



# BRANDON SCHOOL DIVISION

August 20, 2014

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

TO BE HELD MONDAY, AUGUST 25, 2014  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Reference to Statement of Board Operations

#### 1.02 Approval of Agenda

#### 1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, July 7, 2014.  
Adopt.

### 2.00 GOVERNANCE MATTERS:

#### 2.01 Presentations For Information

#### 2.02 Reports of Committees

- a) Finance Committee Minutes
- b) Other

K. Sumner

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

- a) Heather Demetrioiff, Associate Director of the Manitoba School Boards Association, August 15, 2014, provided School Board Election Resources. These resources are three-fold: to provide a comprehensive overview of the resources available on their election page, to provide Trustees with some new resources which will *not* be posted online, and to advise Trustees of their upcoming initiatives regarding the promotion of school trustee elections. Following the elections, they will be holding training sessions, on November 24 (evening) and November 25 in Brandon. (Appendix A)

Refer MSBA Issues

- b) The Honourable James Allum, Minister of Education and Advanced Learning, August 13, 2014, thanking the Board for their letter concerning liability insurance coverage for certain community groups wishing to access school facilities. *The Community Use of Schools and School use of Community Facilities* document, focuses on a broad use of school facilities by outside groups. Some activities are of higher risk than others, and as the "landlord", school divisions can choose to do a risk assessment of some activities where the potential for injury is very low. The Board's example of quilting is a circumstance where the school division can make the assessment for such an activity, and it is willing to assume it as a low likelihood of any incident or problem. Under these circumstances, The Minister does not believe there is need for his department to provide liability insurance coverage. (Appendix B)

Refer Business Arising

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

- a) Correspondence from The Honourable James Allum, Minister of Education and Advanced Learning, from Communications for Action 2.04 c), providing a response to the Board's letter requesting province-wide liability insurance coverage for outside user groups.

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

- a) Correspondence from Heather Demetrioiff, Associate Director of the Manitoba School Boards Association, from Communications for Action 2.04 b), providing School Board election resources.

**- From Report of Senior Administration**

- a) School Reports – Year End Progress Report, Sept 2013-June 2014. K. Boklaschuk, Communications and Technology Specialist. (To be distributed at meeting)
- b) Learning Support Services Presentation – NIL



- c) Items from Senior Administration Report –
  - École secondaire Neelin High School Off-Site Activity Request (Calgary) – Refer Motions.
  - École secondaire Neelin High School Off-Site Activity Request (Spain) – Refer Motions.
  - Lease Agreement for At-Risk Youth Program – Refer Motions.

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

### **2.07 Motions**

- 92/2014 That the trip involving eleven (11) students to participate in Varsity Girls Volleyball Tournament in Calgary, Alberta from September 25, 2014 – September 28, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 93/2014 That the trip involving twenty (20) Grade 10 – 12 students to travel to Spain from March 26, 2016 to April 2, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 94/2014 That the Lease Renewal Agreement between The Brandon School Division and Lynn Hink and Vernon Hink to rent the property commonly known as 729 Princess Avenue for the period August 1, 2014 to July 31, 2015 at an annual rent of \$34,100.00 plus GST and utilities for operation of the At-Risk Youth Program be approved; and the Secretary-Treasurer is hereby authorized to affix his signature and the seal of the Division thereto.
- 95/2014 That the words “(before taxes)” be added after the financial amount of \$50,000 where that amount appears on pages 1, 2 and 4 of Procedures 3011 – “Purchasing Authority”.

### **2.08 Bylaws**

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

That By-Law 3/2014 being a by-law to regulate the proceedings of the Board of Trustees of the Brandon School Division and repealing By-Law 1/2011 passed January 24, 2011 (as amended by By-law 4/2011, May 24, 2011 and By-Law 6/2013, October 15, 2013) be now read for the first time.

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

That By-Law 4/2014 being a by-law to authorize payment of indemnities and mileage to Trustees and repealing By-Law 4/2010 passed October 25, 2010 (as amended by By-law 1/2012, June 11, 2012) be now read for the first time.

### **2.09 Giving of Notice**

### **2.10 Inquiries**

- Trustee Inquiries

**3.00 ADMINISTRATIVE INFORMATION:**

**3.01 Report of Senior Administration**

Receive and File.

**3.02 Communications for Information**

- a) The Honourable James Allum, Minister of Education and Advanced Learning, July 9, 2014, provided a copy of the document *Smudging Protocol and Guidelines for School Divisions 2014* that reflects a particular Aboriginal practice on which school divisions are working to share with their staff, students and community to foster an atmosphere of respect, understanding and inclusivity. This includes welcoming all students to learn about First Nation, Métis and Inuit traditions. An electronic copy of the *Smudging Protocol and Guidelines for School Divisions 2014* can be obtained at: [www.edu.gov.mb.ca/aed/publications/index.html](http://www.edu.gov.mb.ca/aed/publications/index.html).

Receive and File.

- b) Art and Iona Godfrey, undated, thanking the Board for the Dinner and evening at the Victoria Inn and for the retirements gifts.

Receive and File.

- c) Darlene Wilkinson, undated, thanks the Board for the retirement celebration. She appreciated the evening and gift.

Receive and File.

**3.03 Announcements**

- a) Facilities and Transportation Committee Meeting, 11:30 a.m., Thursday, September 4, 2014, Board Room.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 8, 2014, 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 – Letter to Solicitor.
- c) Confidential #3 – Personnel Matter. (To be distributed at meeting)

**- Trustee Inquiries**

**4.03 Property Matters/Tenders**

**- Reports**

**- Trustee Inquiries**

**4.04 Board Operations**

**- Reports**

**- Trustee Inquiries**

**5.00 ADJOURNMENT**



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

15 August 2014

**TO:** Board Chair, Secretary-Treasurer and Superintendent, All Divisions and Districts

**FROM:** Heather Demetrio, Associate Director

**RE:** School Board Election Resources

Over the past year, the Manitoba School Boards Association has developed and disseminated many resources designed both to promote the October 22 school trustee elections directly, and to assist school divisions and districts to do so themselves. Most of these resources are available on the dedicated election page on our website, which also contains links to other sites that contain election-relevant information.

The purpose of this communication is three-fold: to provide a comprehensive overview of the resources available on our election page, to provide you with some new resources (attached) which will *not* be posted online, and to advise you of our upcoming initiatives regarding the promotion of school trustee elections.

### Online resources

Our dedicated election page ([www.mbschoolboards.ca/elections2014.php](http://www.mbschoolboards.ca/elections2014.php)) is intended to serve as a single, convenient portal for both potential school trustee candidates and voters looking to learn more about the work of school boards prior to the October 22 elections. Information on this site is in a variety of formats, and includes:

- A Guide to School Boards and Trusteeship in Manitoba, our standard print document on the role of school trustees and the work of school boards, updated for 2014. We recommend that this link or hard copy of the document be provided to all candidates. It may be printed as required; if you prefer to receive hard copy, please contact the Manitoba School Boards Association office to request the needed number of copies.
- So You Want to be a School Trustee?, a new, short, animated video that provides a quick overview of the fundamentals of running for office.
- Three short videos that feature incumbent school trustees, talking about who they are, and various aspects of school board service: Manitoba School Trustees—Who We Are; Taking the Time to Serve; and School Board Service—A Closer Look.
- A recording of our June 17 candidate information webinar.
- 10 Characteristics of Effective Board Members and Questions for School Board Candidates, two one-page documents intended to help candidates and voters assess the motivation and suitability of those running for office.
- Links to relevant provincial legislation (The Public Schools Act and The Municipal Councils and School Boards Elections Act).
- Links to the City of Winnipeg election page and relevant publications.

2.04a) /2

Once the nomination period opens, we will be augmenting our election page with a province-wide list of declared candidates. Details on that initiative will be distributed in September.

School divisions and districts may find it helpful to include a link to the Manitoba School Boards Association election page on their own website. In addition to this link, they may wish to consider including:

- direct links to specific resources on the Manitoba School Boards Association election page, specifically the resources identified in the first three bullets, above;
- a letter from the school board, welcoming potential candidates and voters, and underlining the important role of school boards;
- general contact information, including information about the filing of nomination papers, and a contact for further questions; and
- a section where specific information about or provided by declared candidates can be posted.

### **Attached templates**

The attached documents are intended to serve as customizable templates for school divisions and districts to use as they deem appropriate. These are:

- a sample article for school or community newsletters, which may also be distributed to media outlets in the form of a news release.
- a sample letter to the editor.
- a sample speech. This speech has been prepared in point form so it may be easily modified, depending on the audience to whom it is being delivered—e.g. a chamber of commerce, a service club, or a school council.

School boards may also adapt these documents for publication on their own websites or Facebook pages as open letters to their communities, and promote the central themes of these documents via existing social media accounts.

### **Upcoming initiatives**

As in 2010, the Manitoba School Boards Association will be conducting a province-wide paid media campaign of radio and print advertising in the week prior to the October 22 election to encourage voter turnout. The print ads for this campaign are currently under development, and will be shared with divisions and districts prior to their publication. Should any divisions wish to undertake their own campaign utilizing these ads, we will be pleased to customize them for you, to include local information.

We will also be preparing a news release (in the form of a publishable article) on the relationship between school boards and both student achievement and strong communities. This news release/article will complement the media campaign referenced above. We employed this same strategy prior to our June candidate information sessions, where it garnered us significant, positive coverage beyond which we could have hoped to achieve with only paid advertising.

In addition, we will be utilizing our Twitter presence (@MBSchoolBoards), with our current following of more than 1300 organizations and individuals, to ensure that the issue of school board elections is not lost among the discussions about municipal matters.

Following the elections, we will again be holding training sessions for new trustees, on November 24 (evening) and 25 in Brandon, and November 26 (evening) and 27 in Winnipeg. Program and registration packages will be sent to boards in the fall. School boards may wish to keep these dates in mind as they begin planning their own new trustee orientations, and may also wish to inform all candidates about both local and provincial post-election training opportunities.

I hope you find this information helpful in your local election awareness efforts. Please share it with your board colleagues and administration. Should you have any questions, please do not hesitate to call.

/hd

Attachments

cc Provincial Executive

Learning **Trustee** Run! Candidate Vote!  
School Boards Kids Education **Elections** Challenge 22.10.2014  
[click here](#)

*Item for school, Chamber of Commerce and other local newsletters*

### **School Boards Matter to You**

On October 22, voters will head to the polls to decide who they will entrust to shape and direct local education for the next four years. That's an important decision, because school boards matter to *everyone*.

Parents know the importance of voting in school board elections because they realize that *school boards matter to students*. Research shows that the decisions made in the boardroom impact what happens in the classroom. School boards decide how many teachers and educational assistants will be hired, how much and what kind of professional development they will be offered, and what sorts of supports will be provided for kids who may be struggling. Those decisions can have a profound impact on student achievement.

But school boards matter to more than parents; *school boards matter to communities*. Talk to a realtor; one of the questions frequently asked by families relocating is "How are the schools?" Talk to a business owner and you'll discover that one of the considerations for moving to (or staying in) a certain location is the availability of an educated and capable workforce. Talk to your neighbours about the services they need and enjoy on a daily basis, and you'll be reminded about just how essential our education system is.

Good schools shape our citizenry and build vibrant communities, which is why *school boards matter to all of us*. On October 22, show that school boards matter to *you* by casting your ballot for school trustee.

*School board elections will take place October 22, 2014, with polls open from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Advanced polls will be open on [date] at [locations]. For information about polling locations and hours, contact the school board office at \_\_\_\_\_.*

Learning **Trustee** Run! Candidate Vote!  
School Boards Kids **Elections** Education  
[click here](#) Challenge 22.10.2014

*Letter to the Editor*

Dear Editor:

On October 22, voters will head to the polls to decide who they will entrust to shape and direct local education for the next four years. That's an important decision, because school boards matter to everyone.

Parents know the importance of school boards because they realize that decisions made in the boardroom impact what happens in the classroom. School boards decide how many teachers and educational assistants will be hired, what professional development they will be offered, and what supports will be provided for students who may be struggling, all decisions that have a profound impact on student achievement.

School boards also matter to communities in general. Realtors will tell you that one of the questions frequently asked by families relocating is "How are the schools?" Business owners decide where to locate, in part, based on the availability of an educated and capable workforce. As communities, shaping our young people into well-educated and well-rounded citizens is one of the most important things we can do.

A strong school board makes our education system stronger, and a strong, well-run education system adds to the vitality of local communities. That's why I would encourage everyone to cast their school trustee vote on October 22, and, if you have an interest in children and a vision for local education, consider running for office yourself. It's important work that matters to all of us. To learn more, contact the school division office.

Yours truly,

*Name*

*Chair, (name of school board)*



# Learning **Trustee** Run! **Candidate Vote!** **School Boards Kids Elections** Education **Challenge** **22.10.2014** [click here](#)

## *Speech to service organizations or school councils*

- Good evening ladies and gentlemen. I want to speak to you today about school board elections and trustee candidacy.
- The time is rapidly approaching for voters to decide who will shape and direct local education for the next four years. School board trustee elections will take place October 22, 2014, but the deadline for filing nomination papers is September 16.
- On behalf of *(name of your school board)*, I would like to strongly encourage you to cast a ballot for school board trustees on election day, or even to think about running for the position of school board trustee yourself.
- I say this because I believe that the work I do as a trustee is very important, so important that anyone with an interest in children and a vision for local education should—for the good of children and the community—consider running for office.
- Why? Because school board policies and decisions have a tremendous impact on the local community and individual residents – whether they have children in school or not. Our decisions affect local school aged children, hundreds of local employees, contractors and suppliers, and millions of taxpayers' dollars.
- Specifically, we have *(number)* trustees on our board. We are responsible for *(number)* students in *(number)* schools. *(Number)* employees work for our jurisdiction and we have an annual budget of *(number)* dollars. As a comparison, the *(city/town/municipal)* budget is \$\_\_\_\_\_ and employs *(number)* people.
- Essentially, I want to make sure local residents like you are aware that you have a key role to play in deciding which \_\_\_\_ *(number of trustees)* people will be making decisions on your behalf for the next four years.
- So what do trustees do?
- As trustees, our mandate is to create and maintain a public education system that best serves all the children of our community.
- A key responsibility for trustees is to stay in touch with community stakeholders. This enables us to understand, and reflect in our decision-making, what all citizens value and want from their local schools.

- However, trustees do not represent any one school, neighbourhood or community. Rather, they make decisions based on the needs of the entire jurisdiction. In our case, that means *(describe jurisdiction)*.
- As elected officials, trustees have several roles to play:
- **We are communicators**, ensuring the community has a say in what children learn.
- **We are planners**, developing strategies to deal with student needs, setting priorities in light of community wishes and sound educational practice.
- **We are policy makers**, setting the parameters that guide administration and staff, and evaluating the impact of our policies and make adjustments where necessary.
- **We are advocates**, addressing and seeking resolution of public education issues of importance to students, parents, and the community at large.
- **We are lobbyists**, communicating with the municipal and provincial levels of government to ensure those who influence funding and other resources hear the voice of the local community.
- **We are politicians**, elected to govern the local public education system on behalf of the local community. As such, we are responsible to the electorate through the democratic process.
- How do we put these roles into action? Well, over the last four years we made major decisions in a number of key areas: *(Outline a few major jurisdiction initiatives)*
- I want to point out today that you don't have to be an educational expert to become a trustee, or to decide who should fulfill that role. The public education system serves children from all walks of life, and it is best served when there is a broad perspective and range of experiences among the individuals sitting around the board table. Businesspeople, tradespeople, farmers...anyone with an interest in education and the impact it has on their community can be an exceptional school trustee.
- If public service holds no appeal for you, I invite you to think about who might be willing and capable. Often, people will step forward if they are approached to do so. I'm sure all of you can think of one or two people that would make strong trustee candidates.
- Election day itself should not be taken lightly. There are many reasons to get out and vote for school board trustees on October 22.
- It is certainly of democratic importance, but school board trustees, like municipal councilors, also influence the economic, social and cultural life of our community.
- The provincial government sets the core curriculum and provides a portion of required funding, but it's up to school boards to decide how education is delivered locally, to enhance the provincially-mandated curriculum in accordance with community wishes, and to raise the additional dollars needed through local property taxes.
- This means school board policies and decisions play a significant role in shaping today's students into tomorrow's citizens. These are the people who will be diagnosing your illnesses, policing your streets, making your laws or fixing your cars.

- Only a small proportion of eligible voters in Manitoba actually marked an “x” for a school board trustee in 2010, fewer than did so for municipal councils. We would like to see *all* voters who visit a polling station this year take the time to cast a ballot for school board trustees.
- The political office of school board trustee is an important one because school board decisions often affect all residents in a community, whether those residents have children in school or not. As individuals, we should give the role of school trustee the same voter consideration we give our MP, MLA, councilors, mayors or reeves.
- I urge you then, and ask you to urge others, to get out and vote on October 22.
- Thank you for your time. If you have any questions, I’d be happy to answer them now, or you can contact the division/district office for more information.



RECEIVED

AUG 18 2014

Office of the Secretary Treasurer  
Brandon School Division

MINISTER  
OF EDUCATION AND ADVANCED LEARNING

Room 168  
Legislative Building  
Winnipeg, Manitoba, Canada  
R3C 0V8

Appendix B

AUG 13 2014

Mr. Mark Sefton  
Chair  
The Brandon School Division  
1031-6<sup>th</sup> Street  
Brandon MB R7A 4K5

Dear Mr. Sefton:

Thank you for your recent letter concerning liability insurance coverage for certain community groups wishing to access school facilities.

*The Community Use of Schools and School Use of Community Facilities* document, in addition to advice typically provided to school boards through the Manitoba School Boards Association, focuses on broad use of school facilities by outside groups. However, suggestions provided therein reflect the importance of obtaining liability insurance for activities which are inherently of higher risk than are some others. For example, groups and participants using the gymnasium or other school areas where sports activities take place assume a potentially greater risk of injury. While out of an abundance of caution one can require all user groups, regardless of the nature of the event or activity, to obtain per day or seasonal use liability coverage, this can pose administrative and perhaps financial hardship for some groups. It may also not be the common sense approach. As the "landlord", school divisions can choose to do a risk assessment of some activities where the potential for injury is very low. Your example of a quilting club is likely one of those. In that circumstance, the school division can make the assessment that whatever risk may exist for such an activity, it is willing to assume it in light of the low likelihood of any incident or problem.

Under these circumstances, and with respect, I do not believe there is need for my Department to provide province-wide liability insurance coverage and have no reason to think that the current situation is denying community organizations the benefit of access to school facilities.

Thank you for taking the time to raise this matter with me.

Sincerely,



James Allum

- c. Shari Decter-Hirst, Mayor, City of Brandon  
Keith Thomas, Manitoba School Boards Association

2.04 b)



# 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, JULY 7, 2014.

## **PRESENT:**

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

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

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

## **REGRETS:**

Dr. L. Ross, Mr. G. Malazdrewicz, Associate Superintendent.

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance.

## **AGENDA**

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

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

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

Secretary-Treasurer, Mr. Labossiere requested the following additions to the agenda:

- 3 late motions from the Finance Committee meeting held earlier in the day;
- 1 late motion regarding a tender for roofing;
- 1 personnel item for in-camera discussions;
- 1 Board operations matter for in-camera discussions.

Superintendent, Dr. Michaels confirmed she had a personnel matter for in-camera discussions.

Trustee Sumner noted he had a personnel/finance matter for in-camera discussions.

Trustee Bowslaugh noted she had two items she wished to report on during the meeting.

Mr. Kruck – Mr. Bartlette

That the agenda be approved as amended.

Carried.

**1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Special Board Meeting held June 23, 2014 were circulated.

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

- b) The Minutes of the Regular Board Meeting held June 23, 2014 were circulated.

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

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

- a) Other

Point of Privilege: Trustee Bowslaugh provided follow-up information to the report she had presented on June 23, 2014 regarding the Milestones Event. She also spoke to the books supplied to early years students by the Rotary Club Brandon – Sunset, to meet the club's goals regarding literacy.

**2.02 Delegations and Petitions**

- a) Ms. Sandra Wilson, representing the King George Parent Council, spoke to the Board regarding the cancellation of full-day every-day Kindergarten at King George School. Ms. Wilson provided reasoning as to why full-day every-day kindergarten is beneficial and the impact it would have on the students of King George School. She asked the Board to reconsider the decision to cancel the full-day every-day kindergarten at King George and implement the program for the 2014-2015 school year.

Trustee Kruck asked questions for clarification regarding the budgetary cost to add full-day every-day kindergarten at the school.

Trustee Sumner noted the Board had never made the decision to implement a full-day every-day kindergarten at King George School. He noted the program had been placed at the school to address a personnel matter. It was a matter of circumstances and not a Board decision. He asked the Superintendent to provide the timeline and details with respect to this matter.

The Superintendent confirmed that in June of last year it had become necessary to create an additional classroom due to a personnel matter. In addressing this matter the classroom became a full-day every-day Kindergarten. She advised that the previous school principal had been aware that the program was for one year only. She confirmed the new principal

had been told the same thing; however there was hope that would not be the case. She also confirmed that the Board said the program would not continue for another year.

Trustee Sumner thanked Ms. Wilson for sharing her concerns but wanted to ensure she understood what had happened. Full-day every-day kindergarten was a pilot project approved by the Board. If the project was to be expanded King George would be on the list.

Trustee Kruck stated the fact the program had been cancelled at King George came as a surprise to him. He suggested Ms. Wilson make a presentation to the new board after elections and prior to budget considerations.

Superintendent, Dr. Michaels, at the request of Trustee Bowslaugh, provided clarification regarding EDI scores across the Division.

Trustee Sefton, referencing By-law 1/2011 regarding Board Governance, noted decisions regarding presentations usually took place at the following meeting. As the next meeting was not until the end of August, he asked the Board of Trustees to consider discussing the matter and coming to a decision at the current board meeting.

76/2014 Mr. Murray – Mr. Karnes

That the rules be suspended regarding By-law 1/2011 and the delegation's presentation be discussed at this meeting.

Carried.

Trustees spoke to the presentation and request regarding the establishment of a full-day every-day kindergarten at King George School.

Trustee Murray noted he was sympathetic to the cause; however he encouraged the parents to bring the matter forth for next year's budget considerations.

Trustee Kruck requested funds be used from surplus. He noted he would be bringing forth a motion to establish the full-day every-day kindergarten at King George School and fund it from discretionary.

Trustee Karnes did not like spending money outside of the budget process. He encouraged the parents of King George to make a presentation at the next budget discussions.

Trustee Snelling agreed that full-day every-day kindergarten is needed but he cannot support funding from surplus. He agreed the matter needed to be looked at during the next budget.

Trustee Sumner cautioned Trustees about spending from surplus. He noted there were other issues that may need attention. He encouraged trustees to discuss the disposition of dollars in-camera first before making any decisions.

Trustee Bartlette noted he is sympathetic to the needs however felt the Province needs to support kindergarten to the level it is required.

Trustee Bowslaugh requested clarification regarding the financial aspect of the program and wondered if the matter could be discussed in-camera.

Trustee Sefton noted that he believes in full-day every-day kindergarten. However, he felt to put the program in place at King George School at the 11<sup>th</sup> hour and outside of the budget process, using accumulated surplus, was a mistake. He appreciated the presenter taking the

time to attend the Board meeting and confirmed a motion will be brought forth later in the meeting for further discussion and decision.

#### **2.04 Communications for Action**

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association and Ken Klassen, Executive Director, Manitoba Association of School Superintendents, June 23, 2014, noting in the fall a letter inviting school divisions to participate in a province-wide study to explore the policies and practices that Manitoba schools and school divisions employ to address inequity among students and families in their communities was sent out. This 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. The information from this study will inform the ongoing efforts and future plans of school divisions and other levels of government to ensure inclusive and equitable learning opportunities for all Manitoba students. The information gathering phase of this study is scheduled from late August to mid-October of this year. The survey instrument will be emailed to divisional superintendents mid-August. September and October focus group sessions with superintendents and with board chairs will be coordinated through MASS and MSBA. Responses to this invitation and any questions may have about the study may be directed to the MSBA Executive Director or the MASS Executive Director.

Referred MSBA Issues.

#### **2.05 Business Arising**

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

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

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

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association and Ken Klassen, Executive Director, Manitoba Association of School Superintendents, from Communications for Action 2.04a), regarding a province-wide study to explore the policies and practices that Manitoba schools and school divisions employ to address inequity among students and families in their communities was discussed. It was agreed that the Division would participate. Superintendent, Dr. Michaels, noted the Division had several years of study and research on the topic and suggested that material be incorporated in the Division's response. The Board directed Senior Administration to include the additional information in the response to MSBA.

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

The Secretary-Treasurer highlighted the following items:

- Tender for the 20K3 multi-classroom projects for George Fitton, Waverly Park and Meadows School;
- Three late motions from the Finance Committee meeting held earlier in the day regarding:
  - o VOIP Request for Proposal;
  - o Photocopier tender;
  - o Residual fees.

- a) School Reports – NIL



b) Learning Support Services Presentation – NIL

c) Items from Senior Administration Report

- Giving of Notice – Policy 5039 – “Permanent Support Leaves and Absences” – Referred Motions.
- Giving of Notice – Appendix B – Bite Protocol – Referred Motions.
- Giving of Notice – Policy and Procedures 1007 – “Social Media” – Referred Motions.
- Giving of Notice – Policy and Procedures 1008 – “Communications” – Referred Motions.
- Giving of Notice – Rescind Policy 4051 – “Media Use of Images and Recordings” – Referred Motions.
- Tender - 20K3 Multiple Projects – Referred Motions
- Vincent Massey High School Off-Site Activity Request – Referred Motions.
- Crocus Plains Regional Secondary School Off-Site Activity Request – Referred Motions.

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

## **2.07 Motions**

NOTE: As motion 76/2014 to suspend the rules was introduced previously in the meeting, all motions were subsequently renumbered.

77/2014 Mr. Bartlette – Mr. Snelling

That Policy 5039 – “Permanent Support Staff Leaves and Absences” is hereby rescinded and replaced with Policy 5039 – “Permanent Support Staff Leaves and Absences”.

Carried.

78/2014 Mr. Bartlette – Mr. Snelling

That Appendix B – Protocol for Management of Human Bites, to Policy 4049 – “Prevention of Communicable Disease/Infection Transmission” is hereby approved.

Carried.

79/2014 Mrs. Bowslaugh – Mr. Murray

That the following policies, procedures and forms be rescinded:

- Policy 1007 – Use of Information and Communication Technologies by Staff and Students;
- Procedures 1007.1 – Use of Information and Communications Technologies by Staff;
- Form 1007.1 – Use of Information and Communications Technologies by Staff;
- Procedures 1007.2 – Use of Information and Communication Technologies by Students;
- Form 1007.2 – Use of Information and Communications Technologies by Students;
- Procedures 1007.3 – Use of Information and Communication Technologies by Staff and Students – Guidelines for Use of Brandon School Division Web Pages;
- Form 1007.3a – Staff Permission for World Wide Web Publishing of Photographs, Videos, and/or Voice Recordings;
- Form 1007.3b – Student/Parent Permission for World Wide Web Publishing of Student Photographs, Videos, Voice Recordings and/or Student Work;

- Form 1007.3c – Student/Parent Permission for World Wide Web Publishing of Student Information and/or Photographs for Promotional Purposes (Grade 9-12 students);
- And replaced with the following policies, procedures and forms:

- Policy 1007 – The Informed and Responsible Engagement of Technology and Communications;
- Procedures 1007.1 – Safe Use of Technology and Communications by Students;
- Form 1007.1 – Safe Use of Technology and Communications by Students;
- Procedures 1007.2 – Safe Use of Technology and Communications by Staff;
- Policy 1007.3 – Social Media Policy;
- Procedures 1007.3 – Social Media Procedure;
- Form 1007.3 – Social Media Contract
- Policy 1007.5 – External and Internal Media Use of Images and Recordings;
- Procedures 1007.5 - External and Internal Media Use of Images and Recordings;
- Notice 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5b – External and Internal Staff Media Release Form;
- Procedures 1007.6 – Guidelines for Brandon School Division Web Pages.

Carried.

80/2014 Mr. Snelling – Mr. Bartlette

That Policy 1008 – Communications is hereby rescinded and replaced with the following:

- Policy 1008 – Communications
- Procedures 1008.1 Communication procedures
- Procedures 1008.2 Synervoice procedures.

Carried.

81/2014 Mr. Snelling – Mr. Bartlette

That Policy and Procedures 4051 – Media Use of Images and Recordings, together with associated forms are hereby rescinded.

Carried.

82/2014 Mr. Karnes – Mr. Murray

That the low Tender from Horizon Builders in the amount of \$4,002,024.00 (PST included, GST excluded) for the 20K3 Multiple Projects (Waverly Park, Meadows and George Fitton School) be accepted, subject to approval by the Public Schools Finance Board.

Trustee Snelling requested clarification regarding the GST and interest charges. The Secretary-Treasurer spoke to the Debenture process and timelines involved with respect to recuperating monies from the Government.

Carried.

83/2014 Mr. Murray – Mrs. Bowslaugh

That the trip involving five (5) grades 11 and 12 Student Leadership students, from Vincent Massey High School to make a trip to Kelowna, BC from September 23, 2014 – September 28, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Kruck asked Senior Administration to look at reviewing the form for trip requests so that the information is clearer when presented to the Board.

Carried.

- 84/2014 Mr. Murray – Mrs. Bowslaugh  
That the trip involving six to twelve (6-12) Hairstyling students, from Crocus Plains Regional Secondary School to make a trip to New York, NY from March 8, 2015 – March 12, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Point of Privilege: Trustee Murray noted that he is listed as a chaperone on this trip and will be paying his own way. He advised the Board that students would not be fundraising for his portion of the trip.

Carried.

- 85/2014 Mr. Sumner – Mr. Murray  
That the proposal for the design, supply, installation and configuration of a Cisco Unified Communications System (VOIP) from MTS be accepted as follows:

Equipment	Cost
Cisco Unified Communication System as described above (including SX20 license) Including design, supply, equipment costs, licensing, installation/deployment/cutover, configuration and training. Excluding Smartnet costs.	\$ 325,213.84
Recommended Cisco VOIP Conference Telephone, Model: Cisco 8831 (wired or wireless MIC kits not included). Cisco VOIP conference Telephone (per unit)	\$ 887.25
Twenty (20) Cisco 2960X model WS-C2960X-24PD-L switches	\$ 58,450.24
Four (4) Cisco 2960X model WS-C2960X-48FPD-L switches	\$ 20,339.92
Sixteen (16) Cisco 2960X model WS-C2960X-24TS-L switches	\$ 24,372.29
Four (4) Cisco 2960X model WS-C2960X-48TS-L switches	\$ 10,672.42
	<u>\$ 439,935.96</u>

\*Above costs do not include PST & GST

And approval be granted to enter into a 60 month lease financing agreement with Cisco Systems Capital Canada for same in accordance with the proposals.

Trustees asked questions for clarification with respect to future upgrades, savings and implementation timelines.

Carried.

- 86/2014 Mr. Sumner – Mr. Murray  
That the proposal for supply and installation of Photocopier Equipment be accepted as follows:

Photocopier	Unit Cost (Yearly)	Qty	Total Lease Cost (Yearly)	Service @.0047	Total Yearly Cost	5 Year cost for Lease/Service
Konica Minolta Bizhub 284e	\$ 968.64	6	\$ 5,811.84	\$ 1,530.94	\$ 7,342.78	\$ 36,713.90
Konica Minolta Bizhub 554e	\$ 1,739.00	11	\$ 19,129.00	\$ 14,179.51	\$ 33,308.51	\$ 166,542.55
Konica Minolta Bizhub 754e	\$ 2,411.96	17	\$ 41,003.32	\$ 46,787.18	\$ 87,790.50	\$ 438,952.50
		34	\$ 65,944.16	\$ 62,497.63	\$ 128,441.79	\$ 642,208.95

\*Above costs do not include  
PST & GST

And approval be granted to enter into a 60 month lease for same in accordance with the proposals.

Carried.

- 87/2014 Mr. Sumner – Mr. Murray  
That the following rates be approved for the 2014-2015 year:
- |                      |          |
|----------------------|----------|
| Residual Fees        | \$ 5,208 |
| Non-Resident Fees    | \$11,000 |
| Foreign Student Fees | \$11,000 |

Carried.

- 88/2014 Mr. Karnes – Mr. Murray  
That the low Tender from Flynn Roofing in the amount of \$915,000 (GST and RST excluded) for the Roof Replacement of Vincent Massey High School be accepted, subject to approval by the Public Schools Finance Board.

Carried.

- 89/2014 Mr. Kruck – Mrs. Bowslaugh  
That the Board give Senior Administration authorization to use her discretionary funds if there is room in it in her opinion to fund full-day every-day kindergarten at King George for one year.

Trustee Kruck spoke to the motion noting the original matter had happened internally therefore his motion gave the Superintendent the support needed to fund the program if something arises in the fall which would allow this to happen.

Trustee Sumner spoke against the motion. He noted the motion does not introduce anything new as the Superintendent already has the power to use the discretionary funds. He felt there was not direction in the motion but created a false illusion.

Trustee Bartlette asked whether or not full-day every-day kindergarten is an addition and therefore requires Board approval.

Trustee Murray felt the motion “muddied the waters” and passes on Board responsibility to the Superintendent, thereby placing her in a bad position. He noted it must be a Board decision and should be referred to budget.

Trustee Karnes confirmed he would also not be supporting the motion. He stated it was a budget item and should be discussed on budget day. He did not want to give the Superintendent any direction on how to spend her discretionary funds.

Trustee Snelling supported Trustees Murray and Karnes. He could not approve this motion without going through the process for the whole division with respect to placement of full-day every-day kindergarten.

Trustee Bowslaugh noted she supports full-day every-day kindergarten and reiterated her request regarding discussions of the finances in-camera.

Trustee Sefton also noted the motion placed the decision on the Superintendent. He confirmed the Board needed to be either in favour or opposed to placing full-day every-day kindergarten at King George. He agreed the matter belonged in budget and not a matter to be discussed the first week in July.

Defeated (2-6, Trustees Sumner, Murray, Sefton, Karnes, Snelling and Bartlette opposed).

## **2.08 Bylaws**

2<sup>nd</sup> Reading:

Mrs. Bowslaugh – Mr. Murray

That By-law 2/2014 for the purpose of borrowing the sum of \$6,183,600.00 to meet partial costs for construction of the following:

School

Betty Gibson School  
Crocus Plains Regional Secondary School  
Crocus Plains Regional Secondary School  
Earl Oxford School  
Meadows School  
Neelin High School  
Neelin High School  
Valleyview Centennial School  
Vincent Massey High School  
Vincent Massey High School  
Betty Gibson School  
George Fitton School

Project

One Modular Classroom  
Science Lab Renovation  
Welding Shop Ventilation Upgrade  
Two Modular Classrooms  
One Modular Classroom  
Steam Heating System Replacement  
Science Lab Renovation  
Heating & Ventilation System Replacement  
Roof Replacement  
Emergency Gym Roof Replacement  
Roof Replacement  
New Gym & Daycare Addition

be now read for a second time, having first been read on June 23, 2014.

Carried.

3<sup>rd</sup> Reading:

Mr. Murray – Mrs. Bowslaugh

That the rules be suspended and By-law 2/2014 be now read for a third and final time, and taken as read, finally passed.

Carried.

## **2.09 Giving of Notice**

Mr. Snelling

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 3/2014 being a by-law to regulate the proceedings of the Board of Trustees of the Brandon School Division and repealing By-Law 1/2011 passed January 24, 2011 (as amended by By-law 4/2011, May 24, 2011 and By-Law 6/2013, October 15, 2013).

Mr. Karnes

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 4/2014 being a by-law to authorize payment of indemnities and mileage to Trustees and repealing By-Law 4/2010 passed October 25, 2010 (as amended by By-law 1/2012, June 11, 2012).

**2.10 Trustee Inquiries****3.00 ADMINISTRATIVE INFORMATION:****3.01 Report of Senior Administration**

Superintendent, Dr. Michaels, highlighted the Senior High School 2014 graduation rate as well as the Division's Aboriginal graduation rate for 2014.

Trustees were pleased to hear of the successful graduation rates. Trustee Kruck inquired as to when the Division will be able to provide statistics regarding students who enter high school in grade 9 and tracking those student grad rates. Dr. Michaels confirmed the Division is in the second year of tracking. She noted statistics should be available within another two years as the students currently being tracked move through the system. Trustee Bartlette inquired about 5 year graduates and whether or not they were easily identifiable. The Superintendent advised this matter would be discussed by Senior Administration.

Dr. Michaels noted the Ministry appoints as follows:

- i. Ms. Lindsay Kendall, Teacher, École secondaire Neelin High School who was selected as a member of the Grade 12 English Language Arts Test Development Committee for the 2014/2015 school year.
- ii. Mr. Sukhminder Bath, Teacher, Vincent Massey High School who was selected as a member of the Grade 12 Applied Mathematics Test Development Committee for the 2014/2015 school year.

Trustees directed Senior Administration to send letters of congratulations to Ms. Kendall and Mr. Bath on their appointments.

Mr. Murray – Mrs. Bowslaugh

That the July 7, 2014 Report of Senior Administration be received and filed.

Carried.

**3.02 Communications for Information**

- a) Floyd Martens, President, Manitoba School Boards Association, June 12, 2014, addressed to Pauline Lafond-Bouchard, Superintendent and CEO extending congratulations to her as recipient of the C21 Canada, Shifting Minds National Award for the Division's technology initiative "One to the World". He notes that Red River Valley's development of the "One to the World" initiative will see students through Grades 5 – 12 with a laptop which will enable them to connect to the word and acquire the necessary technology skills within a positive, safe learning environment.

Ordered Filed.

- b) Floyd Martens, President, Manitoba School Boards Association, June 19, 2014, addressed to The Honourable James Allum, Minister of Education and Advanced Learning, thanking the Minister and his staff for meeting with the Executive of MSBA on June 2, 2014. He notes the Executive appreciated his openness in speaking to them regarding the issues of student mental health, education taxes for public schools and new school infrastructure. They look forward to continued collaboration in these areas to address these important pieces to ensure the well-being of students across the province.

Ordered Filed.

- c) Floyd Martens, President, Manitoba School Boards Association, June 19, 2014, addressed to George Heshka, Principal, Sisler High School, extending congratulations to him as recipient of the C21 Canada, Shifting Minds National Award for his school as an innovator in education technology. He notes the numerous programs which Sisler High offers its students in the area of education technology is certainly impressive and an example of successful C21 Learning which allows students to acquire skills that will serve them beyond their school years.

Ordered Filed.

- d) Bev Andrews-Johnson, June 23, 2014, extending her thanks to all involved in the long service retirement dinner. She appreciated both the evening with colleagues as well as the dinner provided. She also thanks the Board of Trustees for making a donation in her name to CancerCare Manitoba as she knows it will be used to benefit many Manitobans.

Ordered Filed.

- e) Floyd Martens, President, Manitoba School Boards Association, June 25, 2014, noting the Provincial Executive will host two information sessions in the fall, one in Winnipeg and one in Brandon, to present their recommendations with respect to the MSBA services and revenue strategies. The sessions will give the Boards an opportunity to provide their feedback around the recommendation and information shared that day. Further details will follow.

Ordered Filed.

- f) Beatrice Davidson, on behalf of The Healthy Schools *in motion* Team, Manitoba Health, Healthy Living and Seniors, Manitoba Education and Advanced Learning, Children and Youth Opportunities (Healthy Child Manitoba Office), June, 2014, noting the key focus areas of Manitoba's Healthy Schools Initiative is physical activity. They enclose a 2014 Active Healthy Kids Canada Report Card. The theme of the 2014 Report Card is "*Is Canada in the Running? How Canada Stacks Up Against 14 Other Countries on Physical Activity for Children and Youth.*" The Report Card looks at how Canada's children and youth physical activity stacks up against 14 other countries. It reveals where Canada is leading and lagging in terms of physical activity for children and youth. For more information on the report, visit [www.activehealthykids.ca](http://www.activehealthykids.ca).

Ordered Filed.

- g) Joanne Muller, Secretary, Manitoba Education and Advanced Learning, June 20, 2014, enclosing the award of the Board of Reference with respect to the hearing held June 18, 2014, in Brandon, Manitoba. The award of the board is final and has effect in accordance with its terms. However, The Public Schools Act does not preclude an application to the Court of Queen's Bench for judicial review with respect to the award.

Referred to the Office of the Secretary-Treasurer.**3.03 Announcements**

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, August 25, 2014, Board Room.

Mrs. Bowslaugh – Mr. Karnes

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

**4.00 IN CAMERA DISCUSSION:****4.01 Student Issues**

- Reports
- Trustee Inquiries

**4.02 Personnel Matters**

- Reports
  - a) Confidential #1 – Personnel Report was noted.
  - b) The Secretary-Treasurer presented Confidential #2 regarding a personnel matter. The Finance Committee Chair and the Secretary-Treasurer spoke to the matter. Further discussions were held regarding related financial/personnel matters. A motion would be brought forth at the end of the meeting following return to open board.
  - c) The Superintendent provided an update on a personnel matter.
- Trustee Inquiries

**4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

**4.04 Board Operations**

- Reports
  - a) The Secretary-Treasurer brought forth a Board Operations matter. A motion would be brought forth at the end of the meeting following return to open board.
- Trustee Inquiries
  - a) The Chairperson requested Board direction with respect to a Board operations matter. The Board provided direction to the Secretary-Treasurer with respect to this item.

Mr. Bartlette – Mr. Snelling

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

Carried.

90/2014 Mr. Bartlette – Mr. Snelling

That the October 27<sup>th</sup>, 2014 Board Meeting be cancelled due to Board of Trustee Election held October 22, 2014.

Carried.



91/2014 Mr. Sumner – Mr. Kruck

That the Board allocate \$100,000 for hiring term positions for the finance department and \$320,000 for restoring teaching positions eliminated in this year's budget. And that these funds be allocated from 2013/14 budgetary surplus.

Amendment One:

Mr. Murray – Mrs. Bowslaugh

That motion 91/2014 be amended to allocate \$100,000 for the hiring of term positions for the finance department and \$160,000 for restoring teaching positions eliminated in this year's budget.

Defeated (3-5)

Amendment Two:

Mr. Karnes – Mr. Murray

That motion 91/2014 be amended to allocate \$100,000 for the hiring of term positions for the finance department and \$240,000 for restoring teaching positions eliminated in this year's budget.

Defeated (4-4)

Original Motion:

That the Board allocate \$100,000 for hiring term positions for the finance department and \$320,000 for restoring teaching positions eliminated in this year's budget. And that these funds be allocated from 2013/14 budgetary surplus.

Carried (5-3 –Trustees Murray, Bartlette and Karnes Opposed).

**5.00 ADJOURNMENT**

Mr. Sumner – Mr. Snelling

That the meeting does now adjourn (10:40 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Finance Committee Minutes

Monday, July 7, 2014, 2:00 p.m.  
Board Room, Administration Office

Present: K. Sumner, M. Sefton,  
Dr. D. Michaels (exited from 3:20 to 3:30), D. Labossiere, E. Jamora

Regrets: L. Ross

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### 1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 2:25 p.m. by Committee Chairperson, Mr. K. Sumner.

### 2. APPROVAL OF AGENDA

The Secretary-Treasurer confirmed he had one in-camera item to add to the agenda. The Finance Committee Agenda was approved as amended.

### 3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held June 9, 2014 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

### 5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

#### A) VOIP Tender

The Secretary-Treasurer spoke to the Cisco Unified Communications System (VOIP) Request for Proposal. He noted that several components of the current Centrix system had exceeded the life expectancy and in an effort to meet the goals of the Division with respect to cost savings and 21<sup>st</sup> Century Learning, a request for proposal had been initiated. Mr. Labossiere spoke to the additional functionality and options which had been requested. He noted other school divisions and community organizations currently using the system. Mr. Labossiere also spoke to the proposed financing and cost savings which would be realized by using the VOIP System. A memorandum from the Communications and Technology Specialist, and the Director of MIST provided information regarding the benefits of switching to a VOIP system.

Discussions were held and Trustees asked questions for clarification regarding timelines for implementation, licensing, and the current budget for phones. Trustees inquired as to whether or not both the old system and the new system would need to be paid at the same time during set-up and implementation of the new system. The Secretary-Treasurer and the Director of MIST confirmed they would follow-up on this inquiry, but they did not view this as an issue as MTS is the provider for the current system and the proposed VOIP system.

The Committee agreed to bring forth a motion to approve the VOIP Request for Proposal from MTS as a late motion to the Board Meeting on July 7, 2014.

**Recommendation:**

That the proposal for the design, supply, installation and configuration of a Cisco Unified Communications System (VOIP) from MTS be accepted as follows:

<b>Equipment</b>	<b>Cost</b>
Cisco Unified Communication System as described above (including SX20 license) Including design, supply, equipment costs, licensing, installation/deployment/cutover, configuration and training. Excluding Smartnet costs.	\$ 325,213.84
Recommended Cisco VOIP Conference Telephone, Model: Cisco 8831 (wired or wireless MIC kits not included). Cisco VOIP conference Telephone (per unit)	\$ 887.25
Twenty (20) Cisco 2960X model WS-C2960X-24PD-L switches	\$ 58,450.24
Four (4) Cisco 2960X model WS-C2960X-48FPD-L switches	\$ 20,339.92
Sixteen (16) Cisco 2960X model WS-C2960X-24TS-L switches	\$ 24,372.29
Four (4) Cisco 2960X model WS-C2960X-48TS-L switches	\$ 10,672.42
	<u>\$ 439,935.96</u>

\*Above costs do not include PST & GST

And approval be granted to enter into a 60 month lease financing agreement with Cisco Systems Capital Canada for same in accordance with the proposals.

**B) Photocopier Tender**

The Secretary-Treasurer spoke to the photocopier tender. He noted the 66 month lease for the Konica Minolta Bizhub photocopiers expired in March as well as the lease on the Gold Business Solutions Kyocera photocopiers in January. An extension to June 30<sup>th</sup> had been requested in order to examine the needs of the Division, test the equipment and standardize the copiers throughout the Division. Mr. Labossiere spoke to the additional functionality and options which had been requested. He noted five companies had met the requirements of the tender and provided proposals. The Secretary-Treasurer and Director of MIST had reviewed the tenders and selected Konica Minolta for product testing before the final award.

Discussions were held and Trustees asked questions for clarification regarding the product testing, savings, and division requirements. The Committee agreed to bring forth a motion to approve the tender from Konica Minolta as a late motion to the Board Meeting on July 7, 2014.

**Recommendation:**

That the proposal for supply and installation of Photocopier Equipment be accepted as follows:

Photocopier	Unit Cost (Yearly)	Qty	Total Lease Cost (Yearly)	Service @.0047	Total Yearly Cost	5 Year cost for Lease/Service
Konica Minolta Bizhub 284e	\$ 968.64	6	\$ 5,811.84	\$ 1,530.94	\$ 7,342.78	\$ 36,713.90
Konica Minolta Bizhub 554e	\$ 1,739.00	11	\$ 19,129.00	\$ 14,179.51	\$ 33,308.51	\$ 166,542.55
Konica Minolta Bizhub 754e	\$ 2,411.96	17	\$ 41,003.32	\$ 46,787.18	\$ 87,790.50	\$ 438,952.50
		34	\$ 65,944.16	\$ 62,497.63	\$ 128,441.79	\$ 642,208.95

\*Above costs do not include  
PST & GST

And approval be granted to enter into a 60 month lease for same in accordance with the proposals.

**C) Residual Cost & Tuition Fees for Non-Resident Students**

The Secretary-Treasurer spoke to the proposed Residual Cost and Tuition Fees for Non-Resident Students for the 2014-2015 school year. He noted he had been reviewing the current practice by other Divisions across the Province and the information those Divisions had provided. He also referenced the MASBO Winnipeg Region Residual Fee Rates for 2014-2015, the 2013-2014 FRAME Budget Reports, and also presented the Non-Resident and Foreign Student Fee Analysis for 2014-2015. Mr. Labossiere noted by using the new formula calculations and information provided fees would be set in April of each year moving forward. Mr. Labossiere also presented a proposed form with respect to supports required for non-resident pupils with special needs. He confirmed he would be bringing forth the 2014-2015 residual fees as a late motion to the Board Meeting held on July 7, 2014.

**Recommendation:**

That the following rates be approved for the 2014-2015 year:

Residual Fees	\$ 5,208
Non-Resident Fees	\$11,000
Foreign Student Fees	\$11,000

**D) Policy and Procedures 3011 – Purchasing Authority**

The Secretary-Treasurer reviewed the legal opinion of the Division solicitor with respect to the presentation of tenders for approval by the Board as per Policy and Procedures 3011. He noted the sum of \$50,000 referenced in the policy and in The Public Schools Act was before taxes. The Board agreed the policy should be amended to provide clarification regarding this matter. It was agreed to add the words “(before taxes)” after the financial amount of \$50,000 in Procedures 3011 – “Purchasing Authority”. (Appendix “A”) The Secretary-Treasurer also confirmed that the solicitor is currently reviewing the Division’s request for a policy which will allow tenders to be received electronically.

**Recommendation:**

That the words “(before taxes)” be added after the financial amount of \$50,000 where that amount appears on pages 1, 2 and 4 of Procedures 3011 – “Purchasing Authority”.

**E) Confirm Payments of Account (May)**

The payments of account for May were accepted.

**F) Review Monthly Reports (May)**

The Assistant Secretary-Treasurer spoke to the Monthly Financial Report for May. She noted many of the expenses were coming in lower than expected.

The Secretary-Treasurer spoke to the projections, the additional Revenue, and various areas of savings including personnel, utilities, public consultations, and portables. The Secretary-Treasurer noted there will be a surplus and discussed the potential range of the surplus amount; however the final amount of the surplus has yet to be determined.

The Superintendent requested the attendance of the Associate Superintendent to provide further information regarding enrollment and staffing as it relates to the surplus. Mr. Malazdrewicz entered the meeting at 3:40 p.m. and provided additional information with respect to the possible need for five additional staff members in the fall. Trustees asked questions for clarification. The reports were accepted.

**6. OPERATIONS INFORMATION**

- The Secretary-Treasurer provided further details regarding the Skill Build Shops funding.
- The Tender/Quotation Summary – Tenders less than \$50,000 was received as information.

**7. PERSONNEL ITEM – IN-CAMERA DISCUSSION**

The Secretary-Treasurer spoke to a financial personnel matter. It was agreed the matter would be brought forward to the Board Meeting on July 7<sup>th</sup>, 2014 for in-camera discussions and a decision.

**8. NEXT REGULAR MEETING: TBA**

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

\_\_\_\_\_  
K. Sumner (Chairperson)

\_\_\_\_\_  
L. Ross

\_\_\_\_\_  
M. Sefton

\_\_\_\_\_  
P. Bartlette (Alternate)



# BRANDON SCHOOL DIVISION POLICY

Appendix "A"

## PROCEDURES 3011

### PURCHASING AUTHORITY

*Adopted: Motion 173/2011; December 12, 2011*

Opportunity shall be provided to all responsible suppliers to do business with the Brandon School Division. In this regard, the Division may take into consideration the past performance of a company as it pertains to such areas as the procurement of goods, the quality of goods provided and the satisfaction of service.

#### PURCHASING AUTHORITY

Purchasing, on behalf of the Division, shall be carried out in accordance with the policy, under the direction of the Secretary-Treasurer, by the Division Purchasing Agent or by one to whom this responsibility has been delegated (Designate).

The Purchasing Agent or Designate may delegate authority to schools or departments to make necessary day-to-day small purchases. These purchases shall be made on Brandon School Division purchase orders, contain an appropriate authorizing signature and be in accordance with the Division procedures and practices.

Purchases must be within the limits of the current budget or have the prior approval of the Board.

#### TENDERS/REQUEST FOR PROPOSALS

Subject to Section 70 of The Public Schools Act, all expenditures for provision of goods and/or services exceeding \$50,000 (before taxes) shall be made by public tender.

Furthermore, tenders for goods and/or services regardless of dollar value may be made when, in the opinion of the Purchasing Agent or Designate, it is of advantage to the Division to do so and when one or more of the following exceptions do not apply:

1. where goods and services are available only from one or two sources;
2. where goods must be compatible with existing equipment;
3. when emergency situations require immediate availability of goods or services.

Tenders shall be made according to accepted tendering procedures which shall include:

1. appropriate advertising sufficiently in advance of closing dates;
2. definitely stated closing dates and adherence to those dates;
3. detailed specifications for goods and/or services required;
4. written tenders to be received by the office of the Secretary-Treasurer.

Summaries and recommendations on all tenders exceeding \$50,000 (before taxes) shall be presented to the Finance Committee for approval of recommendation to the Board of Trustees.

Tenders meeting specifications will generally be awarded to the lowest compliant bidder. All general conditions of the tender must include a privilege clause which includes the words “lowest/highest or any tender not necessarily accepted.” The Division may wish to seek legal counsel for an appropriate privilege clause depending on the nature of the tender.

All goods and services purchased by the Division shall be standardized whenever possible to be consistent with the educational goals of the Division and in the interests of economy and efficiency. The Purchasing Agent or Designate will monitor purchase orders for adherence to established purchasing procedures.

At all times these purchases must be within the approved budget.

#### NON-TENDERED PURCHASES

When necessitated by the exceptions to tendering stated above, non-tendering procedures shall be as follows:

- Proposals – Requests for proposals for goods and services shall be allowed when the Division cannot provide its own specifications and because of this is required to request a proposal from suppliers.
- Quotations – Requests for quotations for supplies and services shall be utilized when there are few identifiable sources able to meet the request or when there are a number of individual items of low value pertaining to one project.

All goods and services purchased by the Division shall be standardized whenever possible to be consistent with the educational goals of the Division and in the interests of economy and efficiency. The Purchasing Agent or Designate will monitor purchase orders for adherence to established purchasing procedures.

At all times these purchases must be within the approved budget.

#### 1. **Definitions:**

“Advertisement for Tender”: means a solicitation advertised with a newspaper or other publication on the Division website, and/or on the Merx Site, seeking proposals for providing products or services to the Division, or for purchasing assets of the Division.

“Tender Documents”: means any documents including, without limitation, plans, reports, specifications, requirements, or other information made available to all potential Bidders on request and not forming part of the Request for Proposal or Advertisement for Tender, but being incorporated by reference into the Request for Proposal or Advertisement for Tender.



“Request for Proposal (RFP)”: means a request for proposals published with a newspaper or other publication on the Division website, and/or on the Merx Site, seeking proposals from bidders for providing products or services to the Division, or for purchasing assets of the Division.

“Tender”: means that portion of the Tender Documents which must be completed or provided by the Bidder and delivered by the time and date set out for receipt of Tenders, to constitute a compliant Tender and include the Tender Form, Bid Security, Consent of Surety and any additional documents that may be requested.

“Quotations”: means a request for supplies, services or purchasing assets for the Division when there are few identifiable sources able to meet the request or where there are a number of individual items of low value.

“Bid”: means a proposal submitted to the Division in reply to a Request for Proposal (RFP) or Advertisement for Tender initiated by the Division.

“Substantial Compliance”: means that the Bid meets the requirements set out in the RFP or Advertisement for Tender and as set out in the Compliance Checklist and any irregularities are not of material significance, or fall within any exceptions provided for in the RFP, the Advertisement for Tender or the Tender Documents.

“Non-Compliant”: means that the Bid fails to meet the requirements as set out in the RFP or Advertisement for Tender or Tender Documents as set out in the Compliance Checklist in a material way that cannot be excused by any exceptions in the RFP, the Advertisement for Tender or the Tender Documents.

## **2. Process**

The process for evaluating Bids shall include the following steps:

- i. Receipt of the Bid on or before the deadline as set in the Tender or RFP;
- ii. Assessment for Compliance;
- iii. Evaluation of the Bid;
- iv. Award or Rejection of Bids.

### **Receipt of the Bid on or before the deadline as set in the Tender or RFP**

- a) All Bids shall be received by the time and on the date specified in the RFP or Tender in order to be considered.
- b) Upon receipt of each and every Bid, the Bid envelope or package shall be date stamped and the time of receipt marked on the envelope to the minute.
- c) Any bid received after the Bid Deadline shall be returned to the proponent unopened but with the receipted time clearly marked on the package.

### **Opening of Tenders**

Tenders will be opened by the Purchasing Officer/Designate and appropriate supervisor or Assistant Secretary-Treasurer and read publicly on the date of and at the



time specified for receipt of tenders. The amount read aloud is unverified and subject to review and verification by the Division.

#### **Assessment for Compliance**

- a) The Assistant Secretary Treasurer shall prepare a Compliance Checklist for each Tender or RFP in advance of the Bid Deadline. The Checklist shall include all items which the Division has mandated in its Tender Documents, RFP or Advertisement for Tender, as being required for a Compliant Bid.
- b) The Purchasing Officer/Designate and the appropriate supervisor or Assistant Secretary-Treasurer who will be evaluating the Bids, shall at a mutually convenient time in advance of the meeting where the Bids will be considered will meet to open each sealed Bid and check each Bid for compliance using the Compliance Checklist. Any Bid which is non-compliant shall be rejected and clearly marked "Non-Compliant".
- c) Any Bid which substantially complies shall be accepted and any irregularities deemed immaterial noted on the checklist.
- d) The Compliance Checklist shall be attached to each and every Bid whether compliant or not, and shall be initialed by the Purchasing Officer/Designate and the supervisor or Assistant Secretary-Treasurer.
- e) Compliant Bids shall be reproduced in sufficient quantity for each member of the committee evaluating the Bids.
- f) In the event that the Bids are not being reviewed by a committee or the consideration of the Bids falls within the discretion of the Secretary-Treasurer and/or Superintendent of Schools/CEO, the Bids shall be opened in the presence of the Purchasing Officer/Designate and the Assistant Secretary-Treasurer.

#### **Evaluation of the Bid at the meeting of the Committee**

- a) The persons who will be evaluating the Bids shall meet and each member of the committee shall be furnished with a package containing complete copies of each Bid.
- b) The packages may be distributed in advance of the meeting provided that all packages are marked "Confidential".
- c) The persons opening the bids shall evaluate each Bid using the criteria or matrix established at the time that the Tenders/RFP was prepared.
- d) Upon completion of the evaluation process the persons which have evaluated the Bids may make the following recommendations to the Finance Committee:
  - i. To accept a particular Bid; or
  - ii. Provided a privative clause was included in the Tender or the RFP, a recommendation that all Bids be rejected.
- e) The Purchasing Officer/Designate shall prepare a report to the Finance Committee for all tenders/RFP of \$50,000 (before taxes) or more which sets out in summary a description of each Bid and the basis for the recommendation.
- f) The Secretary-Treasurer shall forward the Finance Committee recommendation to the Board of Trustees for consideration at their next meeting.

**Award or Rejection of Bids**

- a) The Board of Trustees shall consider the recommendation of the Finance Committee and may choose from the following options, subject to the terms of the Tender, RFP or Advertisement for Tender:
  - i. To accept the recommendation of the committee and award the contract to the successful Bidder; or
  - ii. To reject the recommendation of the committee and ask that the committee reconsider the proposals; or
  - iii. To reject any or all Bids.
- b) Once a determination has been made by the Board of Trustees, the Assistant Secretary-Treasurer shall notify each Bidder as to the outcome in writing.



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

August 25, 2014

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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**

### **II. HUMAN RESOURCES**

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

#### **1. LEASE AGREEMENT FOR AT-RISK YOUTH PROGRAM**

For Action.....D. Labossiere

The Lease Agreement between the Brandon School Division and Lynn and Vernon Hink to rent the property commonly known as 729 Princess Avenue is due for renewal. The terms of the agreement remain the same. A copy of the Agreement for the 2014-2015 School Year is attached as Appendix A to the Report of Senior Administration. A motion to approve renewal of the agreement has been included.

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

*That the Lease Renewal Agreement between The Brandon School Division and Lynn Hink and Vernon Hink to rent the property commonly known as 729 Princess Avenue for the period August 1, 2014 to July 31, 2015 at an annual rent of \$34,100.00 plus GST and utilities for operation of the At-Risk Youth Program be approved; and the Secretary-Treasurer is hereby authorized to affix his signature and the seal of the Division thereto.*

### **IV. SUPERINTENDENT OF SCHOOLS**

#### **1. SCHOOL DIVISION YEAR END REPORT / JUNE 2014**

For Action..... D. Michaels

The School Division Year End Report will be circulated at the Board table at which time the Superintendent will speak to the Report and answer questions from the Board of Trustees.

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

For Action.....G. Malazdrewicz

École secondaire Neelin High School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for eleven (11) students to participate in Varsity Girls Volleyball Tournament in Calgary, Alberta from September 25, 2014 – September 28, 2014.

Mr. Michael Adamski, Principal, École secondaire Neelin High School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip in accordance with the requirements of Board Policy 4001. Approval from the Board of Trustees is respectfully requested.

**RECOMMENDATION:**

*That the trip involving eleven (11) students to participate in Varsity Girls Volleyball Tournament in Calgary, Alberta from September 25, 2014 – September 28, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.*

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

For Action.....G. Malazdrewicz

École secondaire Neelin High School has submitted an off-site activity request (attached as Appendix C for Board of Trustees consideration) for twenty (20) Grade 10 – 12 students to travel to Spain from March 26, 2016 to April 2, 2016.

Mr. Michael Adamski, Principal, École secondaire Neelin High School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip in accordance with the requirements of Board Policy 4001. Approval from the Board of Trustees is respectfully requested.

**RECOMMENDATION:**

*That the trip involving twenty (20) Grade 10 – 12 students to travel to Spain from March 26, 2016 to April 2, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.*

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

**B. Administrative Information**

**I. HUMAN RESOURCES**

**1. PERSONNEL REPORT**

For Information..... B. Switzer

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

## **II. SECRETARY-TREASURER**

### **1. TRUSTEE ELECTION (2014)**

For Information.....D. Labossiere

The Brandon School Division has for many years taken steps to both encourage candidacies for trustee and to promote the election. In 1982, the Board passed a policy statement authorizing the Superintendent and Secretary-Treasurer to meet with election candidates after the close of nominations to answer their questions and to familiarize them with the Division's operations and plans for publicizing the trustee election. At the candidate's meeting a Division information package is provided to each candidate.

In brief, the Executive Assistant to the Secretary-Treasurer and I undertake the following activities with respect to the trustee elections:

- a) Provide information to and answer the questions of individuals who phone or come to the office to find out about the role of the trustee and Board, how to become a candidate, details about the election process and the like.
- b) Ensure that all the legal requirements of conducting the election are met through the Senior Election Official. This is done in conjunction with the City of Brandon election officials, having experienced a high level of cooperation in this regard over the years.
- c) Conduct other advertising and promotional activities to promote both candidacy and the election itself. This is done through the news media, letters to the editor, school newsletters, material sent home to parents through the students, promotion through Parent Councils, commercially prepared banners placed in strategic locations in the Division, etc.
- d) Cooperate with the Brandon Chamber of Commerce who normally hosts a "Town Hall" meeting for candidates for Mayor, City Councillor and School Trustee.
- e) Take any other steps that are reasonable and practical in promoting trustee candidacy and the election while being sensitive to the political nature of the event.

The key dates for candidates are:

- a) Receipt of nomination papers by the Senior Election Official, Karrie Smyth (204-729-2210), at the Civic Election Office, Main Floor, City Hall during regular business hours from Wednesday, September 10, 2014 to Tuesday, September 16, 2014.
- b) Random Draw to be held in City Council Chambers at 10:00 a.m. on Thursday, September 18, 2014 to determine the order in which candidate names will appear on the ballot. All candidates are invited to attend the draw.
- c) Election Day – Wednesday, October 22, 2014.

It is noted that for nomination, candidates must obtain the signature of 25 electors of the ward, or 1% of the electors of the ward, whichever is less, and those electors signing the nomination papers must reside in the ward in which the candidate is seeking election.

Current Trustees are encouraged to speak to Parent Councils, the public and other interested parties regarding trusteeship.

Further suggestions or ideas from the Board are welcomed.

This is provided as information.

**2. BUS/VEHICLE ACCIDENT**

For Information.....D. Labossiere

Correspondence has been received from the Director of Facilities and Transportation advising of an accident on Tuesday, July 15, 2014, at approximately 4:09 p.m., involving a Brandon School Division maintenance vehicle. While driving down the roof on the West side of Riverheights School the vehicle turned sharply at the bottom of the hill and came into contact with the corner of the low concrete retaining wall by the emergency exit of the school. The accident has been reported to Manitoba Public Insurance. This is provided as information.

**3. MANITOBA SCHOOLS INSURANCE PROGRAM – JULY 2014 RENEWALS**

For Information.....D. Labossiere

The annual renewals for our insurance coverage under the Manitoba Schools Insurance Program for the year 2014/2015 have been received. Appendix D contains the Coverage Confirmation Binder, confirming our insurance renewal, and a chart comparing coverage and premiums between last year and this year. These policies provide property insurance, general liability insurance for protection from claim for bodily injury or damage to property of others, errors and omissions liability insurance for claims against the Division for financial damages, crime, accidental death and dismemberment for volunteer workers, and boiler and machinery insurance. Overall, insurance coverage has remained the same from the prior year.

For the renewal term, Brandon School Division’s total premium, loss pool contribution, brokerage fee and administration/loss prevention fees have increased by 2.0% over last year’s costs for a total insurance cost of \$229,710.22.

**4. JR REID BREAK-IN**

For Information.....D. Labossiere

I received correspondence from the Supervisor of Facilities advising that JR Reid School reported a break in on Sunday, August 17, 2014 at 10:19 p.m. Access was gained into room 3 by cutting a window screen and opening an unsecured slider window. The motion detector in this classroom was activated and AAA Alarms dispatched the



Brandon Police Service and Paladin Security. Upon arriving they searched the building and did not find anyone. The only damage visible is to the window screen and a damaged window blind. This is provided as information.

### **III. SUPERINTENDENT OF SCHOOLS**

#### **1. *DIVISIONAL INITIATIVES***

For Information..... D. Michaels

##### **A. QUALITY TEACHING**

###### **NOTIFICATION FROM MANITOBA EDUCATION AND ADVANCED LEARNING RE: NOTIFICATIONS ON GRANT SUBMISSIONS**

Confirmation has been received from Manitoba Education and Advanced Learning that they have been in receipt of submissions of plans for the Aboriginal Academic Achievement Grant, Career Development Grant, and Technical Vocational Education Grant.

The plans submitted allow the department to gain tremendous insights into the strategies school divisions are using to meet the goals of the various grants, and this information will provide an important baseline on which to grow and develop.

Information outlining requirements and timelines for the submission of reports/plans regarding these grants will be sent out in early September. Divisions will be asked to pay particular attention to the effective use of data and indicators to track academic achievement for students and the clear identification of how the funds provided are tied to specific strategies or activities.

#### **2. *ADMINISTRATIVE AND STATISTICAL INFORMATION***

##### **SUSPENSION REPORTS FOR THE 2013/2014 SCHOOL YEAR**

There were 130 suspensions reported in the second semester of 2013/2014; 14 in elementary schools and 116 in senior high schools.

During the 2013/2014 school year there was a total of 306 suspensions.

Appendices E and F include details of the school suspensions, breaking down by category and days of consequence.

## ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / JUNE 30, 2014

The Brandon School Division Currently has 1303 English as an Additional Language (EAL) Students.

- 16 new registrations were received from June 1 – 30, 2014;
- 16 students left the Brandon School Division from June 1 - 30, 2014.

The number of new EAL registrations received to date for the 2013/2014 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2013	120
October 2013	12
November 2013	9
December 2013	5
January 2014	18
February 2014	7
March 2014	12
April 2014	14
May 2014	8
June 2014	16
Total	221

The current school totals for *continuing students* 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	1				
Betty Gibson	146	20	4		
Crocus Plains	195	27	11		
Earl Oxford	55	4			
George Fitton	104	4	5		
Green Acres	23	1	1		
Harrison	0				
J.R. Reid	28		4		
King George	106	6	5		
Kirkcaldy Heights	29		1		
Linden Lanes	22	2	3		
Meadows	103	15	8		
Neelin	24	5	2		1
New Era	120	20	17		
O'Kelly	24	5			

	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
Riverheights	79	6	1		7
Riverview	39	6	1		
Spring Valley	24				
St. Augustine	39	6			4
Valleyview Centennial	13		1		1
Vincent Massey	78	10	14	36	46
Waverly Park	51	2	1		
Total	1303	139	79	36	59

The number of students who left Brandon School Division from June 1 - 30 2014 is sixteen (16). Of these students:

- one (1) is an adult student, not returning;
- nine (9) moved out of the Division;
- five (5) moved out of the province; and
- one (1) moved back to their home country.

Seven (7) students were discontinued as EAL from Vincent Massey High School.

There were sixty (60) students who *graduated*:

- forty (40) from Crocus Plains;
- seven (7) from Neelin; and
- thirteen (13) from Vincent Massey.

As of July 2, 2014, seventy two (72) *new registrations* have been accepted for September 2014.

#### **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT – STAGES UPDATE AS OF JUNE 2014**

The Brandon School Division has reported Stages of English Language Acquisition for 1387 English as an Additional Language students, as of June 2014. Attached as Appendix G is an analysis of the enrolment data according to the pertinent headings as provided.

Following is a brief overview of the various Stages as taken from the draft version of *English as an Additional Language (EAL) and Literacy, Academics, and Language (LAL), Kindergarten To Grade 12, Manitoba Curriculum Framework of Outcomes*.

##### **Stage 1**

- Has limited understanding of English

#### Stage 2

- Can understand conversational English
- Beginning to understand academic language with visuals and other supports

#### Stage 3

- Has well-developed conversational skills
- Understands and engages with more complex academic content

#### Stage 4

- Fluent in day-to-day communication
- Can communicate in new and unfamiliar settings

#### Stage 5 (only applies to high school students)

- Able to interpret and produce a wide range of complex and demanding grade-level and subject-area texts

This is provided as information.

### **3. CORRESPONDENCE**

For Information..... D. Michaels

#### **CORRESPONDENCE RECEIVED FROM KAREN CASEY, MINISTER OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT (NOVA SCOTIA)**

The following correspondence has been received from Karen Casey, Minister of Education and Early Childhood Development:

*Premier McNeil has requested that I respond on his behalf to your letter and gift of nine dual language books written and illustrated by the talented students of École New Era School.*

*I congratulate the Brandon School Division and all involved in this innovative project! We are very impressed by the quality of the writing and the illustrations. These are, indeed, very special books. What a wonderful project this would be for Nova Scotia to emulate in schools where we have many students whose first language is other than English or French.*

*I have forwarded the books to my staff for their interest and information and request that they provide further feedback to you.*

*I very much appreciate your informing us of the Dual Language Books project and providing us with a copy of the excellent books.*

**CORRESPONDENCE RECEIVED FROM FLOYD MARTENS, PRESIDENT, MANITOBA SCHOOL BOARDS ASSOCIATION**

The following correspondence has been sent to Lili Jardine, Coalition Coordinator, Brandon Community Drug and Alcohol Coalition from Floyd Martens, President, Manitoba Schools Boards Association:

*On behalf of the Manitoba School Boards Association we wish to congratulate and thank you and your team for your presentation this past week at the Canadian School Boards Association Annual Congress in Niagara Falls, Ontario.*

*The Youth Revolution program in the Brandon School Division is a wonderful example of community partnerships designed to address important learning and development needs of youth in our schools and communities. Your enthusiastic presentation speaks to the dedication and commitment of both staff and students to ensuring the success of and sustainability of this program for students now and into the future.*

*Once again our congratulations and thanks to you, your colleague and the student presenters for sharing the Youth Revolution program with Congress attendees. Please accept my best wishes for the continued success of the program in the years ahead.*

**CORRESPONDENCE RECEIVED FROM JEAN-VIANNEY AUCLAIR, ASSISTANT DEPUTY MINISTER, MANITOBA EDUCATION AND ADVANCED LEARNING**

The following correspondence has been received from Jean-Vianney Auclair, Assistant Deputy Minister, Manitoba Education and Advanced Learning:

*As the 2013-2014 school year has come to a close, we can reflect on another successful year for K-12 education in Manitoba, with progress and initiatives taking place on many fronts.*

*One very important development was Bill 18: Public Schools Amendment Act (Safe and Inclusive Schools) receiving Royal Assent on September 13, 2013 and proclaimed on October 10, 2013.*

*The Public Schools Amendment Act (Safe and Inclusive Schools) included amendments that addressed bullying prevention and human diversity more broadly than before. To achieve the goal of ensuring that every student in Manitoba feels safe and respected in school, all school divisions and funded independent schools were to develop, review and amend their policies regarding respect for human diversity in order to be in compliance with the Bill. School divisions and funded independent schools were to have these policies in place by June 30, 2014.*

*The Department is interested in knowing how this work has evolved and will be following up with school divisions and funded independent schools in August to ask that they send a Web link to their Respect for Human Diversity Policy or submit an electronic copy of their policy to the Department.*

*Information on developing policies can be found at:  
<[http://www.edu.gov.mb.ca/k12/docs/support/human\\_diversity/index.html](http://www.edu.gov.mb.ca/k12/docs/support/human_diversity/index.html)>.*

*We thank you for your ongoing cooperation and support in this very important initiative.*

**CORRESPONDENCE RECEIVED FROM DARIN T. KING, PHD, MHA, DISTRICT OF GRAND BANK MINISTER, NEWFOUNDLAND LABRADOR**

The following correspondence has been received from Darin T. King, PhD, MHA District of Grand Bank Minister, Newfoundland Labrador:

*This is in response to your letter addressed to Premier Tom Marshall. The Premier has asked that I respond on his behalf.*

*Thank you for sharing the student-created Dual Language Books. I commend the efforts of the students and teachers in the Brandon School Division to create and publish multilingual texts.*

*I have forwarded the resources to my officials in the Department of Education for review. Should you have any questions, please contact Mr. Bradley Clarke, Director of Program Development by email at [bradclarke@gov.nl.ca](mailto:bradclarke@gov.nl.ca) or by phone (709) 729-3004.*

*I wish you all the best with this endeavor.*

# LEASEHOLD RENEWAL AGREEMENT

made with respect to commercial premises known as:

**729 Princess Avenue  
in the City of Brandon, in Manitoba, Canada**

This leasehold renewal agreement is made and entered into by and between:

**Lynn Hink and Vern Hink**  
(hereinafter referred to as the "LANDLORD")

and

**The Brandon School Division**  
(hereinafter referred to as the "TENANT")

**WHEREAS** with respect to the above mentioned premises the Landlord and the Tenant did on July 25<sup>th</sup>, 2012 and again on July 23<sup>rd</sup>, 2013 mutually enter into a Leasehold Agreement (hereinafter referred to as the "Original Agreement"); and

**WHEREAS** the term of said Original Agreement was in each case for one year, the former commencing on August 1, 2012 and terminating on July 31, 2013, and the latter commencing on August 1, 2013 and terminating on July 31<sup>st</sup>, 2014; and

**WHEREAS** the Landlord and the Tenant desire to renew the said Original Agreement, so as to extend the term of same;

**NOW, THEREFORE**, in consideration of the articles, covenants and provisions outlined in the said Original Agreement, the Landlord and the Tenant do agree as follows:

**THAT:** the said Original Agreement shall be renewed and extended subject to the provisions and conditions itemized below:

- 1.) **TERM OF RENEWAL:** The said Original Agreement is renewed for an additional term of one year commencing on the 1<sup>st</sup> of August, 2014 and terminating on July 31<sup>st</sup>, 2015.
- 2.) **RATE:** The annual rental rate remains unchanged and is \$34,100.00 plus \$1,705.00 GST ( Total \$35,805.00 annually ) which is payable on the first day of each month in installments of \$2841.09 plus \$142.08 GST (Total \$2983.75 monthly).
- 3.) **CONTROLLING AGREEMENT:** This Leasehold Renewal Agreement is the controlling agreement. Any conflict between this agreement and a like provision in the said Original Agreement is resolved in favour of this Leasehold Renewal Agreement.. All other terms and conditions of the Original Agreement remain in full force and effect.

The Landlord and Tenant hereto re-affirm the terms and provisions of the said Original Agreement as amended by the provisions of this Leasehold Renewal Agreement:

**The parties thereto duly execute this Leasehold Renewal Agreement:**

dated:  
For the TENANT

dated:  
for the LANDLORD

dated

dated

July 9, 2014

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

RECEIVED

JUL 11 2014

Attention: Mr. Denis Labossiere  
Secretary-Treasurer

Office of the Secretary Treasurer  
Brandon School Division

Dear Sirs:

Re: Manitoba Schools Insurance (MSI)  
July 1, 2014 Renewals

The annual renewal date of your insurance coverage under the Manitoba Schools Insurance program is July 1. We are pleased to enclose a Coverage Confirmation Binder confirming your insurance renewal for the term July 1, 2014 to July 1, 2015.

Your total premium/self-insurance loss pool contribution is \$229,710.22. Invoices are attached - breakdown is as follows:

<b>Payable to The Manitoba School Boards Association -</b> loss prevention and administration, G.S.T.:	\$4,827.90
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<b>Payable to Western Financial Group Insurance Solutions -</b> insurer premiums for property, liability, "garagekeepers", equipment breakdown/boiler & machinery, crime, accident coverage for volunteers; brokerage and program administration fee, property self-insurance loss pool, liability self-insurance loss pool, crime self-insurance loss pool, RST:	\$224,882.32
--	--------------

<b>Total amount due:</b>	<b><u>\$229,710.22</u></b>
--------------------------	----------------------------

2014-15 renewal premiums are increased from the expiring premiums by an average of 4.1%. The amount of increase varies slightly between Divisions.

Please note the following respecting this year's MSI renewal:

**Property:** Flood coverage is subject to a limit of \$1,000,000,000. any one policy term. The maximum loss pool responsibility of \$2,000,000. is unchanged - underwritten by Travelers, Chartis, Arch, The Personal and Lloyds of London.

**Liability:** No coverage change - underwritten by Arch, Travelers, Elliott Special Risks and SUM.

**Crime:** No coverage change - underwritten by Travelers Guarantee.

**Accidental Death & Dismemberment for Volunteer Workers:** No coverage change - underwritten by Western Life.



July 9, 2014  
Page 2

**Equipment Breakdown/Boiler and Machinery:** No coverage change - underwritten by Aviva Insurance Company.

A comparison chart of expiring versus renewal coverages and premiums is also attached.

Policy documentation will be forwarded to you when received.

We trust you will find the enclosed in order and wish to thank you for your continued support of the Manitoba Schools Insurance program. Should you have any questions, please contact Linda Baker at [linda.baker@westernfgis.ca](mailto:linda.baker@westernfgis.ca), 204-942-2555 extension 7220.

Yours truly,  
**Western Financial Group (Network) Inc.**  
per:

**Grant Ostir**

(Telephone 204-942-2555, extension 7228; Fax 204-957-0678  
email: [grant.ostir@westernfgis.ca](mailto:grant.ostir@westernfgis.ca))

GO/lb Enclosures

copy: Mr. Keith Thomas, Risk Manager  
The Manitoba School Boards Association



## COVERAGE CONFIRMATION BINDER

**INSURED:** THE MANITOBA SCHOOL BOARDS ASSOCIATION, TRUSTEES, AND MEMBER SCHOOL DIVISIONS AND DISTRICTS OF THE MANITOBA SCHOOL BOARDS ASSOCIATION, AS STATED ON CERTIFICATES OF INSURANCE TO BE ISSUED

**DATE:** June 30, 2014

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*THIS BINDER IS TO CERTIFY THAT WE HAVE ARRANGED INSURANCE ON YOUR BEHALF IN ACCORDANCE WITH THE FOLLOWING*

**LOCATION(S) INSURED:** All locations of the Insured

**DESCRIPTION OF COVERAGES:**

- (a) Property - Blanket All Risks
- (b) Comprehensive General Liability - \$2,000,000.
- (c) Special Non-Owned Automobile Liability - \$2,000,000.
- (d) Standard Garage Automobile Liability - \$2,000,000.
- (e) Board of Education/Errors and Omissions Liability - \$2,000,000.
- (f) Umbrella/Excess Liability - \$38,000,000.  
[over items (b), (c), (d) and (e), plus over auto liability]
- (g) Equipment Breakdown/Boiler and Machinery - \$40,500,000.
- (h) Crime - Fidelity - \$3,000,000.
- (i) Volunteer Accident Insurance

**INSURER(S):**

As arranged by and on file with Western Financial Group (Network) Inc.

**TERM:** **FROM** July 1, 2014 **TO** Until replaced by Policies or as otherwise informed

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*THIS BINDER IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICIES THAT WILL BE ISSUED IN REPLACEMENT HEREOF*

Western Financial Group (Network) Inc.  
per: \_\_\_\_\_

**BINDER #** CO14-4560



**MANITOBA SCHOOLS INSURANCE**  
2013/14 TO 2014/15 COMPARISON  
**BRANDON SCHOOL DIVISION**

	<u>2013-14</u>	<u>2014-15</u>
<b>A. <u>PROPERTY</u></b>		
- limit of coverage any one building location (including contents)	\$ 63,458,000	\$ 65,938,000
- estimated total replacement value, buildings and contents	348,493,200	362,975,300
- percentage increase		4.2%
- average estimated replacement cost per square foot, insured buildings, including contents	289.11	300.85
- coverage for increased cost in claim settlement arising from by-law re-construction requirements	Yes	Yes
- coverage for increased cost to up-grade to "LEED" Silver Environmental Standard	No	No
- limit for Valuable Papers coverage	200,000	200,000
- limit for Accounts Receivable coverage	200,000	200,000
- each loss deductible on all claims (applies per building location for flood, sewer backup)	2,500	2,500
- each loss deductible for break-in (with resulting theft and/or vandalism) claims (excluding outbuildings or storage buildings with building/ contents value under \$25,000) <i>occurring at locations without an operating alarm system</i>	10,000	10,000
- annual aggregate retention (once-a-year deductible)	15,000	15,000
- retention deductible applicable to flood (separate from above retention)	30,000	50,000
- total insurer and loss pool rate per \$100. of estimated value	4.04 ¢	3.98
<b>Premiums:</b>		
- self-insurance loss pool assessment	\$ 52,517	\$ 52,517
- excess Insurers' premium	88,169	91,833
<b>TOTAL PROPERTY LOSS POOL/INSURER PREMIUM:</b>	<b>\$ 140,686</b>	<b>\$ 144,350</b>
- maximum amount chargeable to self-insurance loss pool in respect of any one claim	\$ 1,200,000	\$ 1,200,000
- aggregate maximum loss pool responsibility for the year	\$ 2,000,000	\$ 2,000,000
- maximum potential property year-end rebate, as percentage of total property premium/loss pool contribution	37.2%	36.0%



**MANITOBA SCHOOLS INSURANCE**





**B. LIABILITY**

	2013-14	2014-15
- <u>general liability</u> limit of coverage	\$ 40,000,000	\$ 40,000,000
- general deductible per claim	2,500	2,500
- deductible applicable to legal defense/ investigation costs	No	No
- deductible on claims alleging wrongful dismissal		
- tenured teachers	25,000	25,000
- non-tenured teachers	25,000	25,000
- other employees	2,500	2,500
- coverage limit for claims arising from accidental pollution or contamination, however requiring discovery/reporting within 120 hours	2,000,000	2,000,000
- coverage limit for employee benefits liability - for claims arising from improper administration of employee benefit plans	40,000,000	40,000,000
- " <u>special non-owned auto</u> ", protection for persons while transporting students (extra-curricular activities)	40,000,000	40,000,000
- <u>errors &amp; omissions liability</u> , protection for financial damages claims arising from alleged "wrongful acts"	2,000,000	2,000,000
- deductible amount	2,500	2,500
- deductible applicable to defense and investigative costs	No	Yes
- <u>excess auto liability</u> , for owned vehicles, provided Autopac and fleet extension liability of at least \$2,000,000, is carried	38,000,000	38,000,000
- <u>standard garage automobile</u> , provides coverage on vehicles in custody of schools (eg. industrial arts classes)		
- third party liability, total limit	40,000,000	40,000,000
- all perils coverage on 'customers' automobiles	100,000	100,000
- all perils deductible	500	1,000
Premiums:		
- self-insurance loss pool assessment	\$ 19,255	\$ 19,255
- insurers premium/brokerage	31,379	31,379
<b>TOTAL LIABILITY LOSS POOL/INSURER PREMIUM:</b>	<b>\$ 50,634</b>	<b>\$ 50,634</b>
- maximum amount chargeable to self-insurance loss pool in respect of any one claim	\$ 250,000	\$ 250,000
- aggregate maximum loss pool responsibility for the year	\$ 500,000	\$ 500,000
- maximum potential liability year-end rebate, as percentage of total liability premium/loss pool contribution	38.5%	38.5%

**MANITOBA SCHOOLS INSURANCE**



	2013-14	2014-15
<b>C. EQUIPMENT BREAKDOWN (BOILER &amp; MACHINERY)</b>		
- limit of coverage	\$ 5,000,000	\$ 5,000,000
- deductible - other than air conditioning units machinery breakdown, or pressure vessels	5,000	5,000
- by-laws coverage on chillers	No	No
- deductible - air conditioning units	various, depending on age	various, depending on age
- Premium	\$ 9,270	\$ 9,655
<b>D. CRIME</b>		
- employee dishonesty (includes trustees, volunteers)	\$ 3,000,000	\$ 3,000,000
- computer theft, funds transfer fraud	3,000,000	3,000,000
- depositors forgery/counterfeit currency	3,000,000	3,000,000
- deductible	5,000	5,000
- money & securities coverage	5,000	5,000
- restriction on coverage overnight if money not kept in safe or vault	2,500	2,500
- deductible	500	500
Premiums:		
- self-insurance loss pool assessment	\$ 770	\$ 770
- insurers premium	2,445	2,445
<b>TOTAL CRIME LOSS POOL/INSURER PREMIUM:</b>	<b>\$ 3,215</b>	<b>\$ 3,215</b>
- maximum potential crime year-end rebate, as percentage of total crime premium/loss pool contribution	24.0%	24.0%
<b>E. ACCIDENT INSURANCE FOR VOLUNTEERS</b>		
- accidental death, dismemberment, loss of use	\$ 50,000	\$ 50,000
- accidental major paralysis	100,000	100,000
- weekly indemnity maximum amount	250	250
- accidental medical expense reimbursement	5,000	5,000
- accidental dental expense reimbursement	2,000	2,000
- repatriation/rehabilitation	10,000	10,000
- hospitalization benefit if unemployed, \$90. per day	1,500	1,500
- Premium	\$ 400	\$ 400
<b>F. NET MSBA LOSS PREVENTION/ADMIN. FEE</b>	<b>\$ 4,481</b>	<b>\$ 4,598</b>
<b>G. TOTAL PREMIUM, LOSS POOL CONTRIBUTION, BROKERAGE FEE, ADMINISTRATION/LOSS PREVENTION FEE</b>	<b>\$ 208,686.00</b>	<b>\$ 212,852.00</b>
<b>PLUS RST PAYABLE:</b>	<b>\$ 16,304.40</b>	<b>\$ 16,628.32</b>
<b>PLUS GST PAYABLE:</b>	<b>\$ 224.05</b>	<b>\$ 229.90</b>
<b>TOTAL PAYABLE:</b>	<b>\$ 225,214.45</b>	<b>\$ 229,710.22</b>
<b>Percentage overall increase/decrease</b>		<b>2.0%</b>



**MANITOBA SCHOOLS INSURANCE**



# Appendix E

K-12 Suspension Report 2013/2014 School Year

School	Category of Suspension						Total # of Suspensions
	Weapons	Gangs	Drug and Alcohol	Assaultive Behaviour	Cyberbullying	Unacceptable Behaviour	
Alexander	0	0	0	0	0	0	0
Betty Gibson	0	0	0	3	0	0	3
Crocus Plains	1	0	36	43	5	86	171
Earl Oxford	0	0	0	2	0	1	3
George Fitton	0	0	3	0	0	0	3
Green Acres	0	0	0	0	0	0	0
Harrison	0	0	0	0	0	0	0
J.R. Reid	0	0	0	0	0	0	0
King George	0	0	0	1	0	0	1
Kirkcaldy Heights	0	0	0	0	0	0	0
Linden Lanes	0	0	0	0	0	0	0
Meadows	1	0	0	4	0	0	5
Neelin	1	0	28	13	0	33	75
New Era	0	0	0	0	0	1	1
O'Kelly	0	0	0	0	0	2	2
Riverheights	1	0	1	0	0	0	2
Riverview	0	0	0	0	0	0	0
St. Augustine	0	0	0	0	0	0	0
Valleyview	1	0	0	1	0	1	3
Vincent Massey	1	1	15	6	2	12	37
Waverly Park	0	0	0	0	0	0	0
Combined Total for K-12 Schools	6	1	83	73	7	136	306

Suspensions, According to # of Days Consequence

# of Days Consequence	Crocus Plains	Neelin	Vincent Massey	Total High School By # of Days	Total K-8 Schools By # of Days
3 Days	1	20	1	22	13
4-6 Days	130	37	30	197	8
7-10 Days	5	2	4	11	2
11-15 Days	18	7	1	26	0
16-20 Days	2	1	0	3	0
21-30 Days	15	8	1	24	0
Total # of K-12 Suspensions	171	75	37	283	23
Combined Total (Total # of Suspensions K-12)	306				

School	Total Suspensions Per Year												
	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	
K-8 Schools	47	60	57	52	45	55	18	25	24	17	18	23	
Crocus Plains	46	94	102	106	107	124	118	148	186	152	202	171	
Neelin	44	63	88	75	62	76	101	49	56	32	61	75	
Vincent Massey	40	64	170	95	59	127	88	58	35	49	46	37	
Combined Total for K-12 Schools	177	281	417	328	273	382	325	280	301	250	327	306	

## Appendix F

### K-12 Suspension Report Semester 2 2013/2014

Category of Suspension							
School	Weapons	Gangs	Drug and Alcohol	Assaultive Behaviour	Cyberbullying	Unacceptable Behaviour	Total # of Suspensions
Alexander	0	0	0	0	0	0	0
Betty Gibson	0	0	0	3	0	0	3
Crocus Plains	0	0	14	15	1	30	60
Earl Oxford	0	0	0	2	0	0	2
George Fitton	0	0	1	0	0	0	1
Green Acres	0	0	0	0	0	0	0
Harrison	0	0	0	0	0	0	0
J.R. Reid	0	0	0	0	0	0	0
King George	0	0	0	0	0	0	0
Kirkcaldy Heights	0	0	0	0	0	0	0
Linden Lanes	0	0	0	0	0	0	0
Meadows	0	0	0	3	0	0	3
Neelin	1	0	13	9	0	16	39
New Era	0	0	0	0	0	1	1
O'Kelly	0	0	0	0	0	2	2
Riverheights	1	0	1	0	0	0	2
Riverview	0	0	0	0	0	0	0
St. Augustine	0	0	0	0	0	0	0
Valleyview	0	0	0	0	0	0	0
Vincent Massey	1	0	7	3	2	4	17
Waverly Park	0	0	0	0	0	0	0
Combined Total for K-12 Schools	3	0	36	35	3	53	130

### Suspensions, According to # of Days Consequence

# of Days Consequence	Crocus Plains	Neelin	Vincent Massey	Total High School By # of Days	Total K-8 Schools By # of Days
3 Days	0	14	1	15	8
4-6 Days	49	13	11	73	4
7-10 Days	1	1	3	5	2
11-15 Days	7	5	1	13	0
16-20 Days	1	0	0	1	0
21-30 Days	2	6	1	9	0
Total # of K-12 Suspensions	60	39	17	116	14
Combined Total (Total # of Suspensions K-12)	130				



## Appendix G

[illegible]



[illegible]







School	EAL Enrollment 2008-2009	*Stages	EAL Enrollment 2009-2010	*Stages	EAL Enrollment 2010-2011 October	*Stages	EAL Enrollment 2010-2011 June	*Stages	EAL Enrollment 2011-2012 October	*Stages	EAL Enrollment 2011-2012 June	*Stages	EAL Enrollment 2012-2013 October	*Stages	EAL Enrollment 2012-2013 June	*Stages	EAL Enrollment 2013-2014 October	*Stages	EAL Enrollment 2013-2014 June	*Stages
Waverly Park	28	Stage n/a	39	Stage n/a	34	Stage n/a	35	Stage n/a	32	Stage n/a	33	Stage n/a	43	Stage n/a	53	Stage n/a	51	Stage n/a	51	Stage n/a
	Stage 1	7	Stage 1	7	Stage 1	6	Stage 1	5	Stage 1	7	Stage 1	4	Stage 1	4	Stage 1	19	Stage 1	7	Stage 1	7
	Stage 1-2	3	Stage 1-2	2	Stage 1-2	2	Stage 1-2	2	Stage 1-2	2	Stage 1-2	5	Stage 1-2	5	Stage 1-2	12	Stage 1-2	17	Stage 1-2	15
	Stage 2	8	Stage 2	12	Stage 2	12	Stage 2	8	Stage 2-3	4	Stage 2	7	Stage 2-3	6	Stage 2-3	7	Stage 2-3	12	Stage 2-3	19
	Stage 2-3	6	Stage 2-3	4	Stage 2-3	2	Stage 2-3	4	Stage 3	3	Stage 3	2	Stage 3-4	4	Stage 3-4	14	Stage 3-4	18	Stage 3-4	19
	Stage 3	4	Stage 3	4	Stage 3	4	Stage 3	3	Stage 3-4	3	Stage 3-4	8	Stage 4	9	Stage 4	8	Stage 4-5	8	Stage 4-5	10
	Stage 3-4	2	Stage 3-4	2	Stage 3-4	10	Stage 4	7	Stage 4	8	Stage 4-5	9	Stage 4-5	6	Stage 4-5	6	Stage 4-5	8	Stage 4-5	10
	Stage 4	8	Stage 4	8	Stage 4	10	Stage 4	7	Stage 4	8	Stage 4-5	9	Stage 4-5	6	Stage 4-5	6	Stage 4-5	8	Stage 4-5	10
	Stage 4-5	8	Stage 4-5	8	Stage 4-5	10	Stage 4	7	Stage 4	8	Stage 4-5	9	Stage 4-5	6	Stage 4-5	6	Stage 4-5	8	Stage 4-5	10
	Stage 5	0	Stage 5	4	Stage 5	7	Stage 5	13	Stage 5	8	Stage 5	17	Stage 5	15	Stage 5	37	Stage 5	32	Stage 5	53
Totals	425	20	601	0	938	9	1040	31	1186	136	1246	117	1375	215	1382	46	1352	41	1387	50
	Stage n/a	161	Stage n/a	177	Stage n/a	280	Stage n/a	174	Stage n/a	284	Stage n/a	180	Stage n/a	220	Stage n/a	193	Stage n/a	237	Stage n/a	167
	Stage 1	18	Stage 1-2	23	Stage 1-2	39	Stage 1-2	82	Stage 1-2	60	Stage 1-2	80	Stage 1-2	87	Stage 1-2	42	Stage 1-2	41	Stage 1-2	0
	Stage 2	83	Stage 2	143	Stage 2	205	Stage 2	231	Stage 2	253	Stage 2	210	Stage 2-3	224	Stage 2-3	302	Stage 2-3	278	Stage 2-3	295
	Stage 2-3	27	Stage 2-3	50	Stage 2-3	69	Stage 2-3	119	Stage 2-3	118	Stage 2-3	118	Stage 2-3	120	Stage 2-3	127	Stage 2-3	124	Stage 2-3	0
	Stage 3	58	Stage 3	87	Stage 3	141	Stage 3	174	Stage 3	191	Stage 3	224	Stage 3-4	98	Stage 3-4	351	Stage 3-4	357	Stage 3-4	476
	Stage 3-4	25	Stage 3-4	31	Stage 3-4	51	Stage 3-4	57	Stage 3-4	53	Stage 3-4	98	Stage 3-4	98	Stage 3-4	44	Stage 3-4	46	Stage 3-4	0
	Stage 4	33	Stage 4	71	Stage 4	107	Stage 4	129	Stage 4	79	Stage 4-5	188	Stage 4	156	Stage 4	238	Stage 4	195	Stage 4	346
	Stage 4-5	0	Stage 4-5	1	Stage 4-5	12	Stage 4-5	30	Stage 4-5	5	Stage 4-5	4	Stage 4-5	15	Stage 4-5	2	Stage 4-5	1	Stage 4-5	0
	Stage 5	0	Stage 5	4	Stage 5	7	Stage 5	13	Stage 5	8	Stage 5	17	Stage 5	15	Stage 5	37	Stage 5	32	Stage 5	53