



BRANDON SCHOOL DIVISION

October 9, 2013

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

TO BE HELD **TUESDAY**, OCTOBER 15, 2013
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Acting 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, September 23, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Policy Review Committee Meeting
- b) Finance Committee Meeting
- c) Personnel Committee Meeting

G. Kruck

L. Ross

L. Ross

- | | |
|---|--------------|
| d) Divisional Futures & Community Relations Committee Meeting | P. Bowslaugh |
| e) Facilities & Transportation Committee Meeting | D. Karnes |
| f) Education Committee Meeting | P. Bartlette |
| g) Other – | |
| - Visit by Minister of Education | M. Sefton |
| - Joint Meeting City of Brandon/Board of Trustees | M. Sefton |

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, September 25, 2013, noting the MSBA has representation on many internal and external committees with various government and education related organizations. Trustees are welcome to serve as representatives of MSBA on these committees. Therefore, a listing of all the current committees, as well as a brief description of the committee has been attached to the correspondence. Appointments are usually for a two-year term, renewable for an additional two-year term, for a maximum of four consecutive years. In addition there are occasionally ad hoc or new committees on which MSBA is invited to participate. They ask that Trustees complete the areas of interest/expertise portion of the questionnaire. These forms are available on their website under About, Committees, Committee Volunteer Form. (Appendix "A").

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a, noting the MSBA has representation on many internal and external committees with various government and education related organizations and asking Trustees to complete the questionnaire on the website with respect to their areas of interest.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – At-Risk Youth Program – G. Malazdrewicz, Associate Superintendent.

- c) Items from Senior Administration Report –
 - Christian Heritage Shared Services Agreements – Refer Motions.
 - Vincent Massey High School Off-Site Activity Request – Refer Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 115/2013 That the Shared Services Agreements between the Division and Christian Heritage School for the 2013/2014 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.
- 116/2013 That the trip involving thirty five (35) grades 9 - 12 male football players, from Vincent Massey High School to make a trip to Minneapolis, Minnesota from December 28 - December 30, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 117/2013 That the trip involving twelve to twenty four (12 to 24) grade 11 and 12 hairstyling students, from Crocus Plains Regional Secondary School to make a trip to New York City, New York from March 7 – March 12, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 118/2013 That Policy 1003 – “Records Retention and Disposition” is hereby amended to remove the words “Revised June 2000” in the second paragraph and replace with the words “as revised by the Province of Manitoba.”
- 119/2013 In preparing for the 2014/2015 Budget, the Board of Trustees will be examining efficiencies in several areas, as follows:
 - Enrollment efficiencies: including minimum enrollment and maximum number of credits;
 - Program efficiencies: in consideration, no expansion of existing programs and no implementation of new programs;
 - Staffing efficiencies: maintaining September 2013 staffing numbers with a consideration to possible staff reduction and examination of substitute teacher costs.
- 120/2013 That the following guidelines be initiated for the 2014/2015 Preliminary Budget preparation:
 - a) The Capital and Maintenance per capita school allocation remain at \$20.00 per pupil with \$3.00 being identified as second priority items;
 - b) No increase on the capita school amount be allocated to the Maintenance Department contingency;
 - c) Maintain \$50,000 allocation for equity/aging buildings;

- d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;
- e) No increase provided for controllable services and supplies;
- f) No per pupil increase on the school instructional supply budget;
- g) Continue to budget for a 2% contingency fund.

The 2014/2015 budget provide for expected enrollment growth.

- 121/2013 That the Board of Trustees include the information presented to the Facilities and Transportation Committee meeting on October 3, 2013, in the proposal to be presented to the Government with respect to the possible use of the Assiniboine Community College Heavy Shops Facility.
- 122/2013 That the appointment of MCM Architects Inc., as Architect and Kowalchuk Engineering as the Structural Engineer, for the New Era School 1906 Wing – Roof Replacement and Structural Upgrade project be approved, subject to approval by the Public Schools Finance Board.
- 123/2013 That the appointment of Samson Engineering to design and tender the Betty Gibson School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.

2.08 Bylaws

3rd Reading

That By-law 6/2013 being a by-law for the purpose of amending part II of By-Law 1/2011, to make changes under "Meetings of the Board" of Trustees to include a statement regarding inclement weather and notice of cancellation of the meeting having first been read September 9, 2013, be now read for a third and final time, and taken as read, finally passed.

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 3027 – "The Friends of Education Fund" and replace same with Policy and Procedures 3027 – "The Friends of Education Fund Committee" together with Regulation 3027 – "The Friends of Education Fund".

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, September 25, 2013, noting as suggested by the Minister of Education the MSBA resolution regarding the proximity of liquor sales to schools should be forwarded to Minister Jim Rondeau who is responsible for the administration of the Liquor Control Act. MSBA did forward a letter to his attention on August 22, 2013. Attached to the communication from Ms. Duhamel is the response MSBA received from Minister Rondeau.

Receive and File.

- b) Nancy Allan, Minister of Education, October, 2013, noting the 2013-2014 Minister's Award recognizing and celebrating outstanding Manitoba teachers and school administrators. She invites school trustees, superintendents, principals, teacher colleagues, students and parents to nominate exceptional educators in their community who are deserving of any award. Complete information on the nomination process and all necessary forms are available online at www.edu.gov.mb.ca/k12/excellence/.

Refer to Superintendent's Office.

- c) Barb Gribben, Recording Secretary, CUPE Local 737, September 30, 2013, noting effective immediately Debra Arpin has stepped down as President of CUPE Local 737 to take the Administrative Assistant position at Crocus Plains. Jamie Rose, Vice President, will assume the duties of President until an election is held at a local meeting. The earliest an election will take place is November 13, 2013.

Receive and File.

3.03 Announcements

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, October 16, 2013, Conference Room.
- b) School Division Parent Guardian Advisory Committee Meeting – 7:00 p.m., Wednesday, October 16, 2013, Board Room.
- c) Joint City/School Division Meeting – 4:30 p.m., Thursday, October 17, 2013, Brandon Neighbourhood Renewal Corporation Offices, City Hall.
- d) Personnel Committee Meeting – 9:00 a.m., Monday, October 21, 2013, Board Room.
- e) Policy Review Committee Meeting – 11:00 a.m., Monday, October 21, 2013, Board Room.
- f) Special Board Meeting – 7:00 p.m., Monday, October 21, 2013, Board Room.
- g) Finance Committee Meeting – Stakeholder Meeting with School Administrators – 4:00 p.m., Tuesday, October 22, 2013, Board Room.
- h) Finance Committee Meeting – Stakeholder Meeting with Chamber of Commerce – 12:00 noon, Wednesday, October 23, 2013, Board Room.
- i) Finance Committee Meeting – 2:00 p.m., Monday, October 28, 2013, Board Room.
- j) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, October 28, 2013, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report.
- b) Confidential #2 – CUPE Grievance.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

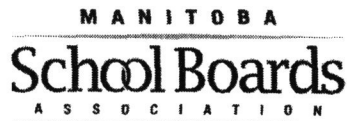
4.04 Board Operations

- Reports

- a) Confidential #3 – Legal Matter.

- Trustee Inquiries

5.00 ADJOURNMENT



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

MEMO

September 25, 2013

Appendix "A"

TO: All Trustees

FROM: Carolyn Duhamel, Executive Director

RE: CALL FOR COMMITTEE VOLUNTEERS

The Manitoba Schools Boards Association has representation on many internal and external committees with various government and education related organizations. Trustees from across the province are welcome to serve as representatives of MSBA on these various committees to provide input to the work of the committee as well as feedback to the provincial association and, in turn, its members.

For your consideration, we have attached a listing of all the current committees as well as a brief description to assist you in determining if a particular committee(s) would be of interest to you. Committee appointments are usually for a two-year term, renewable for an additional two-year term for a maximum of four consecutive years. Exceptions are the MUST Fund, Pension Plan and the General Insurance committees. Committee terms expire at different times throughout the year and vacancies are filled as they occur.

In addition to these established committees, there are occasionally ad hoc or new committees on which MSBA is invited to participate. To help us in matching a trustee to these new committee opportunities, we respectfully request that you complete the areas of interest/expertise portion of the attached questionnaire. The volunteer form is also available on our website under About, Committees, Committee Volunteer Form.

Thank you for your interest in representing the Association as an MSBA committee member. We hope to get you involved in the very near future!

Attachment

MSBA COMMITTEES

INTERNAL COMMITTEES

Aboriginal Education Committee

The Aboriginal Education Committee works in support of the Association's goal to contribute to improved educational outcomes for aboriginal learners. The committee reports to the provincial Executive of the Manitoba School Boards Association. One Executive member and five (5) trustees at large serve on this committee. The committee meets 2-3 times per year.

Convention Planning Committee

The mandate of the Convention Planning Committee is to plan and organize the annual convention of the association. Committee responsibilities include all aspects of program development as well as facilities arrangements and social activities appropriate to the event.

The committee will normally consist of six (6) members. The term of office for members of the Convention Planning Committee will be two years. Members will be eligible for reappointment for a second two-year term, to a maximum of four years of service in total. The committee will meet on average 4-5 times per year.

General Insurance Management Committee

The General Insurance Management Committee oversees and manages the operation of the Manitoba Schools Insurance Program (MSI). The committee shall be comprised of seven voting members as follows:

- (a) five trustees as appointed by the MSBA Executive,
- (b) two members of the Manitoba Association of School Business Official as appointed by MASBO.

In addition, there will be two non-voting members of the committee, being MSBA's Risk Manager and the insurance broker/consultant. A quorum requires five members of which at least three must be trustees. The Committee meets 3-4 times per year.

Manitoba Public School Employees Dental and Extended Health Care Plan Trust Committee

The Manitoba Public School Employees Dental and Extended Health Care Plan Trust Committee oversees and manages the MSBA/MTS jointly trustee dental and extended health plans for school divisions/districts personnel. The Trust Committee is composed of four members appointed by MSBA and four members appointed by the Manitoba Teachers' Society. The Board may elect to appoint a support staff representative as an additional trustee. The Committee meets as required which is usually 2-3 times per year to monitor this jointly sponsored provincial dental/health care plan for school division employees.

MSBA Universal Standards Trust Fund Committee (MUST Fund)

The purpose of the Manitoba School Boards Association (MSBA) Universal Standards Trust (MUST) Fund is to assist school divisions in protecting and maintaining management rights in the area of labour relations, when those rights are challenged or disputed. Such challenges or disputes have the potential to impact on the rights of other school divisions within their region, or on a province wide scope.

It is the objective of the MUST Fund to assist participating member school divisions by covering the legal costs (excluding damages) related to labour relations issues between the employer and employees or their union/association/legal representation.

The MUST Fund Committee shall be composed of one trustee from each of the six MSBA regions. Members are to be elected during the annual MSBA winter regional meetings. A trustee representing a region must be a member of a School Division participating in the MUST Fund. The MUST Fund Committee meets 2-3 times per year.

Committee members serve a two (2) year term. Elections will take place as follows:

Regions 1, 2, and 3 will have their elections in odd numbered years.

Regions 4, 5, and 6 will have their elections in even numbered years.

Nominating Committee

It will be the responsibility of the Nominating Committee to ensure that there is at least **one** qualified candidate who has consented to allow his/her name to stand for each of the following positions at the Annual Convention of the Association:

President
 Vice-President (6,000 students or more)
 Vice-President (fewer than 6,000 students)
 Director Region #1
 Director Region #2
 Director Region #3
 Director Region #4
 Director Region #5 (2 positions)
 Director Region #6
 CSBA Director (as required)

There are five trustees on the Nominating Committee. The immediate Past President shall serve as Chair of the Committee. The term of appointment to this Committee is three years. The Committee generally meets once per year prior to Convention.

Pension Committee

(EXCERPT from the Trust Agreement of the MSBA Pension Plan for Non-Teaching Employees of Public School Boards in Manitoba)

The Pension Trustees shall be responsible for the overall administration, maintenance and operation of the Pension Fund, the Plan and the Administration Account as a Board of Trustees. The Board of Trustees shall consist of the Pension Trustees to a maximum of nine persons, appointed as follows:

- (a) five persons appointed by the MSBA Executive from among the school trustees of the participating school boards, one of whom shall be a member of the MSBA Executive,
- (b) one person appointed by the Manitoba Association of School Business Officials, or its successor, from among its active members,
- (c) two persons appointed by the Canadian Union of Public Employees, or its successor, from among the members of the Plan, and
- (d) one person appointed by the non-teaching association from among their active members.

Resolutions and Policy Committee

The mandate of the Resolutions Committee is contained in By-Law #4 of the Association. Six trustees are appointed to this committee two of whom are the two most immediate actively serving Past Presidents of the Association. Past Presidents are appointed to this committee for a maximum of two years. Other trustees appointed to the Committee are eligible to serve a maximum of two consecutive two year terms. This Committee meets post January regional meetings and once more prior to the annual convention in March should this be required.

EXTERNAL COMMITTEES***Advisory Board for Hearing Impaired & Deaf***

MSBA nominates one member to this board which has also representatives from the Association of Manitoba Educators of the Hearing Impaired, Society for Manitobans with Disabilities, Department of Health, Manitoba Education, Winnipeg Community Centre of the Deaf, Association for Deaf & Hearing Impaired Children of Manitoba, parents and students from the Manitoba School for the Deaf. The committee advises the Minister on all matters pertaining to education of school aged children with hearing impairments who receive educational programming within the public school system in the province, as well as children who attend the Manitoba School for the Deaf. This committee meets approximately 3 times per year.

Arts Education Steering Committee K-12

MSBA has one trustee on this inter-organizational committee. The committee reviews subject specific reports from the School Programs Division regarding assessment, evaluation, and curriculum implications and implementation. It meets 3-4 times per year.

Certificate Review Committee

There are three regular trustee representatives and one alternate trustee representative, as well as teacher and superintendent and Department of Education representatives on this committee. The committee is a quasi judicial hearing group to determine a teacher's suitability to hold a valid Manitoba teacher's certificate. The committee has the power to make recommendations regarding the certificate to the Minister of Education. Meetings are held as required. Note: In some years the committee may not meet at all.

Child Care Regulatory Review Committee

This committee reviews and advises on child care regulations to ensure they are relevant to the current needs of families and providers of service. It makes recommendations regarding current issues that impact on the implementation of regulations and advises on child care operations and procedures. It serves as a forum for stakeholders to learn about early childhood care and education, shares perspectives and consolidates values and prioritizes direction and outcomes. Its purpose is to develop a vision for the ongoing growth and development of early childhood care and education in Manitoba. The committee meets 4-5 times per year.

Child Nutrition Council of Manitoba

MSBA has one trustee representative on this Council. Other organizational participants include the Manitoba Association of Parent Councils, Community Nutritionists, RHA's, Dietitians of Canada, Dairy Farmers of Manitoba, Financial Industry Services, First Nations, National Advisory Council on Child Nutrition, and community members. CNCM administers a grant program and allocates funds to support school and community nutrition programs for children and youth across Manitoba. The Council also manages projects which focus on development and capacity building. CNCM meets 4-5 times per year.

Comité consultatif du français langue seconde (CCFLS)

One MSBA representative is appointed to this committee. The Committee provides a forum for the exchange of information and for discussion among the various partners of the Bureau d'éducation Française (BEF) interested in French as a second language education. Its mandate is to provide feedback to the BEF, to advise the Assistant Deputy Minister of the BEF on matters referred by the committee and to submit recommendations in relation to the main direction for French as a second language education K-12. Meetings are conducted in English unless all committee members are fluently bilingual. The committee meets approximately 3 times per year.

FRAME

MSBA has one representative on this committee. The mandate of the committee is to provide advice to the Administration and Finance Division of the Department of Education regarding the reporting of enrollment and statistical data, the reporting of revenues and expenditures in school division budgets and financial statements, and other matters deemed relevant by the committee. The Committee meets approximately 4 times a year.

Group Life Insurance Trust Committee

The Group Life Insurance Trust Committee oversees and manages the Manitoba Public School Employees Group Life Insurance Plan for school divisions/districts employees. The Trust Committee is composed of 6 Principal Trustees, 3 appointed by MSBA and 3 appointed by the Manitoba Teachers' Society. The Principal Trustees may appoint a support staff representative as an additional trustee. A MASBO representative sits in a non-voting capacity to advise the Trust Committee on administrative issues. The Committee meets as required which is usually 3-4 times per year.

Healthy Schools Steering Committee

MSBA has one representative on this inter-organizational committee along with representatives from Regional Health Authorities, MASS, Children's Special Services, Aboriginal and Northern Affairs, Manitoba Health, MAPC, Child Day Care Association and Manitoba Education and Youth. The Committee's role is to guide the development and implementation of the Healthy Schools Initiative. A key activity will be to support the delivery of the recently implemented Health/Physical Education curriculum and promote activities to support wellness and a "health supporting" environment within the school and its community. The committee meets approximately 3-4 times per year.

Inter-organizational Curriculum Advisory Committee

This is an inter-organizational committee involved in the discussion of principles, goals and broad directions to be followed in the development, implementation and assessment of curricula K-S4. It does not deal with the details of curriculum and project direction and organization. It makes recommendations to the Curriculum Services Branch of Manitoba Education. MSBA has two representatives on this committee. The committee meets approximately 4-5 times per year.

Manitoba Education for Sustainable Development Working Group

The intent of the Manitoba Education for Sustainable Development Working Group is to support and foster the creation of a culture of Education for Sustainable Development in Manitoba bringing together senior leaders from provincial Ministries, government, formal, informal and non-formal education sectors to support regional coordination, development and implementation of ESD. The committee meets 3 to 4 times per year.

Manitoba High Schools Athletic Association

One MSBA representative is appointed to the Board of Directors which coordinates interscholastic athletic activities throughout the province, setting rules, regulations and policies for interscholastic athletics. About 6 half-day meetings are held annually.

Mathematics Advisory Committee

MSBA has one representative on this committee. The Mathematics Education Advisory Committee (MEAC) provides a forum for networking, exchange of information, and discussion among various stakeholders interested in fostering quality mathematics teaching and learning. This committee meets as required throughout the year.

The mandate of the committee is to:

- provide advice to Manitoba Education regarding policies and priorities related to curriculum development, implementation support, and assessment of Mathematics curricula, for all students in Kindergarten to Grade 12, as well as other topics impacting mathematics teaching and learning
- recommend new activities specific to the mandate of Manitoba Education and related to curriculum development, implementation, assessment, and teacher pre-service and professional learning

Safe Schools Manitoba Advisory Council

The Safe Schools Advisory Council provides a forum for identification of emerging issues related to safe schools and communities. It acts as a vehicle for dissemination of information regarding the work of Safe Schools Manitoba to schools and the broader community. MSBA has one trustee on this inter-organizational Council. Other organizations represented on this committee are the Council of School Leaders, Manitoba Teachers Society, Manitoba Association of Parent Councils, Manitoba Association of School Superintendents, Manitoba Education, Manitoba Children and Youth Opportunities, Manitoba Federation of Independent Schools and the Student Services Administrators Association. The Council meets approximately 4 times per year.

Social Planning Council - Campaign 2000 Continues

This is an advisory body to the Board of Directors responsible for developing and recommending social policy priorities with respect to child poverty issues. The Committee operates under the philosophy that children are a valuable community resource and must be provided with equality of opportunity in order to grow to their full potential. MSBA has one trustee on this committee. The committee meets monthly from September to June.

Student Services/Inclusive Education Consultation Committee

MSBA appoints one trustee to this committee. The mandate of the committee is to identify issues and concerns affecting students with diverse needs, provide updates and current information on student services and inclusive education to participating stakeholders, provide opportunities for interagency and inter-organizational proposals and initiatives to address ongoing concerns and issue, review new government policies, procedures and initiatives that affect student services and inclusive education, and to provide ongoing support and suggestions to student services and inclusive education in Manitoba. The committee meets approximately 4 times per year.

Teacher Education and Certification Committee

One MSBA representative sits on this inter-organizational committee along with representatives from MTS, MASS, the Council of Deans & Directors of Education, MAPC, the public, and department staff. The committee reports to the Minister on matters of teacher education and teacher certification when those matters have been referred to the Committee by the Minister. The committee meets approximately 4 times per year.

Technical Vocational Education Advisory Committee

This committee is advisory to Manitoba Advanced Education & Training and Manitoba Education. It provides advice pertaining to the initiative's implementation to the Education Director of the Technical-Vocational Education Initiative. Committee members liaise with the field regarding implementation of agreed upon action. On an annual basis, the Committee submits a summary report to the Deputy Minister on discussions held throughout the year, and presents specific recommendations if deemed appropriate. MSBA has one trustee representative on this committee. The committee meets 4-6 times per year.

/ak



MSBA COMMITTEE VOLUNTEERS FORM

Submission options:

Print and fax to Andrea Kehler 204.231.1356 or

The completed PDF fillable form can be saved and emailed to akehler@mbschoolboards.ca

Name:

School Division:

Address:

Phone:

Work (optional):

Cell (optional):

Email:

Committees of Interest:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Areas of Interest/Expertise:

-
-
-
-
-

Expectation of MSBA Committee Members:

- ✓ *Committee members are asked to forward copies of meeting minutes, reports, or other pertinent information related to the work of the committee to the MSBA office on a regular basis.*
- ✓ *Committee members are expected to keep the best interest of students and school boards as a focus in all deliberations and to adhere to the principles and guidelines outlined in MSBA's **Statement of Integrity**.*
- ✓ *Committee members are asked to contact the MSBA Executive Director immediately if they have any concerns about the activities or decisions of the committee.*
- ✓ *In May of each year, committee members will be required to complete an activity report for review of the MSBA Executive. Committee reports will be summarized for distribution to all school boards in the fall.*



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, SEPTEMBER 23, 2013.

PRESENT:

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

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

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent.

REGRETS:

Mr. G. Kruck, Mr. M. Snelling, Ms. B. Switzer, Director of Human Resources.

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance to the meeting. He noted the artwork on the Board Room walls had been provided by the students at Betty Gibson School.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Acting Secretary-Treasurer confirmed he had a late motion regarding trade recognition to bring forward under Section 2.07 – “Motions”.

Superintendent, Dr. Michaels, requested the addition of a report on a meeting she had with Dr. Gerald Farthing regarding the use of Assiniboine Community College under Section 3.01 – “Report of Senior Administration”. She also confirmed she had one item to bring forward for In-Camera discussions.

Trustee Murray requested a Point of Privilege under “Presentations for Information” – Section 2.01.

Mr. Murray and Dr. Ross
That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held September 9, 2013 were circulated.

Mrs. Bowslaugh – Mr. Bartlette
That the Minutes be approved as circulated.
Carried.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information**Point of Privilege:

Trustee Jim Murray was pleased to announce that he had been appointed to serve on the Board of Governors for Assiniboine Community College. Trustees congratulated Mr. Murray on his appointment.

2.02 Reports of Committees

- a) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on September 11, 2013 was circulated.

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

- b) Divisional Futures and Community Relations Committee Meeting.

The written report of the Divisional Futures and Community Relations Committee meeting held on December 16, 2013 was circulated.

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

- c) Other

- The Chairperson reported on the Welcome Back Breakfast held on Tuesday, September 3, 2013. He noted the cost of the pancake breakfast and the small number of staff who actually attend. He requested the Board discuss further as to whether or not to continue this event.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) Floyd Martens, President, Manitoba School Boards Association, September 11, 2013, acknowledging receipt of the Board's letter reiterating its concerns about process issues regarding the Extended Health Benefits Plan and requesting a meeting with the MSBA Executive. He notes the MSBA recognizes and accepts that it erred in not communicating directly with its member school boards around the development of this new extended health benefits program. They have taken steps to remedy this situation by including board chairs in all further correspondence regarding the plan. Working with the plan sponsor they have also addressed the implementation concerns which school boards and divisional staff have raised with the association. He has followed up as Association President with a phone call to each of the board chairs in question with respect to letters sent expressing concerns about the MSBA's communication process, or about some aspect of the plan. Therefore, he understands that concerns voiced earlier about processes and plan implementations have been successfully addressed at this point. With respect to the Board's request to meet with the MSBA Executive to "discuss the situation and attempt to resolve our differences", Mr. Martens notes he and the Region 1 Director and one of the Association's Vice-Presidents will make themselves available to meet with the Brandon School Division Board of Trustees to discuss the matter.

Referred MSBA Issues.

- b) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, Ken Klassen, Executive Director, Manitoba Association of School Superintendents, September 10, 2013, regarding a project which will undertake a province-wide study to explore the policies and practices that Manitoba schools and school divisions are employing to address inequity among students and families in their communities. The research will attempt to inventory what education partners are doing now and what is working well to ensure more equal learning opportunities and greater success rates for students living in economically challenged circumstances. A portion of the study will focus on the particular needs of Aboriginal students and families who are among the most impoverished and vulnerable populations in our province. The information gathering phase of this research project is scheduled to begin in the fall of 2013. They hope that the school division will commit to participation in this important work and request confirmation of the division's intent.

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

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, Ken Klassen, Executive Director, Manitoba Association of School Superintendents, from Communications for Action 2.04b), regarding a project which will undertake a province-wide study to explore the policies and practices that Manitoba schools and school divisions are employing to address inequity among students and families in their communities and asking the school division to participate was discussed. Trustees noted they were generally in favour of supporting the project given that the Division has a policy on equity and therefore would like to participate. However, concern was expressed at the lack of accompanying documentation regarding the research, including who was conducting the research; time involved; costs involved; and expected outcomes. Senior Administration was

directed to contact MSBA regarding the possibility of the Division participating but also requesting further information regarding the research to be conducted.

- MSBA issues (last meeting of the month)

- a) The correspondence from Floyd Martens, President, Manitoba School Boards Association, from Communications for Action 2.04a), acknowledging receipt of the Board's letter reiterating its concerns about process issues regarding the Extended Health Benefits Plan and requesting a meeting with the MSBA Executive was discussed. It was noted that Mr. Martens and two other members of the MSBA Executive attended a supper meeting with the Board of Trustees prior to this evening's meeting. Mr. Sefton, Chairperson, confirmed the meeting had been very productive with both parties coming to a mutual understanding regarding this issue.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – J.R. Reid and Betty Gibson School

J.R. Reid School

Mr. Shawn Lehman, Principal, J.R. Reid School, provided a power point presentation to the Board of Trustees regarding the school's student achievement results. He spoke to the three areas of academic focus, including reading, writing and numeracy. Mr. Lehman reviewed the results, highlighting the areas where students are meeting expectations and noting the areas where more work is required. He reviewed the school plan, reading plan, and numeracy plan. He also spoke to the Response to Intervention planning which has taken place at the school to address the needs of students in specific areas. The Trustees thanked Mr. Lehman for his presentation.

Betty Gibson School

Mr. Phil Vickers, Principal, Betty Gibson School, spoke to the Board of Trustees about a new initiative at Betty Gibson School entitled "Middle Years Leadership Block". He noted the initiative was modeled after a program entitled "Young Men's Empowerment Program". The School had adopted this initiative in answer to keeping the Grade 7 and 8 students at the school and preparing them for the transition to high school in Grade 9. The program was student driven and would cover such areas as organizing school events; career focus; winter survival; healthy lifestyles; stress and anxiety; and female and male discussion groups. The Trustees thanked Mr. Vickers for his presentation.

- c) Items from Senior Administration Report
 - Head Teachers – Referred to Motions.
 - Trustee Inquiries
 - Part B Response to Trustee Ross' Inquiry – August 26, 2013.

The Acting Secretary-Treasurer reviewed the Part B response to Trustee Ross' inquiry regarding insurance.

Superintendent, Dr. Michaels, spoke to the conversation she and Mr. Malazdrewicz had held with Dr. Gerald Farthing regarding the possible use of Assiniboine Community College for Grade 7 and 8 Home Economics and Industrial Arts, Band and other programming suitable for the facilities

available. She noted that Dr. Farthing would ask Rick Dedi from the Public Schools Finance Board to contact Senior Administration regarding this item. Mr. Dedi had then contacted Senior Administration to discuss the matter and reviewed how best to proceed. Mr. Dedi confirmed that Mr. John Weselake, the Executive Director of the Public School Finance Board was waiting for a proposal from the Brandon School Division which should be addressed to the Minister of Education. Discussions were held and Senior Administration was directed to prepare a proposal to be sent by the Board of Trustees to the Minister of Education.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

- 110/2013 Mr. Bartlette – Dr. Ross
That the people recommended by the Principals of the schools for the position of Head Teachers for the 2013/2014 school year be approved as identified in the Report of the Senior Administration.
Carried.
- 111/2013 Dr. Ross – Mr. Bartlette
That the appointment of HSB Engineering Inc. as Consultant for the Riverview School Phase II Furnace Replacement Project, be approved, subject to approval by the Public Schools Finance Board.
Carried.
- 112/2013 Mr. Karnes – Mr. Bartlette
That the appointment of MCM Architects Inc., as Consultant for the George Fitton School 20K3 Two Classroom Renovation of Existing Gym Project, be approved, subject to approval by the Public Schools Finance Board.
Carried.
- 113/2013 Mr. Murray – Mr. Sumner
That the appointment of MCM Architects Inc., as Consultant for the Meadows School 20K3 Three Classroom Addition Renovation, be approved, subject to approval by the Public Schools Finance Board.
Carried.
- 114/2013 Mr. Murray – Mrs. Bowslaugh
That the request of the Brandon First, to use Kirkcaldy Heights School building, bus transportation and drivers, for the Royal Canadian Legion National Youth Track & Field Championship in August of 2017 and 2018 be approved subject to satisfactory arrangements with the Director of Facilities and Transportation.
Carried.
- 115/2013 Mrs. Bowslaugh – Mr. Sumner
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 him a total of 10 (ten) increments for work related experience be recognized for Mr. Harold Fischer.
Carried.

- 116/2013 Mr. Bartlette – Dr. Ross
That the Board of Trustees forward a request for the use of Assiniboine Community College for Grade 7 and 8 Home Economics and Industrial Arts, Band and any other program the Division may deem suitable for the facilities.

Carried.

2.08 Bylaws

2nd Reading

Mr. Sumner – Mr. Bowslaugh

That By-law 6/2013 being a by-law for the purpose of amending part II of By-Law 1/2011, to make changes under “Meetings of the Board” of Trustees to include a statement regarding inclement weather and notice of cancellation of the meeting, having first been read September 9, 2013, be now read for the second time.

Carried.

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

NIL

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent Dr. Michaels reviewed the Report of Senior Administration for Trustees, including the following:

- Report from Spring Valley School;
- Report from Linden Lanes School;
- Report from Alexander School;
- Suspensions Report;
- Tell Them From Me Survey Report;
- Correspondence received from the Manitoba Association of Parent Councils.

Mr. Murray noted it had been several years since the Board of Trustees had made a trip to Spring Valley School and inquired if the Board would like to go this year, perhaps to the Christmas Concert. The Board agreed and directed Senior Administration to make arrangements for the Board of Trustees to visit Spring Valley School.

Mr. Murray – Dr. Ross

That the September 23, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Jan Sanderson, Deputy Minister of Children and Youth Opportunities, Gerald Farthing, Deputy Minister of Education, Cindy Stevens, Deputy Minister of Healthy Living, Seniors and Consumer Affairs, dated August, 2013, and enclosing a copy of *Growing Up OK!*, a new puberty resource tailored to children ages 9-12. This new resource was developed for children in grades 4-7 and may support teachers in delivering the Grade 5 and 7 Physical Education/Health Education sexual health outcomes as well as support school counselors in working with students. It may also assist parents in teaching and discussing this topic with their children. Although the delivery of the PE/HE curriculum is mandatory, human sexuality is potentially sensitive content and is subject to a parental option provisions. A parental option allows parents to choose a school-based or alternative delivery method of the sexual health portion of the PE/HE curriculum for their child where the content is in conflict with family, religious and/or cultural values. School Divisions that use this resource should communicate with parents regarding its use and its content as per local policy. *Growing Up OK!* Is available on online at www.manitoba.ca/healthychil/publiciations
Referred Office of Superintendent.
- b) Alexis Sukaroff, City Clerk's Office, City of Brandon, dated September 9, 2013, noting that at its September 3, 2013 meeting City Council appointed the following members of Count to the Joint Task Force Committee with terms of office to expire October 24, 2014:
Councillor Jeff Fawcett
Councillor Jan Chaboyer
Councillor Len Isleifson
Referred Secretary-Treasurer's Department.
- c) Naomi Kruse, Executive Director, Manitoba Association of Parent Councils, September 6, 2013, addressed to Dr. Michaels, Superintendent, Brandon School Division, expressing appreciation to the School Division the their 2013-2014 membership. They note membership provides access to support, skills and resources offered by the organization. They will be sending a letter of welcome to each school outlining the resources offered and invite members of the parent councils to consider nominating an individual for the MAPC Board of Directors as they strengthen parental involvement in Manitoba's education system.
Ordered Filed.
- d) Darryl Gervais, Director, Instruction Curriculum and Assessment Branch, Manitoba Education, September, 2013, noting Manitoba Education is pleased to present the online document *Education for Sustainable Development Leadership Council: Creating a Sustainable Future Together*. The document is intended to provide information about the Education for Sustainable Development (ESD) Leadership Council and the commitments it is undertaking toward ensuring that ESD is infused into pre-school and Kindergarten to Grade 12 Education in Manitoba. It also includes suggestions for how school leaders and educators can work together to achieve a sustainable future. Please share this information with your teachers and encourage them to visit the website.
Referred Superintendent's Office.
- e) Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch, Manitoba Education, September, 2013, noting Manitoba Education is pleased to release the document entitled *Evaluating Non-Manitoba Education Course Completions for Senior Year Credits: A Guide for School Administrators*. This document replaces *Evaluation Out-of-Province Course Completions for Senior Years Credits: A Guide for School Administrators*, which was released in 2007. The newly revised document is intended to assist school principals in

evaluating non-Manitoba Education course offerings for Manitoba Senior Years credits. It takes into account the changes that were made to the course codes to facilitate the recording of credits on the graduation chart of the provincial report card. The document outlines considerations, procedures, and resources to assist school administrators in making decisions about the educational credentials and appropriate placement of students who transfer to the Manitoba school system from another jurisdiction within or outside Canada, from a non-funded independent school in Manitoba, or from home schooling. The document will be available on the Manitoba Education website.

Referred Superintendent's Office.

3.03 Announcements

- a) Education Committee Meeting – 11:30 a.m., Tuesday, September 24, 2013, Board Room.
- b) Personnel Committee Meeting – 11:30 a.m., Monday, September 30, 2013, Board Room.
- c) Divisional Futures & Community Relations Committee Meeting – 2:30 p.m., Wednesday, October 2, 2013, Board Room.
- d) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, October 3, 2013, Board Room.
- e) Joint City Council/Brandon School Division Meeting – 6:00 p.m., Wednesday, October 9, 2013, McLaren Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Tuesday, October 15, 2013, Board Room.

Mr. Sumner – Mr. Bartlette

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- a) A report was tabled with the Board of Trustees as Confidential #4 regarding a student matter.

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.
- b) Trustee Bowslaugh inquired about a personnel item.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) Confidential #2 and #3 regarding a Board Operations matter was discussed. Direction was provided to Senior Administration.
- b) Discussions were held regarding the upcoming Joint Meeting with the City of Brandon.

- Trustee Inquiries

Mr. Murray – Mr. Bartlette

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

Carried.

5.00 ADJOURNMENT

Mr. Sumner – Mr. Karnes

That the meeting does now adjourn (9:37 p.m.)

Carried.

Chairperson

Acting Secretary-Treasurer



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Wednesday, September 18, 2013, 11:30 a.m.
Board Room, Administration Office

Present: G. Kruck (Chairperson), J. Murray, M. Sefton, (Alternate),
K. Sumner (via conference phone) Dr. D. Michaels, Mr. D.
Labossiere.

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:30 a.m. by Trustee Glen Kruck.

2. ELECTION OF CHAIR/CONFIRM REGULAR MEETING DATES/REVIEW COMMITTEE RESPONSIBILITIES.

It was agreed that Mr. Glen Kruck would serve as Committee Chairperson for 2013-2014. It was further agreed that the Policy Review Committee meetings would be held on the third Monday of each month from 11:00 a.m. to 12:30 p.m. as follows:

Monday, October 21, 2013	11:00 a.m.
Monday, November 18, 2013	11:00 a.m.
Monday, December 16, 2013	11:00 a.m.
Monday, January 20, 2014	11:00 a.m.
Wednesday, February 19, 2014	11:00 a.m.
Monday, March 17, 2014	11:00 a.m.
Monday, April 21, 2014	11:00 a.m.
Tuesday, May 20, 2014	11:00 a.m.
Monday, June 16, 2014	11:00 a.m.

The Committee reviewed their responsibilities as noted on the agenda.

3. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of June 17, 2013 were received as information.

5. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

6. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Policy 1003 – “Records Retention and Disposition”

The Committee reviewed the proposed amendment to Policy 1003. It was agreed to accept the proposed amendment to eliminate any reference to a date. The Committee agreed Policy 1003 be revised to remove the words “Revised June 2000” and replace them with the words “as revised by the Province of Manitoba”. (Appendix “A”)

Recommendation:

That Policy 1003 – “Records Retention and Disposition” is hereby amended to remove the words “Revised June 2000” in the second paragraph and replace with the words “as revised by the Province of Manitoba”.

7. OPERATIONS INFORMATION

- Meeting with School Principals re: Lunch Program: Superintendent, Dr. Michaels noted that the matter would be placed on the Learning Support Services Agenda for Monday, September 23, 2013. At that time the principals would be canvassed for volunteers to attend the October Policy Review Committee meeting.
- Policy Updates:
 - o Procedures to accompany Policy 5045 – “Commercial & Personnel Interests”: Superintendent, Dr. Michaels noted this item was currently with the Division Solicitor for development. It would be brought back to the Committee in due course.
 - o Report regarding Auditor General Recommendations: Acting Secretary-Treasurer, Mr. Labossiere noted he was currently reviewing information regarding this item and would be providing a report to the Finance Committee in due course.
- Trustee Murray raised concerns regarding the amount of advertising taking place on the fence at Earl Oxford School. It was noted the Division does have a policy regarding advertising on school property. The Director of Facilities and Transportation was following up with the school principal on this matter.

8. NEXT MEETING: Monday, October 21, 2013, 11:00 a.m., Board Room

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

G. Kruck, Chair

J. Murray

K. Sumner

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION POLICY

Appendix "A"

POLICY 1003

RECORDS RETENTION AND DISPOSITION

Adopted: Motion 74/2001

Reaffirmed: Motion 49/2008; March 24, 2008

The Division is responsible for the records and information in its custody and control. The Secretary-Treasurer is responsible for the implementation of the Division's records management policy, including the development of appropriate procedures and implementation of same, personally or through delegation.

The retention and disposition of records in the Division shall be conducted in accordance with the "Records Retention and Disposition Schedule" (Manitoba Education - *Guidelines on the Retention and Disposition of School Division/District Records*, as revised by the Province of Manitoba). The Schedule provides the minimum retention periods and disposition for records and the Division may retain certain records longer before destruction or archiving.

Permanent records are those identified by the Secretary-Treasurer as having enduring value or permanent significance because of their legal, fiscal or administrative value, or if of historical or cultural importance. Permanent records shall be archived in a clean, dry, secure location protected as best possible against water damage, mould or infestation, serviced by knowledgeable staff and made available to the public under access conditions determined by Provincial legislation and Division policies. A log shall be kept of records transferred to archives.

The Secretary-Treasurer may arrange for archived records to be permanently stored in:

- a) in-house archives; and/or
- b) local archives; and/or
- c) the Provincial Archives of Manitoba,

provided that the Secretary-Treasurer and/or his/her designate shall have access to all records so archived and authority to retrieve said records on behalf of the Division.

The destruction of records shall take place as soon as possible after the approved retention periods have lapsed, as an annual procedure, and under controlled and confidential conditions. A log shall be kept of all records destroyed.



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, September 23, 2013, 2:00 p.m.
Board Room, Administration Office

Present: L. Ross, M. Sefton, K. Sumner, Dr. D. Michaels, D. Labossiere.

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 2:10 p.m. by Trustee Linda Ross.

2. ELECTION OF CHAIR/CONFIRM REGULAR MEETING DATES/REVIEW COMMITTEE RESPONSIBILITIES:

It was agreed that Mr. Kevan Sumner would serve as Committee Chairperson for 2013-2014. It was further agreed that the Finance Committee meetings would be held on the fourth Monday of each month from 2:00 p.m. to 3:30 p.m. as follows:

Monday, October 28, 2013	2:00 p.m.
Monday, November 25, 2013	2:00 p.m.
Monday, December 23, 2013	2:00 p.m.
Monday, January 27, 2014	2:00 p.m.
Monday, February 24, 2014	2:00 p.m.
Monday, March 24, 2014	2:00 p.m.
Monday, April 28, 2014	2:00 p.m.
Monday, May 26, 2014	2:00 p.m.
Monday, June 23, 2014	2:00 p.m.

The Committee reviewed their responsibilities as noted on the agenda.

3. APPROVAL OF AGENDA

Trustee Sefton noted he would like to provide information regarding a meeting he and the Superintendent recently held with the Mayor. The Finance Committee Agenda was approved as amended.

4. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held June 24, 2013 were received as information.

5. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2014-2015 Budget Process

The Acting Secretary-Treasurer circulated a memo to the Committee regarding various factors which will impact the 2014-2015 Budget (Appendix "A"). Mr. Labossiere noted revenue, expenses and other factors which needed to be considered by the Committee when providing direction with respect to the preliminary budget. Trustees asked questions for clarification as Mr. Labossiere reviewed the memorandum. Discussions were held regarding provincial legislation in relation to child booster seats, the technical

vocational budget and the need to work towards an "enterprise software system" through the replenishment of the computer reserve.

The Committee also reviewed the discussions which had been held at the Board planning session held August 27, 2013 and the guiding principles agreed to by the Board at that meeting. The Committee agreed to bring forth a motion to the Board of Trustees regarding guiding principles for the 2014-2015 Preliminary Budget.

Recommendation:

In preparing for the 2014/2015 Budget, the Board of Trustees will be examining efficiencies in several areas, as follows:

- Enrollment efficiencies: including minimum enrollment and maximum number of credits;
- Program efficiencies: in consideration, no expansion of existing programs and no implementation of new programs;
- Staffing efficiencies: maintaining September 2013 staffing numbers with a consideration to possible staff reduction and examination of substitute teacher costs.

The Committee discussed the need to provide Senior Administration with direction in developing the preliminary 2014/2015 operating budget as it related to the guiding principles established by the Board of Trustees. Direction was provided with respect to the following: non-controllable expenditures; controllable services and supplies; school instructional budgets; capital and maintenance budgets. Further discussions were held regarding the surplus, the reserves and the impact the upcoming collective bargaining negotiations will have on the budget. It was agreed discussions regarding the computer reserve would be brought back to the Committee for further discussion following the stakeholder consultations. It was also noted that the Personnel Committee would be providing a recommendation to the Committee regarding the upcoming negotiations in due course.

Recommendation:

That the following guidelines be initiated for the 2014/2015 Preliminary Budget preparation:

- a) The Capital and Maintenance per capita school allocation remain at \$20.00 per pupil with \$3.00 being identified as second priority items;
- b) No increase on the capita school amount be allocated to the Maintenance Department contingency;
- c) Maintain \$50,000 allocation for equity/aging buildings;
- d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;
- e) No increase provided for controllable services and supplies;
- f) No per pupil increase on the school instructional supply budget;
- g) Continue to budget for a 2% contingency fund.

The 2014/2015 budget provide for expected enrollment growth.

The Committee directed Senior Administration to begin to set up the stakeholder consultations following the October 15, 2013 Board meeting as follows:

- A consultation meeting for Teachers, CUPE, and Out-of-Scope;
- A consultation meeting for school principals;
- A consultation meeting with parents through the School Division Parent/Guardian/Advisory Committee;
- A consultation with the Chamber of Commerce.

6. **OTHER COMMITTEE GOVERNANCE GOAL ITEMS**

A) **Confirm Payments of Account (June, July and August)**

The Acting Secretary-Treasurer answered Trustee questions regarding accounts. The payments of account for the months of June, July and August were accepted.

The Acting Secretary-Treasurer noted his department is still working on the audit and more information would be provided to the Committee in October. He confirmed that the preliminary numbers appear to be better than what was originally projected.

7. **OPERATIONS INFORMATION**

NIL

8. **NEXT REGULAR MEETING: Monday, October 28, 2013, 2:00 p.m., Board Room.**

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)



BRANDON SCHOOL DIVISION

Office of the Secretary-Treasurer

Mr. Denis Labossiere, Acting Secretary-Treasurer

Appendix "A"

MEMORANDUM

DATE: September 19, 2013
TO: Finance Committee
FROM: Denis Labossiere, Acting Secretary-Treasurer
SUBJECT: Factors which will impact the 2014-2015 Budget

In preparation of the Brandon School Division 2014-2015, the following factors will impact the budget and must be taken into consideration during the budget development process:

Revenue:

- Enrollment growth
- Assessment and growth in Brandon
- Equalization Support
- Provincial Funding
- Provincial Level Funding
- 20K3 funding
- Revenue from other sources: Other School divisions, First Nations and Private Organizations
- Municipal Government - local tax and budget increases from prior years

Expenses:

- Inflation (3% from July 2012 to July 2013)
- 1% PST increase on supplies and services
- Enrollment growth = increased costs for supplies, staffing, and services
- Salary Provisions:
 - Increments
 - Non-negotiated salary increases as both collective agreements expire June 30, 2014
 - Joint Job Evaluations to include external comparisons
 - Change in teacher and support staff demographics
- Staff Benefits:
 - Canada Pension Plan, Employment Insurance, Workers Compensation
 - Leaves – parental, maternity, personal days, other leaves, sick time, substitute costs
 - Non-negotiated benefit increases - collective agreement negotiations such as:
 - Relief time/Prep time/Fixed hours of work
 - Smaller class sizes for middle and senior years
 - Compensatory – special needs students in classroom

"Accepting the Challenge"

- Sustainability of Division's Current and Future Operations/Growth
 - Infrastructure development including staff, technology and facilities
 - Professional Learning
- Board of Trustee Election costs – i.e.: Returning Officer, Custodians and other costs
- Inflationary increase for controllable expenditures – school instructional budgets
- Non-controllable expenditures such as:
 - Utilities – water, natural gas, hydro, garbage
 - Bus gas and school bus maintenance – external repairs
 - Property & vehicle insurance
 - Property Taxes
- Interest costs for line of credit (bank balances are affected by lower accumulated surplus, lower capital reserves and cash flow for increased capital projects)
- Safety and security of schools
- Inflationary increase for Capital Maintenance Budget

Other:

- Accumulated Surplus – 2% of operating budget
- Reserve for Enterprise Resource Planning (ERP) computer system (replenish computer reserve)
- Vocational Equipment Replacement including technology
- Provincial Legislation:
 - Bill 13 – Appropriate Educational Programming (mandatory attendance to age 18)
 - Infrastructure needs for ARYP, Upper Deck and Off Campus
 - Bill 18 – Safe and Inclusive Schools
 - New Math Curriculum
 - 20K3
 - Provincial Report Card
 - Workplace Health and Safety Act
 - Community Use of Schools
 - Booster Seats for children under 9
- Programs and infrastructure for increasing diversity of student learning needs:
 - English as an Additional Language
 - At-Risk Youth
 - High needs students (including full day/every day Kindergarten)
 - Students with Aboriginal Heritage
- Effects of population growth on Facility Sustainability:
 - Deferred maintenance
 - Facility development
 - School building capacity
 - Transportation needs – buses, bus garage and yard
 - Equipment/Furniture from Capital Budget (eg. chairs, desks, tables, etc.)

“Accepting the Challenge”



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Monday, September 30, 2013 – 11:30 a.m.
Board Room, Administration Office

Present: D. Karns, L. Ross, J. Murray (Alternate), D. Labossiere, Dr. Michaels, B. Switzer.

Regrets: G. Kruck

1. CALL TO ORDER

The Personnel Committee Meeting was called to order at 11:55 a.m. by Trustee Doug Karnes.

2. ELECTION OF CHAIR/CONFIRM REGULAR MEETING DATES/REVIEW COMMITTEE RESPONSIBILITIES.

It was agreed that Dr. Linda Ross would serve as Committee Chairperson for 2013-2014. It was further agreed that the Personnel Committee meetings would be held on the second Monday of each month from 9:00 a.m. to 10:30 a.m. as follows:

Monday, October 21, 2013	9:00 a.m.
Monday, November 18, 2013	9:00 a.m.
Monday, December 9, 2013	9:00 a.m.
Monday, January 13, 2014	9:00 a.m.
Monday, February 10, 2014	9:00 a.m.
Monday, March 10, 2014	9:00 a.m.
Monday, April 14, 2014	9:00 a.m.
Monday, May 12, 2014	9:00 a.m.
Monday, June 9, 2014	9:00 a.m.

The Committee reviewed their responsibilities as noted on the agenda.

3. APPROVAL OF AGENDA

The Director of Human Resources requested the addition of one item. The agenda was approved as amended.

4. REVIEW OF COMMITTEE MINUTES

The Committee Minutes of June 27, 2013 were received as information.

5. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy and Procedures 5012 – “Professional Staff Leaves and Absences”.

Discussions were held regarding Article 31 of the Collective Agreement. It was noted proposed changes to Policy and Procedure 5012 – “Professional Staff Leaves and Absences” were currently being reviewed to address Article 31. A revised draft of the Policy and Procedures will be brought forth to the next committee meeting.

B) Teacher Leave Request

This item was discussed In-Camera.

6. OPERATIONS INFORMATION

- MSBA Collective Bargaining Update – September 6/2013, was received as information.
- Policy 5011 – “Professional Teaching Staff Recruitment” was discussed. Superintendent, Dr. Michaels spoke to numerous items impacting this matter. She confirmed that further details would be brought back to the Committee regarding this matter at a future date.
- In-Camera discussions were held regarding the High School Home School Liaison Report.
- In-Camera discussions were held regarding a personnel/JJE matter.
- The Director of Human Resources brought forward a personnel matter for In-Camera discussions.

7. NEXT REGULAR COMMITTEE MEETING: Monday, October 21, 2013, 9:00 a.m., Board Room.

The meeting adjourned at 12:35 p.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

G. Kruck

J. Murray (Alternate)



BRANDON SCHOOL DIVISION

Divisional Futures & Community Relations Committee Minutes

Wednesday, October 2, 2013 (2:30 p.m.)
Board Room, Administration Office Building

Present: P. Bowslaugh, Chairperson, M. Snelling, M. Sefton D. Karnes (alternate),
D. Michaels, Superintendent/CEO.

1. CALL TO ORDER

The Divisional Futures & Community Relations Committee Meeting was called to order at 2:40 p.m. by Committee Chairperson, Trustee Bowslaugh.

2. APPROVAL OF AGENDA

Trustee Bowslaugh noted she would like to report on a couple of meeting she attended since the last Committee meeting.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of September 16, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

a) Aboriginal Education Advisory Committee Inquiries

Trustee Bowslaugh reported on a meeting she recently held with Brandon citizen Lorraine Pompana. A detailed discussion was held regarding this matter.

b) Brandon Urban Aboriginal People's Council

Trustee Bowslaugh reported on the Brandon Urban Aboriginal People's Council meeting she attended recently. She noted David Ironstand had provided a power point presentation distributed to the Committee members for their information. (Appendix "A").

c) Westman Immigrant Services

Superintendent, Dr. Michaels confirmed she and the Associate Superintendent would be meeting with the Executive Director of Westman Immigrant Services in the future.

5. OTHER COMMITTEE GOVERNANCE MATTERS

a) Joint City Task Force Committee

Trustee Bowslaugh provided a brief report on the recently held Joint City Task Force Committee meeting.

b) Meeting with Minister

Trustee Sefton noted the Minister of Education was scheduled to be in Brandon on October 9, 2013. Although the agenda was still being finalized, he noted a lunch meeting for the Minister and Board of Trustees was scheduled at 11:30 a.m. at Crocus Plains Regional Secondary High School.

c) Meetings Regarding Technology and Communication

The Committee discussed the possibility of meeting with the Boards and C.E.O.'s of various local institutions regarding a vision for technology and communication in the community. Superintendent, Dr. Michaels noted that moving forward infrastructure costs will be challenging in this area and investigating possible partnerships may be advantageous to the Division. The Committee requested Senior Administration continue to explore this matter further and bring back a detailed proposal for meeting possible community discussions in the future.

6. OPERATIONS INFORMATION

NIL

7. NEXT REGULAR COMMITTEE MEETING: Wednesday, November 6, 2013, 2:30 p.m., Board Room.

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

P. Bowslaugh, Chair

M. Sefton

M. Snelling

D. Karnes (Alternate)

**Brandon Urban
Aboriginal Peoples'
Council
B.U.A.P.C.**

METIS NATION



FIRST NATIONS



Inuit





Reporting Aboriginal Liaison Activity >>

By David Ironstand

Employment

- ▶ Determine potential to emulate other successful Aboriginal Workforce Initiatives to increase employment participation by the City of Brandon
- ▶ Determine opportunities for support from other levels of Government

Keys to Improving employment

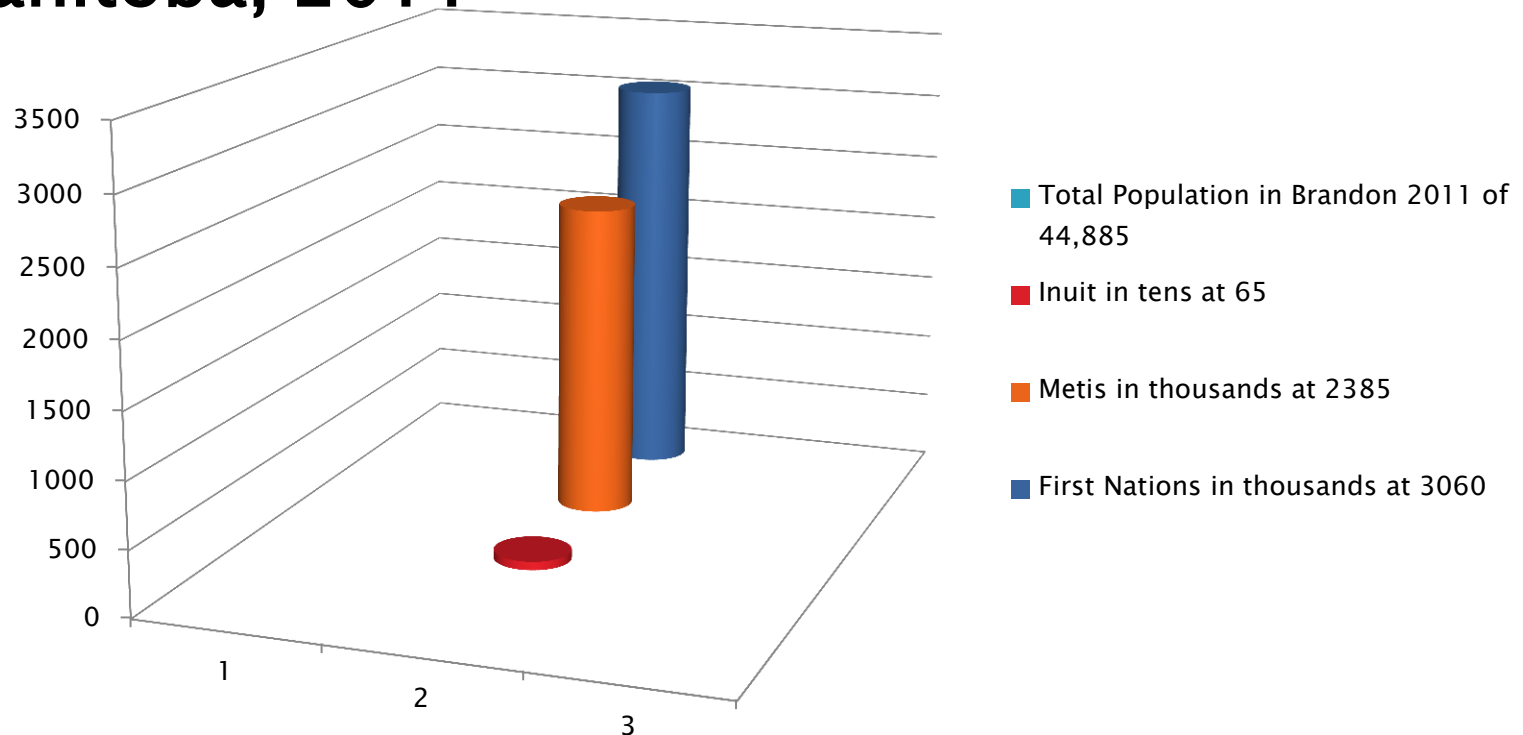
- ▶ Find out what key factors are related to improving employment

Liaison input

BUAPC Feedback

Aboriginal Populations in Brandon

► National Home Survey Profile, Brandon, Manitoba, 2011



<http://www12.statcan.gc.ca/nhs-enm/2011/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=4607062&Data=Count&SearchText=brandon&SearchType=Begins&SearchPR=01&A1=All&B1=All&Custom=&TABID=1>

Healthy Child Development

- ▶ Assess opportunities for enrollment in child day care and develop strategies to address inadequacies
- ▶ Identify & address issues related to Aboriginal children, including consultation with student groups

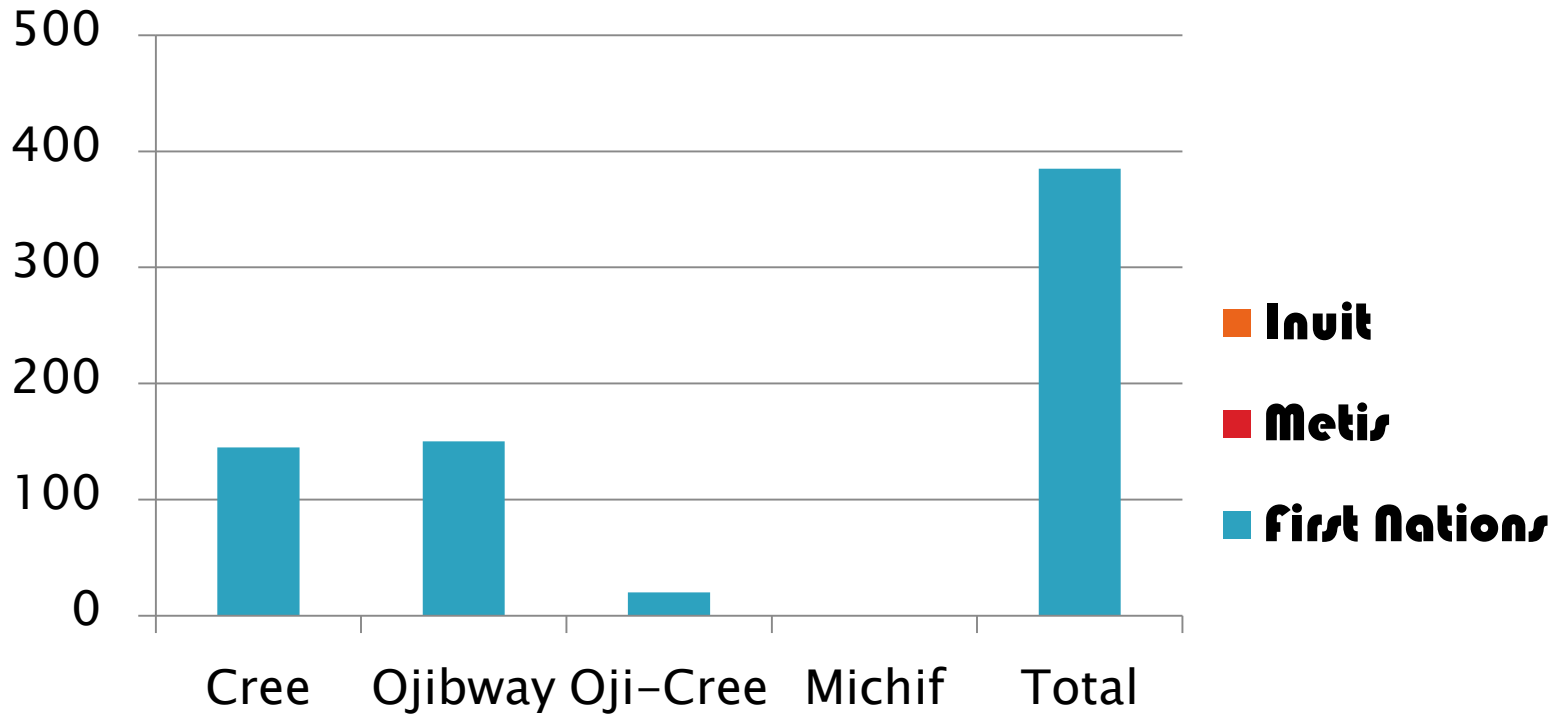
Keys to fostering Healthy Child Development

- ▶ Accessing boards, committees and groups to start the discussion about solutions
- ▶ Identifying the numbers of Aboriginal Children are taking part in these programs

Liaison input

BUAPC input

Aboriginal Languages in Brandon



<http://www12.statcan.gc.ca/nhs-enm/2011/dp-prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=4607062&Data=Count&SearchText=brandon&SearchType=Begin&SearchPR=01&A1=All&B1=All&Custom=&TABID=1>

Metis Michif language

Michif, the language of the Métis, is a contact language integrating French and Algonquian (Cree, Ojibwe) elements. Varieties are found in Canada (Manitoba, Alberta, Saskatchewan) and the United States (North Dakota, Montana). With no comprehensive grammar of any variety and fewer than 1,000 elderly speakers, Michif is both under-described and highly endangered. Previous studies have primarily focused on varieties spoken in Manitoba, while neglecting those found elsewhere. In collaboration with Métis community members across western Canada, this project aims to provide a more comprehensive and permanent record in the form of a culturally and scientifically relevant corpus of spoken Michif.

<http://www.hrelp.org/grants/projects/index.php?projid=282>

Positive Profile of Aboriginal People in our Community

- ▶ Regular use of printed media (Brandon Sun)
- ▶ Progress reports to City Council
- ▶ Cultural sensitivity workshops to be integrated with “workforce initiative”
- ▶ Development of “social capital” detriment of health
- ▶ Celebrate Aboriginal Culture & Promote Events

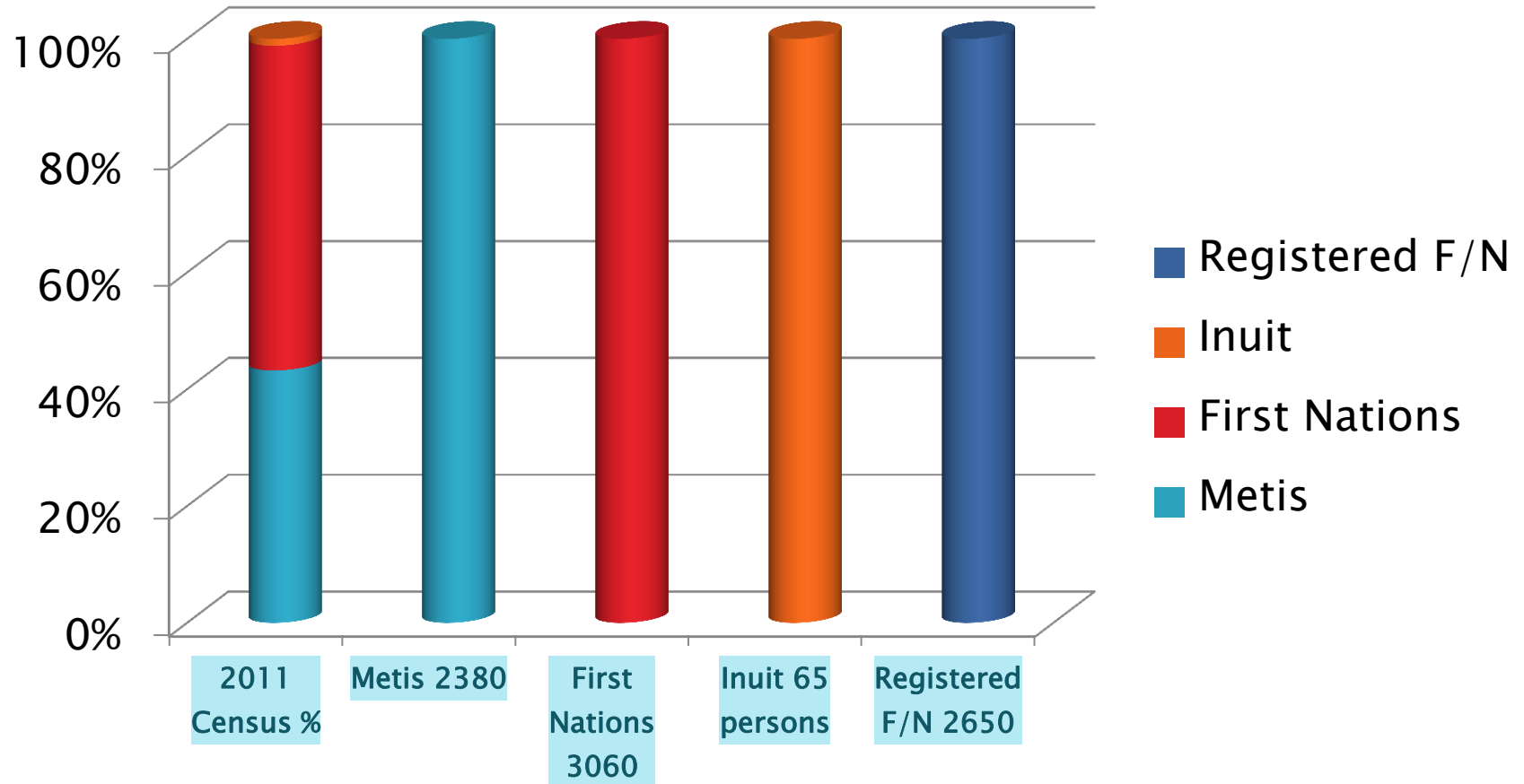
Raising awareness, supporting the positives for Aboriginals in Brandon

- ▶ Continued contact with human resources personal at the places of work, where these potential positive profiles could arise.
- ▶ Continuing to support solutions to employment partnerships:
 - MTS, Manitoba Hydro, City of Brandon,
 - ❖ BUAPC website to partner with Local website, newspaper, or run a BUAPC newsletter biweekly, or monthly
- ▶ Prairie Mountain Health Authority
- ▶ Westman Communications Group
 - Local Channel 12
 - By weekly, monthly, weekly
 - Stories of Positive profiles

Liaison input

BUAPC input

Aboriginal Ancestry in Brandon



Education

- ▶ Identify existing initiatives related to Aboriginal students
- ▶ Work with BSD to address issues related to Aboriginal students completing high school
- ▶ Promote Aboriginal workforce participation by the Brandon School Division
- ▶ Explore availability of “native studies” curricula in all educational institutions

Education: what we can do

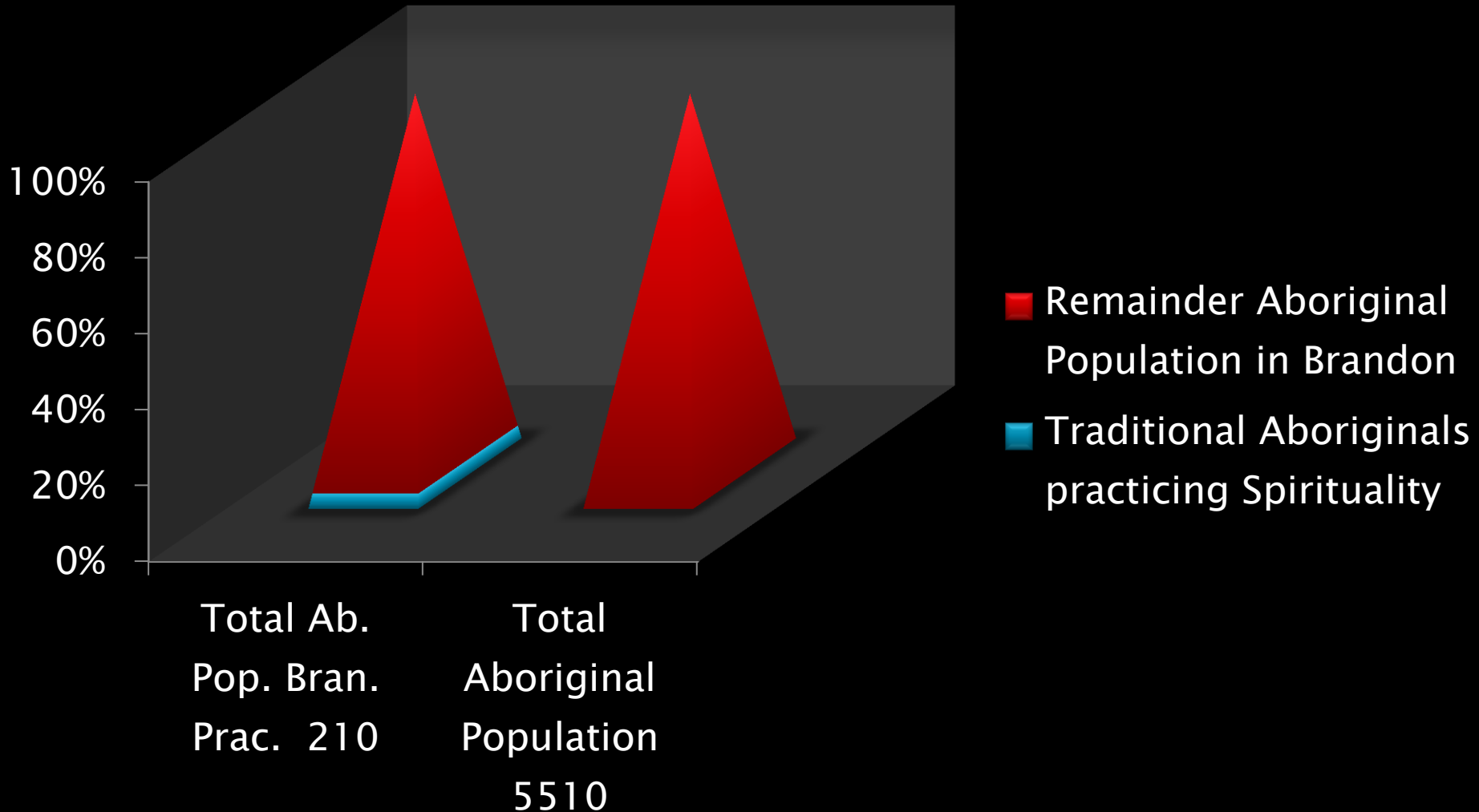
- ▶ Surveys to supplement our overall goal of supporting our Youths in education
- ▶ Continuing to offer advice to best support our BSD
- ▶ Offer time and presentation for our youths in the BSD. Liaison time
- ▶ Support training type classes and supports for at risk youths
 - Neelin downtown, D.O.C.F.S. a possibility
- ▶ Mentorship aimed at youth
 - Liaison a part of reference group listed with BSD



Liaison input

Council input

Aboriginal Population Practising Spirituality in Brandon



Economic Development

- ▶ Identify existing initiatives & determine feasibility of partnerships
- ▶ Embrace ambitious projects & initiatives
- ▶ Contribute to the development of Brandon as a “smart city”
- ▶ Research Urban Councils in other cities



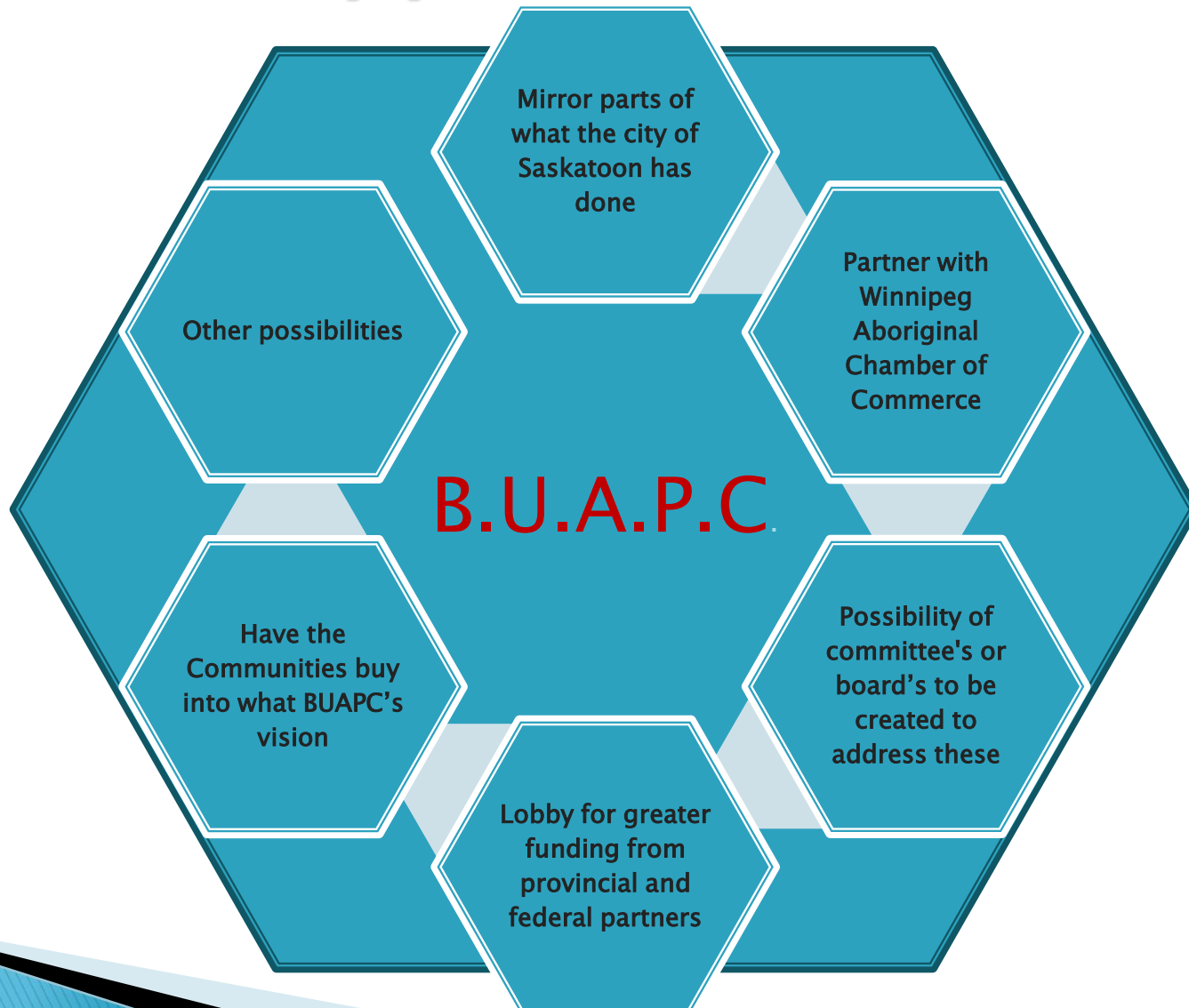
Winnipeg Aboriginal
Chamber of Commerce

Aboriginal Economic development

- ▶ Partner with WPG Aboriginal Chamber of Commerce, have presentations and open doors with Brandon Businesses
- ▶ Ideas from City of Saskatoon
- ▶ Supports from Federal and Provincial partners, First Nations partner as well
- ▶ First Nations communities buy in to the idea
 - People from these communities are living in the city
- ▶ City of Saskatoon Aboriginal Relations Advisor
 - Gilles Dorval
 - Gilles.dorval@saskatoon.ca
 - Hosting forums with Tribal Council
 - Offer membership on website
 - Recognize the Aboriginal professionals in the community
 - Plaque, with city presentation
 - Economic development 1 day seminars
 - Active measures committee
 - Social community issues
 - Urban community is connecting with them

Liaison input

Cycle of supports for BUAPC



Housing

- ▶ Identify demographics of Aboriginal people in Brandon to assess housing needs
- ▶ Develop strategies to address the housing shortage in Brandon in collaboration with various housing authorities
- ▶ Increase awareness regarding Provincial Assistance Shelter Allowance Rates
- ▶ Shelters needed

Aboriginal Issues surrounding housing in Brandon

- ▶ Surveys to also support this, draw from Poverty committee information
- ▶ BUAPC Liaison to possibly join committees and groups
- ▶ Supporting awareness in all areas available
- ▶ News letter, website, media on BUAPC website



Liaison input

BUAPC input

Collaboration

- ▶ BUAPC member organizations working together with the City of Brandon & other local community groups & educational institutions
- ▶ Promote establishment of an Aboriginal Liaison Office for the City of Brandon
- ▶ Invite Aboriginal Elders to attend meetings
- ▶ Consider participation of Child & Family Services Representatives



Collaborating with:

- ▶ Liaison working with city of Brandon, other partners
- ▶ Working with City of Brandon to forward mandate of BUAPC
- ▶ Rotational Elder an idea



Liaison input

BUAPC input

Brandon Urban Aboriginal Peoples' Council

Positive profiles in the community: Human Resources departments to contact:

- **Local Court offices**
 - Local Aboriginal Court worker
- **Brandon City Police**
 - Aboriginal Constables
- **Trades Brandon**
 - Construction, Contractors (Aboriginal)
- **MTS Brandon**
 - Trades persons, Technicians
- **MB Hydro Brandon**
 - Trades persons, Technicians
- **Artists Brandon**
 - Art Gallery of South Western Manitoba, Brandon University fine Arts, ACC fine arts, Culinary Fine arts ACC north hill
- **ACC Brandon**
 - Administrators, Counsellors, Teachers
- **BU Brandon**
 - Professors, Administrators, Councillors
- **Youths Brandon**
 - Brandon YMCA,
- **Prairie Mountain Health Authority - Brandon Region**
 - PMHA spiritual advisor

Comments:



-
- ✿ To display on the city of Brandon Urban Aboriginal Peoples' Council Website
 - ✿ To uploaded to a you tube site linked to the Website, BUAPC you tube site

All types of media:

Ideas for video profiles:

- ➡ Story based
- ➡ Question based
- ➡ Prospective based
- ➡ The person could pick the dialog, his or her questions

Article Based:

- ✿ Linked to our website
- ✿ Cooperation with local newspapers
- ✿ Wind speaker – Native news magazine
- ✿ NCI FM
- ✿ Brandon University, ACC
- ✿ Brandon Urban Aboriginal Peoples New letter

Social Media:

- Twitter
 - Blogger
 - Youtube account
- Monitored by city IT

<https://twitter.com/IronstandD>

All these avenues at the discretion of the individual, all rights to be respected, copyright, personal usage



B.U.A.P.C.

Positive role models in the community: In partnership with



Interview styled

Profile styled

Information styled

Duration:

- ✿ 10 – 15 minutes story, profiles
 - ➡ By weekly, monthly
- ✿ 30 – 35 minutes talk show
 - ➡ By weekly, monthly

West man to link to B.U.A.P.C. website:

Contact: David Stantial
Administrative Coordinator
Westman Communications Group
Email: stantiald@westmancom.com
Phone: 204.717.2611

Brandon Urban Aboriginal Peoples Council Survey:

Description:

The purpose of this survey is to determine the population of Aboriginal Peoples in Brandon. Related to Employment, Housing, Education, training; needs such as: Daycare, life skills training and or support, housing, counselling. The focus is on youth under 25, however, it is not limited to this age group. We need to get all info regarding Aboriginals in Brandon. So have them fill in there age as well . This will be presented to the Urban Aboriginal Peoples Council at some point before the new year, last Thursday of each month. We will take this info and keep it as one of our basis for assessments and supports moving forward.

Questions:

AGE: _____ FEMALE: _____ MALE: _____

HOUSEHOLD; single family, multifamily, _____

WHAT NATION ARE YOU? Metis _____ First Nation _____ OTHER _____ BILL C -31

HOW LONG HAVE YOU BEEN IN THE CITY? _____

DO YOU WORK IN THE CITY? YES _____ NO _____

DO YOU HAVE ANY TRAINING OF ANY KIND? _____ if so what kind _____

WHAT WOULD ASSIST YOU IN YOUR JOURNEY MOVING FORWARD THAT BRANDON COULD PROVIDED
Supports, such as: more training, more affordable housing, daycare, homeless shelters.

EDUCATION SECTION:

WHAT TYPE OF EDUCATION DO YOU HAVE? _____

Would you consider an Aboriginal Education Resource Center beneficial to Aboriginals in Brandon?

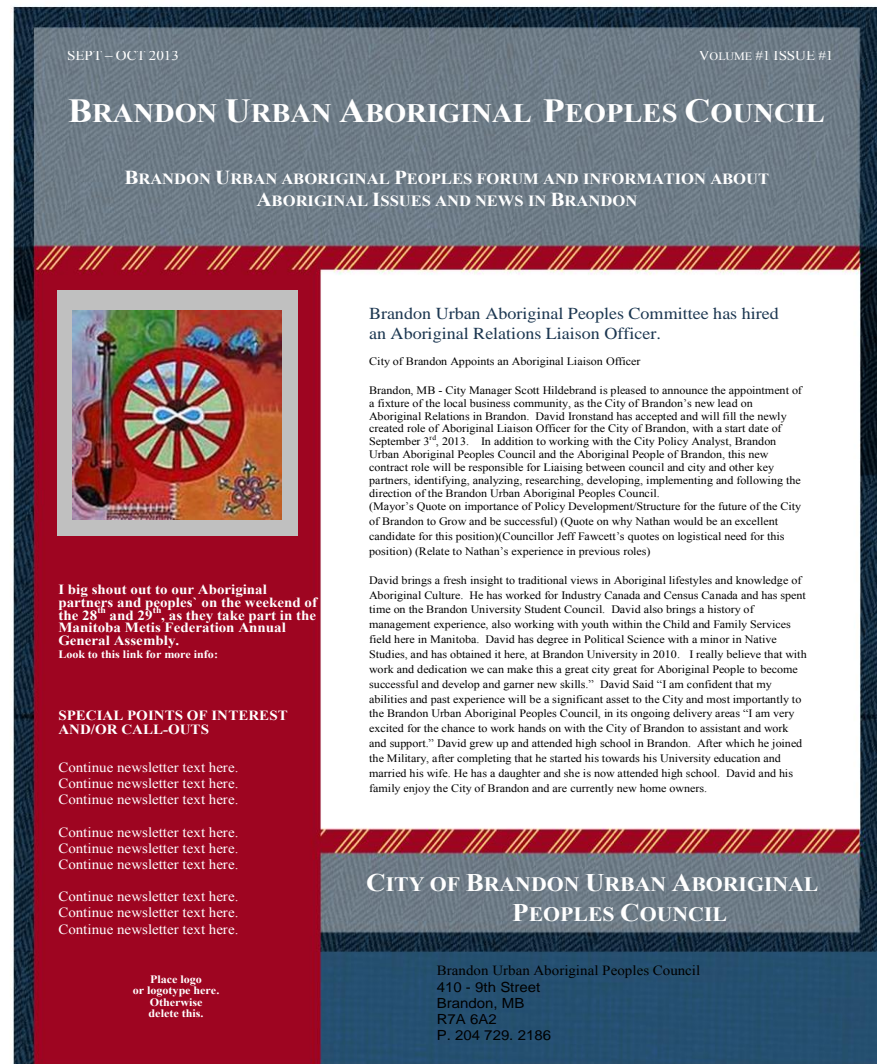
Yes, if yes why briefly No _____

B.U.A.P.C

News letter idea

4 – 5 editions

- ❖ Colourful
- ❖ Informational
- ❖ Current
- ❖ Sent to partners
- ❖ Aboriginal Professionals
- ❖ Via Email
- ❖ Headline our news in the Urban Context



Brandon Urban Aboriginal Peoples Council

B.U.A.P.C.

Presents:

An opportunity for students to meet with the newly appointed City of Brandon Aboriginal Liaison, this would be an open forum all Aboriginal Students, chat, meet and discuss any issues relating to anything about Aboriginal peoples in Brandon.

Speaking with the Aboriginal students within the Brandon High Schools

During the day – school hours

Free

Student participation

1 – 1.5 hours

Open forum for students

Questions and Concerns

A brief description of what my office does in the city and how it can benefit them moving forward in their development, moving forward.

Also, a brief history of my life experiences and how important part school played in my life.

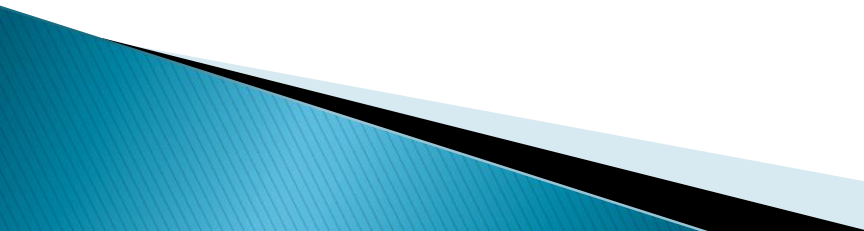


B.U.A.P.C.

Request for Artworks Submissions from Aboriginals in Brandon for our Aboriginal Youth Conference Being held in January, February and March 2014

- 1. We need a key major art design for our Conference to be displayed prominently about the poster and media and (or) our promotional materials, three will be taken, one will be picked, by BUAPC council. Our potential theme for our conference will be decided as well based on submissions, potential prize to be decided on a future date, submissions to be made by the end of the year.**
- 2. We need these Artworks to be integrated into our media and information for our training materials and resources guidelines for our conference and the could be used as reference to other potential conferences and major activities related to Brandon Urban Aboriginal Peoples Council (B.U.A.P.C.) and youths in the future**

Description for reference:

- **Color-full, Inspirational, Visionary, Motivating, Mesmerizing, Exciting, (8.5X11, 16x20, 18X24) inches**
 - **Designs are to be modern in nature. Using aspects of traditional art, concepts, and or a new ideas, also could be, but not limited to, designs specific to Aboriginals in our urban context in Brandon, Manitoba**
 - **Design for our poster(s) and our youth theme will be displayed in and all about media and info regarding the youth conference relating to our posters. Eg. Webpage, Facebook, Twitter, around the community, letters to other supporters. Council, info media for B.U.A.P.C. (Brandon Urban Aboriginal Peoples Council)**
 - **Any and aspects of the culture related to Aboriginals in Canada or could be specific to our Urban Brandon Context ie: Brandon Skyline or key features of the city.**
- 

Conclusion:
Thanks for your time





BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Thursday, October 3, 2013 – 11:30 a.m.
Board Room, Administration Office

Present: D. Karnes, Chairperson P. Bowslaugh, J. Murray, M. Snelling
(Alternate), D. Labossiere, G. Malazdrewicz, M. Clark
Regrets: R. Harkness

1. CALL TO ORDER.

The Facilities & Transportation Committee Meeting was called to order at 11:30 a.m. by Committee Chairperson, Doug Karnes.

2. APPROVAL OF AGENDA

Following the inclusion of several additions, the agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of September 11, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Use of ACC for expansion of BSD Programming

Associate Superintendent, Mr. Malazdrewicz, circulated information regarding the Brandon School Division's inquiry into the redevelopment of Assiniboine Community College Heavy Shops Facility (Appendix "A"). He spoke to the pattern of enrollment growth, class size, the current space available in schools, program delivery as well as the costs to develop space at Assiniboine Community College, together with the cost to renovate classrooms which would be vacated and moved to Assiniboine Community College. Trustees asked questions for clarification regarding the renovations required, transportation issues and other operational costs associated with the possible move of programming to Assiniboine Community College. Trustees also requested that a report be prepared that would develop this proposal over a period of three or four phases. It was agreed the attached report would be presented to the Board of Trustees at their regular meeting on October 15, 2013.

Recommendation:

That the Board of Trustees include the information presented to the Facilities and Transportation Committee meeting on October 3, 2013, in the proposal to be presented to the Government with respect to the possible use of the Assiniboine Community College Heavy Shops Facility.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) New Era School 1906 Wing – Roof Replacement and Structural Upgrade

The Director of Facilities and Transportation, Mr. Clark, spoke to this matter. The Committee agreed to recommend the appointment of MCM Architects Inc. as Architect and Kowalchuk Engineering as the Structural Engineer, for the New Era School 1906 Wing – Roof Replacement and Structural Upgrade project.

Recommend:

That the appointment of MCM Architects Inc., as Architect and Kowalchuk Engineering as the Structural Engineer, for the New Era School 1906 Wing – Roof Replacement and Structural Upgrade project be approved, subject to approval by the Public Schools Finance Board.

B) Betty Gibson School – Grooming Room.

The Director of Facilities and Transportation, Mr. Clark, spoke to this matter. The Committee agreed to recommend the appointment of Samson Engineering to design and tender the Betty Gibson School Grooming Room project.

Recommend:

That the appointment of Samson Engineering to design and tender the Betty Gibson School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.

C) Playground Update

The Committee reviewed the information contained in the playground review conducted in 2011 by the Manitoba School Boards Association. It was noted that Green Acres School was set to be replaced in 2014 and Valleyview School was set to be replaced in 2015. Acting Secretary-Treasurer, Mr. Denis Labossiere, provided information in-camera regarding this matter.

D) Request for Sign – George Fitton School

The Director of Facilities and Transportation, Mr. Clark, spoke to this item. The Committee agreed to approve the installation of a school sign as long as the installation and display of the sign fell in line with other Division policies in this area.

6. OPERATIONS INFORMATION

- Trustee Karnes noted he would be unable to attend the Workplace Safety and Health Committee meeting scheduled for October 16th. Trustee Bowslaugh confirmed she would attend in his place.
- The Committee reviewed the agenda for the City Council/Board of Trustees meeting to be held on October 9, 2013. Senior Administration was asked to provide the information previously received from school administrators regarding speed zones and schools which was forwarded to the City for their review.
- The letter from PSFB regarding the Riverheights School – Stair Glide/Inclined Platform Lift Replacement was received as information.
- The Acting Secretary-Treasurer spoke to the direction he has received from MSBA regarding insurance on all major projects. He noted the MSBA will be providing further information in the near future once MSBA has met with PSFB to clarify the requirements.
- Director of Facilities and Transportation, Mr. Clark, provided a verbal update on projects currently taking place in the Division.
- Trustee Snelling requested a school enrollment update.

7. **NEXT REGULAR MEETING: Thursday, November 7, 2013, Board Room**

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

D. Karnes, Chair

P. Bowslaugh

J. Murray

M. Snelling (Alternate)



BRANDON SCHOOL DIVISION

1031 – 6TH STREET BRANDON MB R7A 4K5

Appendix "A"

Memorandum

To: Dr. D. Michaels

From: Greg Malazdrewicz, Associate Superintendent

Date: October 7, 2013

Re: **Brandon School Division Inquiry into the Redevelopment of Assiniboine Community College Heavy Shops Facility**

Brandon School Division is experiencing continued enrollment growth, particularly at the Kindergarten to Grade 8 level. The growth is presenting significant pressure on the Division's ability to continue to provide Middle Years Programming in our Industrial Arts, Home Economics and Band programs.

Current projections for roll-up enrollments are as follows:

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Grade 8	561	558	596	590	632	606
Grade 7	558	596	590	632	606	640
Total	1119	1154	1186	1222	1238	1246

It should be noted that our annual enrollment growth remains close to 2% annually. Over the time frame of these projections, that could translate into 100-120 additional students at these grade levels five to six years in the future.

In an effort to maintain programming opportunities at acceptable levels, an additional 1.0 FTE Band teacher has been recently added and the Middle Years Industrial Arts and Home Economics timetable has been adjusted to meet the preparation time requirements of the current collective agreement and open up an additional 6 instructional slots in our schedule. Future adjustments cannot be made without the addition of new instructional spaces.

As identified during public consultations of the Fall of 2012, consideration of collaborating with the Provincial Government on an exploration of redeveloping the former Heavy Shops facility, now vacated, at Assiniboine Community College's Victoria Avenue complex should be considered as a viable option to our facility issues. Access to this space will allow the redevelopment of current Industrial Arts and Home Economics spaces into 8 – 10 new classrooms within our current facility footprints at École Harrison, Earl Oxford and Riverheights.

To facilitate our deliberations and subsequent inquiry with the province we have compiled these budget prices to move our elementary home economics, industrial arts and band programs to ACC and then renovate the space left in our schools into regular classrooms. For the purpose of this exercise we have used the general assumption that all these spaces are the same size as our home economics and industrial arts programs at Riverheights and the band room at Waverly Park. We have also used budget pricing of \$250/sq. ft. for Industrial Arts/Home Economics spaces and \$200/sq.ft. for band/classroom spaces.

Requirements

Relocation of Band from Waverly Park and Earl Oxford	1,600sqft x \$200= \$320,000 x 2 required areas	\$640,000
Addition of 2 more Band spaces since these programs are now utilizing classrooms at Earl Oxford and Waverly Park		\$640,000
Relocation of Industrial Arts from Harrison, Earl Oxford, Riverheights	3,600sqft x \$250= \$900,000 x 3 required areas	\$2,700,000
Addition of 2 more Industrial Arts spaces to meet increasing enrollments		\$1,800,000
Renovation of spaces vacated by the programs into classrooms	3,600sqft x \$200= \$720,000 x 3 required areas	\$2,160,000
Relocation of Home Economics from Earl Oxford, Riverheights	1,700sqft x \$250= \$437,000 x 2	\$874,000
Addition of 2 more Home Economics spaces to meet increasing enrollments		\$874,000
Renovation of spaces vacated by the programs into classrooms	1,700sqft x \$250= \$437,000 x 2	\$874,000
Total costs		\$10,562,000



BRANDON SCHOOL DIVISION

Education Committee Minutes

Monday, October 7, 2013, 12:00 noon

Board Room, Administration Office

Present: P. Bartlette (Chairperson), G. Kruck, M. Snelling, K. Sumner
(alternate) Dr. D. Michaels, Superintendent

1. CALL TO ORDER:

The Education Committee Meeting was called to order at 11:50 a.m. by Trustee, Peter Bartlette.

2. ELECTION OF CHAIR/CONFIRM REGULAR MEETING DATES/REVIEW COMMITTEE RESPONSIBILITIES.

It was agreed that Mr. Peter Bartlette would serve as Committee Chairperson for 2013-2014. It was further agreed that the Education Committee meetings would be held on the first Monday of each month from 11:30 a.m. to 1:00 p.m. as follows:

Monday, October 7, 2013	11:30 a.m.
Monday, November 4, 2013	11:30 a.m.
Monday, December 2, 2013	11:30 a.m.
Monday, January 6, 2014	11:30 a.m.
Monday, February 3, 2014	11:30 a.m.
Monday, March 3, 2014	11:30 a.m.
Monday, April 7, 2014	11:30 a.m.
Monday, May 5, 2014	11:30 a.m.
Monday, June 2, 2014	11:30 a.m.

The Committee reviewed their responsibilities as noted on the agenda

3. APPROVAL OF AGENDA

The agenda was approved as circulated.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Committee minutes from June 17, 2013 were received as information. Trustee Bartlette noted a number of items from the minutes which Committee members needed to consider and keep in mind as they moved forward during the 2013-2014 school year.

5. COMMITTEE GOVERNANCE GOAL ITEMS

6. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy and Procedures 3027 – “The Friends of Education Fund”.

The Committee reviewed the revised policy and procedures with respect to the Friends of Education Fund Committee and the administration of the fund. Superintendent, Dr. Michaels, confirmed the original policy had combined the policy and procedures of the Committee and the Fund. The revised policy and procedures separated the administration of the fund under “regulations” and the policy and procedures addressed the Committee and its structure. Trustees discussed the revised draft documentation in detail. The Education Committee recommended changes to the membership of the Friends of Education

Committee, including representation and term of service. It was agreed the revised Policy, Procedures and Regulations would be brought forward to the Board of Trustees for approval. (Appendix "A")

Recommendation:

That Policy and Procedures 3027 – "The Friends of Education Fund" be rescinded and replaced with Policy and Procedures 3027 – "The Friends of Education Fund Committee", together with Regulation 3027 – "The Friends of Education Fund".

B) Grade 7 and 8 Elective Report

The Committee agreed to postpone further discussions regarding this report to the next Committee meeting. The Committee would review the report prior to the November meeting.

7. BRIEFINGS ON DEVELOPMENTS IN EDUCATION

Superintendent, Dr. Michaels, noted she would add the Executive Summary from the Organization of Economic Co-Operation and Development (OECD) regarding global trends in education to the next Committee meeting for discussion and review.

8. OPERATIONS INFORMATION

a) Possible Future Meeting Agenda Discussions

It was agreed Mr. Blaine Aston, Vice-Principal, École New Era School would be attending the November 4, 2013 Committee meeting to make a presentation on the changes to the math curriculum.

Trustee Kruck requested discussions regarding the Division's future plans for in-service days be included in an upcoming meeting agenda.

Trustee Bartlette asked the Committee members to consider any programming discussions with stakeholders they would like to arranged for the 2013-2014 school year for the next Committee meeting.

9. NEXT REGULAR MEETING: Monday, November 4, 2013, 11:30 a.m., Board Room.

The meeting adjourned at 1:25 p.m.

Respectfully submitted,

P. Bartlette, Chair

G. Kruck

M. Snelling

K. Sumner (Alternate)



BRANDON SCHOOL DIVISION POLICY

Appendix "A"

POLICY 3027

THE FRIENDS OF EDUCATION FUND COMMITTEE

The Brandon School Division Board of Trustees recognizes the need to establish a fund for the purpose of providing an opportunity for individuals, organizations or firms to make tax deductible and non-tax deductible donations to the Brandon School Division to support special items or purposes not included in the Division's annual budget.

The Friends of Education Fund Committee shall be established to oversee this fund to be known as "The Friends of Education Fund."



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 3027

THE FRIENDS OF EDUCATION FUND COMMITTEE

A. Goals of The Friends of Education Fund Committee

1. To promote and encourage contributions to “The Friends of Education Fund”.
2. Through the administration of “The Friends of Education Fund” the Committee shall
 - a. provide a mechanism by which requests from schools for funding can be received, evaluated and approved or denied.
 - b. provide for the advancement of education by providing financial support for projects in public education.
 - c. provide a mechanism by which fund raising projects may be authorized as charitable activities for tax receipts.

B. Membership

The Board of Trustees “The Friends of Education Fund Committee” shall be composed of at least one representative from each of the following:

- Brandon Teachers' Association Executive Representative;
- An Early Years Teacher;
- A Middle Years Teacher;
- A Senior Years Teacher;
- School Principal;
- The Canadian Union of Public Employees - Local 737;
- The Brandon Retired Teachers' Association;
- Three (3) representatives from the community;
- One (1) member of a school Parent Council;
- One (1) Trustee will be the Chairperson of the Committee; and
- Sitting in support of the committee but without a vote will be the Superintendent of Schools/CEO, the Assistant Secretary-Treasurer.

Quorum for scheduled meetings shall consist of at least four (4) of the above-noted Committee members, of which one must be the Trustee representative on the Committee. If there is no quorum, then the meeting shall be cancelled and rescheduled to meet the Committee's quorum requirement.

C. Term of Membership

1. Membership shall be voluntary;
2. Positions will be one (1) year appointments with the possibility of renewal up to a maximum of three (3) consecutive years.

D. Responsibilities and Duties of Committee with respect to contributions and distributions of monies within “The Friends of Education Fund”:

1. CONTRIBUTIONS

Contributions to “The Friends of Education Fund” may be made by bequest, outright gift, memorial gift or corporate donation. Contributions may be made in cash, by transfer of financial assets or through gifts-in-kind. The Committee reserves the right to convert goods into cash. Parent Advisory Councils and Parent Councils may contribute to “The Friends of Education Fund” for defined purposes in order to utilize the charitable status of the fund, i.e. playground funds.

Donors are responsible for all personal accounting or legal implications. Responsibility for the evaluation and appraisal of gifts in kind shall rest with the Secretary-Treasurer’s Department who shall provide an acceptable third party arms length appraisal if an income tax receipt is required. If a third party arms length appraisal is not available the Secretary-Treasurer’s Department will determine the amount of the donation. This amount is indisputable.

The responsibility for determining the acceptability of any donation shall reside with the Committee which may decline any donation it considers to be inconsistent with the principles of public education or the needs of the public schools within the Brandon School Division. Further, the Committee shall have the authority to determine whether a donation in kind qualifies for a charitable receipt.

2. DISTRIBUTION OF FUNDS

a) Specified Donations:

Donors may make donations in cash or gifts-in-kind for specified purposes or as general contributions which fulfill the purpose of “The Friends of Education Fund” as previously stated. Donations received for specific projects or purposes shall be reported to the Committee at each meeting.

Once projects are approved by the Committee and ratified by the Board the funds shall be disbursed as soon as possible in accordance with the specifications of the donor and in cooperation with the school, department or individual who is the recipient of the donation.

Donations for specific projects or purposes as identified by the donor and/or requests for specific projects or purposes from Division schools, departments, students or staff, should fulfill the purpose of the fund and are generally expected to meet the following guidelines:

- i. for capital equipment with an individual value greater than \$100 and an anticipated useful life greater than three years, for use by students or for administrative use anywhere within the Division;
- ii. for bursaries/scholarships for Division-wide allocation or for individual schools;
- iii. for special projects not normally or exceptionally provided through the annual budget or available from other Division funds.

b) Non-Specified Donations

For non-specified donations received by the fund, The Friends of Education Fund Committee will receive requests/proposals from Division schools, departments, students and staff throughout the year. Requests from individuals must be supported by a Division school or department. At each meeting the Committee shall review the requests received and allocate the available funds to the projects approved.

Time sensitive requests may be received and acted upon at any time provided there is agreement to do so as indicated by a 2/3 majority vote of the Committee which may be obtained by telephone poll where full disclosure of the request is provided. The funds will be disbursed as soon as possible after approval by the Committee and ratification by the Board and in cooperation with the receiving school, department or partner.

E. Meetings

1. The Friends of Education Fund Committee shall meet twice during the school year: October and April. (On election years Board representatives will set a meeting as soon as possible).
2. Notification of a special meeting shall occur at least one week prior to the meeting date.
3. The Friends of Education Fund Committee meeting reports shall be posted on the Brandon School Division website for public information. The Committee shall report to the Board of Trustees through the submission of Committee Minutes as presented by the Trustee Representative and Chairperson of the Committee and by presentation of the annual reports stated in the Regulations to this policy and procedure.
4. The Assistant-Secretary Treasurer or designate shall initiate the organization of the first Friends of Education Fund Committee meeting of each school year.



BRANDON SCHOOL DIVISION POLICY

REGULATIONS 3027

ADMINISTRATION OF THE FRIENDS OF EDUCATION FUND

“The Friends of Education Fund” will be administered by Brandon School Division administration office staff with the guidance and direction of The Friends of Education Committee using the following guidelines:

- a) charitable donation receipts will be issued for contributions of cash or gifts-in-kind made to the fund in the amount of \$10 or greater;
- b) such receipts will be issued from the Division Administration Office or from individual schools with the Principal and Vice-Principal having signing authority;
- c) cash contributions will be deposited in a separate interest bearing bank account established for this fund;
- d) larger accumulations of funds will be invested in securities authorized under The Public Schools Act or invested cooperatively under certain circumstances with such organizations as the Brandon Area Foundation;
- e) the fund shall be maintained as a Trust Fund within the Division accounting records but as a distinct area separate from regular operations;
- f) as part of the Division accounting records the fund will be subject to the annual audit as applied to the Division’s overall operations;
- g) an accounting report summarizing receipts, disbursements and bank/investment balances shall be provided to the Committee and the Board of Trustees annually on or before October 31st;
- h) the means of recognition will be determined by the committee at a scheduled meeting of the year and will be administered through the Assistant Secretary-Treasurer or designate.
- i) the signing authorities for the bank account will be the Division’s authorized signing authorities;
- j) disbursements of the donations received shall be made as soon as possible after the Committee has approved, and the Board of Trustees has ratified, the projects.



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

October 15, 2013

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“Accepting the Challenge”

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

FROM LEARNING SUPPORT SERVICES

ARYP (At Risk Youth Program) Presentation – Carolyn Blaine, Social Worker

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. CHRISTIAN HERITAGE SCHOOL

For Action.....D. Labossiere

I have received the Shared Services Agreements in triplicate as required from Christian Heritage School, for the provision by the Division of transportation services and for use of facilities and resources for 14 grade seven students and for 17 grade eight students to attend Industrial Arts and Home Economics classes for the 2013/2014 school year. The Agreements are attached as Appendices A and B. These Agreements have been approved in previous years.

RECOMMENDATION:

That the Shared Services Agreements between the Division and Christian Heritage School for the 2013/2014 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.

IV. SUPERINTENDENT OF SCHOOLS

1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix C for Board of Trustees consideration) for thirty five (35) grades 9 - 12 male football players, from Vincent Massey High School to make a trip to Minneapolis, Minnesota from December 28 - December 30, 2013.

Mr. Bruce Shamray, Principal, Vincent Massey High School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving thirty five (35) grades 9 - 12 male football players, from Vincent Massey High School to make a trip to Minneapolis, Minnesota from December 28 - December 30, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

2. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix D for Board of Trustees consideration) for twelve to twenty four (12 to 24) grade 11 and 12 hairstyling students, from Crocus Plains Regional Secondary School to make a trip to New York City, New York from March 7 – March 12, 2014.

Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving twelve to twenty four (12 to 24) grade 11 and 12 hairstyling students, from Crocus Plains Regional Secondary School to make a trip to New York City, New York from March 7 – March 12, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

SCHOOL VISITS (SEPTEMBER 16 – OCTOBER 4, 2013)

- September 16, 2013 – Meadows School
- September 17, 2013 – École New Era School
- September 25, 2013 – Earl Oxford School
- October 2, 2013 – George Fitton School

1. SCHOOL INFORMATION

For Information D. Michaels

A. QUALITY LEARNING

QUALITY LEARNING AT VALLEYVIEW SCHOOL

Report prepared by Ms. Darlene Wilkinson, Principal, Valleyview School

The Quality Learning Objective #3 for Brandon School Division is: To increase student engagement, specifically for learners with learning difficulties, high abilities, Aboriginal heritage, English as an Additional Language, and learning disengagement issues.

The Valleyview Centennial action plan to increase engagement focuses on collaborative planning between the High Ability Learner Enrichment Program (HALEP) teacher and individual classroom teachers. The HALEP teacher then co-teaches the collaboratively planned unit with the classroom teacher. Multiple intelligences, choices, technology and interests are taken into account in order to reach all learners. Last year our HALEP teacher planned units with each teacher from grades 3 to 6 and a multi-age unit with all K to 2 teachers.

This year this collaborative planning model has extended to a plan for grade teaching partners to plan together with the HALEP teacher and the English as an Additional Language (EAL) teacher. The HALEP teacher then teaches the unit with one of the classroom teachers and the EAL teacher provides either “push-in or pull-out support” to the classes. This collaboration has led to a significant increase in student engagement in learning.

It has also led the grade 5/6 teaching team to extending their collaboration to planning their entire annual Social Studies and Science units together using Universal Design for Learning and integrated units. They also coordinated literacy block planning with the Middle Years Literacy teacher.

Enrichment Clusters are well underway as well. These involve grades 3 to 6 students choosing something they would like to learn about from a list of possible topics. Students and the teacher facilitator plan the topic initiatives and organize the sequence of their learning collaboratively.

In a survey at the end of last year, all students reported that they were engaged and learned new skills and information in their clusters. All teachers reported how engaged and happy the students were during clusters. Student engagement is all about choice, involvement and interest!

Multi-age groupings have been established for virtues teaching based on the aboriginal model of Seven Teachings. These same groups will be used for the three outdoor days we have planned for outdoor education.

B. QUALITY TEACHING

QUALITY TEACHING AT MEADOWS SCHOOL

Report prepared by Mr. Dave Lim, Principal, Meadows School

The Middle Years students at Meadows School have been completing a number of inventories and surveys to develop student *Total Talent Portfolios*, or rather a “snapshot” of each student as an individual learner. This information is being gathered as part of the High Ability Learner Enrichment Program (HALEP) and it includes specific information for the individual student multiple intelligences (linguistic, musical, naturalistic, logical-mathematical, interpersonal, intrapersonal, visual-spatial), learning styles (visual, auditory, kinesthetic), group interaction styles (harmony, connection, production, status-quo), as well as a variety of their learning preferences and strengths.

This information provides valuable information to the subject teachers about each individual student, and provides excellent insight into them both as individuals and learners.

Furthermore, this data also provides a wealth of priceless information not only about the individual, but about the class as whole. The data from the individual students is compiled into a comprehensive *Class Learning Profile* by the school’s HALEP Teacher Melissa Lander. These profiles provide categorized information about the group’s unique characteristics as learners, as well as any implications for teaching the students based on the results. The profile includes the specific names of the students’ results, as well as graphic representations of the information to make it easily accessible and understandable.

The *Class Learning Profile* is shared with all subject teachers, resource teachers, and administration to provide information to assist teachers in engaging students and differentiating their curriculum effectively to meet the needs of the classroom. Any class themes are highlighted and suggestions are made for teaching as a result. For example, if a group is highly comprised of kinesthetic learners it would be suggested that the students are shown what to do explicitly and then given the opportunity to actually complete the task in a hands-on manner. It may also be suggested that the teacher incorporates a program such as “Brain Gym” to keep students active and engaged throughout lessons with little movement. Any issues that may arise with group work are noted, and suggestions for improvement are made. Furthermore, student preferences for formative and summative assignments are included, so teachers can select engaging tasks for their students when differentiating.

These are just a few examples of what may be discussed in a *Class Learning Profile*. At Meadows, we feel it is essential that we use this invaluable data to benefit our students as individuals, as well as provide the best learning experience possible for our unique classes based on their distinct group learning profile.

The theme of student activism is being promoted at Meadows School. Students are taught that young people can make a positive difference in their community and the world in which they live by taking action.

On September 20, 2013 all kindergarten through grade 8 students at Meadows School participated in the Terry Fox Walk and Run raising \$400.00 for cancer research.

On September 27, 2013, Meadows School held their first student council elections in many years. One hundred and seventy five Middle Years students gathered into the gymnasium to listen to the campaign speeches of the twenty candidates running for six executive student council positions. An elected student council will help our students learn about the democratic process as well as giving them an important voice and platform to make a positive difference in our school community.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT BETTY GIBSON SCHOOL

Report prepared by Mr. Phil Vickers, Principal, Betty Gibson School

One of the current goals at Betty Gibson School is to “maximize student learning in literacy and numeracy with specific focus on the area of student engagement”.

As one of our approaches to support this goal, we use Differentiation Blocks. These blocks are a scheduled time in the cycle, where grade level classes join together to create flexible groups that can address specific student learning needs.

For four years, we have been using one form of Differentiation Blocks with our Literacy Blocks. All homeroom teachers have implemented daily 30 minute guided reading blocks. These blocks are designed to reduce the adult to student ratio during guided reading time. This is accomplished through EA and teacher scheduling and joining grade level classes together and forming flexible reading groups.

We have seen great reading level growth from this initiative. We have also seen greater student engagement in reading and writing and an increase in student self-esteem. Teachers report that they can address specific learning needs more rapidly, and therefore, support students reading growth.

Student Q (EAL) states, “I learn so many things during guided reading. I like to read and sometimes we can do research.”

Student M states, “What I like about guided reading is reading with everyone in a group.”

This year our school is piloting Numeracy Differentiation Blocks. These scheduled blocks of time, allow teachers to create flexible groups of students. These groups can then focus on the specific skills that each group of students requires. Every grade level is exploring different delivery models and will report to the staff the pros and cons of each model.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	24	5, 10, 15, 30	Weapons (1), Drug and Alcohol (4), Assaultive Behaviour (2), Unacceptable Behaviour (17)
Neelin	5	5, 15	Drug and Alcohol (1), Assaultive Behaviour (2), Unacceptable Behaviour (2)

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / SEPTEMBER 2013 STARTING NUMBER

The Brandon School Division Currently has 1362 English as an Additional Language (EAL) Students.

- 112 new registrations were received from June 30 – September 30, 2013;
- 59 students left the Brandon School Division from June 30 – September 30, 2013.

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

Month of Registration	Number of New EAL Registrations Received
September 2013	112
Total	112

The current school totals are as follows:

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
Alexander	0				
Betty Gibson	136	9	4		
Crocus Plains	232	15	11		
Earl Oxford	59	2			

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
George Fitton	96	1	5		
Green Acres	23	1	1		
Harrison	0				
J.R. Reid	25		4		
King George	102	3	5		
Kirkcaldy Heights	26		1		
Linden Lanes	25	1	3		
Meadows	102	10	8		
Neelin	32	3	2		1
New Era	119	6	17		
O'Kelly	23	1			
Riverheights	66	2	1		7
Riverview	38	1	1		
Spring Valley	24				
St. Augustine	41				4
Valleyview Centennial	13		1		1
Vincent Massey	128	4	14	1	46
Waverly Park	52		1		
Total	1362	59	79	1	59

The number of students who left Brandon School Division from June 30 – September 30, 2013 is fifty nine (59). Of these students:

- twelve (12) moved out of the Division;
- nineteen (19) moved out of the Province;
- six (6) moved back to their home country;
- four (4) left school to work; and
- eighteen (18) did not have an exit path identified.

One (1) student was discontinued as EAL.

Two hundred three (203) students changed catchment areas within the Division.

CLASS SIZE INFORMATION AS OF SEPTEMBER 30, 2013

As of September 30, 2013, the average class size for K-8 classes is 20.58 students per class. The classrooms have increased by five (5) with 95 more students in the Division.

Special education classes have decreased by one (1) with the number of students in special education programs decreasing by eleven (11). The majority of these students have been moved to senior high schools.

Senior high school classes are at 19.02 students per class for a Division average.

Discretionary staffing was allocated in the spring, 2013, to facilitate the development of effective school instructional plans and to maintain reasonable class sizes.

For more information please see Appendixes E, F, and G.

2. DIVISIONAL INITIATIVES

For Information D. Michaels

A. QUALITY LEARNING

PRINCIPAL LEADERSHIP PREPARATION PROGRAM – SESSION 1 EFFECTS OF LEADERSHIP / SEPTEMBER 17, 2013

***Report prepared by Mr. Jaime Lombaert, Vice Principal, George Fitton School and
Mr. Blaine Aston, Vice Principal, École New Era School***

Attendance: 22 participants (20 from Brandon School Division and 2 from surrounding areas)

Jaime Lombaert and Blaine Aston welcomed participants to the program as, well as went over the program overview, expectations, and principal/leadership mentorship opportunities. Dr. Jackie Kirk, from the Faculty of Education at Brandon University, discussed how to request for University credits for the program, as well as certification through the Manitoba Certification Branch.

The first presentation was from Brent Richards, Vice Principal, Crocus Plains Regional Secondary School. Brent presented the research on the correlation between effective school leaders and student achievement and how significant the effects are. Ken Seekings, Vice Principal, Vincent Massey High School, and Cory Nevill, Literacy Specialist, Brandon School Division, gave their perspectives on the effects of leadership on a school and a school division. Topics throughout the night included: conceptions of leadership, essential acts of leadership, setting direction, developing people, and leading change.

3. CORRESPONDENCE

For Information D. Michaels

CORRESPONDENCE RECEIVED FROM TERESITA GUERRA, CORRESPONDENCE ASSISTANT TO THE PREMIER

The following correspondence has been received from Teresita Guerra, Correspondence Assistant to the Premier:

On behalf of The Honourable Greg Selinger, Premier of Manitoba, I would like to acknowledge your letter and enclosed copies of the Brandon School Division's Student Achievement Summary Report 2012-2013 and Year End Progress Report 2012-2013.

Please be assured that your correspondence will be brought to the Premier's attention at the earliest convenience.

Thank you for writing to Premier Selinger.

THIS AGREEMENT made in triplicate this 1 day of July, 2013 pursuant to the provisions of Part IV of *The Public Schools Act* and the *Shared Services Regulation and Funding of Schools Program Regulation* thereunder.

BETWEEN:

The Brandon School Division,
being a school board, and a body corporate pursuant to subsection 3(1)
of *The Public Schools Act*, C.C.S.M. c. P250
(called "the Division")

-and-

The Christian Heritage School
(called "the private school")

WHEREAS the private school is a 'private school' as defined in section 59 of *The Public Schools Act*;

AND WHEREAS pursuant to subsection 60(1) of *The Public Schools Act*, the Division may, with the approval of the Minister of Education, enter into an annual agreement with a private school to provide, under the supervision and control of the Division, transportation for pupils enrolled in the private school, from points on a regular public school bus route operated by the Division to other points on the same route;

AND WHEREAS for this purpose, the Division and the private school are prepared to enter into an agreement to provide eligible pupils enrolled in the private school with transportation on a regular public school bus route according to the terms and conditions of this agreement;

AND WHEREAS prior to the signing of this agreement, the Minister of Education provided approval to the Division to it entering into this annual agreement with the private school, pursuant to subsection 60(1) of *The Public Schools Act*,

AND WHEREAS transportation support is payable to the Division for eligible transported private school pupils subject to the provisions set out in the *Shared Services Regulation*, M.R. 131/2012 and the *Funding of Schools Program Regulation*, M.R. 259/2006 (the "Regulations").

NOW THEREFORE the parties agree as follows:

1. The Division shall provide for eligible pupils enrolled in the private school, transportation from points on a regular public school bus route operated by the Division to other points on the same route.
2. The private school pupils receiving transportation on a regular public school bus route operated by the Division, shall be deemed to be in attendance at a public school while on a public school bus.
3. The pupils enrolled in the private school shall be under the supervision and control of the Division while they are on a public school bus receiving the transportation provided by the Division under this agreement.
4. The private school shall execute any documents and provide the Division with any information, documents, returns or reports which may be required by the Department of Education to facilitate financial planning and to determine the amounts of any support which may be payable to the Division in respect of this agreement pursuant to *The Public Schools Act* and the Regulations.
5. This agreement shall be effective for a term of one year commencing July 1, 2013 and ending June 30, 2014.

The authorized representative of each of the parties to this agreement has signed this agreement effective on the day and year written above.

THE Brandon School Division

Chair

Secretary-Treasurer

Christian Heritage School

Chair

Principal

Prior to signing this agreement, the Division was provided with approval by the Minister of Education or designate as required by subsection 60(1) of *The Public Schools Act*.

Minister of Education or designate

Date:

THIS AGREEMENT made in triplicate this 1 day of July, 2013 pursuant to the provisions of Part IV of *The Public Schools Act* and the *Shared Services Regulation* thereunder.

BETWEEN:

The Brandon School Division,
being a school board, and a body corporate pursuant to subsection 3(1)
of *The Public Schools Act*, C.C.S.M. c. P250
(called "the Division")

-and-

The Christian Heritage School
(called "the private school")

WHEREAS the private school is a 'private school' as defined in section 59 of *The Public Schools Act*;

AND WHEREAS pursuant to subsection 60(2) of *The Public Schools Act*, the Division may, with the approval of the Minister of Education, enter into an annual agreement with a private school respecting the use of the facilities and resources of the Division by or for the benefit of eligible pupils enrolled in the private school while attending a public school operated by the Division;

AND WHEREAS for this purpose, the Division and the private school are prepared to enter into an agreement respecting the use by eligible pupils enrolled in the private school of facilities and resources of the Division for Home Economics or Industrial Arts, or both, according to the terms and conditions of this agreement;

AND WHEREAS prior to the signing of this agreement, the Minister of Education provided approval to the Division to it entering into this annual agreement with the private school, pursuant to subsection 60(2) of *The Public Schools Act*;

AND WHEREAS facilities and resources support is payable to the Division for eligible private school pupils subject to the provisions set out in the *Shared Services Regulation*, M.R. 131/2012 (the "Regulation").

NOW THEREFORE the parties agree as follows:

1. The Division shall provide, in one or more public schools, to eligible pupils enrolled in the private school, certain facilities and resources for Home Economics or Industrial Arts, or both, that are the same as are regularly offered by the Division to eligible pupils enrolled in its public schools, particulars of which are set out in Schedule "A", which is attached to, and forms part of, this agreement.
2. The private school pupils receiving facilities and resources of the Division for Home Economics or Industrial Arts, or both, shall be deemed to be in attendance at a public school while the services are being provided under this agreement.
3. The pupils enrolled in the private school shall be under the supervision and control of the Division while they are attending a public school for the services provided by the Division under this agreement.
4. The private school shall execute any documents and provide the Division with any information, documents, returns or reports which may be required by the Department of Education to facilitate financial planning and to determine the amounts of any grant which may be payable to the Division in respect of this agreement, pursuant to *The Public Schools Act* and the Regulation.

5. This agreement shall be effective for a term of one year commencing July 1, 2013 and ending June 30, 2014.

The authorized representative of each of the parties to this agreement has signed this agreement effective on the day and year written above.

THE Brandon School Division

Chair

Secretary-Treasurer

Christian Heritage School

Chair

Principal

Prior to signing this agreement, the Division was provided with approval by the Minister of Education or designate as required by subsection 60(2) of *The Public Schools Act*.

Minister of Education or designate

Date:

This is SCHEDULE "A"
To a Facilities and Resources Agreement ending June 30, 2014
dated the July 1, 2013.

BETWEEN:

The Brandon School Division

-and-

The Christian Heritage School
Private School

2025 26th Street , Brandon, MB R7B 3Y2

Location (*)

THIS SCHEDULE provides particulars of the facilities and resources of the Division that are to be provided to eligible pupils enrolled in the private school while in attendance at public schools operated by the Division.

1. The public school(s) in which the facilities and resources of the Division will be provided will be those at:

River Heights
_____ School

_____ School

2. The estimated number of eligible pupils enrolled in the private school on September 30, 2013 who will be participating in the use of the facilities and resources in the public school(s) is shown in the table in clause 4.

(*) If the private school has more than one location, include only those pupils in the location(s) being serviced under this agreement, and indicate the location(s) being serviced.

3. The number of minutes of instruction in each instructional cycle in which the facilities and resources described in clause 1 will be provided in the public school(s) to eligible pupils enrolled in the private school is shown in the table in clause 4.

4. Estimated eligible enrolment of private school pupils in the public school(s) Number of minutes of instruction provided in the public schools(s) for private school pupils in each cycle

	Pupils		minutes
Gr.7	14 Pupils	150	minutes
Gr.8	17 Pupils	150	minutes
	Pupils		minutes
	Pupils		minutes
	Pupils		minutes
	Pupils		minutes
TOTAL	Pupils		

5. In the public school(s) there are 6 days in each cycle and 330 minutes each day.
6. The calculation and payment of the grant shall be made using actual data, in accordance with the *Shared Services Regulation*, M.R 131/2012 applicable to the school year.
7. The facilities and resources of the Division that will be provided in the public schools(s) to pupils enrolled in the private school are as follows:

☒ Home Economics

☒ Industrial Arts

K - 8 Class Size 2013/2014

Calculation of Average Class Size						
School	Enrollment	# Classes	Sp. Ed. Enrollment			Spec. # Classes
			SSP	LAC	LS	
Alexander	98	5	0	0	0	0
Betty Gibson	305	14	0	0	0	0
Earl Oxford	294	15	0	0	0	0
George Fitton	446	21	0	0	0	0
Green Acres	177	9	0	0	0	0
Harrison	334	16	0	0	0	0
J.R. Reid	272	13	0	0	0	0
King George	283	13	0	0	0	0
Kirkcaldy	361	20	0	8	0	1
Linden Lanes	360	17	0	0	0	0
Meadows	447	21	0	0	0	0
New Era	447	23	0	0	0	0
O'Kelly	259	15	0	0	0	0
Riverheights	420	20	0	0	19	2
Riverview	182	9	0	0	0	0
Spring Valley	25	1	0	0	0	0
St. Augustine	215	9	0	0	0	0
Valleyview	150	7	0	0	0	0
Waverly Park	419	19	0	0	0	0
TOTALS:	5494	267	0	8	19	3

Class Size Analysis

Classes by Group

	Variance	Av. Class Size (13/14)	Av. Class Size (12/13)	Av. Class Size (11/12)	Av. Class Size (10/11)
All Classes Enrollment (including Spec. Classes)	-0.03	20.58	20.61	21.92	21.13
Regular Class Enrollment (excluding Spec. Classes)	-0.15	20.71	20.86	22.5	21.79
Special Class Enrollment	1.40	9.0	7.6	7.7	6.9

Summary

i) The overall class size decreased for K-8 schools in 2013 by 0.03 FTE student/class.

The total number of classrooms increased by five (5) with an increase of 95 students (5399 to 5494)

Last year (2012/2013) the overall class size decreased for K-8 schools by 1.31 FTE student/class.

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

ii) Regular class sizes decreased by 0.15 FTE student/class.

The total number of classes increased by five (5) with an increase of 106 students (5361 to 5467).

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

iii) The special class size increased in 2013 by 1.4 students/class.

The total number of classes decreased by one (1) with the number of students decreasing by 11 (38 to 27).

Last year the total number of classes decreased by two (2) with the number of students decreasing by 14 (52 to 38).

September 30, 2013

Appendix F

K - 8 Class Size 2013/2014

K-8 Class Size Breakdown											
School	Enrollment	# of Classrooms	Grades	1-15	16-20	21-25	26	27	28	29	30+
Alexander	82	4	K-6		2	2					
Betty Gibson	235	11	K-6		3	8					
Earl Oxford	229	12	K-6	2	6	4					
George Fitton	347	17	K-6		7	10					
Green Acres	139	7	K-6		5	2					
Harrison	274	13	K-6		5	8					
J.R. Reid	206	10	K-6		5	4	1				
King George	186	9	K-6	1	4	4					
Kirkcaldy	285	15	K-6	1	9	5					
Linden Lanes	291	14	K-6	2	4	8					
Meadows	360	17	K-6		6	11					
New Era	389	19	K-6	2	7	10					
O'Kelly	225	13	K-6	4	7	2					
Riverheights	287	14 (1 spec. ed.)	K-6	1	3	9	1				
Riverview	182	9	K-6		4	5					
Spring Valley	25	1	K-11								
St. Augustine	165	7	K-6		2	5					
Valleyview	150	7	K-6		3	4					
Waverly Park	329	15	K-6		5	8	1	1			
Alexander	16	1	7-8		1						
Betty Gibson	70	3	7-8			3					
Earl Oxford	65	3	7-8		2		1				
George Fitton	99	4	7-8			4					
Green Acres	38	2	7-8		1	1					
Harrison	60	3	7-8		2	1					
J.R. Reid	66	3	7-8		2			1			
King George	97	4	7-8			4					
Kirkcaldy	76	5 (1 spec. ed.)	7-8	1	4						
Linden Lanes	69	3	7-8			3					
Meadows	87	4	7-8			4					
New Era	58	4	7-8		3	1					
O'Kelly	34	2	7-8		2						
Riverheights	133	6 (1 spec. ed.)	7-8	1		5					
St. Augustine	50	2	7-8			2					
Waverly Park	90	4	7-8			4					
Totals:	5494	267		15	104	141	4	2	0	0	0
%				6%	39%	53%	1%	1%	0%	0%	0%

September 30, 2013

Appendix G

Brandon School Division High School Sections

First Semester 2013/2014 - September 30, 2013

High School	Class Size										Total Classes	Student Seats	Av.Class Size 13/14	Av.Class Size 12/13	Variance	September 30 Enrollment	Average Student Load
	1 to 5	6 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46+							
Crocus Plains																	
Semester 1	9	48	71	78	64	33	6	1	1	3	314	5637	17.95	19.38	-1.43	1175	4.80
Neelin																	
Semester 1	2	14	20	43	23	10	0	0	1	1	114	2134	18.72	24.91	-6.19	496	4.30
Vincent Massey																	
Semester 1	3	14	34	47	51	43	2	1	0	1	196	4095	20.89	21.8	-0.91	852	4.81
Division																	
Semester 1	14	76	125	168	138	86	8	2	2	5	624	11866	19.02	21.15	-2.13	2523	

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