BRANDON
SCHOOL DIVISION
"Accepting the Challenge"

BRANDON SCHOOL DIVISION

August 24, 2011

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

TO BE HELD MONDAY, AUGUST 29, 2011 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

G.F. Barnes
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

a) Regular Board Meeting, July 11, 2011.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

a) Facilities & Transportation Committee Minutes D. Karnes

b) Finance Committee Minutes L. Ross

c) Other

2.03 Delegations and Petitions

2.04Communications for Action

a) Robert Rivard, President, Manitoba School Boards Association, July 13, 2011, attaching information regarding MSBA's Strategic Priorities for the three year period 2011-2014.
Refer Business Arising.

b) Mark Boreski, Provincial Municipal Assessor, Manitoba Local Government Assessment Services, July 21, 2011, thanking the Division for their letter providing specific information about the School Division's concerns regarding the tax liability of vacant property. He notes the requirement for school divisions to pay property taxes on vacant land, when the land is not being used as a school, is long-standing in Manitoba. This requirement has been applied by Assessment Services based on legal direction they received on this issue. They continue to monitor court precedents that have been established in Manitoba and in other jurisdictions across Canada, which have confirmed their long-standing interpretation of the *Municipal Assessment Act.*
Refer Business Arising.

c) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, August 9, 2011, thanking the Division for sharing the exciting news of the first place finish of Brandon's Golden Geckos Team in the National Formula One (F1) in Schools Technology Challenge. As the MSBA is a non-profit organization funded through voluntary membership of provincial school boards, they have developed a very strict policy regarding sponsorship of individuals, groups, organizations or outside agencies. Therefore, with regret, they advise that the Division's request for financial support to send the team to the World Championship in Malaysia falls outside the association's sponsorship policy parameters.
Refer Business Arising.

d) Ramona Mattix, Assistant Deputy Minister, Manitoba Local Government – Community Planning and Development, August 19, 2011, noting the City of Brandon and the Province of Manitoba have committed to assisting Resland Developments in their redevelopment of the former McKenzie Seeds warehouses in downtown Brandon into a mixed-use development with two commercial and 94 condominium units. The Province intends to designate four properties as community revitalization properties under *The Community Revitalization Tax Increment Financing Act* for a period of 10 years. During the designated period, the Brandon School Division will continue to receive school taxes from the properties, based on the properties' assessed value prior to them being designated and when redevelopment occurs. The Division will also receive increases in assessment of these properties, and therefore taxes, that occur at a reassessment. The properties' assessments will be adjusted according to a formula established in the Act. When the designation period expires, the expanded tax base will be returned to the

Division. They would appreciate receiving the Board's feedback, by September 7, 2011, on the designation of these properties under *The Community Revitalization Tax Increment Financing Act.*

Refer to Motions.

e) Keith Thomas, Risk Manager, Manitoba School Boards Association, August 17, 2011, noting that MSBA is again endorsing the Reliable Life Student Accident Insurance for the 2011-2012 school year. In an attempt to ensure that parents fully understand the various plan offerings and the importance of at least considering student accident insurance for their children, they have enclosed posters to be display at all schools. Universal Student Accident Insurance compliments the voluntary Reliable Life Student Accident Insurance, providing coverage for all students while at school, while involved in school activities away from school premises, or while traveling to or from school or a school activity. A website has been developed regarding insurance and they ask that school divisions create a new link within the division and label it "Student Accident Insurance".

Refer to Motions.

2.05 BUSINESS ARISING

- From Previous Delegation

- From Board Agenda

a) Correspondence from Robert Rivard, President, Manitoba School Boards Association, from Communications for Action 2.04a), attaching information regarding MSBA's Strategic Priorities for the three year period 2011-2014.

- MSBA issues (last meeting of the month)

a) Correspondence from Mark Boreski, Provincial Municipal Assessor, Manitoba Local Government Assessment Services, from Communications for Action 2.04b), thanking the Division for their letter providing specific information about the School Division's concerns regarding the tax liability of vacant property. He notes the requirement for school divisions to pay property taxes on vacant land, when the land is not being used as a school, is long-standing in Manitoba. This requirement has been applied by Assessment Services based on legal direction they received on this issue. They continue to monitor court precedents that have been established in Manitoba and in other jurisdictions across Canada, which have confirmed their long-standing interpretation of the *Municipal Assessment Act.*

b) Correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04c), advising that the Division's request for financial support to send the F1 team to the World Championship in Malaysia falls outside the association's sponsorship policy parameters.

- From Report of Senior Administration

a) School Reports - NIL.

b) Learning Support Services Presentation – NIL.

c) Items from Senior Administration Report
- Giving of Notice – Rescind Policies – Refer Motions.
- MacArthur Truck & Trailer Scholarship – Refer Motions.
- Drug Strategy Community Initiative Fund – Refer Motions.
- Crocus Plains Regional Secondary School Off-Site Activity Request – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

110/2011 That the following policies be rescinded:
- Policy 4007 – "Art Education Program";
- Policy 4010 – "Physical Education Requirement";
- Reference 4010 – "Physical Education Guidelines".

111/2011 That the Agreement for the renewal of the scholarship to be known as "The MacArthur Truck & Trailer Scholarship" in the amount of $500.00 annually over the next three years (2012 to 2014) be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

112/2011 That the Amending Agreement #3 for the Contribution Agreement with Her Majesty the Queen in Right of Canada as represented by the federal Minister of Health for the Brandon Community Alcohol and Drug Education Coalition Drug Prevention and Mobilization Plan in the amount of $178,764 to end June 30, 2012 be approved; and the Secretary-Treasurer be authorized to sign the required documents.

113/2011 That the trip involving two high school students from Crocus Plains Regional Secondary School to Kuala Lumpur, Malaysia from September 15 to September 25, 2011 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

114/2011 That the re-development of the McKenzie Towers project under The Community Revitalization Tax Increment Financing Act as related to incremental school taxes for a ten (10) year period be approved.

115/2011 That the Student Accident Insurance Plan provided by Reliable Life Insurance Company, as carrier, as endorsed by the Manitoba School Boards Association, be approved for distribution to the students of the Division for the 2011/2012 school year.

116/2011 That the Playground Report – July, 2011 be accepted and made available to the School Parent Councils/Playground Committees.

117/2011 That the low tender from Vickar Community Chevrolet in the amount of $22,882.49 plus taxes for the supply of a new 2011 ½ Ton 4X4 Truck funded by the 2011/2012 Capital and Maintenance budget be accepted.

118/2011 That the low tender from Powerland Computers in the amount of $179,600.00 plus taxes for the supply of Computer Laptops funded from the 2011/2012 computer replacement budget be accepted.

2.08 Bylaws

NIL

2.09 Giving of Notice

I hereby give notice that at the next Regular Meeting of the Board of Trustees I, or someone in my stead will introduce a motion to rescind Policy and Procedures 8002 – "Use of Expendable Equipment in Schools by Outside Organizations" and replace same with Policy and Procedures 8002 – "Use of Expendable Equipment in Schools by Outside Organizations".

I hereby give notice that at the next Regular Meeting of the Board of Trustees I, or someone in my stead will introduce a motion to rescind Procedures 9056 – "Joint Funding of Recreation Facilities" and replace same with Policy 9056 – "Joint Use of Community Facilities".

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

a) Terry Osiowy, Principal, Crocus Plains Regional Secondary School, June 27, 2011, noting the school's graduation ceremony was held on June 27, 2011 at Westman Place. They celebrated the contributions and achievements of 199 graduates. This ceremony was greatly enhanced through the presentation of scholarships and awards to those young men and women who excelled in variety of areas. On behalf of the graduating students, their parents/guardians, and the staff of Crocus Plains Regional Secondary School, he wished to thank the Division for their scholarship contribution.
Receive and File.

b) Paul Birston, Manager of Architectural Services and Rick Dedi, Executive Director, Manitoba Public Schools Finance Board, June 29, 2011, authorizing the Division to proceed with the Vincent Massey High School Roof Replacement project according to the directions included in the letter.
Refer to Secretary-Treasurer's Department.

c) Paul Birston, Manager of Architectural Services and Rick Dedi, Executive Director, Manitoba Public Schools Finance Board, June 29, 2011, authorizing the Division to proceed with the Crocus Plains Regional Secondary School Welding Shop Ventilation upgrade design according to the directions included in the letter.
Refer to Secretary-Treasurer's Department.

d) Paul Birston, Manager of Architectural Services and Rick Dedi, Executive Director, Manitoba Public Schools Finance Board, June 29, 2011, authorizing the Division to proceed with the Neelin High School Steam Heating System Replacement design according to the directions included in the letter.

Refer to Secretary-Treasurer's Department.

e) Rick Dedi, Executive Director, Manitoba Public Schools Finance Board, July 4, 2011, thanking the Division for their letter expressing disappointment at hearing that an elevator for Meadows School had not been approved in the projects approved for The Brandon School Division in the 2011/2012 capital budget. The PSFB capital budget has been fully allocated for the 2011/2012 budget year. A number of priority projects requested by the Division were included in the 2011/2012 budget and subsequent announcements. Had they been notified prior to the budget decisions of the immediate need regarding the special needs student, they many have been able to cancel other projects or reschedule projects for the division to be able to include the elevator in the 2011/2012 project allocation for the Division. The Meadows elevator project will require between $400,000 and $700,000 depending on the specific building circumstances. The best solution would be for the PSFB and the Division to go forward with the design of the elevator addition and look to include consideration of the elevator construction in the 2012/2013 capital budget in the spring of 2012. Paul Birston will communicate with the Division on design authority for the project and the role of the PSFB in architect selection. Getting the project design underway should (1) assist the Division in any difficulties it may face regarding the access and equity issues noted in the letter and (2) ensure a design is in place and fully costed should project approval be granted in 2012/2013. Should there be a situation similar to this in the future where the Division has pressing concerns regarding individual student access, please contact the PSFB to make them aware of the concerns as soon as possible in the budget process as they do not have local information on individual students and must rely on the division officials to apprise the PSFB staff on matters of pressing concern or urgency.

Refer to Facilities and Transportation Department.

f) Paul Birston, Manager of Architectural Services and Rick Dedi, Executive Director, Manitoba Public Schools Finance Board, July 6, 2011, authorizing the Division to proceed with the Meadows School Elevator schematic design, design development and construction documents according to the directions included in the letter.

Refer to Secretary-Treasurer's Department.

g) Joanne Muller, Secretary, Manitoba Education Board of Reference, July 12, 2011, attaching the Notice of Hearing for the Board of Reference to hear the request of Leslie and Jacqueline Keyes to transfer their land location in the Brandon School Division to the Rolling River School Division. The hearing will be held on August 24, 2011 at the Brandon School Division Administration Office.

Refer to Secretary-Treasurer's Department.

h) Tony Romeo, Director, Small Business Development, Manitoba Entrepreneurship, Training and Trade, August 8, 2011, thanking the Board for its recent letter to the Honourable Peter Bjornson regarding financial support for The Golden Geckos Team from Crocus Plains Regional Secondary School to participate in the World Formula One Competition. He notes that the Department of Entrepreneurship, Training and Trade currently does not have any financial programs to fund the costs to attend this event.

Receive and File.

i) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, August 10, 2011, attaching copies of their latest publication, *School Boards Matter to Everyone.* Additional pamphlets and flyers can be found on their website.

Receive and File.

3.03 Announcements

a) Special Board Meeting – 1:30 p.m., Thursday, September 1, 2011, Board Room.

b) Brandon School Division Annual Welcome Back Breakfast – 7:30 a.m., Tuesday, September 6, 2011, Victoria Inn, Brandon.

c) Finance Committee Meeting – 8:30 a.m., Tuesday, September 6, 2011, Victoria Inn, Brandon.

d) Policy Review Committee Meeting – 11:30 a.m., Tuesday, September 6, 2011, Board Room.

e) Inaugural Meeting – 7:00 p.m., Tuesday, September 6, 2011, Board Room.

f) Joint Task Force Committee Meeting – 8:30 a.m., Thursday, September 8, 2011, City Hall.

g) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, September 8, 2011, Board Room.

h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 12, 2011, 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

MANITOBA
School Boards
ASSOCIATION

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

July 13, 2011

TO: All School Boards

FROM: Robert Rivard, President

RE: Association Strategic Priorities, 2011-2012

Attached for your information please find the Manitoba School Boards Association Strategic Priorities for the three-year period 2011-2014. These strategic priorities were developed by the provincial executive at its April planning retreat, and subsequently approved at its regular June meeting.

This document reflects a new approach to our reporting of strategic priorities, one which we believe will result in increased transparency and accountability. It is designed to be a living document, with "actions to date" relating to each key result area being reported at monthly executive meetings, and to the membership at large at regional meetings, conventions, and via regular written updates. This will enable both the executive and the membership at large to monitor the association's progress towards achieving its stated goals, and will allow us to identify those key result areas where we may need to increase our efforts.

I hope you find this document and the pending regular progress reports both informative and useful. We look forward to hearing your views as this process unfolds.

RR/hd

Attachment

cc Superintendents
Secretary-Treasurers
Provincial Executive

2040

191 PROVENCHER BOULEVARD, WINNIPEG, MANITOBA R2H 0G4 | PHONE 204.233.1595 | TOLL FREE 1.800.262.8836 | FAX 204.231.1356 | WWW.MBSCHOOLBOARDS.CA

Manitoba School Boards Association
Strategic Priorities, 2011-2014

Priority 1: Build and enhance capacity for effective local school board governance

Key Result 1A: Regularize and enhance trustee education offerings

Strategy 1A.1: Review and revise existing core governance education modules

Strategy 1A.2: Develop additional core governance education modules on finance and boards role as employer

Strategy 1A.3: Establish delivery schedule of education modules for the 2010-14 term

Strategy 1A.4: Establish and publicize dates/locations for regularly scheduled spring and fall trustee education offerings

Key Result 1B: Enhance internal capacity for delivery of trustee education opportunities

Strategy 1B.1: Utilize live, interactive methods (e.g. online meeting programs) for shorter trustee education sessions and /or meetings

Strategy 1B.2: Develop a library of available-on-demand trustee education tools (e.g. our core governance education modules, webcasts on topical issues) that individuals can access at their convenience

Strategy 1B.3: Develop action plans, complete with timelines and costing, for the addition of an Education Director staff position

Key Result 1C: Expand and improve information dissemination

Strategy 1C.1: Include new/expanded sections on revised association website, such as governance developments, advocacy initiatives, and committee connections

Strategy 1C.2: Continue to grow Twitter following, and explore additional social networking options

Strategy 1C.3: Explore need for/feasibility of new print materials (paper or electronic) in addition to existing e-bulletin, and develop and implement where required

Priority 2: Strengthen school board leadership for improving achievement for all students

Key Result 2A: Influence provincial policy and school board priorities to support vulnerable student populations

Strategy 2A.1: Support and advance the work of the existing Aboriginal Education Working Group, and monitor its effectiveness as a leadership development tool and model for future advocacy work

Strategy 2A.2: Partner actively with groups committed to the well-being of children, such as the Social Planning Council of Winnipeg, Healthy Child Manitoba, early years partners and networks, etc.

Key Result 2B: Develop and implement strategy and actions to grow Lighthouse Project in Manitoba

Strategy 2B.1: Pursue staff development opportunities with the Lighthouse Project in order to develop internal (Manitoba) capacity for the delivery of future board, regional, or provincial trustee education in this area

Strategy 2B.2: Monitor ongoing work of the Lighthouse Project and disseminate key findings

Key Result 2C: Support increased understanding among all trustees of factors impacting student achievement

Strategy 2C.1: Utilize existing and new trustee education opportunities to focus on factors relating to student achievement (see Key Result 1C)

Strategy 2C.2: Utilize existing and new print and electronic communications vehicles to disseminate information relating to student achievement (see Key Result 1B)

Key Result 2D: Position school boards and the Manitoba School Boards Association as key advocates for student achievement

Strategy 2D.1: Maintain a focus on student achievement and factors affecting it in liaison activities with government, education and community partners

Strategy 2D.2: Seek out and develop new liaison opportunities, especially with organizations who may be seen to represent groups with whom we currently have no or minimal direct contact (e.g. refugee and immigrant families)

Priority 3: Build support for public education

Key Result 3A: Equip school boards to better engage their communities at the local level

Strategy 3A.1: Create and distribute community engagement resources for member school boards (print and electronic)

Strategy 3A.2: Include community engagement as a topic for trustee education (in-person and on-line)

Key Result 3B: Ensure school board perspectives are heard by education policymakers

Strategy 3B.1: Advance the work of the PSFB and Local Government regarding school infrastructure planning in new residential development areas

Strategy 3B.2: Meet regularly with all provincial party caucuses to ensure that school board perspectives on educational issues are known and understood

Strategy 3B.3: Meet or communicate with federal officials where federal legislation or policy impacts public education matters

Key Result 3C: Make education an issue in the October 2011 provincial election

Strategy 3C.1: Create and distribute materials for school boards to use with candidates and communities at the local level, stressing the importance of education as a provincial campaign issue

Strategy 3C.2: Monitor party platforms and advise school boards of significant planks impacting children and education

Strategy 3C.3: Sponsor a non-partisan, paid media campaign stressing the importance of education as an issue in this election

Key Result 3D: Build community awareness about the realities and successes of Manitoba public schools

Strategy 3D.1: Collaborate with partner organizations in Education Week messaging and events

Strategy 3D.2: Increase awareness of and participation in the Celebration of Success

Strategy 3D.3: Strengthen Manitoba School Boards Association representation and influence on external committees

Strategy 3D.4: Revitalize and promote School Boards Work website and campaign

Appendix B

Manitoba

Local Government
Assessment Services
500–800 Portage Avenue
Winnipeg, Manitoba, Canada R3G 0N4
T 204-945-2596
F 204-945-1994

RECEIVED
JUL 27 2011

July 21, 2011

Mr. G. Barnes
Secretary-Treasurer
Brandon School Division
1031 – 6th Street
Brandon MB R7A 4K5

Dear Mr. Barnes:

Thank you for your letter providing specific information about Brandon School Division's concerns regarding the tax liability of vacant property. As this issue is long-standing and complex, it took some time to review. However, I am pleased to have the opportunity to respond to you now.

In your letter, you suggest that vacant land owned by school divisions should be exempt from all property taxation except local improvements, given your interpretation of "public body" under *The Municipal Assessment Act*.

The requirement for school divisions to pay property taxes on vacant land, when the land is not being used as a school, is long-standing in Manitoba. This requirement has been applied by Assessment Services based on legal direction that we have received on this issue. As well, we continue to monitor court precedents that have been established in Manitoba and in other jurisdictions across Canada, which have confirmed our long-standing interpretation of *The Municipal Assessment Act*.

I appreciate receiving specific information about the Brandon School Division's concern. If you would like to discuss this further, please feel free to contact me at (204) 945-2604.

Sincerely,

Mark Boreskie
Provincial Municipal Assessor

2.0 4b Agenda

MANITOBA
School Boards
ASSOCIATION

Appendix C

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

RECEIVED
AUG 15 2011

August 9, 2011

Marty Snelling, Chairperson
Brandon School Division
Board of Trustees
1031-6th Street
BRANDON, Manitoba
R7A 4K5

Dear ~~Mr. Snelling~~: Marty -

Thank you for sharing the exciting news of the first place finish of Brandon's Golden Geckos Team in the National Formula One (F1) in Schools Technology Challenge. We certainly share your Board's pride of these students and their outstanding achievement.

As you know, the Manitoba School Boards Association is a non-profit organization funded through voluntary membership of provincial school boards. As a result, we have developed a very strict policy regarding sponsorship of individuals, groups, organizations or outside agencies. Therefore, it is with regret that I advise you that your request for financial support to send the Golden Geckos Team to the World Championship in Malaysia falls outside the association's sponsorship policy parameters.

Nonetheless the Provincial Executive and staff of the MSBA joins me in extending our most sincere best wishes and "good luck" to the entire team and staff support as they represent Canada at the World Formula One in Schools Technology Championships in Malaysia in September, 2011.

Sincerely,

Carolyn Duhamel
Executive Director

CD/bu

2HC)

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Manitoba

Appendix D

Local Government
Community Planning and Development
609 – 800 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0N4
T 204-945-2045 F 204-948-3612
www.manitoba.ca

August 19, 2011

Mr. Marty Snelling
Chairperson
Board of Trustees
Brandon School Division
1031-6th Street
Brandon MB R7A 4K5

Dear Mr. Snelling:

The City of Brandon and the Province of Manitoba have committed to assisting Resland Developments in their redevelopment of the former McKenzie Seeds warehouses in downtown Brandon into a mixed-use development with two commercial and 94 condominium units. This assistance will be provided by the City of Brandon through their Renaissance District Financial Assistance Program which provides a municipal tax rebate at 100% for the first five years and at 50% for the second five years post re-development. The Province will provide a matching grant funded through tax increment financing (TIF), under *The Community Revitalization Tax Increment Financing Act* (Act).

As we have discussed, the Province intends to designate four properties as community revitalization properties under the Act for a period of 10 years. While designated, the properties would pay a Community Revitalization Levy on the incremental assessed value resulting from the redevelopment. Revenue from the Community Revitalization Levy will be used by the Province to provide a grant to support the McKenzie Towers project.

During the designation period, the Brandon School Division will continue to receive school taxes from the properties, based on the properties' assessed value prior to them being designated and when redevelopment occurs. The Division will also receive increases in assessment on these properties, and therefore taxes, that occur at a reassessment. The properties' assessments will be adjusted according to a formula established in the Act. When the designation period expires, the expanded tax base will be returned to the Division.

Manitoba
spirited energy

2.01(d)

Our department made presentations on the potential use of TIF at Brandon City Hall in 2009 and earlier this year at the Renaissance Brandon Board meeting. These presentations were attended by representatives from the Brandon School Division. We have also been advised that the Division has already discussed the use of TIF in Brandon and the proposed use of TIF to assist the McKenzie Towers project.

I would appreciate receiving the Board's feedback, by September 7, 2011, on the designation of these properties under *The Community Revitalization Tax Increment Financing Act* in support of the McKenzie Towers project, including any questions or concerns.

Consultation with the Brandon School Division is important and I look forward to receiving your Board's comments soon.

Sincerely,

Ramona Mattix
Assistant Deputy Minister

MANITOBA
School Boards
ASSOCIATION

Appendix E

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

RECEIVED
AUG 22 2011

August 17, 2011

TO: Board Chairs

FROM: Keith Thomas, Risk Manager

RE: 2011-2012 "VOLUNTARY" STUDENT ACCIDENT INSURANCE

The Manitoba School Boards Association is again endorsing the Reliable Life Student Accident Insurance for the 2011-2012 school year. The Reliable Life plan has proven over a number of years to be of excellent value, and to provide maximum benefits where experience tells us claims are made.

In an attempt to ensure that parents fully understand the various plan offerings and the importance of at least considering student accident insurance for their children, we enclose posters to be displayed in high traffic entrance areas of all your schools. The posters should be hung before the first day of classes.

Please distribute one poster per school within your Division; there is also one extra to be hung in the Division office.

The "Universal" Student Accident Insurance was first made available to Divisions three years ago. Currently 37 of 38 Manitoba School Divisions purchase this coverage. Even if your Division has the Universal coverage, the voluntary Reliable Life Student Accident Insurance should still be made available to parents/guardians. **The Universal Student Accident Insurance compliments (not replaces) the voluntary Reliable Life Student Accident Insurance,** providing coverage for all students while at school, while involved in school activities away from school premises, or while traveling to or from school or a school activity. The voluntary Reliable Life Student Accident Insurance, which offers a number of coverage plans, instead provides protection 24 hours a day, 7 days a week.

If you have not already done so, we are asking you to have the link for Student Accident Insurance on your School Division's website homepage.

As the website has already been developed we ask that you simply create a new link within your Division's (or individual Schools') main menu and label it "Student Accident Insurance". The link should be directed to the URL: "**www.studentaccidentinsurance.ca/schools**". The rest is already taken care of.

If you have any difficulty with this website process do not hesitate to contact our Insurance Broker, Western Financial Group Insurance Solutions. Your contact person is Regan Wolfrom, Application Developer, at 1-800-265-0314 or 942-2555 (ext. 7216). You can also email Regan at regan.wolfrom@westernfgis.ca.

As always, your co-operation with the plan is greatly appreciated.

If you have any questions, please do not hesitate to call.

2.04e)