



BRANDON SCHOOL DIVISION

March 1, 2017

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

TO BE HELD MONDAY, MARCH 6, 2017
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Board Meeting, February 27, 2017.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Finance Committee Meeting

M. Sefton

2.03 Delegations and Petitions (max. 10 minutes)

2.04 Communications for Action

- a) Mr. Trevor Maguire, Western Manitoba Science Fair, undated, noting this year's Western Manitoba Science Fair is to be held on Tuesday, March 14, 2017 at the Keystone Center. Donations from school divisions and corporate and private sponsors, allows for the provision of awards and assists in sending students to the Canada Wide Science Fair.

They are asking for the Division's continued support of this event. The letter, Profit and Loss Standard and Sponsor Package are attached for information. (Appendix 'A')

Refer Motions.

- b) Manitoba Association of Parent Councils (MAPC), enclosing the Annual MAPC Parent Council Recognition Award nomination form to nominate an outstanding Parent Council working within the Division. The award presentation will take place at the MAPC Annual General Meeting and Conference to be held on May 5 and 6, 2017 at the Victoria inn Hotel and Convention Centre in Winnipeg.

Refer Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from the Manitoba Association of Parent Councils (MAPC), from Communications for Action 2.04 b), enclosing the Annual MAPC Parent Council Recognition Award nomination forms to nominate an outstanding Parent Council working within the Division. The award presentation will take place at the MAPC Annual General Meeting and Conference in May 2017.

- MSBA Matters

- From Report of Senior Administration

- 2017-2018 Final Budget – Refer Motions.
- Recognition of Trade Experience – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 26/2017 That the Final Budget for 2017-2018 and the 2017 Special Levy be approved as follows:

Total Operating Expenditures	\$ 101,967,200
Total Capital Expenditures	\$ <u>3,660,200</u>
Total Expenditures	\$ <u>105,627,400</u>
2017-2018 Special Requirement	\$ <u>48,339,400</u>
2017 Special Levy to be raised from Municipalities	\$ <u>46,094,010</u>

- 27/2017 That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 3 (three) increments for the remaining years of experience, providing a total of 6 (six) increments for work related experience be recognized for Ms. Angela Hall-Lovie.

- 28/2017 That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience, providing a total of 3 (three) increments for Ms. Kelsea McInnes.

- 29/2017 That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 1 (one) increment for the remaining years of experience, providing a total of 4 (four) increments for work related experience be recognized for Ms. Sarah Rankin.
- 30/2017 That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 7 (seven) increments for the remaining years of experience, providing a total of 10 (ten) increments for work related experience be recognized for Ms. Angie Doherty.
- 31/2017 That the tender from Royal Stewart Ltd. in the amount of \$132,000 (including taxes) for the Supply and Installation/Replacement of Basketball Backboard Systems funded through the 2016-2017 Operating Budget be accepted.
- 32/2017 That the Janitorial Services Contract between the Brandon School Division and JCI Johnson's Commercial and Industrial Services at Crocus Plains Regional Secondary School be extended for the 2017-2018 and 2018-2019 School Years in the following amounts (all taxes included):
- | | | |
|------------------|------------------|------------------|
| 2017-2018 | 2018-2019 | Total |
| \$292,303 | \$295,956 | \$588,259 |
- 33/2017 That the request of the Western Manitoba Science Fair for financial support be approved in the amount of \$2,000.

2.08 Bylaws

2.09 Giving of Notice

I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce an amendment to By-law 3, Section III, "Regular Board Meeting Agenda".

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

3.02 Communications for Information

3.03 Announcements

- a) Policy Review Committee Meeting – 11:30 a.m., Monday, March 6, 2017, Boardroom.
- b) Personnel Committee Meeting – 11:00 a.m., Thursday, March 9, 2017, Boardroom.
- c) Education Committee Meeting – 12:00 p.m., Tuesday, March 14, 2017, Boardroom.
- d) Workplace Safety and Health Committee Meeting – 1:30 p.m., Tuesday, March 14, 2017, Boardroom.

- e) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, March 20, 2017, Boardroom.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 20, 2017, Boardroom.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

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

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 6:00 P.M., MONDAY, FEBRUARY 27, 2017.

PRESENT:

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

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

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. Eunice Jamora, Assistant Secretary-Treasurer.

REGRETS:

Mr. P. Bartlette.

The Chairperson called the meeting to order at 6:01 p.m.

Mr. Kruck – Mr. Murray

That the Board do now resolve into Committee of the Whole In-Camera. (6:01 p.m.)

Carried.

The Board discussed In-Camera items identified in Section 4.00

Ms. Bambridge – Dr. Ross

That the Committee of the Whole In-Camera do now resolve into Board. (6:55 p.m.)

Carried.

The Chairperson called the meeting to order with a traditional heritage acknowledgement at 7:02 p.m. and welcomed everyone in attendance.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Bambridge noted she had one verbal report on the Policy Review Committee.

Trustee Bowslaugh noted she had one verbal update on the Divisional Futures and Community Relations Committee.

Mr. Buri – Ms. Bambridge

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held February 13, 2017 were circulated.

Mr. Sefton - Dr. Ross

That the Minutes be approved.

Carried.

- b) The Minutes of the Special Board Meeting – Budget Deliberations – held February 21, 2017 were circulated.

Mr. Sefton – Mr. Kruck

That the Minutes be approved.

Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

The Board of Trustees received a clarinet performance by grade 11 Vincent Massey High School student Stevie Onyshko. Stevie was recognized by the Board in January for being chosen to be a member of the Senior Provincial Honour Band.

2.02 Reports of Committees

- a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on February 9, 2017 was circulated.

Dr. Ross – Mr. Buri

That the Minutes be received and filed.

Carried.

- b) Education Committee Meeting

The written report of the Education Committee meeting held on February 14, 2017 was circulated.

Mr. Buri – Mr. Sefton

That the Minutes be received and filed.

Carried.

- c) Policy Review Committee Meeting

A verbal report was provided by Trustee Bambridge, who indicated that the Policy Review Committee went through the Policy Manual and separated Procedures from Policy. She added that the Request for Proposal (RFP) advertisement was included in the Saturday February 25, 2017 edition of the Brandon Sun and that it is on the Division website.

- d) School Division/Parent/Guardian Advisory Committee meeting
Trustee Bowslaugh spoke to this meeting, and provided updates on the Aboriginal Forum, BUAPC meeting she attended, and the Divisional Futures & Community Relations Committee lunch visit to Waverly Park School.

2.03 Delegations and Petitions (max. 10 minutes)

Public Budget Feedback Presentations

The following individuals made presentations regarding the proposed 2017-2018 Budget:

- 1) Brandon Teachers' Association
Mr. Peter Buehler, President, Brandon Teachers' Association, provided a submission on behalf of the Division's teaching staff. Mr. Buehler noted that the Association is grateful for the Board's work this year in making budget decisions that put public education first. He added that's not to say the choices the Board made to this point don't have worrisome consequences. First among these is the decision to accommodate next year's expected rise in enrolment by hiring only nine additional teachers. Mr. Buehler indicated that those who take the least sophisticated view of school division budgets never fail to point out that the Division puts a lot of money towards salaries, with the implication that it is salaries that ought to be cut.

Mr. Buehler added that Trustees and teachers know it is the work of people – teachers and others – that gets the wonderful task of educating students done. The Association commended Brandon School Division Trustees for not making cuts to existing staff, but are concerned at the decision not to hire as many teachers as will be needed to meet the needs of next year's additional students and those other students in classrooms with them.

The Association has concerns with the changes to the process of budget setting in the Division. In the past, more detail has been available to the public and discussion amongst Trustees during budget meetings has explored some of those numbers and the issues behind them in public. Mr. Buehler added that some decisions seem to have been made in advance of the budget proceedings. He noted this concern as a matter of advice: it is important for public bodies to be transparent in the decisions they make, and to be as thorough as possible in exploring their options in public.

Another matter of concern was news that no new portable classrooms will be funded for Brandon in the coming year. How will the Division accommodate this problem? What budgetary ramifications will it have?

It has been the hope of the Association that the Division would soon begin to address the need for Vice-Principals in all schools. The Provincial Government's funding announcement this year won't let Trustees consider the merits of this idea now, along with the educational advances of offering all-day, every day Kindergarten.

The Association commends Trustees for their courage in not letting pressure from the Provincial government and pressure from those who cannot understand that taxation leads to benefit for us all, lead them to make budget decisions that would seriously harm public education in Brandon for years and years to come.

2) Brandon Chamber of Commerce

Mr. Terry Burgess, President, Brandon Chamber of Commerce, introduced himself and noted that the Chamber is a not for profit organization that represents over 600 member business's in our community, and lobbies on behalf of all business, important community organizations like the Brandon School Division, and those taxpayers that do not have a voice. Mr. Burgess noted that the Chamber appreciates that the Division's Administration has some very difficult decisions to make and have had challenges finding the balance between provincially mandated items and the needs/wants for the Division.

Mr. Burgess indicated that the Chamber is a champion of Brandon School Division, champions of Education and champions of a highly-skilled workforce. The Chamber knows that a quality education positively impacts the future prosperity and success of our city. He noted that we as a community have to reconcile our educational desires and requirements with the ability of the taxpayer to pay. The business and residential taxpayers are telling the Brandon Chamber of Commerce that they have had enough.

The Brandon Chamber of Commerce remains focused on outcomes. They ask for a reprioritization of spending, focus on improving Manitoba's ranking in core competencies of math, science and reading skills.

The Chamber recognizes that some of the Division's budget woes stem from Provincial funding levels, and they understand that 85% of the Brandon School Division budget is spent on salary and wages. One opportunity is to look at organizational effectiveness – making sure that every dollar is spent effectively, efficiently, and with an eye to ensuring that students are excelling in core competencies. He adds the Chamber supports the Continuous Improvement Plan introduced in the budget.

The Chamber offered up the following recommendations for consideration:

- Improve Transparency
- Program Outcomes
- Alternative Delivery Methods
- Consideration for increasing # of student/teacher ratio from 12.9
- Consideration for some flexibility in application of K-3 maximum class size thereby reducing number of teachers and classrooms required.
- Use of Public Private Partnerships

The Chamber of Commerce urged Trustees to revisit your budget, make the hard decisions on eliminating the things that the Division can do without so that Brandon can remain an affordable place to live, work, and raise families.

3) CUPE Local 737

Mr. Jamie Rose, President, CUPE Local 737, spoke on behalf of the Brandon School Division Support Staff. Mr. Rose opened his remarks by thanking the Board and Senior Administration in starting to include CUPE Local 737 in more aspects of what is happening around the Division and the Province.

Mr. Rose noted that the this year's budget presents numerous challenges to the Board to keep costs down. Mr. Rose added that it is important for the Board to remember the CUPE members and the effect their decisions have on their workload and stress. He spoke on the shortage of subs, and the recommendation put forward to have a floating 10-month School Administrative Assistant to offset the shortage for this group.

Mr. Rose indicated that CUPE appreciates the installation of cameras on all school buses which help to protect the students on the buses and their members. He noted some incidents that have taken place on buses, and added that although those cases are extreme, he feels an Educational Assistant could help stop incidents from happening or getting too out of hand.

4) Alf Kennedy

Mr. Kennedy introduced himself and noted he was representing a not for profit seniors group called Servants of Service Inc. Mr. Kennedy commented on the Public Budget Feedback Presentations on February 15, 2017 at Kirkcaldy Heights School, and provided information on the shortage of seniors housing in Brandon. He noted that Lions Manor alone has 600 people on the waiting list.

Mr. Kennedy suggested a partnership with the Division, building seniors complexes on top of flat-roofed schools, and selling the extra space in school yards to build complexes. Mr. Kennedy provided samples pictures of buildings and ideas for this project. Mr. Kennedy posed several questions to the Board to respond to at a later date, including:

- Is there a Board Training Manual?
- What is the total acreage of Division schoolyards?
- What is the amount of square footage per school on the acreage?
- The assessed value of the properties

Mr. Kennedy indicated the Division is sitting on underutilized property and maybe there is the possibility of a partnership.

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

a) Ebulletin – February 15, 2017

- From Report of Senior Administration

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

25/2017 Mr. Kruck – Mr. Sefton

That the Agreement between the United Way of Brandon & District and Brandon School Division's Youth Revolution – Brandon Community Drug & Alcohol Education Coalition to provide funding for the Brandon Community Drug & Alcohol Education Coalition for a one year term in the amount of \$10,000.00 be approved and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.

Carried.

2.08 Bylaws**2.09 Giving of Notice****2.10 Trustee Inquiries****3.00 ADMINISTRATIVE INFORMATION:****3.01 Report of Senior Administration**

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the February 27, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Honourable Ian Wishart, Minister of Education and Training, Visit to Brandon School Division – February 16, 2017
 - Hannah Koversky – Young Women of Distinction Nominee
 - Dr. Linda Ross – Women of Distinction Nominee
 - Angela McGuire-Holder – thanked for all her hard work with Youth Revolution, consisting of 600+ students

Ms. Bambridge – Mrs. Bowslaugh

That the February 27, 2017 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information**3.03 Announcements**

- a) Facilities and Transportation Committee Meeting – 2:00 p.m., Tuesday, February 28, 2017, Boardroom.
- b) Policy Review Committee Meeting – 11:30 a.m., Monday, March 6, 2017, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 6, 2017, Boardroom.
- d) Upcoming Budget Dates:
 - Regular Board Meeting – Final Budget Approval – 7:00 p.m., Monday, March 6, 2017, Boardroom.

Mr. Buri – Mrs. Bowslaugh

That the Board do now resolve into Committee of the Whole In-Camera. (8:25 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA**4.00 IN CAMERA DISCUSSION:**

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) The Secretary-Treasurer provided information on a Personnel Matter and received direction from the Board.
 - b) Mr. Greg Malazdrewicz, Assistant Superintendent, provided information on a Personnel Matter.
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) The Secretary-Treasurer provided information on a Board Operations Matter and received direction from the Board.
 - b) Mr. Mathew Gustafson, Assistant Superintendent, provided an update on a Board Operations Matter.
 - c) Mr. Gustafson provided information on a Board Operations Matter and answered Trustee questions.
 - d) Trustee Sumner provided information on a Board Operations Matter and received direction from the Board.
 - e) Dr. Marc Casavant, Superintendent/CEO provided information on a Board Operations Matter and received direction from the Board.
- Trustee Inquiries

Mr. Murray – Mr. Kruck

That the Committee of the Whole In-Camera do now resolve into Board. (9:20 p.m.)

Carried.

5.00 ADJOURNMENT

Mr. Kruck – Dr. Ross

That the Board do now adjourn. (9:21 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Tuesday, February 28, 2017 – 2:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), L. Ross (arrived at 2:10 p.m.), K. Sumner
D. Labossiere, E. Jamora
Guest: R. Clark

1. CALL TO ORDER

The Finance Committee Meeting was called to order at 2:07 p.m. by Committee Chair Mark Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of January 19, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Basketball Backboard Systems Tender

Mr. Ralph Clark, Physical Education/Health Education Specialist, provided background on the Division's current basketball backboard systems. He noted there are two types of systems currently in the schools that pose a concern; wall mount and ceiling mount. Mr. Clark indicated that some of the backboards require immediate replacement due to the fact that they place students and staff at great risk if there is a mechanical failure (system is sometimes referred to as a guillotine backboard). Other backboards increase some risk to students and staff as they use hand or power drill systems to operate the system to raise and lower the backboard to the ceiling. There are also a limited number of schools that have the aut-o-lok safety strap (acts like a car safety belt). Other school divisions are also addressing the safety risks identified with the current backboards systems used in BSD schools and have already replaced or are in the process of replacing the equipment. He added that there are different standards for basketball backboard adjustment between the K-8 schools. The new backboard systems would allow the functionality to adjust the backboard from the standard 10 feet height (suitable for grade 7-12 students and adults) to 8 feet height (to provide younger students the opportunity to succeed).

Trustees asked questions for clarification. Mr. Denis Labossiere, Secretary-Treasurer, noted that the main issue with the current backboard systems is liability to the Division should one of the systems fail. He also noted the opportunity to bring all K-8 schools to the same standard while addressing safety issues.

The Committee agreed to the recommendation as presented.

Recommendation:

That the tender from Royal Stewart Ltd. in the amount of \$132,000 (including taxes) for the Supply and Installation/Replacement of Basketball Backboard Systems funded through the 2016-2017 Operating Budget be accepted.

B. Contract Extension Janitorial Service – Crocus Plains

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item. Mr. Labossiere noted that the contract between Brandon School Division and JCI Johnson's Commercial and Industrial Services (JCI) at Crocus Plains Regional Secondary School expires June 30, 2017. The Division expressed interest in extending the contract for an additional two (2) years and requested that JCI provide pricing.

The Secretary-Treasurer indicated that pricing for the proposed contract extension is within budget and answered Trustee questions.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Janitorial Services Contract between the Brandon School Division and JCI Johnson's Commercial and Industrial Services at Crocus Plains Regional Secondary School be extended for the 2017-2018 and 2018-2019 School Years in the following amounts (all taxes included):

<u>2017-2018</u>	<u>2018-2019</u>	<u>Total</u>
\$292,303	\$295,956	\$588,259

C. Confirm Payments of Account

The payments of account for the month of January were accepted as circulated. Trustees asked questions for clarification and noted some of the newspaper advertising costs associated with staff recruitment. The committee will ask that the Personnel Committee review the methods used for staff recruitment, the costs associated and the effectiveness of the methods.

D. Review Monthly Reports

The monthly reports for the month of January were accepted as circulated. Mr. Labossiere reviewed the reports and answered Trustee questions.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Thursday, February 16, 2017, 12:00 p.m., Boardroom

The meeting adjourned at 3:25 p.m.

Respectfully submitted,

M. Sefton (Chair)

L. Ross

K. Sumner

J. Murray (Alternate)

Appendix 'A'

Western Manitoba Science Fair



Our Supporters:

Brandon University
Manitoba Hydro
Acc Communications Engineering
Technologist Program
Andrews Foot Clinic Award
Assiniboine Community College
Assiniboine Kiwanis
Bee-clean Building Maintenance
Brandon Chamber Of Commerce
Brandon Clinic Medical Corporation
Brandon Emergency Support Team
Brandon Environment Committee
Brandon Fire & Emergency Services
Brandon School Division
Brandon University
Cando Rail Services
Canexus Corporation
Charlee McLaughlin-ventnor
Christie's Office Plus
City Of Brandon
Cliff Cullen - Mia Spruce Woods
Diamond Jubilee (1960) Ch.iode
Don Sumner Memorial Award
Donald Legal Services
Doyle Pivniuk - Mia Arthur-virden
Engineers Geoscientists Manitoba
Fidelity Investments
Flatland Drugs
Fort La Bosse School Division
Healthy Lake Committee Award
Heart And Stroke Foundation Of Manitoba
Koch Fertilizer Canada Limited
Larry Maguire - Mp Brandon-souris
Leech Printing Ltd.
Manitoba Association Of Home Economists
Manitoba Hydro
Newton Environmental Award
Prairie West Academy
Reg Helwer - Mia Brandon West
Rotary Club Of Brandon-sunset
Safe Communities Bdn & Area
Samson Engineering
School Of Agriculture And Environment At Acc
Stu Briesse - Mia Agassiz
Subway
Sunrise Credit Union
The Davis's
Victoria Inn
Western Manitoba Science Fair

2017

Western Manitoba Science Fair

637 10th Street
Brandon
Manitoba
R7A 4G6
(204) 727 4700
trevor@maguire.ca

www.wmsf.com

Brandon School Division
1031 6th Street
Brandon, Mb.
R7A 4K5

Dear Friend of Science:

This year The Western Manitoba Science Fair is to be held on March 14, 2017 at the Keystone Center. As in years past, your support of this event is critical to ensure that students continue to have the opportunity to develop their science and technology skills.

The WMSF cost of operation is for the most part covered by the student entry fees. It is the donations from the school divisions, corporate and private sponsors, which allows us to provide awards and send students to the Canada Wide Science Fair. Currently the WMSF sends only 3 to 4 students to the Canada Wide Fair, although we are eligible to send up to 6 students. We need your support to give more Southwestern Manitoba youth the chance to be a part of this life changing experience. If you have contributed in the past, we thank you for your much needed support.

If your division would like more information on the Western Manitoba Science Fair or the Canada Wide Fair please feel free to contact me at 204.727.4700. or trevor@maguire.ca

Sincerely,

Trevor Maguire

Western Manitoba Science Fair

Profit & Loss Standard

September 2015 through August 2016

	<u>Sep '15 - Aug 16</u>
Income	
Contributions Income	
Designated Awards - Corp/Org	2,250.00
Designated Awards - Individuals	475.00
Government	1,800.00
Individuals Sponsorship	85.16
Organization/Corp Sponsorships	3,855.97
Participant T-shirt Promo	2,175.00
Program Ad	1,400.00
School Divisions	1,500.00
Total Contributions Income	<u>13,541.13</u>
Entry Fees	
Student Entry Fees	9,360.00
Total Entry Fees	<u>9,360.00</u>
Interest Income	1.59
Total Income	<u>22,902.72</u>
Expense	
Administrative Costs	
Bank Charges	0.75
Copying/Stationary	242.95
Participant T-shirts	3,983.25
Total Administrative Costs	<u>4,226.95</u>
Awards	
Canada-Wide Sci. Fair	7,380.00
Designated	3,375.00
Trophies	1,273.97
Total Awards	<u>12,028.97</u>
Operations	
Entertainment	315.00
Facilities	7,928.93
Security	300.00
Total Operations	<u>8,543.93</u>
Total Expense	<u>24,799.85</u>
Net Income	<u><u>-1,897.13</u></u>

Creating a Culture of Innovation

Your Opportunity to Partner With WMSF

Your Local Regional Science Fair

The Western Manitoba Science Fair is the regional science fair for Westman and surrounding Southwestern Manitoba. WMSF is one of over 100 affiliated regional fairs in the Youth Science Canada network. Being a Regional fair means that the schools in our catchment area hold their science fairs, and then send their finalists on to compete at the next level at our WMSF. Each year on average, about 25 schools from 10 or so different school divisions hold science fairs and send their finalists on to the WMSF.

The Western Manitoba Science Fair is organized by a small group of dedicated volunteers from the local professional, educational, and scientific community. Our goal is to foster an enthusiasm for science in students by encouraging their natural curiosity and creativity, through hands-on STEM projects (Science Technology Engineering Math). It's important to inspire our youth to channel this enthusiasm into worthwhile scientific endeavors while acquainting them with the use of proper scientific methods. We believe that every student deserves to investigate their questions and develop their solutions as a STEM project, and our mission is to engage, connect, support and recognize every one. We emphasize the importance of organization, planning, and communication, and provide an avenue for students to showcase their scientific talent for parents, teachers, and the community.

The WMSF is funded through a combination of donations and sponsorships from local individuals, businesses, and organizations. We depend on sponsorships from our community every year for the fair to be successful, and know that our relationships and partnerships with our contributors are vital to our success. We believe that we are investing in tomorrow's innovators and leaders, and we invite you to partner with us!

Sponsorship of the WMSF provides you with exposure to hundreds of students and parents, and over 100 science fair judges from the community. Please have a look at our sponsorship options to see which one might be right for you. We also welcome you to contact us if you have any alternative sponsorship ideas that would suit you!

WMSF Sponsorship Levels

• Platinum - \$1,000

- ◆ Everything in Gold category, PLUS
- ◆ Logo on WMSF Official Entry Form and in WMSF Guide
- ◆ 'Top billing' logo on award ceremony programs at fair
- ◆ 'Top billing' logo and link on WMSF website home page

• Gold - \$500

- ◆ Everything in Silver category, PLUS
- ◆ Logo and link in a thank you post on our facebook page
- ◆ Logo displayed in Award Ceremony program

• Silver - \$250

- ◆ Everything in Bronze category, PLUS
- ◆ Logo and link to your website on sponsorship page on our website www.wmsf.com

• Bronze - \$150

- ◆ Personalized thank you cards from fair participants
- ◆ Name in award ceremony programs at fair
- ◆ Name on our website on sponsorship page www.wmsf.com
- ◆ Name in a thank you post on our facebook page

All of the categories above give you and your business exposure to a considerable number of people from all over Southwestern Manitoba. The award ceremony program is handed out to the parents/families of approx. 500 students. The WMSF entry form and WMSF guide are read by every teacher, student and parent involved. Our website and facebook page are frequently visited by those mentioned above in addition to approx. 150 science fair judges.

In addition to the levels detailed above, there are a few other sponsorship options to consider. Please see next page for further details!



Manitoba Association of Parent Councils

Parent Council Recognition Award

About the Award

Every year, Manitoba Association of Parent Councils (MAPC), requests nominations from member schools principals and divisions for the Parent Council Recognition Award.

This award recognizes one outstanding school based parent group that demonstrates enthusiasm, teamwork, and dedication to supporting the parental voice in education in Manitoba.

A judging panel considers the qualities demonstrated in each nomination, selecting the most outstanding group to receive the award. This group is celebrated by both the education community as well as their peers at the MAPC Annual Conference.

Selection Criteria

School principals and School Division representatives are encouraged to nominate an outstanding parent council which:

- Exemplifies collaboration and partnership within a school community
- Practices inclusion and sound governance strategies in its meetings
- Is active in its promotion of meaningful involvement by parents and families in the school and community
- Understands and engages in school and divisional planning discussions to build strong relationships and awareness of the importance of a healthy education system

Nominations

Any MAPC member school principal or school division representative can nominate an outstanding parent group from their community for the Parent Council Recognition Award. All that is required is a completed nomination form, submitted by the deadline (promoted annually). The following information is required in order to be considered for the award:

- The full name of the Parent Council being nominated
- The names, contact information and signatures, of two school or division representatives, verifying that all of the information is true
- A well-written description, including examples, of the Parent Council's accomplishments and qualities that make them an ideal recipient.

[Click here for details and an application](#) or contact the MAPC office.



Manitoba Association of Parent Councils

Parent Council Recognition Award

Nomination 2017

**DEADLINE FOR
SUBMISSION IS
MARCH 24, 2017!**

Please complete sections one to three of this nomination form.

SELECTION CRITERIA

Eligible nominees must be an active school parent group which:

- is a MAPC member in good standing for the 2016-2017 school year
- has demonstrated exceptional leadership and teamwork skills by contributing towards a positive learning environment
- has achieved an outstanding goal within their school environment
- has displayed commitment and understanding of the role of the parent council within their school community

** Any **Manitoba School Trustee, Superintendent, Principal or Teacher** may nominate an active MAPC member group from within their school division.*

SECTION ONE: Nominee Information and Nominator Contact Details

NAME OF NOMINATED PARENT GROUP

SCHOOL DIVISION

SCHOOL NAME

NAME OF NOMINATOR, INCLUDING TITLE

SCHOOL ADDRESS

NOMINATOR'S CONTACT PHONE NUMBER

SECTION TWO: NOMINATOR SIGNATURES

Two signatures are required to verify the nomination.

1. _____

Signature of Nominator

Date

Print Name of Nominator

2. _____

Signature of Nominator

Date

Print Name of Nominator

PLEASE NOTE

The information provided for the Parent Council Recognition Award is used for the purpose of this award, award presentation, MAPC Press Release, and MAPC website.

SECTION THREE: NOMINEE DESCRIPTION

This award recognizes a parent group for its outstanding achievements and dedication in promoting meaningful parental involvement to improve the education and well-being of children in Manitoba. Please provide a written response below that answers the questions below and highlights the nominee's strengths. Attach an additional sheet if necessary.

- 1. Please give an example(s) of how the nominee has demonstrated leadership and teamwork which contributed towards a positive learning environment.*
- 2. What notable goals has the nominee achieved within the school community?*
- 3. Please describe the nominee's commitment and understanding of the role of the parent council in its school community.*
- 4. Please describe how the nominee provides meaningful input and shared leadership in the school planning process.*
- 5. Please provide any additional information which you feel contributes towards the nominee's success.*

Send your completed, signed nomination by March 24, 2017, to:
Manitoba Association of Parent Councils
1005 – 401 York Ave. Winnipeg, MB R3C 0P8
OR fax 204-956-7780 OR email info@mapc.mb.ca



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

March 6, 2017

A. Administrative Information

I. CELEBRATIONS

1. PROJECT MANAGEMENT FUNDAMENTALS WORKSHOP – MARCH 1, 2017

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent of Schools/CEO from February 18, 2017 to March 1, 2017.

- February 23, 2017 – Community Town Hall on Policing and Community Safety – Brandon Police Service
- February 24, 2017 – Brandon Chamber of Commerce
- Friday, February 24, 2017 – telephone meeting with Dr. Rob Santos, Senior Assistant Deputy Minister, Manitoba Education and Training
- March 1, 2017 - Project Management Fundamentals Workshop

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	4 total	2 – 3 day 2 – 5 day	Weapons Assaultive Behaviour
High Schools	6 total	1 – 3 day 1 – 5 day 2 – 5 day 1 – 10 day 1 – 10 day	Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour Drug and Alcohol Policy Assaultive Behaviour

“Accepting the Challenge”

IV. INFORMATION ITEMS

1. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

MANITOBA MUSIC MONTH GRANT

For InformationDr. Casavant

Green Acres School and École Harrison have been awarded Manitoba Music Month grants. Cheques in the amount of \$400.00 and \$500.00 for the respective schools have been received.

The enthusiastic response to the Music Month grant initiative exceeded available funding, and the following criteria were used to determine grant awards: project connections to Music curricular outcomes and learnings from the *Creative Expression* and *Creating* essential learning areas; inclusive music creation opportunities for all students; and previous Music Month grant awards.

The positive response to the Music Month grant initiative is indicative of the creativity and commitment of Manitoba's music educators.

V. PRESENTATIONS

1. SPECIAL NEEDS FUNDING 2017/2018

For Information.....G. Malazdrewicz

In the funding announcement released by the Province in January it was noted that the Province was moving forward with several of the recommendations of the Task Force on Special Needs Funding.

The adjustment to the previous funding model removes the application process for ALL students except Emotional Behaviour Disorder (EBD) Level 3 and URIS A. Funds will now generally be allocated through a block fund. Divisions will develop internal processes to manage the allocation of funds.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

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.

2. FINAL BUDGET

For ActionD. Labossiere

Further to the Budget deliberations at the Special Board Meeting held February 21, 2017, included in the Agenda for the Board's final consideration upon completion of your budget discussions is a motion to finalize the Budget for the 2017-2018 fiscal year and the Special Levy for the 2017 municipal and calendar year.

Attached are revised schedules (Appendix A) with changes directed by the Board at the February 21, 2017 Budget Meeting reflecting net expenditure reductions of \$976,800 and the Special Requirement increase of \$1,999,900.

These revised schedules and budget totals include an adjustment of \$9,400 for the payroll tax and the offsetting Provincial General Support Grant resulting in no change to the Special Requirement or Special Levy. The following recommendation reflects these changes.

Also attached are public presentations (Appendix B) that were presented at the Regular Board Meeting held on February 27, 2017.

If you have any questions with respect to the foregoing or the attached schedules, please call or have them discussed at the Board of Trustees meeting.

RECOMMENDATION:

That the Final Budget for 2017-2018 and the 2017 Special Levy be approved as follows:

Total Operating Expenditures	\$ 101,967,200
Total Capital Expenditures	<u>\$ 3,660,200</u>
Total Expenditures	<u>\$ 105,627,400</u>
2017-2018 Special Requirement	<u>\$ 48,339,400</u>
2017 Special Levy to be raised from Municipalities	<u>\$ 46,094,010</u>

3. RECOGNITION OF TRADE EXPERIENCE

For ActionD. Labossiere

Article 8.03 of the current Collective Agreement between the Division and the Brandon Teachers' Association provides for the recognition of increments for related experience for teachers holding a special certificate and employed in the areas of vocational industrial education, agriculture and marketing education. These programs are offered at Crocus Plains Regional Secondary School.

Mr. Greg Malazdrewicz, Assistant Superintendent, and Mr. Peter Buehler, representative of the Brandon Teachers' Association, have reviewed the documentation submitted by Ms. Hall-Lovie identifying her related work experience as follows:

Ms. Angela Hall-Lovie, Vocational Industrial Arts Program – Hairstyling, a total of 122 months or the equivalent of 10.1667 years of relevant trade experience has been recommended granting 3 (three) increments for the first 3 (three) years of experience and an additional 3 (three) increments for the remaining years of experience, for a total of 6 (six) increments.

RECOMMENDATION:

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 3 (three) increments for the remaining years of experience, providing a total of 6 (six) increments for work related experience be recognized for Ms. Angela Hall-Lovie.

4. RECOGNITION OF TRADE EXPERIENCE

For ActionD. Labossiere

Article 8.03 of the current Collective Agreement between the Division and the Brandon Teachers' Association provides for the recognition of increments for related experience for teachers holding a special certificate and employed in the areas of vocational industrial education, agriculture and marketing education. These programs are offered at Crocus Plains Regional Secondary School.

Mr. Greg Malazdrewicz, Assistant Superintendent, and Mr. Peter Buehler, representative of the Brandon Teachers' Association, have reviewed the documentation submitted by Ms. McInnes identifying her related work experience as follows:

Ms. Kelsea McInnes, Vocational Industrial Arts Program – Hairstyling, a total of 58 months or the equivalent of 4.833 years of relevant trade experience has been

recommended granting 3 (three) increments for the first 3 (three) years of experience.

RECOMMENDATION:

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience, providing a total of 3 (three) increments for Ms. Kelsea McInnes.

5. RECOGNITION OF TRADE EXPERIENCE

For ActionD. Labossiere

Article 8.03 of the current Collective Agreement between the Division and the Brandon Teachers' Association provides for the recognition of increments for related experience for teachers holding a special certificate and employed in the areas of vocational industrial education, agriculture and marketing education. These programs are offered at Crocus Plains Regional Secondary School.

Mr. Greg Malazdrewicz, Assistant Superintendent, and Mr. Peter Buehler, representative of the Brandon Teachers' Association, have reviewed the documentation submitted by Ms. Rankin identifying her related work experience as follows:

Ms. Sarah Rankin, Vocational Industrial Arts Program – Hairstyling, a total of 60 months or the equivalent of 5 years of relevant trade experience has been recommended granting 3 (three) increments for the first 3 (three) years of experience and an additional 1 (one) increments for the remaining years of experience, for a total of 4 (four) increments.

RECOMMENDATION:

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 1 (one) increment for the remaining years of experience, providing a total of 4 (four) increments for work related experience be recognized for Ms. Sarah Rankin.

6. RECOGNITION OF TRADE EXPERIENCE

For ActionD. Labossiere

Article 8.03 of the current Collective Agreement between the Division and the Brandon Teachers' Association provides for the recognition of increments for related experience for teachers holding a special certificate and employed in the areas of vocational industrial education, agriculture and marketing education. These programs are offered at Crocus Plains Regional Secondary School.

Mr. Greg Malazdrewicz, Assistant Superintendent, and Mr. Peter Buehler, representative of the Brandon Teachers' Association, have reviewed the documentation submitted by Ms. Doherty identifying her related work experience as follows:

Ms. Angie Doherty, Vocational Industrial Arts Program – Hairstyling, a total of 308 months or the equivalent of 25.667 years of relevant trade experience has been recommended granting 3 (three) increments for the first 3 (three) years of experience and an additional 7 (seven) increments for the remaining years of experience, for a total of 10 (ten) increments.

RECOMMENDATION:

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 7 (seven) increments for the remaining years of experience, providing a total of 10 (ten) increments for work related experience be recognized for Ms. Angie Doherty.

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

**Dr. Marc D. Casavant
Superintendent of Schools/
Chief Executive Officer**



"Accepting the Challenge"

Financial Budget

2017-2018

March 6, 2017

**BRANDON SCHOOL DIVISION
BUDGET TOTALS
2017-2018**

	<u>Operating Expenses</u>	<u>Capital Expenses</u>	<u>Total Expenses</u>	<u>Special Requirement</u>	<u>Special Levy</u>
2017-2018 Budget	\$ 101,967,200	\$ 3,660,200	\$ 105,627,400	\$ 48,339,400	\$ 46,094,010
2016-2017 Budget	\$ 98,107,700	\$ 3,677,100	\$ 101,784,800	\$ 46,339,500	\$ 43,987,372
Increase (Decrease)	<u>\$ 3,859,500</u>	<u>\$ (16,900)</u>	<u>\$ 3,842,600</u>	<u>\$ 1,999,900</u>	<u>\$ 2,106,638</u>
	3.9%	-0.5%	3.8%	4.3%	4.8%

COST PER PUPIL

	<u>Total Expenses (1)</u>	<u>Funding Of Schools Program</u>	<u>K-12 F.T.E. Enrollment</u>	<u>Expenses Per Pupil</u>	<u>Funding Per Pupil</u>
2017-2018 Budget	\$ 101,481,400	\$ 49,298,700	8,530.0	\$ 11,897	\$ 5,779
2016-2017 Budget	\$ 97,591,400	\$ 48,204,100	8,347.0	\$ 11,692	\$ 5,775
2015-2016 Actual	\$ 90,509,013	\$ 46,187,884	8,250.0	\$ 10,971	\$ 5,599
2014-2015 Actual	\$ 86,251,333	\$ 43,819,156	8,056.0	\$ 10,706	\$ 5,439
2013-2014 Actual	\$ 83,622,829	\$ 42,312,332	8,000.5	\$ 10,452	\$ 5,289
2012-2013 Actual	\$ 80,151,366	\$ 39,219,907	7,848.5	\$ 10,212	\$ 4,997
2011-2012 Actual	\$ 73,052,265	\$ 35,360,890	7,609.0	\$ 9,601	\$ 4,647
2010-2011 Actual	\$ 67,214,318	\$ 33,790,734	7,393.0	\$ 9,092	\$ 4,571

(1) Operating fund transfers (i.e. payments to other school divisions, organizations and individuals) are excluded to provide more accurate per pupil costs. Also excluded are expenditures on educational services not provided to K-12 pupils: Function 300 (Adult Learning Centres) and Function 400 (Community Education and Services).

**BRANDON SCHOOL DIVISION
CAPITAL BUDGET
2017-2018**

	<u>2016-2017 Budget</u>	<u>2016-2017 Forecast</u>	<u>2017-2018 Budget</u>
<u>REVENUE:</u>			
Provincial Government			
Debt Servicing	\$2,888,200	\$ 2,991,300	3,020,900
Transfers			
From Operating	588,900	588,900	37,500
From Reserves	200,000	200,000	601,800
Grants & Reserves	-	-	-
Long Term Debt	-	-	-
TOTAL REVENUE	<u>\$3,677,100</u>	<u>\$ 3,780,200</u>	<u>\$3,660,200</u>
<u>EXPENSES:</u>			
Debt Servicing			
Debenture Debt Interest	\$1,253,900	\$ 1,308,500	\$1,294,800
Debenture Debt Principal	<u>1,634,300</u>	<u>1,682,800</u>	<u>1,726,100</u>
	\$2,888,200	\$ 2,991,300	\$3,020,900
Capital Assets & Allocations			
Core Switching Environment	\$ -	\$ -	\$ -
Crocus Plains Kitchen Exhaust & Ductwork	54,500	54,500	-
Maintenance Garage - Additional Bus Bays	100,000	100,000	-
Security Enhancements (Cameras & Card Access)	208,000	208,000	-
Maintenance Truck	-	-	37,500
	<u>362,500</u>	<u>362,500</u>	<u>37,500</u>
Reserves			
School Buses	\$ 426,400	\$ 426,400	\$ 601,800
New School	-	-	-
	<u>426,400</u>	<u>426,400</u>	<u>601,800</u>
TOTAL EXPENSES	<u>\$3,677,100</u>	<u>\$ 3,780,200</u>	<u>\$3,660,200</u>

**BRANDON SCHOOL DIVISION
SCHEDULE OF REVENUE AND EXPENDITURES
2017-2018 OPERATING BUDGET**

	2016-2017		2017-2018	
	Budget	%	Budget	%
<u>REVENUES</u>				
Provincial Government	\$ 60,354,100	61.2%	\$ 61,574,800	60.4%
Federal Government	18,500	0.0%	18,500	0.0%
Municipal Government	36,956,100	37.4%	38,900,900	38.1%
Other School Divisions	328,700	0.3%	447,500	0.4%
First Nations	193,100	0.2%	178,200	0.2%
Private Organizations and Individuals	754,700	0.8%	796,900	0.8%
Other Sources	91,400	0.1%	87,900	0.1%
	\$ 98,696,600	100.0%	\$ 102,004,700	100.0%
<u>EXPENDITURES</u>				
Regular Instruction	\$ 58,198,700	59.0%	\$ 60,577,700	59.4%
Student Support Services	20,789,300	21.0%	21,631,600	21.2%
Community Education and Services	377,200	0.4%	360,600	0.4%
Divisional Administration	3,202,400	3.2%	3,372,200	3.3%
Instructional & Other Support Services	3,132,300	3.2%	3,279,900	3.2%
Transportation	2,538,900	2.6%	2,509,500	2.5%
Operations and Maintenance	8,156,400	8.3%	8,465,500	8.3%
Fiscal	1,712,500	1.7%	1,770,200	1.7%
	\$ 98,107,700		\$ 101,967,200	
Transfers To Capital	588,900	0.6%	37,500	0.0%
	\$ 98,696,600	100.0%	\$ 102,004,700	100.0%
Net Current Year Surplus (Deficit)	\$ -		\$ -	
<u>How money is spent</u>				
Salaries & Benefits	\$ 84,050,500	85.1%	\$ 87,450,400	85.7%
Services	6,223,100	6.3%	6,397,000	6.3%
Supplies & Materials	5,982,500	6.1%	6,224,400	6.1%
Fiscal & Capital	2,440,500	2.5%	1,932,900	1.9%
	\$ 98,696,600	100.0%	\$ 102,004,700	100.0%

BRANDON SCHOOL DIVISION
EXPENSES BY FUNCTION & BY OBJECT
2017-2018

<u>OBJECT</u>	<u>FTE</u>	<u>Salaries</u>	<u>Employee Benefits & Allowances</u>	<u>Services</u>	<u>Supplies & Materials</u>	<u>Debt Services</u>	<u>Transfers</u>	<u>Total</u>	<u>% of Total</u>
Regular Instruction	626.95	52,459,700	2,725,300	762,100	4,505,400	-	125,200	60,577,700	59.4%
Student Support Services	386.91	19,441,800	1,586,300	392,900	210,600	-	-	21,631,600	21.2%
Community Education and Services	3.75	194,200	22,900	68,000	75,500	-	-	360,600	0.4%
Divisional Administration	36.04	2,174,900	293,800	819,600	83,900	-	-	3,372,200	3.3%
Instructional & Other Support Services	25.14	2,111,500	116,500	952,100	99,800	-	-	3,279,900	3.2%
Transportation	41.45	1,570,000	241,700	275,100	422,700	-	-	2,509,500	2.5%
Operations and Maintenance	84.21	3,895,900	615,900	3,127,200	826,500	-	-	8,465,500	8.3%
Fiscal	-	-	-	-	-	10,500	1,759,700	1,770,200	1.7%
	<u>1,204.45</u>	<u>81,848,000</u>	<u>5,602,400</u>	<u>6,397,000</u>	<u>6,224,400</u>	<u>10,500</u>	<u>1,884,900</u>	<u>101,967,200</u>	<u>100.0%</u>
Transfers to Capital							37,500	37,500	0.0%
Total	1,204.45	81,848,000	5,602,400	6,397,000	6,224,400	10,500	1,922,400	102,004,700	100.0%
% of Total		80.2%	5.5%	6.3%	6.1%	0.0%	1.9%	100.0%	

**BRANDON SCHOOL DIVISION
BUDGET VARIANCE SUMMARY
2017-2018**

<u>OBJECT</u>	<u>FTE</u>	<u>Salaries & Employee Benefits</u>	<u>Services</u>	<u>Supplies & Materials</u>	<u>Debt Services</u>	<u>Transfers</u>	<u>Total</u>	<u>% Change</u>
Regular Instruction	10.68	2,013,900	1,900	377,100	-	(13,900)	2,379,000	4.1%
Student Support Services	5.97	824,200	15,000	3,100	-	-	842,300	4.1%
Community Education and Services	0.50	(9,200)	29,700	(37,100)	-	-	(16,600)	-4.4%
Divisional Administration	-	55,700	126,500	(12,400)	-	-	169,800	5.3%
Instructional & Other Support Services	0.35	104,100	42,100	1,400	-	-	147,600	4.7%
Transportation	-	31,200	(30,300)	(30,300)	-	-	(29,400)	-1.2%
Operations and Maintenance	4.64	380,000	(11,000)	(59,900)	-	-	309,100	3.8%
Fiscal	-	-	-	-	(11,500)	69,200	57,700	3.4%
	22.14	3,399,900	173,900	241,900	(11,500)	55,300	3,859,500	3.9%
Transfers to Capital						(551,400)	(551,400)	-93.6%
Total	22.14	3,399,900	173,900	241,900	(11,500)	(496,100)	3,308,100	3.4%
% of Total		102.8%	5.3%	7.3%	-0.4%	-15.0%	100.0%	

Brandon School Division Special Levy

Special Levy 2017	Special Levy	Mill Rate
Special Levy 2016	46,094,010	14.910
Net Dollar Inc.	43,987,372	14.497
Net Percent Change	2,106,638	0.413
	4.79%	2.85%

FTE FTE
(5.00) (976,800)

ITEM(S)	COSTS					Budget Day Calculations		
	FTE	Staff	Supplies	Others	Total	FTE	Approved	Comments
<u>Trustee/Board Committee Budget Requests/Reductions</u>								
Transfer funds from School Bus Capital Reserve for the purchase of 4 buses					-		(601,800)	
Division Costs for 4 modular classrooms					-		(34,000)	
Reduce new teaching positions for enrollment growth from 14.14 to 9.14 FTE					-	(5.00)	(441,000)	
Fund Bus Garage Project from projected surplus					-		(100,000)	
	-	-	-	-	-	(5.00)	(1,176,800)	
Educational Assistant positions for supervision during student transportation.	3.00	77,100			77,100		-	withdrawn by Trustee Bambridge
<u>Total Trustee/Board Committee Budget Requests</u>	3.00	77,100	-	-	77,100	(5.00)	(1,176,800)	
<u>Senior Administration Sustainability Requests</u>								
Continuous Improvement Framework (CIF)			300,000		300,000		200,000	
<u>Total Senior Administration Sustainability Requests</u>	-	-	300,000	-	300,000	-	200,000	
<u>Total Budget and Sustainability Requests for 2017-2018</u>	3.00	77,100	300,000	-	377,100	(5.00)	(976,800)	

**BRANDON SCHOOL DIVISION
CALCULATION OF 2017 SPECIAL LEVY**

Budget Shortfall and Requests		1,999,900
A. Special Requirement: 2016/17 Budget (1)	46,339,500	
B. Amount related to 2016/17 included in 2016 Special Levy	20,157,683	
C. Balance of 2016/17 to be raised in 2017 (A - B)		26,181,817
D. Special Requirement: 2017/18 Budget (1)	48,339,400	
E. Amount included in 2017 Special Levy (43.5% of D) (2)		21,027,639
F. Surplus (Applied)/Raised (not included in the Special Requirement)		
G. 2017 SPECIAL LEVY FOR DIVISION (C + E + F)		47,209,456
H. 2017 SPECIAL LEVY FOR D.S.F.M. (from line Q below)		751,488
I. 2016 SPECIAL LEVY ADJUSTMENT FOR D.S.F.M. (from line G of Adjustment form)		(18,921)
J. SPECIAL LEVY BEFORE TAX INCENTIVE GRANT (G + H + I)		47,942,023
K. Less: Tax Incentive Grant		1,848,013
L. 2017 TOTAL SPECIAL LEVY (J - K) (3)		46,094,010
Total School Assessment		3,091,574,050
2017 Mill Rate		14.910
2016 Mill Rate		14.497
Percentage increase in Mill Rate over prior year		2.85%

2017 SPECIAL LEVY FOR D.S.F.M.

M. 2017 Special Levy for Division (from line G above)	47,209,456	
N. Resident Non-D.S.F.M. pupils at September 30, 2016 (4)	8,261.0	
O. Special Levy per resident pupil (M ÷ N)	5,714.74	
P. Resident D.S.F.M. pupils at September 30, 2016 (4)	131.5	
Q. 2017 Special Levy for D.S.F.M. (O x P)		751,488

**BRANDON SCHOOL DIVISION
CALCULATION OF 2018 SPECIAL LEVY**

A. Special Requirement: 2017/18 Budget (1)	<u>48,339,400</u>	
B. Amount related to 2017/18 included in 2017 Special Levy	<u>21,027,639</u>	
C. Balance of 2017/18 to be raised in 2016 (A - B)		<u>27,311,761</u>
D. Special Requirement: 2018/19 Budget (1)	<u>48,339,400</u>	
E. Amount included in 2018 Special Levy (43.5% of D) (2)		<u>21,027,639</u>
F. Surplus (Applied)/Raised (not included in the Special Requirement)		
G. 2018 SPECIAL LEVY FOR DIVISION (C + E + F)		<u>48,339,400</u>
H. 2018 SPECIAL LEVY FOR D.S.F.M. (from line Q below)		<u>769,475</u>
I. 2017 SPECIAL LEVY ADJUSTMENT FOR D.S.F.M. (from line G of Adjustment form)		<u>0</u>
J. SPECIAL LEVY BEFORE TAX INCENTIVE GRANT (G + H + I)		<u>49,108,875</u>
K. Less: Tax Incentive Grant		<u>1,848,013</u>
L. 2018 TOTAL SPECIAL LEVY (J - K) (3)		<u>47,260,862</u>

Total School Assessment	3,091,574,050
2018 Mill Rate	15.29
2017 Mill Rate	14.91
Percentage increase in Mill Rate over prior year	2.53%

2018 SPECIAL LEVY FOR D.S.F.M.

M. 2018 Special Levy for Division (from line G above)	<u>48,339,400</u>	
N. Resident Non-D.S.F.M. pupils at September 30, 2017 (4)	<u>8,261.0</u>	
O. Special Levy per resident pupil (M ÷ N)	<u>5,851.52</u>	
P. Resident D.S.F.M. pupils at September 30, 2017 (4)	<u>131.5</u>	
Q. 2018 Special Levy for D.S.F.M. (O x P)		<u>769,475</u>

Brandon School Division
Preliminary Budget 2017-2018
February 21, 2017

Education Property Tax on a Home valued at **\$251,325** in 2017



Brandon School Division Tax

Assessed Value*

Portioned Value @ 45%

Mill Rate

Total School Taxes

Annual
Monthly

		2017-2018 Budget		
	2016	2017	\$ Change	% Change
Assessed Value*	\$ 251,325	\$ 251,325	-	0.00%
Portioned Value @ 45%	113,096	113,096		
Mill Rate	14.497	14.910	0.413	2.85%
Total School Taxes	<u>\$ 1,639.52</u>	<u>\$ 1,686.22</u>	<u>46.70</u>	<u>2.85%</u>
Annual			\$ 46.70	
Monthly			\$ 3.89	



BRANDON
CHAMBER OF COMMERCE

Submission to

**Brandon School Division
Public Budget Consultation**

February 27, 2017

7:00 p.m.

Presented by: Terry Burgess, President, Brandon Chamber of Commerce

**Brandon Chamber of Commerce Presentation
to Brandon School Division Board of Trustees
re: 2017/2018 Budget**

Ladies and gentlemen and Brandon School Board Trustees, I am Terry Burgess, and I am currently the President of the Brandon Chamber of Commerce. As you are undoubtedly aware the Chamber is a not for profit organization that represents over 600 member business's in our community, but we also lobby on behalf of all business, important community organizations like the Brandon School Division and those taxpayers that do not have a voice.

We would like to thank you for the opportunity to provide input on the School Division's 2017/18 Budget. We do appreciate that the Division's Administration has some very difficult decisions to make and they have had challenges finding the balance between provincially mandated items and the needs/wants for the division. The Chamber appreciates the information presented through your website, through public consultations and through the stakeholder meeting between our organizations.

Like you, we too have difficulty balancing our responsibilities of recognizing the long term importance of education and, the short and long term impact of tax increases on businesses and business development. We're champions of the Brandon School Division - we're champions of education and we're champions of a highly-skilled workforce. The students that come through these schools are the future business leaders in our community. The Chamber knows that a quality education positively impacts the future prosperity and success of our city. We will continue to work with you on ensuring Government invests in the Brandon School Division at a level fair with other Divisions.

We, as a community, have to reconcile our educational desires and requirements with the ability of the taxpayer to pay. Right now, the business and residential taxpayers are telling the Brandon Chamber of Commerce that they have had enough.

When we do the math, from the numbers provided, we find a 21.8% increase in the total expenses from 2012/13 to 2016/17. During the same period, enrolment has increased from 8203 to 8888 or just 8.4%. Over the same period of time, the information provided also shows residential property taxes going up annually at approximately 3.5% for residential properties and 9% for businesses.

The Brandon Chamber of Commerce remains focused on outcomes. We ask for a reprioritization of spending, focused on improving Manitoba's ranking in core competencies of math, science and reading skills. We recognize that these are provincial averages, and not a direct comparison of the Brandon School Division, but feel our message still holds weight - the additional educational dollars already being spent should be reflected in positive outcomes for students.

We are aware of the fact that some of your budget woes stem from Provincial funding levels, and we also understand that 85% of the Brandon School Division budget is spent on salary and wages. You have little or minimal control over what an employee makes, as we need to remain competitive and they need reasonable compensation for their contributions to help educate our children. As costs increase in a division, the one opportunity is to look at is organizational effectiveness - making sure that every dollar is spent effectively, efficiently, and with an eye to ensuring that students are excelling in core competencies. In the spirit of this, we support the Continuous Improvement plan introduced in the Financial Budget. This is based on the assumption again that measured outcomes would be in place and would help support robust analysis to determine course offerings to eliminate before making new investments.

We also recognize that the growth in the student population by 183 students requires additional positions based on the funding model of 12.9 students per teacher – some 14 teaching positions this year. What we find challenging is an additional 13 added for administration and support positions for an overall total of 27 new positions for 183 student increase. We do understand that you have already made a decision to only invest in 9 new teaching positions and would encourage the same approach to administration and support positions. Again, given the amount of increases in the past 5 years and the ongoing nature of these positions, we would encourage you to reconsider the need for this excessive amount of new staff.

I do not want this to be considered an attack on teachers, curriculums, administration or you as trustees. The Chamber values our working relationship with the Brandon School Division. We view you as important partners in ensuring our common goals for students in our community are met. You've seen us advocate at the Provincial level for a new school and you've seen us advocate for a better funding model from the province for the initiatives that they mandate. Furthermore, we would like to offer up the following recommendations for consideration;

1. Improve transparency – include comparative information on actual taxes collected and actual expenses per year. Comparative analysis not to the average but similar Divisions in size and enrolment.
2. Program Outcomes – share results with stakeholders
3. Alternative Delivery Methods – i.e. Partner with Brandon University for “AP or IB” courses
4. Consideration for increasing # of students/teacher ratio from 12.9.
5. Consideration for some flexibility in application of K- 3 maximum class size thereby reducing number of teachers and classrooms required
6. Use of Public Private Partnerships to potentially reduce overall costs and employ local businesses.

Our economic climate is forcing us all to do more with less; it's important that our school division has the best interests of the taxpayer in their heart and considers their ability to pay. The Chamber of Commerce urges you to please revisit your budget, make the hard decisions on eliminating the things that we can do without so that Brandon can remain an affordable place to live, work, and raise families.

Thank you.

February 27/2017

Board of Trustee and Senior Administration

My name is Jamie Rose, President of CUPE Local 737, and I am here on behalf of the Brandon School Division support staff.

I'd like to begin my remarks by taking this opportunity to thank the board and Senior Administration in starting to include our Union in more aspects of what is happening around the Division and the province.

Looking at the Provincial Government mandate this years' Budget presents numerous challenges to you the board. As a taxpayer myself I see the struggles for the board to keep the cost down.

It is important for the board to remember our members and the effect your decisions have on their workload and stress.

The Board of Trustees has a huge task in front of them!

This Budget focuses on cuts and how to move forward with less.

We would like to bring your attention to the February 9/2017 meeting, when the Executive and some of the casual support staff met with the personnel committee to discuss the shortage of subs. As you are aware we put forward a recommendation to have a floating 10-month School Administration Assistance to offset the shortage for this group, as we recognize the workload left for this position when not being filled.

I would also like to address, that we appreciate in last year budget, we are now installing cameras on all the buses, which we thank the board for. These cameras help to protect the students on the buses and our members. I would like to point out the transit driver in Winnipeg, who lost his life while on the job, due to being stabbed by a passenger. Winnipeg Transit had cameras on the bus, but it makes you wonder if they had a helper on the bus if this would have occurred. Then we all remember the passenger on the Greyhound. These incidents are the extremes, but an Educational Assistant could help stop incidents from happening or getting too out of hand in real time, not after the fact.

We all care about the safety and the quality of the education that our students receive. We all believe in the value of the Brandon School Division for the future of our children.

Thank you for letting me have an opportunity to voice CUPE 737 thoughts.



date:	27 February 2017
subject:	Presentation to Brandon School Board – on the 2017-2018 tentative budget

Good evening trustees, senior administrators, members of the Brandon Teachers' Association, members of CUPE Local 737, all others present in the room, and those viewing this meeting by other means. I am Peter Buehler. I am the president of the Brandon Teachers' Association.

Let me begin by saying to trustees, on behalf of the members of our Association, that we are grateful for your work this year in making budget decisions that put public education first. We appreciate what a difficult process that is. We thank you for trying to keep your eyes on the prize.

You could have set a budget with dreadful consequences. You did not.

That's not to say the choices you've made to this point don't have *worrisome* consequences.

Chief amongst these is the decision to accommodate next year's expected rise in enrolment by hiring only nine additional teachers. The Division's own calculation indicates that fourteen additional teachers are necessary to meet the increased demand. You've made this sort of calculation many times, both when enrolment was shrinking as well as when there was growth. You must know that your calculations are reliable. The predicted need for fourteen more teachers is a reasonable prediction.

It has been said that the decision to hire not fourteen, but nine additional teachers has no consequence for those currently working in the Division. No one will lose a job.

That part is true. However, the decision to "make do" with five fewer teachers than the predicted, necessary fourteen will have consequences for those currently working in Brandon schools and for the students they teach. It's not hard to see that "making do" with fewer teachers than needed means larger classes or reduced service to those classrooms through cutting support programs – or both.

Those who take the least sophisticated view of school division budgets never fail to point out that the Division puts a lot of money toward salaries. The implication is that it is salaries that ought to be cut.

Trustees know, and teachers know, that more than anything, it is the work of people – teachers and others – that gets the wonderful task of educating students done. Learners need teachers. Teachers need and deserve salaries. So while we commend Brandon School Division trustees for not making cuts to existing staff, at the same time, we are very concerned at the decision not to hire as many teachers as will be needed to meet the needs of next year's additional students and those other students in classrooms with them. Their learning will be compromised in consequence.

We also have concerns with the changes this time to the process of budget setting in Brandon School Division. In the past, more detail has been available to the public to explain the facts behind the numbers in budget documents. More than that, in the past, discussion amongst trustees during budget meetings has explored some of those numbers and the issues behind them in public. The result has been a due level of transparency in the budget decisions of the Board.

This year feels different. Some decisions seem to have been made in advance of the budget proceedings, and the information given the public doesn't tell us much. For instance, \$552,800 in "reductions and efficiencies" relating to salaries and employee benefits is the totality of the information provided on that matter in this year's budget documents. No notes or other explanation in the documents helps us understand just what this number represents. To my recollection, this figure was not questioned or explored by any trustee during this year's budget deliberations, and though I've been present when members of the public and division employees asked for explanation of this number, I've never heard a full explanation of it. The response has been partial each time, and each time, just a little different from the last.

I note this concern as a matter of advice. It is important for public bodies to be transparent in the decisions they make, and to be as thorough as possible in exploring their options in public. The better the public is informed, the more readily members of the public can have confidence in your decisions. The same is certainly true for those members of the public who are also your employees.

A further matter of concern: the unexpected news from the Public Schools Finance Board that no new portable classrooms will be funded for Brandon in the coming year. No matter what the PFSB thinks, Brandon schools are full now, and enrolment is rising. How will the Division accommodate this problem? What budgetary ramifications will it have? Not only will our students not have the needed number of teachers, they will not have enough furniture, enough supplies, or even enough space to meet their needs. School Principals must be shuddering at the prospect.

It has been the hope of the Association that the Division would soon begin to address the need for vice principals in all schools. We believe it's clear that most schools, if not all of them, need the support of a vice principal, and yet some still operate with only a single, full-time principal. The provincial government's funding announcement this year certainly won't let trustees consider the merits of this idea now, but we trust that you will not lose sight of it.

A similar disappointment would be the fact that this funding announcement gives trustees no room to consider the educational advantages to be gained by increasing the number of Brandon schools offering all-day, every-day kindergarten. The Association is thrilled at the progress that has been made in recent years toward that goal. It was excellent work on the part of trustees, and it's a keen disappointment to see it stalled. Again, we urge you not to lose sight of that possibility.

During this process, there have been hints that the Division has become better aware of the ramifications of its pattern of generating revenue that converts to surplus at the end of a school year. If so, that's good. The present provincial government is likely to see unexpended revenue as evidence that in the future, the Division can readily sustain further shortfalls in the funding the province allots the Division. Beware.

Finally, let me return to where I started. Though I've focused on the concerns we have about this budget and the process followed in creating it, the Association commends trustees for their courage in not letting pressure from the provincial government and pressure from those who cannot understand that taxation leads to benefit for us all, lead them to make budget decisions that would seriously harm public education in Brandon for years and years to come. Please, do not draw back from the decisions you've made so far. So far as you have held it, please continue to hold the line.

Thank-you for your thoughtful and patient attention.