and Sandra Koch-Gensiorek, Crocus Plains Parent;

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### 1. **REVIEW OF THE AGENDA AND OPENING REMARKS**

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

### 2. **REVIEW OF MINUTES OF FEBRUARY 20, 2013 AND BUSINESS ARISING**

The Committee minutes of February 20, 2013 were reviewed. A following correction to the minutes was made:

*"Jo-Ann Pasklivich-Holder spoke to the Community Working Group. The Community working group **has met** to date".*

nothing further to the remainder of the minutes was changed, added or omitted.

### 3. **BUSINESS ARISING FROM MINUTES:**

#### a) *Role of Parent Council – feedback requested from JR Reid*

Document circulated; discussion – points raised re: no “PACs” in Brandon, clarified by Trustee Bowslaugh. Some schools consider themselves as PACs; but are not in the original legislation.

Trustee Bowslaugh read the following email from Chair, Shannon Gadbois – JR Reid, outlining the role of the JR Reid Parent Council.

*I want to convey the following information from JR Reid:*

1. *After our Feb meeting, I confirmed with our PC secretary that we do not have a constitution for our Parent Council. We will be working on the following items for the coming school year (2013 - 2014):*

- establishment of a constitution to be reviewed before the end of this school year*
- focus on creating fundraising goal for the year (we typically fund-raise and disperse approximately \$5300. to our school each year)*
- plan for eventual replacement of school play ground equipment*
- increased engagement of parents (plan is to have our focus as both fundraising, info sharing, and advocacy)*
- we just completed an Applebee's fundraising at the beginning of March and have a flower bulb fundraising running now*
- PC will be organizing a parent info as part of our May meeting to provide a general overview of the PC responsibilities and activities and to prepare parents for the fall*

2. *Since our last meeting, JR Reid:*

- celebrated anti-bullying day*
- grades 4 - 8 are currently working on speeches for the speech competition*
- grade 8 students are working on the first graduating class yearbook (with parent volunteers)*
- PC has organized a staff appreciation week for May 6-10*

*Thank you to Mr. Malazdrewicz for offering to accumulate information regarding all PC's in the division. I'll be discussing the general content of this information at our next PC meeting next week as well as any information that comes out of the minutes from the meeting tonight.*

*Shannon Gadbois  
JR Reid, PC Chair*

### 4. **SCHOOL REPORTS**

#### **Riverview School** - Colin Chapnick

- \$4,900 was made from frozen dough (Subway), sales were phenomenal;
- BBQ planned for June for students.

#### **St. Augustine School** - Jo-Ann Pasklivich-Holder

- Garlic sausage fundraiser;
- Movie night;
- Staff appreciation week; PC gave \$200 to every teacher to use in the classrooms;
- Santa's workshop committee – March meeting held.

**George Fitton School** - Lori Nickel

- Spices, tea & coffee fundraiser;
- Jump Rope for Heart;
- Anti-bullying;
- Movie night.

**Earl Oxford** - Wanda Brine

- Spring assembly today;
- Students very active in anti-bullying;
- Family fun night planned;
- Pizza Hut – hot lunch;
- \$5,000 put into classrooms (library & gym).

**École Harrison** - Jill Martine

- Voyageur event;
- Teacher-Run Family Fun night;
- “I Love to Read” week; book exchange and Family Read Night.

**École New Era** - James Murphy

- MAPC Workshops available; good response from other schools; plans made for late September/early October;
- Discussion re: possible venues for workshops;
- Discussion re: “more parents the better!”;
- Anti-Bullying Day went over very well;
- Parent fundraising – flower seeds;
- Wrap up picnic in June;
- Teacher appreciation coming up.

**Meadows School** - Amy Grift

- Parent Tab on school home page – in place;
- Movie Night;
- Appreciation of Teachers held;
- Anti-Bullying day was very successful!
- “Friends of Mustangs” parent fund raising group – separate from school.

**Riverheights** - Monica Grift

- Anti-Bullying day went very well;
- Spirit Week, April 22-26, 2013;
- Spring Concert held, very well attended;
- Trade Show with vendors (fundraising) Wednesday, April 24, 2013, 6-9 pm;
- Wing Night Fundraiser (Smitty’s), \$1,450 raised;
- Book Fair for the Library;
- Some purchases for school;
- New Playground equipment.

**Waverly Park School** - Stacey Chudley

- Teacher Appreciation Lunch – April 30, 2013;
- Artists in School, April 29 – May 10, 2013;
- BBQ & Walk-a-Thon, June 7, 2013;
- Grade 5 & 6, Enrichment Clusters;
- Spread the Net Campaign (prevent Malaria), raised \$4,956, Waverly 2<sup>nd</sup> in Canada.

**Linden Lanes** - Heather Dodds

- PC – fundraising every month to support school, retailer gift cards fundraiser (no cost) was phenomenal; last year \$3,000 was raised;
- February Fun Nite;
- Anti-Bullying Day went well; follow up by School Resource Officer re: cyber bullying issues;
- Enrichment clusters were previously Gr. 5-8, now Gr. 1–4, went very well;
- \$1,200 went to school (recess equipment);
- Walk-a-Thon to be held;
- Annually give \$11,000 to the school;

Short Discussion re: Cyber bullying – resources available from the Brandon Police Services SRO (School Resource Officer) on Social Media, a draft policy/procedure is being developed, parental input to be sought.

Very positive comments about April 4, 2013, YR Anti-Bullying Sessions; 2,000 students participated; “Very remarkable re: student awareness”. Work of the communications/technology in the Division.

Board supports Bill 18 totally.

Discussion re: May 4 & 5, 2013 “In the Shadows” (Anti Bullying) by Steppin’ Time Dance Studio, Riverview PC taking the whole school.

Linden Lanes suggested a Division-wide session for parents on Cyber Bullying.

**4. NEW BUSINESS:**

- a) Brandon Community Drug & Alcohol Coalition – Parental Workshops.
  - examples distributed
  - discussion re: timing; some evening sessions needed, can sessions be streamed? Great Topics!

**ADJOURNMENT**

- Dr. Michaels & Trustees expressed their appreciation for the work and generosity of the Parent Councils.
- “It really helps me to see what you’re doing to support our schools” *Kevan Sumner*.
- Trustee Bowslaugh reminded everyone about the ongoing Division emphasis on playgrounds.
- This appreciation was expressed by Parent participants.
- The meeting adjourned.

**NEXT REGULAR COMMITTEE MEETING**

Wednesday, October 16, 2013, 7:00 p.m., Board Room, Administration Office.  
Respectfully submitted,

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K. Sumner

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P. Bowslaugh



# BRANDON SCHOOL DIVISION

## Friends of Education Fund Committee Minutes

Date: Thursday, April 18, 2013  
Location: Conference Room, Administration Office  
Present: P. Bartlette (Chairperson), J. Pickard, L. Fowler, D. Hardy, and D. Labossiere.  
Regrets: K. Boklaschuk, H. Perkins, C. Manson, Dr. D. Michaels, and A. Godfrey.

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### 1. CALL TO ORDER

The meeting was called to order at 11:36 a.m.

### 2. APPROVAL OF AGENDA

Chairperson Bartlette invited any changes/additions to the agenda.

D. Hardy – added: 9: Policy on Quorum

Accepted

### 3. APPROVAL OF PREVIOUS MEETING MINUTES

Chairperson Bartlette invited any changes/additions to the agenda. D. Hardy inquired as to when the Board of Trustees approve these minutes – before or after they come back to this committee for approval. It was confirmed that the Board of Trustees approve these minutes after Chairperson Bartlette signs them. It was agreed by the committee that the wording should be changed on the agendas that they are for information purposes only once they have been approved.

Agreed:

That the wording be changed on the agendas to read "Previous Meeting Minutes – For Information Only."

### 4. FINANCIAL REPORT SUMMARY

D. Labossiere provided an overview of the financial report that was provided to the committee members in the meeting (report attached). D. Labossiere provided updates on the Playgrounds, Scholarships, and Other sections. Chairperson Bartlette inquired on how we receive notifications from schools of new donations. D. Labossiere showed an example of one donation letter from Vincent Massey High School to which the donors were thanked for their donation and provided with a receipt.

Accepted

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## **5. DONOR NAMES – PUBLIC ANNOUNCEMENT PROCEDURE**

D. Labossiere explained the administrative process when receiving donations. The publication of donor names was discussed in length in this meeting and previous meetings. D. Hardy and Chairperson Bartlette both agreed that donor names should not be publicized to protect donor privacy. Last year was the first time that the Division placed a generic “thank you” advertisement and a few donors were surprised that we did not publicize the donor names.

Further discussion included the timing of the advertisement and it was agreed to continue placing the ad in September. It was felt that September was a better month than June or July as people are back from summer holidays and getting into regular routine, and this may encourage more awareness of “Friends of Education” and increase donations.

### **Agreed:**

That the same generic “thank you” advertisement be placed in the Brandon Sun in September 2013.

## **6. FUTURE VISION OF THE FRIENDS OF EDUCATION FUND COMMITTEE DECISION**

D. Labossiere spoke to the memo from Kevin Zabowski, Secretary-Treasurer, to the Policy Review Committee, dated May 7, 2012, and referenced the Policy Committee Meeting Minutes of November 21, 2012. The following is an excerpt from those Policy Review Committee Minutes:

*“It was agreed that the Policy Review Committee would not be recommending the establishment of a Foundation at this time and would encourage the Board of Trustees to maintain the status quo with respect to the current Friends of Education Fund.”*

Chairperson Bartlette then discussed how we can generate more promotion and encouragement for The Friends of Education Fund Committee and further presented the committee with deferring this item to the next meeting when more committee members are present.

### **Agreed:**

That this item be deferred to the next meeting for further discussion.

## **7. WEBPAGE UPDATE FOR FRIENDS OF EDUCATION FUND**

D. Labossiere provided an overview of the new Division website on the projection screen to the committee members. The committee was pleased with the content of the “Friends of Education” page and that the tab appeared on the BSD homepage for greater visibility of Friends of Education. The “Friends of Education” page includes Policy and Procedures 3027 for Friends of Education and page tabs for “Contact Us” and “Donate.” Committee members discussed the appearance of the website and requested to include the same information that is provided in the promotional brochures on the Friends of Education webpage. The font size on the Friends of Education webpage also needs to be bigger for easier reading. D. Labossiere also suggested that the committee look at options available to accept donations online in the future.

### **Agreed:**

That K. Boklaschuk update the “Friends of Education” webpage on the website to include the promotional brochure information.

## **8. FRIENDS OF EDUCATION PROMOTIONAL BROCHURES**

Copies of the current promotional brochures were provided to committee members. D. Labossiere proposed to delay printing more brochures at this time as there are updates that will be forthcoming. These updates will include the new BSD website address ([www.bsd.ca](http://www.bsd.ca)) and a new email address that will change in the summer/fall of 2013 when the Division changes from First Class to MS Outlook. In

order to produce new brochures cost-effectively, it was proposed to delay printing more brochures until the changes are made. This will also delay brochure distribution until the fall.

Further, it was mentioned that K. Boklaschuk, Communication & Technology Specialist, would like to change the generic brochure pictures to pictures of our Division students. Concern was expressed that we do not forget to maintain cultural diversity in the new student pictures, and it was confirmed that they will remain culturally diverse. Discussion included the duration of student pictures currently used and when they should be updated. Permission to use pictures in Division documents are granted at the beginning of each year, so only those pictures will be used. The committee members requested that a draft copy of the new promotional brochure be brought to the committee for approval before printing occurs.

**Agreed:**

That new promotional brochures be updated with the new website address, new email address, and that new student pictures be brought forward. A draft copy of the new brochure will be brought to the committee for review and approval, and then printed in the fall for distribution.

**9. POLICY ON QUORUM**

D. Hardy inquired about the policy on quorum requirements for this committee as there were only 4 voting members in attendance today. Chairperson Bartlette indicated that there is no reference to quorum in the policy and that he was advised of the low numbers attending the current meeting. Discussion ensued and it was agreed that there should be a minimum of 4 out of 7 (50% plus 1) voting members present at meetings and that this be brought to the Policy Review Committee.

**Agreed:**

That the following addition to "Policy 3027 – The Friends of Education Fund" be forwarded to Policy Review Committee:

*The quorum for scheduled meetings shall be 4 out of 7 committee members (50% plus 1), including the Trustee, for voting purposes (excluding the Superintendent of Schools/CEO and the Assistant Secretary-Treasurer). Should there be no quorum, then the meeting shall be rescheduled to accommodate quorum requirements.*

Further, the following revision should be made to Policy 3027:

Change "The Brandon Association of Principals" to "Brandon Teacher Association Cosol" as The Brandon Association of Principals no longer exists.

**Adjournment and Confirmation of Next Meeting:**

The meeting was adjourned at 1:10 p.m.

Next Meeting: Thursday, June 13, 2013  
11:30 a.m.  
Conference Room at the Administration Office

Respectfully submitted,



Peter Bartlette, Chairperson



**FRIENDS OF EDUCATION**  
**July 1, 2012 to March 31, 2013**  
**3.000.800.9798.XXX.XXX**

<u>Description</u>	<u>July 1, 2011</u>	<u>Contributions</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>March 31, 2013</u>
<b><u>General</u></b>					
Other - General	6,045.20	1,000.00	3,000.00	74.56	4,119.76
All Charities Campaign	83.32	328.00	-	3.79	415.11
Canexus	-	-	-	-	-
<b>Total General</b>	<b>6,128.52</b>	<b>1,328.00</b>	<b>3,000.00</b>	<b>78.35</b>	<b>4,534.87</b>
<b><u>Scholarships</u></b>					
Xerox Scholarship	1,334.22	-	-	12.29	1,346.51
H. Pilling Award - KG	600.01	-	75.00	5.00	530.01
Grace Whitehead Scholarship (PEO Chapter)	516.32	-	-	4.76	521.08
Dr. Peter Letkeman VM Chemistry Scholarship	0.58	-	-	-	0.58
Guild Insurance Brokers Scholarship	0.49	-	-	-	0.49
Lynn Woycheshen Scholarship (Nursing Student)	100.42	-	-	0.92	101.34
Gordon and Barbara Sefton Memorial Scholarship	7,687.74	-	1,000.00	65.13	6,752.87
Spencer Lee Scholarship	(500.00)	1,000.00	-	2.33	502.33
J.R.Reid - Davloor	392.23	-	-	3.61	395.84
Jason Hargreaves Scholarship	1,198.14	50.00	1,000.00	4.96	253.10
Neelin Off Campus - Dr. Patrick Morrisette	4.28	-	-	0.02	4.30
CP Student Support	572.01	-	-	5.26	577.27
Vincent Massey Class of 81 Scholarship	4,760.55	-	500.00	39.88	4,300.43
Vincent Massey Scholarship (Alumni)	50,357.70	-	-	463.74	50,821.44
Kayleigh Brugger Character Scholarship	1,512.07	2,000.00	-	15.82	3,527.89
Margret Dickie Memorial - Nursing Bursary	234.49	-	100.00	1.48	135.97
<b>Total Scholarships</b>	<b>68,771.25</b>	<b>3,050.00</b>	<b>2,675.00</b>	<b>625.20</b>	<b>69,771.45</b>
<b><u>Playgrounds</u></b>					
Alexander Playground	20.97	-	-	0.20	21.17
Betty Gibson Playground	5,833.68	310.00	-	54.00	6,197.68
George Fitton Playground	(552.91)	8,800.00	8,221.14	(25.95)	-
Ecole Harrison Playground	51,357.87	2,000.00	47,539.83	152.48	5,970.52
King George Playground	3,415.59	-	-	31.46	3,447.05
Green Acres Playground	803.02	413.39	-	9.63	1,226.04
Linden Lanes Playground	587.25	-	-	5.40	592.65
Meadows Playground	67,978.26	89,531.44	157,509.68	(0.02)	-
Riverheights Playground	6,925.74	2,550.00	-	66.38	9,542.12
Valleyview Playground	2,620.47	-	-	24.13	2,644.60
<b>Total Playgrounds</b>	<b>138,989.94</b>	<b>103,604.83</b>	<b>213,270.65</b>	<b>317.71</b>	<b>29,641.83</b>
<b><u>Other</u></b>					
Off Campus Program	861.21	1,500.00	1,800.00	1.85	563.06
Ecole New Era/Harrison French Immersion Music of Africa	793.01	-	-	7.30	800.31
International Baccalaurette	33.31	-	-	0.29	33.60
St. Augustine	136.93	-	-	1.26	138.19
Kirkaldy	-	-	-	-	-
Drug & Alcohol Coalition Donations	11,849.13	6,230.00	10,589.22	104.23	7,594.14
Crocus Plains - F1 Championship	4,258.63	3,000.00	1,971.29	42.99	5,330.33
Crocus Plains - Water Festival	-	-	-	-	-
Crocus Plains - Field House	200.85	-	-	1.85	202.70
Safe Kids	10.79	-	-	0.09	10.88
Spin - Youth Wellness	145.95	-	145.95	-	-
Neelin Major Productions	285.11	8,669.03	8,236.98	12.45	729.61
New Era Breakfast	245.79	-	-	2.26	248.05
Vincent Massey	-	700.00	-	2.57	702.57
Waverly Park	-	2,871.00	-	22.66	2,893.66
<b>Total Other</b>	<b>18,820.71</b>	<b>22,970.03</b>	<b>22,743.44</b>	<b>199.80</b>	<b>19,247.10</b>
	<b>232,710.42</b>	<b>130,952.86</b>	<b>241,689.09</b>	<b>1,221.06</b>	<b>123,195.25</b>

Term Deposits Redemption

Accounts



## BRANDON SCHOOL DIVISION

# Finance Committee Minutes

Monday, April 22, 2013, 12:00 p.m.  
Board Room, Administration Office

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

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### 1. CALL TO ORDER:

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

### 2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

### 3. REVIEW OF COMMITTEE MINUTES

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

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) 2014-2015 Budget Process

The Committee discussed a number of items regarding the proposed Budget process for the 2014-2015 school year, including:

- Dividing the principal group into three separate groups: It was agreed one principal group would be high school administrators only, and the Committee would meet principals before other stakeholder groups;
- The local taxpayer will be invited to the public forum: It was agreed there will not be a separate stakeholder meeting for this group;
- Meeting with the Chamber of Commerce: The Finance Committee would like to meet with the Chamber to review the budget for efficiencies. It was agreed that the Board Chairperson will approach members of the Chamber of Commerce to determine if this might be feasible;
- Budget dates: The school administrators will all be provided with the Board Budget dates as established per Policy 3001. It was confirmed that this had been done and hopefully school administrators would take the dates into consideration when planning their school activities next year;
- Board Motion regarding input from the Division's employee group: It was noted employees already have the opportunity to provide feedback through the various stakeholder meetings, including the public forum. Superintendent, Dr. Michaels, confirmed that this matter had been discussed at Senior Administration. Senior Administration would be preparing a response to this request including cost and the need to contract out as it will be a labour intensive process;

- Proposed reductions: It was noted discussions regarding proposed reductions needs to take place with Senior Administration. These discussions would include the impact any possible reductions would have to service. It was agreed that these discussions need to begin in May, 2013. Senior Administration was directed to look at potential reductions and provide a report at the May Finance Committee meeting.

## 5. **OTHER COMMITTEE GOVERNANCE GOAL ITEMS**

### A) **Confirm Payments of Account (March)**

The payments of account for March were accepted as circulated.

### B) **Review Monthly Reports (March)**

The Assistant Secretary-Treasurer spoke to the monthly report and the current deficit noting that the Division is awaiting payment from the various levels of government with respect to revenue.

The Secretary-Treasurer noted his department was currently working on the preliminary report as they prepare for the March year end. He confirmed the Auditors would be coming May 13 to 15, 2013 and following the completion of the March year end, he would be able to provide the Committee with a detailed statement for their review.

The Assistant Secretary-Treasurer spoke to the revenues and expenditures by function and answered Trustee questions for clarification.

The monthly reports for March were accepted as circulated.

## 6. **OPERATIONS INFORMATION**

- The Assistant Secretary-Treasurer provided a verbal update on the status of tenders noting there were currently 18 tenders which he was reviewing. One tender for furniture will be over \$50,000 and brought to the Board for approval. The remaining tenders will be under \$50,000. Mr. Labossiere also noted that several local businesses missed the tender deadlines and therefore those tenders had to be rejected.
- Government's budget decision regarding school taxes and senior citizens were discussed. The Secretary-Treasurer clarified that a dollar figure is provided to the municipal governments and it is then up to them to collect the taxes. The school division does not determine how the municipalities will collect the funds owed to the division.
- Mr. Zabowski, Secretary-Treasurer, noted he has contacted several school divisions as directed by the Board of Trustees with respect to the 20K-3 funding. He noted he is currently requesting clarification on some of the responses he has received. Once he has received that clarification he will provide the information to the Board of Trustees.

## 7. **NEXT REGULAR MEETING: 12:00 noon, Monday, May 27, 2013, Board Room.**

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

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M. Snelling (Chairperson)

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L. Ross

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M. Sefton

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G. Kruck (Alternate)



# BRANDON SCHOOL DIVISION

## Divisional Futures & Community Relations Committee Minutes

Wednesday, April 24, 2013 (11:45 a.m.)  
Linden Lanes School

Present: P. Bowslaugh, Chairperson, M. Snelling, K. Sumner  
Grade 5 to 8 students – Linden Lanes School

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A) **Equity and Sustainability in Education (Meeting with Linden Lanes Students)**

Several Grade 5 to 8 Linden Lanes School students met with the Divisional Futures and Community Relations Committee. Mrs. Bowslaugh thanked all in attendance for their participation and reviewed the role of the Brandon School Division Board of Trustees' Divisional Futures and Community Relations Committee. Students were asked the following questions:

- 1) What are the good things about Linden Lanes School?
- 2) What do Trustees need to know to make Linden Lanes School better?

A summary of the points raised by students is attached to the Minutes as Appendix "A".

At the conclusion of the meeting Mrs. Bowslaugh thanked all present for participating, noting that student feedback was vital.

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

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P. Bowslaugh, Chair

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M. Snelling

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K. Sumner

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D. Karnes (Alternate)

# Meeting with Students of Linden Lanes School Wednesday, April 24, 2013

## Questions:

### 1) What are the good things about Linden Lanes School?

- We have well organized dances
- Our teachers and students are nice
- There are lots of field trips and lots of activities
- Our Motto is Be a S.T.A.R. wherever you are (Stop Think Act Responsibly)
- Lots of fun extra privileges
- Good equipment in our gym and classrooms
- We do fundraising and make donations
- Our School is clean and tidy and our janitor is good
- Strong anti-bullying awareness
- School Buddies (getting together with the younger grades)
- School Patrols are great
- We have safety practices like fire drills
- We have lockers, a playground, rock climbing wall
- HALEP clusters
- Great parent council and student council
- Lots of electronics like laptops, iPads and SmartBoards

### 2) What do Trustees need to know to make Linden Lanes School better?

- More intramural programs for grades 5 and 6
- Stay indoors if it is -18C or higher
- More outdoor equipment, including swings
- YMCA program should have better equipment and rules for older people
- A Canteen during recess
- Bigger lockers and better Science Rooms
- More classes like shop and home ec.
- More after school activities



# BRANDON SCHOOL DIVISION

## Facilities/Transportation Committee Minutes

Thursday, May 2, 2013 – 11:30 a.m.  
Board Room, Administration Office

Present: D. Karnes, Chairperson J. Murray, K. Sumner, P. Bowslaugh (alternate), M. Sefton, Dr. D. Michaels (entered at 12:25 p.m.), K. Zabowski, M. Clark, R. Harkness.

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### 1. CALL TO ORDER:

The Facilities & Transportation Committee Meeting was called to order at 11:40 a.m. by Committee Chairperson, Trustee Karnes

### 2. APPROVAL OF AGENDA

Trustee Bowslaugh requested the addition of two items should time permit. The agenda was approved as amended.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of March 7, 2013 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) Parent Issue

Supervisor of Transportation, Mr. Ron Harkness, spoke to an email received from a parent to the Committee regarding the distance the student lived from school and the policy regarding provision of bussing. He provided some background information on the matter. He also spoke to the funding provided by the Government for bussing of students and the Division policy which outlined the distances from school to home for provision of bussing. Discussions were held regarding past requests received by the Committee which were overturned by the Board of Trustees. Trustee Murray noted there is no such thing as an "exception to policy" rather the exception becomes a precedent and cautioned the Committee about establishing precedents. The Director of Facilities and Transportation spoke to growth in enrollment in the Division, and the pressure this puts on the Transportation Department with respect to the increasing number of students riding the bus. Following discussions wherein Trustees spoke both for and against providing an exception to policy, it was agreed that there would be no exception to policy and the request was declined. The Secretary-Treasurer was directed to write to the parent advising of the Committee's decision.

### **B) YMCA – 2013 Summer Camp Request**

The Supervisor of Transportation spoke to the history of this partnership and request from the YMCA. Trustees asked questions for clarification regarding driver availability and cost to the Division. It was noted this service is provided on a cost recovery basis. The Committee agreed to approve the request subject to approval by the Manitoba Motor Transport Board and our insurance provider.

#### **Recommendation:**

That a school bus be provided to the YMCA 2013 Summer Day Camp for the weeks of July 2<sup>nd</sup>, 2013 to August, 23<sup>rd</sup>, 2013, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Motor Transport Board.

### **C) B.J. Hales Collection**

The Secretary-Treasurer spoke to conversations he had with Shawn Berry, Brandon General Museum Association (BGMA), regarding the B.J. Hales Collection Agreement. With respect to the BGMA's inquiry about insurance, Mr. Zabowski noted the Division's insurance provider stated the BGMA must provide their own insurance. With respect to the Division's request to allow Brandon School Division students to view the collection for free, Mr. Zabowski noted that currently the BGMA did not charge admission; however, should this policy change, Brandon School Division students would be admitted free of charge upon producing their student card. Mr. Zabowski also confirmed that the Division requested the addition of a clause which would coordinate the moving of the collection with the availability of the Department of Facilities. All proposed changes to the agreement had been incorporated. It was agreed the proposed agreement would be forwarded to the Board of Trustees for final approval (Appendix "A"). It was also agreed that it would be suggested to the Board of Trustees that a public signing of the agreement take place at some point in the near future.

#### **Recommendation:**

That the Agreement between the Brandon School Division and the Brandon General Museum & Archives Inc., regarding the transfer and display of the artifacts known as the "B.J. Hales Collection", is hereby approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

### **D) Staff Parking Fees**

Mr. Zabowski, Secretary-Treasurer, noted this matter had been discussed at another Committee meeting and referred to the Facilities and Transportation Committee by the Board of Trustees at their regular meeting April 22, 2013. Mr. Zabowski provided information regarding the fees collected, how they are collected and how many parking stalls are involved. He noted the fees are based on plug-ins only and had been calculated based on cost-recovery. Mr. Zabowski confirmed that with the recent changes passed by the Government budget, he will now be required to charge and collect GST on this service to employees. Trustee Sefton, noting the request had originally come from Trustee Kruck, explained his reasoning for increasing the fees. Trustees spoke for and against increasing fees. Discussions included increasing fees for those who use electrical plug-ins, charging parking fees for all employees whether or not an electrical plug-in is used, how these funds would be collected and who would manage the collection, as well as the logistics of enforcing the fees. It was noted that a consultation with the users should be undertaken before any final decisions would be made. Dr. Michaels, Superintendent, cautioned the Committee on how quickly they move forward with this possible suggestion and the impact it would have on employee relations.

#### **Agreed:**

It was agreed that the Division would increase fees for electrical plug-in users in order to meet cost recovery for hydro, including GST. It was further agreed that before proceeding further the Committee would undertake a consultation with employees in the next school year. The Committee also directed the Secretary-Treasurer contact the other school Divisions to obtain information regarding parking fees that were charged for electrical plug-ins, non-electrical plug-ins, student and visitor parking fees.

### **E) Safety and Security of Schools**

Committee Chair, Mr. Karnes, noted he had requested this item be included in the agenda based on information received during a recent Joint Job Evaluation Review Committee meeting. Senior Administration was directed to review the current practices regarding safety and security in schools with respect to "front-line" workers and provide a report in due course. The Secretary-Treasurer noted the Workplace Safety and Health Officer had been tasked with looking at the layouts of office space in all schools with respect to safety. Trustee Sumner inquired as to whether or not this item could be included in the recently passed budget item with respect to High School security.

### **F) Request from École Harrison Parent Council**

The Secretary-Treasurer and the Director of Facilities and Transportation referenced this item providing details regarding past practice when other schools have requested the installation of a sign. It was noted that the sign would be funded through the school's parent council. The Committee agreed to approve the installation of a school sign as long as the installation and display of sign fell in line with other Division policies in this area.

## **6. OPERATIONS INFORMATION**

- Board of Reference Hearing – May 23, 2013. This item was discussed In-Camera.
- Mr. Clark, Director of Facilities and Transportation provided an update on the following projects:
  - o Valleyview Heating system replacement;
  - o Crocus Science Lab tender submission;
  - o George Fitton gym and daycare construction documents;
  - o Roof Leak issues at Betty Gibson School and the submission of an emergency roof replacement request.
- Mr. Zabowski, Secretary-Treasurer, provided information regarding the meeting with the Public Schools Finance Board on April 29, 2013 with respect to portables. He noted confirmation of the number of portables the Division will receive for delivery and installation by the 2013-2014 school year will be provided shortly.
- Mr. Clark, Director of Facilities and Transportation spoke to the Water Test Report which had been provided to the Committee for their information.
- Trustee Bowslaugh noted the following two items:
  - o She had recently been advised about lights at school intersections down in the states and the use of technology to change the lights during peak times. She provided this to the Committee as information.
  - o She requested that the back lane and parking lot behind the Board Office be graded as the potholes upon entrance to the parking lot were becoming larger. Mr. Clark noted the City would be grading the area shortly.

## **7. NEXT REGULAR MEETING: Thursday, June 6, 2013, 11:30 a.m., Board Room**

The meeting adjourned at 1:20 p.m.

Respectfully submitted,

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D. Karnes, Chair

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J. Murray

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K. Sumner

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P. Bowslaugh (Alternate)



# Appendix A

**THIS AGREEMENT MADE as of the \_\_\_\_\_ day of May, 2013**

**BETWEEN:**

**BRANDON SCHOOL DIVISION**

**(hereinafter called the "Division")**

**and**

**BRANDON GENERAL MUSEUM & ARCHIVES INC.**

**(hereinafter called the "Museum")**

WHEREAS the Division is the owner of a collection of artifacts consisting of examples of the birds and mammals found in Manitoba, an egg collection, a geological collection, and a collection of archeological artifacts known as the B. J. Hales Collection (hereinafter the "Collection");

AND WHEREAS the Museum wishes to take custody of the Collection in order that it may be displayed in the Museum;

NOW THEREFORE IN CONSIDERATION of the mutual covenants contained herein the parties hereto agree as follows:

**1.0 LOAN PERIOD**

- 1.1. The Division will loan the Collection, in its entirety, to the Museum for a five (5) year term commencing on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;
- 1.2. Upon the expiration of the five (5) year term the parties may:
  - 1.2.1. Extend this agreement for an additional term, or terms, of five (5) years in duration; or
  - 1.2.2. The Division may transfer ownership of the Collection to the Museum provided that the Museum is prepared to accept ownership of the Collection, in which case the loan arrangement would terminate, but in all other respects this agreement would remain in full force and effect.
- 1.3. In the event that the Museum closes, dissolves, or disperses its various collections, the Museum shall:
  - 1.3.1. In the event that the loan is in effect, return the Collection to the Division;
  - 1.3.2. In the event that the Museum has retained ownership of the Collection it shall notify the Division and the Division shall have the option of requiring the Museum to transfer ownership in the Collection back to the Division, such option to be exercised by the Division within ninety (90) days of receipt of notice from the Museum, and such transfer to occur at no charge to the Division, other than the Division shall bear the cost of transporting the Collection.

## 2.0 STUDENT ACCESS

- 2.1. At all times while the Collection is in the custody of the Museum, including after ownership of the Collection has transferred to the Museum, the Museum covenants and agrees that it shall provide to students enrolled in the Brandon School Division, and any teacher or chaperone accompanying them, free admission to the Museum for the purpose of viewing the Collection. The Museum may require a student or teacher to produce school identification in order to obtain free admission.

## 3.0 DISPOSAL OF NON-DISPLAYABLE ARTIFACTS

- 3.1. In the event that, in the determination of the Museum, a piece of the Collection is deemed to be not displayable, or non restorable, then the Museum will agree to contact a family member of Mr. B.J. Hales to determine their wishes before disposing of the item. In the absence of being able to contact a family member, and prior to ownership transferring, the Museum shall contact the Division and obtain its guidance before disposing of any non-displayable item.

## 4.0 COSTS AND INSURANCE

- 4.1. During such periods of time as the Collection is in the custody of the Museum, it shall keep the Collection fully insured against damage and theft.
- 4.2. The Division will incur and bear the cost of initially transporting the Collection to the Museum and shall bear the costs of insuring the Collection during said transport.
- 4.3. All operating costs including any costs required to prepare appropriate display cases and insure appropriate display conditions shall be borne by the Museum.
- 4.4. The Museum shall also provide proper signage for the items in the Collection at its own expense, and shall include a sign which names the Collection "The B. J. Hales Natural History Collection" and it shall further identify the Collection as being available as a consequence of the generous cooperation of the Brandon School Division.
- 4.5. The parties agree that the collection shall be transported from the Division to the Museum at a time mutually agreed and subject to the availability of Division staff as solely determined by the Director of Facilities and Transportation.

## 5.0 DISPUTE RESOLUTION

- 5.1. In the event that a dispute arises between the parties as to the meaning, interpretation, or implementation of this agreement, the parties agree that the Chair of the Museum Board and the Chair of the Brandon School Division or their designate, shall meet along with the Superintendent of the Brandon School Division and the Curator of the Museum, or their designate, for the purpose of attempting to resolve any dispute. Such meeting shall take place within thirty (30) days of one party giving party to the other in writing of a dispute.
- 5.2. In the event that a dispute cannot be resolved, the parties agree to submit the dispute to arbitration in accordance with *The Arbitration Act* (Manitoba).

## 6.0 TERMINATION

- 6.1. During the first five (5) years of this agreement, or any renewal of the Loan Period, the agreement may be terminated upon one party giving to the other ninety (90) days notice in writing of their intention to terminate the agreement.
- 6.2. Upon the Museum assuming ownership of the Collection, the Museum may only terminate this agreement upon giving the Division notice of its desire to dispose of the Collection and offering to the Division the option of taking back ownership of the Collection. In the event that the Division does not exercise said option within ninety (90) days of receipt of notice then the Museum will be free to dispose of the Collection as it sees fit.

## 7.0 SECURITY

- 7.1. The Museum agrees that at no time, either during the Loan Period, or any period of ownership thereafter, shall it encumber the Collection or pledge the Collection as collateral or security for any loan or other commitment made by or on behalf of the Museum and that the Division shall have first priority and may register a security interest in the Collection at any time.

## 8.0 NOTICES

- 8.1. The parties hereto agree that notice may be given to the other by way of letter sent by regular mail in which case notice shall be effective two (2) business days following the date on which the letter is posted, or by way of electronic mail or fax, in which case the notice shall be deemed effective the day following transmission of the electronic mail or fax.
- 8.2. The parties agree that notice shall be given to the following:
  - 8.2.1. On behalf of the Division: Brandon School Division  
1031 - 6th Street  
Brandon, Manitoba R7A 4K5  
Attention: Superintendent
  - 8.2.2. On behalf of the Museum: Brandon General Museum & Archives Inc.  
19 – 9<sup>th</sup> Street  
Brandon, Manitoba R7A 4A3  
Attention: Curator

## 9.0 GOVERNING LAW

- 9.1. This agreement shall be governed by the Laws of Manitoba.

## 10.0 WAIVER

- 10.1. Any waiver by either party of any term of this agreement shall not be deemed a waiver of the entire agreement, and either party may insist despite such waiver on adherence to the terms as written herein.

## 11.0 AMENDMENTS

- 11.1. Any amendments to this agreement, or any renewal of this agreement, shall only be effective if entered into between the parties in writing.

12.0 TRANSFER OF OWNERSHIP

- 12.1. In the event that the parties agree to transfer ownership of the Collection from the Division to the Museum, no such transfer shall be effective until the parties have documented same in writing and the terms of this agreement shall apply to said transfer unless the parties expressly state otherwise in the transfer documents.

13.0 SEVERABILITY

- 13.1. In the event that a Court or Arbitrator of competent jurisdiction deems any provision of this agreement unenforceable, such determination shall not render the entire agreement unenforceable.

14.0 INDEMNITIES

- 14.1. The Division shall indemnify and save harmless the Museum from any cause of action or damages suffered by any third party arising from the negligence or actions of the Division and arising out of the operation of this agreement.
- 14.2. The Museum shall indemnify and save harmless the Division from any cause of action or damages suffered by any third party arising from the negligence or actions of the Division and arising out of the operation of this agreement.
- 14.3. In the event that the descendants of B. J. Hales challenge the validity of this agreement the Museum agrees that it shall cooperate with the Division for the purpose of facilitating the Division's compliance with the conditions of any testamentary gift from B. J. Hales including, transferring ownership in the Collection back to the Division and entering into such further loan agreements as are necessary to ensure the Division's compliance with the conditions which are attached to gift of the Collection to the Division.

SIGNED SEALED AND DELIVERED  
this \_\_\_\_\_ day of May, 2013

) Brandon School Division  
)  
)  
)  
)

Per: \_\_\_\_\_

SIGNED SEALED AND DELIVERED  
this \_\_\_\_\_ day of May, 2013

) Brandon General Museum & Archives Inc.  
)  
)  
)  
)

Per: \_\_\_\_\_



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

May 13, 2013

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*“Accepting the Challenge”*

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

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

## **A. Business Arising for Board Action**

### **I. PRESENTATIONS**

#### **FROM LEARNING SUPPORT SERVICES**

Apple Distinguished Educator Program – Reg Reimer, Technology in Learning Specialist

### **II. HUMAN RESOURCES**

### **III. SECRETARY-TREASURER**

#### **1. BRANDON FRIENDSHIP CENTRE OFF-CAMPUS SCHOLARSHIP**

For Action..... K. Zabowski

The Brandon Friendship Centre would like to continue a scholarship for the Neelin High School Off-Campus Program. The conditions for continuing the scholarship have now been completed and an Agreement prepared. The scholarship is to be known as “The Brandon Friendship Centre Scholarship” in the amount of \$500 to be awarded to an Aboriginal student graduating from the Neelin High School Off-Campus Program and who is enrolled in a post secondary program. The Agreement is attached as Appendix A. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

##### ***RECOMMENDATION:***

*That the Agreement for continuation of a scholarship for an Aboriginal student graduating from the Neelin High School Off-Campus Program and enrolled in a post secondary program, to be known as “The Brandon Friendship Centre Scholarship” in the amount of \$500.00 be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.*

#### **2. ROTARY CLUB OF BRANDON SUNSET**

For Action..... K. Zabowski

The Rotary Club of Brandon Sunset would like to establish a scholarship which would award a Grade 8 student of the Brandon School Division who has participated in extracurricular activities demonstrating involvement, leadership or organizational skills in their school and community. The scholarship is to be known as “The Rotary Club of Brandon Sunset”. The Agreement is attached as Appendix B. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

##### ***RECOMMENDATION:***

*That the Agreement to establish an award for a Grade 8 student of the Brandon School Division who has participated in extracurricular activities*

*demonstrating involvement, leadership or organizational skills in their school and community, to be known as “The Rotary Club of Brandon Sunset” award be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.*

**3. PARKER/BRUEDERLIN HEALTH CARE AIDE SCHOLARSHIP**

For Action..... K. Zabowski

Ms. Kathleen Bruederlin would like to establish a scholarship in memory of her parents, Vi and Corky Parker. The conditions for the scholarship have now been completed and an Agreement prepared. The scholarship is to be known as “The Parker/Bruederlin Health Care Aide Scholarship” in the amount of \$200 to be awarded to a graduating student from any of the three high schools who will be attending Assiniboine Community College to become a health care aide. The scholarship is based solely on the individual character of the student and the desire to improve the quality of life of the elderly in personal care homes. It is not based on grades or athletics. The agreement will run for a period of three years. The Agreement is attached as Appendix C. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

**RECOMMENDATION:**  
*That the Agreement for the establishment of a scholarship for a graduating student from any of the three high schools who will be attending Assiniboine Community College to become a health care aide, to be known as “The Parker/Bruederlin Health Care Aide Scholarship” in the amount of \$200.00 be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.*

**4. VALLEYVIEW CENTENNIAL SCHOOL – HEATING SYSTEM REPLACEMENT**

For Action..... K. Zabowski

The heating and ventilation systems at Valleyview Centennial School have reached physical obsolescence and must be replaced. In consultation with the Public Schools Finance Board (PSFB), the Brandon School Division selected HSB Engineering Consultants LTD. to prepare, design and tender documents for this project in accordance with the scope of work provided by the PSFB.

HSB Engineering Consultants LTD. has provided the Brandon School Division with the results of the heating system replacement project tender for Valleyview Centennial School. Tendering for this project closed on May 7, 2013 with three bids received. HSB Engineering Consultants LTD. is recommending that the contract for the work be offered to Brandon Heating & Plumbing LTD. who submitted the lowest tender. It is therefore recommended that the low tender be approved subject to receipt of approval from the Public Schools Finance Board who will be financing the project through the issuance of debentures. A motion is included in the agenda for Board consideration.



**RECOMMENDATION:**

*That the low Tender from Brandon Heating & Plumbing LTD. in the amount of \$1,035,961.39 (taxes included), to be financed by the PSFB through the issuance of debentures, for a heating system replacement for Valleyview Centennial School be accepted, subject to approval by the Public Schools Finance Board.*

**IV. SUPERINTENDENT OF SCHOOLS**

**1. ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action.....G. Malazdrewicz

École secondaire Neelin High School has submitted an off-site activity request (attached as Appendix D for Board of Trustees consideration) for sixteen (16) grades 9 to 12 male football students, from École Secondaire Neelin High School to make a trip to Vermillion, South Dakota July 10 – 13, 2013.

Mr. Michael Adamski, Principal, École Secondaire Neelin High School, and Mr. Greg Malazdrewicz, Associate Superintendent, have approved this trip. Approval from the Board of Trustees is respectfully requested.

**RECOMMENDATION:**

*That the trip involving sixteen (16) grades 9 to 12 male football students, from École Secondaire Neelin High School to make a trip to Vermillion, South Dakota July 10 – 13, 2013, be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.*

**V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

**B. Administrative Information**

**I. HUMAN RESOURCES**

**1. PERSONNEL REPORT**

For Information..... B. Switzer

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

## **II. SECRETARY-TREASURER**

### **1. BUS ACCIDENT**

For Information..... K. Zabowski

Correspondence has been received from the Supervisor of Transportation advising of an accident on Monday, April 15, 2013, at approximately 3:42 p.m., involving bus 40-37 while on regular assignment.

The bus made contact with the mirror of a parked vehicle on Queens Avenue while turning south from Queens Avenue onto 3<sup>rd</sup> Street. The other vehicle was illegally parked at the time of the accident in a loading zone in front of the school bus loading zone at École Harrison.

No apparent injuries were sustained by the driver of the bus or the 45 students on the bus at the time of the accident. There was no apparent damage to the bus; however, the damage to the other vehicle sustained minimal damage. The driver is making arrangements directly with the owner of the vehicle to have the vehicle repaired. The accident was reported to Manitoba Public Insurance and Brandon Police Services.

This is provided as information.

### **2. FIRE VINCENT MASSEY HIGH SCHOOL**

For Information..... K. Zabowski

Correspondence has been received from the Supervisor of Facilities advising of a fire on Tuesday, April 23, 2013 at approximately 1:45 p.m. at Vincent Massey High School. The school custodian noticed a youth exit the washroom and upon reaching the washroom, the custodian could smell smoke. The custodian entered the washroom and noticed the toilet paper burnt and still smoldering in the last stall. He reported the incident to administration who in turn reported the matter to the police. The custodian was able to identify the youth who was removed by police. A police incident report has been filed. This is provided as information.

## **III. SUPERINTENDENT OF SCHOOLS**

### **SCHOOL VISITS (APRIL 15 – MAY 2, 2013)**

- April 24, 2013 – Crocus Plains Regional Secondary School
- April 25, 2013 – St. Augustine School

## 1. SCHOOL INFORMATION

For Information..... D. Michaels

### A. QUALITY LEARNING

#### QUALITY LEARNING AT LINDEN LANES SCHOOL

*Report prepared by Ms. Kathy Brigden, Principal, Linden Lanes School*

Balanced literacy, differentiating instruction and student engagement in learning continue to be a focus for Quality Learning at Linden Lanes School. Teachers have been encouraged to think about the Gradual Release of Responsibility Model and the components of model, guided practice, independent practice and independent application in the planning of units.

The Reading Recovery and Literacy Support Programs continue to provide strong literacy support for students identified as requiring additional literacy learning. This direct, explicit instruction is furthered by the guided reading classroom component as part of an overall balanced literacy framework. The teachers work as a team and share strategies and learning resources. During a recent class profile review it was noted the reading text levels, use of strategies and comprehension skills of all students in the program had shown progress and teachers were pleased with the learning growth demonstrated by the students.

Middle years' teachers have received the initial training in the use of the Fountas and Pinnell benchmark assessment and are in the process of administering this assessment to several students in their class. Once this training is complete, the information from the assessment will be used to inform classroom instruction.

The High Ability Learner Enrichment Program (HALEP) school-wide enrichment model of planning, co-teaching and enrichment clusters supported quality learning. In addition to co-teaching classroom units, the HALEP teacher facilitated one set of enrichment clusters with early years' students and we are currently in our second set of enrichment clusters with middle years' students. Thirteen clusters are underway with topics ranging from sports, mystery, video production, creative art, music and actors, history, cartoons and drawing, scrapbooking, authors, photography and random acts of kindness. Engagement in learning, motivation and creativity are high as evidenced by the student and staff involvement!

#### *Student Specific Achievement*

*Science Expo and Western Manitoba Science Fair* – Following a successful Science Expo at Linden Lanes, twenty-one students and sixteen projects went to the Western Manitoba Science Fair. Fifteen students either received medals or were awarded recognition for their work.

*Winnipeg Symphony Orchestra* – Five classrooms of students from Grades 4 to 6 attended the performance of the Winnipeg Symphony Orchestra as part of the

music program. Students were prepared for this concert by listening to and studying the pieces prior to attending. It was also an opportunity to practice concert etiquette.

*Y-Revolution and Student Leadership Team* – Both of these groups worked together to promote the Day of Pink and anti-bullying activities and presentations.

## **B. QUALITY TEACHING**

### **QUALITY TEACHING AT ST. AUGUSTINE SCHOOL**

***Report prepared by Mr. Chris Czarnecki, Principal, St. Augustine School***

St. Augustine School's Numeracy Support Program involves Grades 1 to 8. Each grade is given a half hour of support time every second day. Generally, support is given in small groups of two to eight students who are not meeting numeracy outcomes at grade level. Early years students are chosen based on assessments done by the numeracy support teacher using the Stages of Early Arithmetical Learning (SEAL) and assessments used from Math Recovery Training for Grades 1 to 4, and also by referrals from the classroom teachers. Currently, there are twenty-four students seen regularly in the early years for numeracy support. The middle years students are chosen based on the same criteria as early years, but instead of SEAL, a Basic Number Skills Test is used to pinpoint weaknesses and numeracy needs. Small group work is generally what is done, but work is done as well in the whole classroom based on classroom and teacher needs. Nineteen students are seen on a regular basis.

As an example of student achievement, a beginning Grade 1 student should be at a SEAL level 2-3. There were eight students referred at the beginning of Grade 1 for possible numeracy support. The following table shows their results at the beginning of the year and/or the end of the year. Two students who had SEAL level 2 did not receive numeracy support since they were considered to have sufficient number sense to begin Grade 1 independently.

#### **Math Recovery**

<b>Assessment Results</b>	<b>Grade 1</b>	<b>2012-2013</b>
<b>Student Number</b>	<b>SEAL Level Sept., 2012</b>	<b>SEAL level May, 2013</b>
1	2	No numeracy support
2	2	No numeracy support
3	1	3
4	1	3
5	1	3
6	1	2
7	1	2
8	0	2

Four students came up two grade levels with numeracy support while the other two came up one full grade level. SEAL level 3 is end of Grade 1/beginning Grade 2, so three students are no longer receiving numeracy support and have been doing well independently. The other three students continue to receive numeracy support as well as three other students who were tested in Grade 2. Significant growth has been shown by students who have received numeracy support.

### **C. QUALITY SUPPORT SERVICES**

#### **QUALITY SUPPORT SERVICES AT CROCUS PLAINS REGIONAL SECONDARY SCHOOL**

*Report prepared by Mr. Terry Osiowy, Principal, Crocus Plains Regional Secondary School*

As a member of the Grade 9 Student Services Team, the Literacy Specialist/Senior Years Transition staff member contributes to improving literacy skills, student engagement, and the successful transitioning of incoming Grade 9 students to Crocus Plains.

Beginning well before new students arrive, planning, development, and implementation for a successful Grade 9 year commences and continues throughout the school year. Registration, Open House, Grade 9 Orientation Day, and school tours are a few of the targeted Grade 9 activities in place to ensure a smooth transition to high school.

The Grade 9 Student Services Team, composed of Literacy Specialist (Leah Jago/Shelly McColl), English as an Additional Language (EAL) Coordinator (Rhonda Wlock), Guidance Counsellor (Sheryl Moose), Resource Teacher (Wendy McGowan), and Vice-Principal (Elaine McFadzen) is very pro-active in getting to know the Grade 9 students and work with the students and staff to support students academically and in the areas of social-emotional well-being.

The Grade 9 Student Services Team attends transition meetings with the feeder schools to gather data to implement appropriate programming, course selections, and differentiated instruction to meet individual students' needs. Additional data used to improve student learning is attained from the Wechsler Reading Comprehension and Spelling assessments, the Grade 9 divisional assessment, creation of class profiles, student reports, in-class work with students, and teacher feedback.

The Literacy Specialist/Grade 9 Transition role supports student literacy learning through in-class, individual, small group instruction, and team teaching formats. The Literacy Specialist assists teachers with resource gathering, lesson and unit development, acquisition of assistive technologies such as software programs like Natural Reader and Kurzweil and devices including iPads, laptops, and Kindles.

A new text-to-speech/translator/eReader called Read/Write Gold is being piloted at Crocus this spring. This software allows EAL students to benefit from an eReader experience, as it has translation capabilities.

The Literacy Specialist plays a role in mentoring new staff members in the English Language Arts department at Crocus Plains. The use of in-school, themed Professional Learning Community “Sharing Smorgs” provides a way for the teachers to share resources, contribute ideas, and provide professional learning opportunities within the school setting. Accessing Cory Nevill, Brandon School Division’s Literacy Specialist, for professional learning also brings additional knowledge, ideas, and supports to the staff which in turn benefit student learning. The Literacy Specialist was involved in exam development with the English Language Arts department and the ongoing work with the Inquiry Based Research Committee.

Ongoing professional development is crucial for keeping current and promoting student learning. Areas that were a focus of professional development this year have been Sheltered Instruction Observation Protocol (SIOP), Read Write Ready Go – Assistive Technology, Lindamood Bell, Literacy Summit, School Bundle Training, and the upcoming Universal Design session.

The role of Literacy Specialist at Crocus Plains is very important responsibility. Being a part of the overall school team that works so hard to enrich the literacy learning of students is a truly and important component for our students’ success.

#### *Student Specific Achievement* *Manitoba Regional Envirothon*

On Wednesday, April 17, 2013 Crocus Plains Environmental Science students took part in the Manitoba Envirothon Regionals in Clearwater, MB.

“The Manitoba Envirothon is a unique and fun way to learn about the environment and current issues. Envirothon is a hands-on learning program which helps students develop important skills such as critical thinking, study skills and team work.

There are two components to the Envirothon competition, a field test and an orals competition. The trail test is a hands on activity; students apply their knowledge to answer questions in the field. The oral competition combines public speaking with the students' learning experiences to develop and present a solution to a current environmental issue.”

This was Crocus Plains’ first entry in the Envirothon and all 3 teams qualified for the Manitoba Provincial Envirothon which will be held at the Peace Gardens, May 23-25.

CP Teams and Rankings:

CP APES 1

Placed 3rd in the region and ranked 13th in province.



Alex Misanchuk, Jessy Branconnier, Aidan Shamray, Victoria Jackson, Brooke Williams (advisor) and Katy Powell

CP APES 2

Placed 10th in the region and ranked 24th in province.



Dustin McLaughlin, Coleen McKellar (advisor), Matthew Beech, Aliane Medwid, Sarah Fisher and Brooke Webber

CP APES 3

Placed 9th in the region and ranked 23<sup>rd</sup> in province



Janessa Weatherbie, Christina Muchinsky, Cathie Pardy (advisor), Rebecca Leblanc, Jessica Van De Bosche, Kanisha Patel

*Crocus Plains Regional Secondary School - Westman High School Hockey League Champions - 2012 - 2013*

Student players on the Westman High School Hockey League Championship team are Tyler Heap, Tyler Ingraham, Layton Dornn, Ryan Baker, Jake Cullen, Taylor Maloney, Shane McKay, Blair McDonald, Layne Campbell, Norman Brightnose, Jackson Walllis, Lee Gorowski, Walker Rowan, Joe Ferland, Luke Galatiuk, Skylar Peters, Calvin Van Saneteen, Tyler Dorn , Austin Dobrescue, and Cole Fraser.

## D. ADMINISTRATIVE AND STATISTICAL INFORMATION

### SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	16	3, 5, 30	Drug and Alcohol (9), Unacceptable (7)
Neelin	5	5, 10, 15, 30	Drug and Alcohol (3), Unacceptable (2)
Vincent Massey	5	5, 30	Unacceptable (5)

## 2. DIVISIONAL INITIATIVES

For Information..... D. Michaels

### A. QUALITY LEARNING

#### SENIOR HIGH ACCESS COMMITTEE MEETING/APRIL 17, 2013

The most recent meeting of the Senior High Access Committee was on April 17, 2013. An in-depth discussion was held regarding the current status of implementation of English as an Additional Language (EAL) Programming. Joanna Ford, EAL Specialist, attended to hear feedback from the schools and provide her perspective on our work in support of EAL learners.

The following management items were discussed:

- Manitoba Education item – consultation concerning the proposed policy for the recognition of external language credentials
- Grade 8 to 9 Transition Process – analysis of what went well and what can be improved
- Provincial Report Card Update
- Records management – cumulative files

The next meeting is scheduled on May 8, 2013.

## 3. CORRESPONDENCE

For Information..... D. Michaels

#### CORRESPONDENCE RECEIVED FROM DARRYL GERVAIS, DIRECTOR, INSTRUCTION, CURRICULUM AND ASSESSMENT BRANCH AND FLORENCE GIROUARD, DIRECTOR, EDUCATIONAL SUPPORT SERVICES BRANCH, MANITOBA EDUCATION

The following correspondence has been received from Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch and Florence Girouard, Director, Educational Support Services Branch, Manitoba Education:

*In 2003, the provincial and territorial ministries of education, through the Council of Ministers of Education, Canada (CMEC), agreed to undertake the development of the new Pan-Canadian Assessment Program (PCAP). This*



*program assesses the knowledge and skills of Grade 8 students across Canada in the core subjects of reading, mathematics and science.*

*The administration of the PCAP assessment is scheduled to take place between April 29 and May 24, 2013, and is to be administered by teaching staff in the following schools: École Harrison, George Fitton, J. R. Reid, King George, Kirkcaldy Heights, Linden Lanes, Meadows, New Era, Riverheights and St. Augustine School.*

*In order to ensure confidentiality, CMEC does not publish reports on the results by school division, by school, or by student. The results will be published only on a pan-Canadian and provincial/territorial level and, where possible, for the two language groups at the jurisdictional level.*

**CORRESPONDENCE RECEIVED FROM KALEY PACAK, HEALTHY SCHOOLS CONSULTANT, MANITOBA HEALTHY LIVING, SENIORS AND CONSUMER AFFAIRS**

The following correspondence has been received from Kaley Pacak, Healthy Schools Consultant, Manitoba Healthy Living, Seniors and Consumer Affairs:

*We are pleased to inform you that 11 schools in your division are participating in the Healthy Schools Mental Health Promotion Campaign.*

*Funding of \$100.00 per school, plus an additional \$0.35 per student has been sent directly to each participating schools.*

*Thank you for your continued support in the Healthy Schools Campaigns and your commitment in promoting health and wellness in your school community.*

<b>School</b>	<b>Amount</b>	<b>Activity</b>
<i>Alexander</i>	<i>\$129.05</i>	<i>Youth Revolution (YR) students raised money to buy Day of Pink t-shirts for every student in the school. On April 10, the YR students, with support and guidance from the Principal, will hold an assembly, as well as facilitate activities in the classrooms to promote anti-bullying.</i>
<i>Betty Gibson</i>	<i>\$180.50</i>	<i>Planned a wellness day for staff and students. During the afternoon there are activities throughout the school that the staff and students can choose to take part in.</i>
<i>Crocus Plains</i>	<i>\$525.60</i>	<i>Youth Revolution is a group that promotes healthy lifestyles. We take part in numerous events throughout the year</i>

		<i>that promote mental and physical health, such as anti-bullying campaign, grade 10 wellness day, WE day, volunteering for numerous organization, the Champions program, etc. This year we sold pink t-shirts for Red Cross. These shirts will be worn on the Day of Pink.</i>
<i>Earl Oxford</i>	<i>\$203.60</i>	<i>The School Leadership Team will be organizing a Wellness Day. The team will have sessions/guest speakers on topics such as addictions/bullying/making healthy lifestyle choices, etc.</i>
<i>O'Kelly</i>	<i>\$169.30</i>	<i>Our activity will show the importance of standing together during times of stress and be a visible reminder to all who enter the school that we support the mental health of our students and their families. Our activity will be able to help show our school as supportive to our military community as we move into another deployment.</i>
<i>Green Acres</i>	<i>\$163.70</i>	<i>Our Early Behavior Support committee will be implementing the "Bucket Fillers" program for our students and staff. This program is a popular teaching tool that encourages positive behaviour as our children see how very easy and rewarding it is to express appreciation, kindness and love on a daily basis.</i>
<i>Linden Lanes</i>	<i>\$220.05</i>	<i>Students will participate in multi-grade activities to foster a sense of community, build connections across grades, and allow for leadership opportunities for older students.</i>
<i>Riverheights</i>	<i>\$233.00</i>	<i>Riverheights School hosted a family fun night. At this event we had many games and activities for students and their family members to be a part of. This gave families an opportunity to mingle with other families and teachers in a positive atmosphere.</i>
<i>Spring Valley</i>	<i>\$107.35</i>	<i>After discussing mental health with all of our students at the grade based level, the children will design a poster each to make a mural of all posters in one of the</i>

		<i>hallway walls in the school. The topics discussed with the children will be bullying, healthy eating, body image, substance abuse and how these affect mental health.</i>
<i>St. Augustine</i>	<i>\$175.60</i>	<i>We are planning to have an anti-bullying day on April 9 and will be promoting mental health as part of this day. In order to prepare students, we are going to have different activities during the month of March for students, such as guest speakers and lessons about mental health.</i>
<i>Waverly Park</i>	<i>\$232.65</i>	<i>We would focus on anti-bullying. A guest speaker to come and speak to our middle years students on social media etiquette with a follow-up message regarding cyber bullying. We will participate in the Day of Pink to promote anti-bullying.</i>

#### **CORRESPONDENCE RECEIVED FROM NANCY ALLAN, MINISTER OF EDUCATION**

The following correspondence has been received from Nancy Allan, Minister of Education:

*I am please to inform you that Alexander School in the Brandon School Division was successful in its application for an Education for Sustainable Development (ESD) grant. It is one of 22 projects selected out of 81 applications from 28 school divisions across the province, for funding in the 2013-2014 school year.*

*The proposal by Alexander School entitled "Outdoor Nature Playscape" was approved in the amount of \$2,000 and is an excellent example of the understanding and commitment that Manitoba educators and students exhibit in taking action towards a more sustainable future.*

*This grant also includes planning support from the ESD staff of my Department.*

*Manitoba Hydro and Manitoba Education are pleased to contribute to school-based sustainability efforts, through the ESD grant, and we offer you our best wishes for a successful project.*

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2013

BETWEEN:

THE BRANDON FRIENDSHIP CENTRE  
Hereinafter called the Friendship Centre

AND:

THE BRANDON SCHOOL DIVISION  
Hereinafter called the Division

WHEREAS Brandon Friendship Centre has offered to fund an award in the  
Brandon School Division;

AND WHEREAS the Board Trustees of the Brandon School Division has  
agreed to assist with the administration of such an award;

NOW THEREFORE, the parties hereto mutually agree as follows:

1. That the name of the scholarship shall be known as "The Brandon Friendship Centre Scholarship".
2. That the scholarship shall be in the amount of \$500.00 and shall be awarded to an Aboriginal graduating student from the Neelin High School Off-Campus Program.
3. That the application guidelines for this award shall be as follows:
  - a. An Aboriginal student who has Graduated/Completed the Grade 12 Program of Studies through attendance in the Off-Campus Program;
  - b. Enrolment in a Post Secondary Program;
  - c. Financial Need;
  - d. Letter describing experience in Off-Campus Program and one's future goals.

4. That the Division will select the successful student and notify Ms. Gail Cullen, Executive Director of the Brandon Friendship Centre in order that a representative of the Friendship Centre may participate in the annual award presentation. Payment of the scholarship shall be made by the Brandon Friendship Centre directly to the successful student.
5. That this Agreement shall be in effect commencing at the date of signing this agreement, continuing indefinitely, subject to notification on or before March 1<sup>st</sup> of any year should the Brandon Friendship Centre or the Brandon School Division wish to terminate the agreement.

DATED at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, 2013

AGREED to on behalf of The Brandon School Division

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY-TREASURER

AGREED to on behalf of The Brandon Friendship Centre

\_\_\_\_\_  
Executive Director

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2013

BETWEEN:

THE ROTARY CLUB OF BRANDON SUNSET

AND:

THE BRANDON SCHOOL DIVISION  
Hereinafter called the Division

WHEREAS The Rotary Club of Brandon Sunset has offered to fund an award in Brandon School Division;

AND WHEREAS the Board of the Brandon School Division has agreed to assist with the administration of such an award;

NOW THEREFORE, the parties of this agreement do hereby mutually agree as follows:

- 1. That this award shall be known as the “The Rotary Club of Brandon Sunset” award. In the establishment of this award, it is the intention of The Rotary Club of Brandon Sunset to honour the student by providing a personal monetary award;
- 2. That this award shall be made annually to a Grade Eight student of the Brandon School Division who has participated in extracurricular activities demonstrating involvement, leadership or organizational skills in their school and community;

That the Division will undertake to circulate information on the award to potential applicants during the spring of each school year, to supervise the selection of the successful candidate, and to so notify The Rotary Club of Brandon Sunset in order that the President or his/her designate may participate in the annual presentation of the award. The preparation of a letter or certificate to be given to the recipient at the annual presentation of the award shall be the responsibility of The Rotary Club of Brandon Sunset as well as any personal award given.

- 3. That this award shall be in effect commencing at the date of signing this agreement, continuing indefinitely, subject to notification on or before March 1<sup>st</sup> of any year should The Rotary Club of Brandon Sunset or The Brandon School Division wish to terminate the agreement.

DATED at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

AGREED to on behalf of The Brandon School Division

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY-TREASURER

AGREED to on behalf of The Rotary Club of Brandon Sunset

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

This agreement made this                      day of                      , 2013

Between:

Kathleen Bruederlin

And:

The Brandon School Division

Whereas Kathleen Bruederlin, with the cooperation of the Brandon School Division wishes to establish a scholarship in memory of her parents, Vi and Corky Parker, in Brandon School Division;

And whereas the Board of Brandon School Division has agreed to assist with the administration of such an award;

Now therefore, the parties to this agreement do hereby mutually agree as follows:

1. That this scholarship shall be known as the **Parker/Bruederlin Health Care Aide Scholarship**.
2. That the scholarship shall be in the amount of \$200.00 (two hundred dollars) and awarded annually for a period of three (3) years to one graduating student from any of the three high schools who will be attending Assiniboine Community College to become a health care aide.
3. The recipient of this scholarship must:
  - a. be genuinely caring;
  - b. respect others without judgement;
  - c. be a person who loves serving others;
  - d. AND especially, enjoy the company of elderly persons.

This scholarship is based solely on the individual character of the student. It is based on the desire to improve the quality of life of the elderly in personal care homes and is not based on grades or athletics.

4. That the application guidelines for this award shall be as follows:
  - a. A letter from a peer, teacher or a person recommending them; and
  - b. A short one-half to one-page essay from the applicant on why they feel they can make a difference in the lives of the elderly would be requested.
5. That the Division will undertake to circulate information on the scholarship to graduates during the spring of each year, to have the individual schools recommend individuals starting this year, 2013, continuing until the year of 2015.

6. That the scholarship will be payable to Assiniboine Community College towards the tuition of the recipient when proof of admission has been established and presented to the Brandon School Division.

Dated at Brandon, Manitoba this       day of       , 2013

AGREED to on behalf of The Brandon School Division

Chairperson\_\_\_\_\_

Secretary-Treasurer\_\_\_\_\_

AGREED to on behalf of Kathleen Bruederlin\_\_\_\_\_