



"Accepting the Challenge"

BRANDON[★] SCHOOL DIVISION

December 5, 2012

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

TO BE HELD MONDAY, DECEMBER 10, 2012 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

K. Zabowski
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, November 26, 2012.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Ms. Jane Skinner, RN, BN, Public Health Nurse, Western Regional Health Authority, speaking to the Teen Clinic Evaluation Report.

2.02 Reports of Committees

- | | |
|--|--------------|
| a) Policy Review Committee Meeting | G. Kruck |
| b) Parent/Guardian/Division Advisory Committee | P. Bowslaugh |
| c) Personnel Committee Meeting | L. Ross |
| d) Other | |

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

- a) Heather Demetriooff, Associate Director, Manitoba School Boards Association, November 28, 2012, requesting raffle donations for the 2013 MSBA Convention. She notes this year's proceeds will be donated to TJ's Gift Foundation. The purpose of this Foundation is to provide financial assistance to students participating in programs that promote peer-led drug abuse education. Please advise Carmen Neufeld no later than March 1, 2013 if your division will be participating.

Refer Business Arising.

- b) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, November 28, 2012, requesting a copy of the Division's School Board Code of Conduct. In June 2012, the Manitoba Legislature passed amendments to *The Public Schools Act* requiring each school board to adopt a code of conduct for trustees. MSBA would like to have a central repository of this important document from each Division.

Refer Business Arising.

- c) Matt Duboff Event Coordinator, 28th Annual Brandon Career Symposium, November 22, 2012, extending an invitation to the Brandon School Division to participate in the 28th Annual Brandon Career Symposium held March 4-6, 2013 at the Brandon Keystone Centre. As in the past, the Career Symposium is requesting funds to offset the costs of the large number of students who attend from Vincent Massey, Crocus Plains and Neelin high schools in the amount of \$2,000.

Refer Motions.

2.05 Business Arising**- From Previous Delegation****- From Board Agenda****- MSBA issues (last meeting of the month)**

- a) Correspondence from Heather Demetriooff, Associate Director, Manitoba School Boards Association, from Communications for Action 2.04a), requesting raffle donations for the 2013 MSBA Convention. She notes this year's proceeds will be donated to TJ's Gift Foundation. The purpose of this Foundation is to provide financial assistance to students participating in programs that promote peer-led drug abuse education. Please advise Carmen Neufeld no later than March 1, 2013 if your division will be participating.

- b) Correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04b), requesting a copy of the Division's School Board Code of Conduct. In June 2012, the Manitoba Legislature passed amendments to *The Public Schools Act* requiring each school board to adopt a code of conduct for trustees. MSBA would like to have a central repository of this important document from each Division.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – Reading Recovery in Brandon School Division 2011-2012 – Ms. Vanda Mitri – Reading Recovery Specialist.
- c) Items from Senior Administration Report-
- Vice-Principal Selection Committee – Refer Motions.
 - Community Living Disability Services Agreement – Refer Motions.
 - Career Connections Agreement – Refer Motions.
 - George Fitton Gym and Day Care – Refer Motions.
 - Trustee Inquiries:
 - o Processes Followed to Address Bullying – G. Kruck

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 156/2012 That the request of the Brandon Career Symposium 2013 for financial support be approved in the amount of \$2,000.
- 157/2012 That a Vice-Principal Selection Committee be established and further that Trustees Peter Bartlette, Pat Bowslaugh and Mark Sefton be appointed to the Committee.
- 158/2012 That the Service Purchase Agreement between the Community Living Disability Services and Brandon School Division for the delivery of an Academic Program developed by the Division in partnership with Community Living Disability Services for a Level III student for the 2012/2013 school year be approved in the amount of \$20,515 for the period of September 5, 2012 to June 30, 2013, and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.
- 159/2012 That the Service Purchase Agreement between Career Connections Inc. and Brandon School Division for the delivery of an Educational Plan developed by the Division in partnership with Career Connections for a Level II student for the 2012/2013 school year be approved in the amount of \$6,454 for the period December 10, 2012 to June 30, 2013; and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.
- 160/2012 That MCM Architects Inc. be authorized to proceed with the Construction Documents for the George Fitton School Gymnasium and Day Care Addition, and that the Architect be authorized to forward the plans to The Public Schools Finance Board.

2.08 Bylaws

That By-Law 3/2012 being a borrowing by-law in the amount of \$3,510,700.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of the following projects: Betty Gibson Boiler Replacement, Waverly Park Boiler Replacement, Crocus Plains Welding Shop Ventilation Upgrade, Green Acres Roof Replacement, Vincent Massey Emergency Gym Roof Replacement, Neelin Steam Heating System Replacement, Vincent Massey Roof Replacement, Riverview Furnace Replacement, and Valleyview Emergency Roof Replacement, be now read for the first time.

2.09 Giving of Notice

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Policy 2009 – “Reporting Board Meeting Business”.

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Form 1007.2(a) – “Outlook Live User Agreement”.

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:**3.01 Report of Senior Administration**

Receive and File.

3.02 Communications for Information

- a) Ms. Debbie Nelson, City Clerk's Office, November 20, 2012 noting that at the City of Brandon Council Meeting held November 19, 2012 the following Council members were appointed to the Joint Task Force for a term of office to expire November 30, 2013:

Councillor Murray Blight
Councillor Jan Chaboyer
Councillor Len Isleifson

Refer to Secretary-Treasurer's Department.

- b) Linda Grossart, BSIMA President, November 23, 2012, putting forth a formal request for funding for the upcoming Budget process to replace the BSIMA registration fees for band students for the 2013-2014 school year. They are requesting \$36,250 for the 2013-2014 school year to replace band registration fees.

Refer Secretary-Treasurer's Department.

- c) Linda Grossart, BSIMA President, November 23, 2012, putting forth a formal request for the annual funding allotment for instrument purchases for the Division's Instrumental Music (Band) programs for the upcoming budget process. They are requesting \$23,900 for their annual funding allotment toward instrument purchases for the 2013-2014 Budget.

Refer Secretary-Treasurer's Department.

3.03 Announcements

- a) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, December 13, 2012, Board Room.
- b) Education Committee Meeting – 11:30 a.m., Monday, December 17, 2012, Conference Room.
- c) Joint CUPE Pension Committee Meeting – 10:00 a.m., Tuesday, December 18, 2012, Board Room.
- d) Policy Review Committee Meeting – 11:30 a.m., Wednesday, December 19, 2012, Board Room.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 14, 2013, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report.
- b) Confidential #3 – Joint Job Evaluation Committee Terms of Reference.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) Confidential #2 – Solicitor letter.

- Trustee Inquiries

5.00 ADJOURNMENT

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

November 28, 2012

TO: All School Board Chairs and Superintendents
FROM: Heather Demetriooff, Associate Director
RE: Raffle Donations for 2013 Convention

Since 2000, we have held a raffle in conjunction with our annual convention, with all proceeds going to a children's charity. Past recipients of these proceeds, which have averaged \$2,000 a year, have been the Children's Wish Foundation, KidSport and the Children's Rehabilitation Foundation (CRF) of Manitoba.

Since 2009 we have offered charities a two-year commitment which means we are pleased to introduce a new recipient for 2013 of funds raised. TJs Gift Foundation is charity of choice for the 2013 convention. The purpose of the Foundation is to provide financial assistance to students participating in programs that promote peer-led drug abuse education; in other words, students educating students.

Since the inception of this raffle, school boards, students and staff have become more and more creative in terms of their donations. In the process, they have showcased the talents of hundreds of Manitoba students. Donations received in the past have included:

- items created by students (artwork, metal work, or almost anything made out of wood);
- divisional Pride Wear; and
- items representing local areas (e.g. picture of a local scene or locally produced quilts).

The success of this raffle is due entirely to the generosity of divisions such as yours. If you are willing and able to participate by making a donation, please call our Convention Coordinator, **Carmen Neufeld, at (204) 257-5205**. Carmen can also be reached via e-mail at carmen@plannersplus.ca. She will ensure all donations are recognized on our website, as well as at the convention. *You can facilitate this recognition by including a tag with a description of the item, the school and division making the donation, the student's name (where applicable), and your divisional logo.*

Please advise Carmen no later than **Friday, March 1** if your division will be participating. Donations from your division should be labelled, and either delivered in advance to the association office, or delivered on-site during the convention. It would be appreciated if larger items, such as lawn chairs, tables, etc., could be delivered directly to the Delta Winnipeg. **Please ensure that items delivered to the hotel are clearly marked "MSBA Convention."**

Thank you for considering this request. If you have any questions, please don't hesitate to contact either me or Carmen Neufeld.

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2.04/a)



Appendix B

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

November 28, 2012

TO: All School Board Chairs

FROM: Carolyn Duhamel, Executive Director

RE: *School Board Codes of Conduct—Request for Copies*

In June 2012, the Manitoba Legislature passed amendments to *The Public Schools Act* requiring each school board to adopt a code of conduct for school trustees. The legislation specified the minimum provisions for these codes of conduct, namely that trustees be required to:

- act with integrity and in a manner that maintains the dignity of the office;
- respect others who may have differing opinions; and
- keep in confidence any personal or confidential information obtained in his or her capacity as a trustee and not disclose the information except when required by law or authorized by the school board to do so.

In August, we distributed a sample code of conduct to facilitate boards' work in this regard. That template is attached for your information.

This legislation took effect upon proclamation, meaning that the requirement for school boards to have such codes is now law. At this time, I am requesting that each school board provide the Manitoba School Boards Association office with a copy of its code of conduct, so that we have a central repository of these important documents.

I would appreciate receiving your code of conduct via e-mail (cduhamel@mbschoolboards.ca) or fax (204-231-1356). If you have any questions or concerns, please do not hesitate to contact me. Thank you.

CD/hd

2.046)

Code of Conduct

The position of school trustee is one of responsibility and trust, and individuals holding that position must conduct themselves accordingly. Therefore, the school trustees of XYZ School Division:

- will abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, *The Public Schools Act*, and school division by-laws and policies.
- recognize that the school board's authority rests with the corporate body, not with individual trustees, and therefore will speak or act on behalf of the school board only if they have been authorized to do so.
- understand that their position may make them privy to confidential information about individuals including students or staff, or financial or other sensitive matters, and will keep any such information confidential.
- strive to attend all regular and special meetings of the board and those committees on which they serve, and if unable to do so, advise the appropriate individuals of their pending absence.
- review meeting agendas and other relevant information prior to board and committee meetings, and arrive at such meetings informed and prepared to contribute to the open and honest discussion about matters before the board or committee.
- listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits of these varying opinions.
- treat board colleagues, divisional and school staff, students and community members in a respectful and courteous manner, and refrain from using abusive or denigrating language in any dealings with them.

**28th Annual
Brandon Career Symposium
March 4-6, 2013**

Appendix C

November 22, 2012

RECEIVED

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

NOV 26 2012

Office of the Secretary Treasurer
Brandon School Division

Dear Dr. Michaels,

It is our pleasure to once again extend an invitation to the Brandon School Division to participate in the 28th annual Brandon Career Symposium held March 4-6, 2013 at Brandon's Keystone Centre. As you are aware, our event grows every year showcasing the leading and latest career opportunities to students who will be attending the symposium. We create an environment where youth can visit informative and interactive displays, and meet with leading representatives in business and education to discover career and educational paths for personal growth and development.

Support from the Brandon School Division has been tremendous and is of great appreciation. As in the past, the Brandon Career Symposium has requested funds from the Brandon School Division to offset costs of the large number of students in the division that attend our event. These students come from Vincent Massey, Crocus Plains, and Neelin high schools. Every year, each high school principal / guidance counsellor registers their students and visits the symposium throughout the day. With this said, we are requesting the support of the Brandon School Division in the amount of \$2,000 to support the Brandon School Division students who attend the Symposium.

The Brandon Career Symposium is also open in the evenings of March 4th & 5th to allow students and parents an opportunity to visit together. Encouraging this activity is vital as it advocates for parental involvement that supports educational decisions.

Please do not hesitate to contact me at 726.7459 with questions regarding this year's Brandon Career Symposium. We look forward to your involvement and continued support of the Brandon Career Symposium.

Sincerely,

Matt Duboff
Event Coordinator

cc. Mr. Kevin Zabowski

2.04) e)

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, NOVEMBER 26, 2012

PRESENT:

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

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

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

REGRETS:

Mr. M. Snelling

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer requested the addition of a personnel item and a Board operation matter for In-Camera discussions.

The Superintendent noted she had a personnel matter for In-Camera discussions.

The Chairperson confirmed he had a Board operation matter to discuss In-Camera.

Trustee Bowslaugh requested the addition of two In-Camera items.

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 Regular Board Meeting held November 12, 2012 were circulated.

Mr. Murray – Dr. Ross

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Special Board Meeting held November 16, 2012 were circulated.

Trustee Sumner noted the Minutes did not include the presence of Trustee Snelling who had attended the Special Meeting.

Mrs. Bowslaugh – Mr. Bartlette

That the Minutes be approved as amended.

Carried.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information (15 minute mark on video tape).**

- a) École Secondaire Neelin High School Student Council Representatives and Vincent Massey High School Representatives – The Benefits of Attending the Canadian Student Leadership Conference – Weyburn, Saskatchewan, September, 2012.

Several student council representatives from both École Secondaire Neelin High School and Vincent Massey High School under the supervision of teachers, Kerri Malazdrewicz, Lindsay Eckersley from Neelin, and Agnieszka Desjardins from Vincent Massey spoke to the Board of Trustees about their experiences at the Canadian Student Leadership Conference (CSLC). Students spoke briefly about the conference held in Newfoundland and in Weyburn, Saskatchewan and thanked the Board of Trustees for their support. Several students spoke about the benefits, experiences and skills they gained through their attendance at the Manitoba School Leadership Conference (MSLC) held this past October in Shilo, Manitoba. Students highlighted several speakers who appeared at the conference and the impact those speakers had on the students. Students felt the team building exercises and work completed at the conference would serve them well in their leadership roles at their respective schools. The students thanked the Board of Trustees for their support in helping them to host the conference and attend the conference.

2.02 Reports of Committees *(30 minute mark on video tape).*

a) Divisional Futures and Community Relations Committee Minutes

The written report of the Divisional Futures and Community Relations Committee meeting held on November 7, 2012 was circulated.

Trustee Bartlette requested clarification regarding the proposed partnership with the Chamber of Commerce. It was noted the Chamber was aware of the proposal to partner with the Division with respect to educational matters. Superintendent, Dr. Michaels, reminded the Board of Trustees that all lobbying of the Government must be done through the Board and not by individual Trustees and/or Committees.

Trustee Bartlette also requested clarification as to parents opting out of Synervoice. Superintendent, Dr. Michaels, confirmed there were exceptions and parents would still be receiving calls with respect to student attendance, emergencies and alerts.

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

Carried.

b) Friends of Education Committee Minutes

The written report of the Friends of Education Committee meeting held on November 14, 2012 was circulated.

Trustee Bartlette requested the Committee minutes be amended to reflect that the Committee did not have the right to establish a Foundation and that any such recommendation must be approved by the Board of Trustees. Trustee Bowslaugh recommended the Committee consider using the Brandon and Area Foundation to manage funds on behalf of the Division and thereby eliminate the need to hire separate staff by the Division to oversee a possible Division foundation.

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

Carried.

c) Education Committee Minutes

The written report of the Education Committee meeting held on November 19, 2012 was circulated.

Mr. Bartlette – Mr. Kruck
That the Minutes be received and filed.

Carried.

d) Other - NIL

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Heather Demetriooff, Associate Director, Manitoba School Boards Association, November 7, 2012, noting the theme of the Annual Convention in 2013 will be *"Preparing Students for Tomorrow: Teachable, Adaptable, Employable"*. They are inviting schools boards to share with colleagues their success stories in these areas by way of a convention workshop. Workshops will be held throughout the day on Thursday, March 14, and on the morning of Saturday, March 16, 2013. The attached form must be submitted no later than December 17, 2012.

Referred Business Arising.

- b) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, November 7, 2012, noting meetings with Association of Manitoba Municipalities (AMM) representatives took place on October 23, 2012. Discussion topics included provincial legislation re: planning and land dedication for school sites and speed limits in school zones, education funding and property taxation, joint use of facilities and proposed legislation regarding community schools. Three resolutions are coming forward at the AMM's convention which will have an impact on school divisions. Boards are encouraged to discuss the implications for their division and share those concerns with their respective MLA's.

Referred Business Arising.

- c) Heather Demetriooff, Associate Director, Manitoba School Boards Association, November 7, 2012, regarding booking of hotel rooms for the Manitoba School Boards Association's 2013 Annual Convention. She notes by following the procedures every board is guaranteed a minimum of six rooms. By making use of the waiting list component of the booking procedure, virtually all delegates who want to stay at the Delta will be able to do so. Additional rooms have also been booked at the Place Louis Riel.

Referred Business Arising.

- d) Hugh Coburn, Chair, Nominating Committee, Manitoba School Boards Association, November 14, 2012, requesting member boards submit names of potential candidates for the position of:

- President
- Vice President (Boards with 6,000 students or more)
- Vice President (Boards with fewer than 6,000 students)
- Directors for each Region (two from Region 5).

This written notice shall serve as the first call for nominations. A second call will be made at the January regional meetings, and a third and final call at the morning call to order of the Annual Convention on Friday, March 15, 2013.

Referred Business Arising.

2.05 Business Arising**- From Previous Delegation**

- a) Ms. Shirley McArthur, Parent, presentation regarding the Board's proposed four point plan to address school enrollment and capacity issues was discussed. The Board directed the Secretary-Treasurer to forward a letter to Ms. McArthur thanking her for her presentation.

- From Board Agenda**- MSBA issues (last meeting of the month)**

- a) The correspondence from Heather Demetriooff, Associate Director, Manitoba School Boards Association, from Communications for Action 2.04a), noting the theme of the Annual Convention in 2013 will be "*Preparing Students for Tomorrow: Teachable, Adaptable, Employable*" and inviting schools boards to share with colleagues their success stories in these areas by way of a convention workshop was discussed. It was agreed Trustee Murray, together with another member of the Board, would provide a presentation on the Neelin High School Off-Campus Program, including the newly implemented "Upper Deck" program.
- b) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04b), noting resolutions are coming forward at the AMM's convention which will have an impact on school divisions were discussed. The Chairperson noted due to the timing of the Convention, he had signed letters, on behalf of the Board, to all municipalities in the Brandon School Division asking municipalities not to support the resolution to charge a 2% handling fee on school taxes.
- c) The correspondence from Heather Demetriooff, Associate Director, Manitoba School Boards Association, from Communications for Action 2.04c), regarding booking of hotel rooms for the Manitoba School Boards Association's 2013 Annual Convention was noted.
- d) The correspondence from Hugh Coburn, Chair, Nominating Committee, Manitoba School Boards Association, from Communications for Action 2.04d), providing the first call for nominations for executive positions on the Manitoba School Board Association for 2013 was discussed. Trustee Bowslaugh inquired about Trustee Murray allowing his name to stand for a position on the Executive. Trustee Murray thanked Trustee Bowslaugh for the inquiry, noting he had, in the past, served on the Executive for three years. He declined, but hoped that someone from the Board would be willing to step forward as he felt it was important for the Division to have a voice on the MSBA Executive.

- From Report of Senior Administration (1 hour and 15 minute mark on video tape).

a) School Reports – École O’Kelly School – Angela Voutier

Ms. Angela Voutier, Principal, École O’Kelly School, provided her school report to the Board of Trustees. Ms. Voutier highlighted the work of the school’s Literacy Committee. She noted the staff had participated in Professional Development opportunities on using Word Q and the Fountas and Pinnell Assessment Kits. Middle Years students at the school participated in additional activities to promote reading and writing through the HALEP program and events such as the Poetry Coffee House. She hopes this specific Literacy Committee will provide consistency in the school using the literacy resources available and teaching strategies that help students focus on reading and writing strategies across the curricula. Besides providing information regarding what this Committee is currently doing, Ms. Voutier also provided future steps the school will be implementing to work towards its Literacy Goals, including: following up on assessment data for this year to narrow the focus on particular outcome areas requiring focus and attention; proving Guided Reading strategies school wide; and seeking support for an Empower Reading teacher who would be able to provide more effective literacy support to struggling readers.

b) Learning Support Services Presentation – Full Day/Every Day Kindergarten Annual Report – 2011-2012 – T. Valloton, Numeracy Specialist. (1 hour and 25 minute mark on video tape).

Ms. Teresa Valloton, Division Numeracy Specialist, provided the Board of Trustees with a report on the data collected with respect to the Full Day/Every Day Kindergarten. Ms. Valloton’s report summarized student achievement in the areas of behavioural growth, social growth and academic growth. Ms. Valloton specifically highlighted information contained in the graph regarding the “Difference in Percent of Students Meeting or Exceeding by Reporting Periods and Schedule”, answering a number of Trustee questions for clarification. A video prepared by Ms. M. Wilson, Research and Evaluation Specialist, and Ms. K. Boklaschuk, Communications and Technology Specialist, highlighting comments by Grade 1 teachers on the growth and development of students who had participated in the Full Day/Every Day program was presented to the Board of Trustees. Ms. Valloton concluded her presentation by noting the increased percent of students participating in the Full Day/Every Day program who were meeting or exceeding expectations in each reporting period as compared to other schedules. She confirmed further investigations to determine the longitudinal impact of Full Day/Every Day programming would take place next as the Division continued to collect data.

Trustees thanked Ms. Valloton for her presentation noting this was the data and information they required when making budget decisions. Discussions were held regarding the possibility of providing this information at the MSBA workshop in March, 2013. It was agreed the Board would also submit the report and data received on Full Day/Every Day Kindergarten as a second workshop proposal for the 2013 Annual MSBA Convention.

c) Items from Senior Administration Report

- Policy 4001 – Off-Site Activities – Referred Motions.
- Policy 2001 – Trustee Code of Conduct – Referred Motions.
- Policy and Procedures 2021 - Recording and Broadcasting of Regular and Special Board Meetings – Referred Motions.
- Rescind Policy 9053 – German Saturday School – Referred Motions.
- November 12, 2012 – Report of Senior Administration – Referred to Section 3.01 – Report of Senior Administration.
- Trustee Inquiries:
 - o Trustee Sumner – Capacity in other divisions

Secretary-Treasurer, Mr. Zabowski noted the Report of Senior Administration dated November 12, 2012 had been included in the agenda and required approval from the Board to “Receive and File”.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions (2 hour mark on video tape).

146/2012 Mr. Kruck – Mr. Sumner

That Policy and Procedures 4001 – “Off-Site Activities” be rescinded and replaced with Policy and Procedures 4001 – “Off-Site Activities”.

Trustee Bowslaugh inquired as to the protocol to ensure all teachers in the Division were aware of the policy. The Chairperson confirmed following approval of the Policy and Procedures, Senior Administration would meet with principals who, in turn, would meet with their own staff, to ensure all teachers were aware of the policy.

Trustee Bowslaugh also inquired about the lack of consequences listed in the policy and procedures should a student not comply with the rules. It was noted the Procedures do reflect the responsibilities of the student as it pertains to other policies in the Division, including the Student Code of Conduct Policy 2009.

Carried.

147/2012 Mrs. Bowslaugh – Mr. Kruck

That Policy 2001 – “Trustee Code of Conduct” is hereby approved.

Carried.

148/2012 Mr. Karnes – Dr. Ross

That Policy and Procedures 2021– “Recording and Broadcasting of Regular and Special Board Meetings” is hereby approved.

Carried.

149/2012 Mr. Bartlette – Mr. Murray

That Policy 9053 – “German Saturday School” be rescinded.

Carried.

150/2012 Dr. Ross – Mr. Bartlette

That a Joint Task Force Committee between the Brandon School Division and the Chamber of Commerce be established to pursue a partnership in promoting education and that Trustees Bowslaugh, Sumner and Sefton serve on the Committee for the 2012-2013 school year.

Carried.

151/2012 Mrs. Bowslaugh – Mr. Karnes

That a letter be forwarded to the three high school student councils advising that the Brandon School Division Board of Trustees and/or Divisional Futures & Community Relations Committee are available to meet with representatives of the three high schools to discuss any concerns of mutual interest.

Concerns were raised that this motion would be allowing students to bypass the school principal and thereby “break the chain of command”. Concerns were also expressed that the motion stated the Board was available “at any time”. Discussions were held regarding the possibility of disciplinary matters being brought to the Board that should be dealt with at the school level. It was suggested a friendly amendment to the motion to remove the words “at any time” and to include the words “with approval of the principal” would change the original intent of the motion. The Board agreed to remove the words “at any time” but would not add the words “with approval of the principal”. Discussions were also held that the Board needed to study the purpose of this motion further before making a final decision.

Defeated (0-8 – Unanimous)

152/2012 Mr. Bartlette – Dr. Ross

That the F1 initiative in the Technical Vocational Programming at Crocus Plains Regional Secondary School be nominated for the MSBA Premier Award for School Board Innovation for the Manitoba School Boards Association’s 2013 Convention.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

2.10 Trustee Inquiries

Prior to Trustee Inquiries, the Chairperson reminded Board members of the information required by Senior Administration in order to provide a full and completed response to the inquiry.

Trustee Kruck inquired as to when he would be receiving information he requested regarding what the Division is doing to address bullying. Superintendent, Dr. Michaels hoped to have the information to Trustees before the end of the calendar year.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration (Two hour and twenty minute mark on videotape).

Report of Senior Administration dated November 12, 2012:

Superintendent, Dr. Michaels noted the Annual Education Results report had been circulated to Trustees. She confirmed the report would now be forwarded to the Minister and Deputy Minister of Education. She also noted that 500 copies were being randomly mailed out. She congratulated Ms. Kellie Boklaschuk, Communications in Technology Specialist, and Ms. Marnie Wilson, Research and Evaluation Specialist for the work they had done on the report to give it “that extra punch”.

Ms. Becky Switzer, Director of Human Resources, spoke to the Substitute Teacher Report she had provided in the November 12th Report of Senior Administration. Trustees asked questions for clarification with respect to the number of teachers currently employed by the Division; the number of substitute teachers required on a daily basis; the current paper system for requesting substitute teachers and the new on-line request to be implemented in the new year; as well as information regarding preferred substitute teachers.

Mr. Murray – Dr. Ross

That the November 12, 2012 Report of Senior Administration be received and filed.

Carried.

Report of Senior Administration dated November 26, 2012:

Superintendent, Dr. Michaels noted the New Era/Earl Oxford Transition Committee had held its first meeting on November 21, 2012 to begin the transition process of moving students from École New Era School to Earl Oxford School beginning the fall of 2013.

Trustee Kruck thanked Senior Administration for providing further details with respect to school suspensions. He also requested clarification regarding the number of students moving out of Earl Oxford School at the end of the current school year.

Mr. Murray – Mrs. Bowslaugh

That the November 26, 2012 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information (Two hour and forty minute mark on videotape).

- a) Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch and Florence Girouard, Director, Educational Support Services Branch, October 2012, noting Manitoba Education has prepared parent brochures supporting the new provincial report card. The brochures are available on the Manitoba Education website. Enclosed in this correspondence is a letter to parents from the Department which schools may use, at their discretion. Parent Brochures in languages other than French and English will be available on the Department's website in early December.

Referred Superintendent's Department.

- b) Nancy Allan, Minister of Education, November 6, 2012, addressed to Dr. Donna Michaels, Superintendent, noting the Division's funding for Technical Vocation Education – Technical Vocational Equipment Upgrade Support has been approved in the amount of \$35,065 as follows:

Crocus Plains School

-	Equipment	Automotive Technology	\$ 6,000
-	Equipment	Building Construction Technology	\$12,500
-	Equipment	Culinary Arts	\$ 6,000
-	Equipment	Welding	\$10,565

Referred Secretary-Treasurer's Department.

- c) Herb Mahood P. Eng, Director of Regional Operations, Manitoba Infrastructure and Transportation, November 5, 2012, addressed to Mr. Kevin Zabowski, Secretary-Treasurer, thanking him for his letter of October 29, 2012 and accompanying survey results regarding the recognition of school zones. He notes the regulation outlining how traffic authorities will apply the new school zone speed legislation is currently being drafted. Once the regulation is complete they will have a better understanding of how and where the new school zone speed legislation will apply.

Ordered Filed.

- d) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, November 7, 2012, noting Janis Arnold will be joining the Manitoba School Boards Association in the capacity of Board Development consultant, effective January 2, 2013. This is a new position that was created to help meet the learning and development needs of school boards both at the local level, through the delivery of customized workshops and facilitated board sessions, and at the provincial level, by enabling them to expand their trustee education offerings.

Ordered Filed.

- e) Kurt Penner, Special Assistant to Honourable Steve Ashton, Minister of Infrastructure and Transportation, acknowledging receipt of a letter forwarded to the Minister dated October 29, 2012 and advising the correspondence will be brought to the Minister's attention.

Ordered Filed.

- f) Keith Thomas, Risk Manager, Manitoba School Boards Association, November 13, 2012, noting over the past year, the Manitoba Schools Insurance Program has surveyed the level of security in the schools. Attached are the results of the survey which are provided for discussion at the division level. Boards may, in future budget years, choose to upgrade security systems using newer technology.

Referred to Facilities and Transportation.

- g) Keith Behrmann, Chair, Board of Trustees, Swan Valley School Division, November 8, 2012, noting continuation of Campus Manitoba services to rural students is strongly supported by Trustees in Swan Valley. He notes in a letter dated August 21, 2012 they invited Dr. Dave Neele, Campus Manitoba Director, to visit them during a regularly scheduled meeting to discuss recent Campus Manitoba decisions that have affected students in their community. To date they have not received a response to that invitation. The purpose of this communication is to encourage School Division Boards to voice support for continuing services to post-secondary students in rural Manitoba.

Ordered Filed.

3.03 Announcements

- a) Divisional Futures and Community Relations Committee Meeting – 11:30 a.m., Wednesday, December 5, 2012, Board Room.
- b) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, December 6, 2012, Board Room.
- c) Personnel Committee Meeting – 12:00 noon, Monday, December 10, 2012, Board Room.
- d) Finance Committee Meeting – 2:00 p.m., Monday, December 10, 2012, Board Room.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, December 10, 2012, Board Room.

Point of Privilege:

Trustee Sumner announced that the Neelin Spartans Varsity Girls Volleyball Team had just won the AAAA Varsity Girls High School Volleyball Provincial Championship in Winnipeg against the Mennonite Brethren Collegiate Institute Hawks.

The Board directed the Secretary-Treasurer to send the team a letter of congratulations.

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 (Three hour and forty-seven minute mark on videotape).

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- a) Confidential #2 regarding a student matter was presented to the Board of Trustees. It was agreed a motion would be brought forth on the matter at the conclusion of In-Camera discussions.

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.
- b) The Division solicitor attended the In-Camera meeting to discuss Confidential #3 and answer any questions the Board may have. Direction was provided to the Senior Administration with respect to this matter.
- c) The Superintendent provided information on a personnel matter.
- d) A recommendation by the Education Committee with respect to the MSBA Excellence in Teaching Award was discussed. It was agreed a motion would be brought forth at the conclusion of In-Camera discussions.

- Trustee Inquiries

- a) The Chairperson provided information regarding a personnel matter.

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

Mr. Karnes – Mr. Sumner

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

Carried.

IN BOARD

- 153/2012 Mr. Karnes – Mr. Sumner
That it now being 11:00 p.m., the rules be suspended and the meeting continue in session until completion of business.
Carried.

Mr. Kruck – Mrs. Bowslaugh
That the Board do now resolve into Committee of the Whole In Camera.
Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.04 Board Operations

- Reports

- a) A letter received on a Board Operations matter was provided and discussed as Confidential #4. The Secretary-Treasurer and Division Solicitor were directed to prepare a letter to be signed by the Chairperson on the Board's behalf.

- Trustee Inquiries

- a) The Chairperson inquired about a Board Operations matter.

Mr. Kruck – Mr. Sumner
That the Committee of the Whole In Camera do now resolve into Board.
Carried.

IN BOARD

- 154/2012 Mr. Sumner - Mr. Kruck
That the recommendation of the Education Committee for the MSBA Excellence in Teaching Award be approved.
Carried.

- 155/2012 Mr. Sumner – Mr. Kruck
That the request for financial aid to support a student identified in Confidential #2 for the cost of four nights in a hotel be approved in full, less the student's share of the cost of that cost.
Carried.

5.00 ADJOURNMENT

Mr. Murray – Mr. Karnes
That the meeting does now adjourn (11:22 p.m.)
Carried.

Chairperson

Secretary-Treasurer



"Accepting the Challenge"

Policy Review Committee Minutes

Wednesday, November 21, 2012, 11:30 a.m.
Board Room, Administration Office

Present: G. Kruck (Chairperson), M. Sefton
Dr. D. Michaels (entered at 12:00), Mr. K. Zabowski

Regrets: P. Bartlette

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:40 a.m. by the Committee Chairperson, Mr. Glen Kruck.

2. APPROVAL OF AGENDA

It was noted discussions regarding a possible "Scent Free" policy had been referred to the Board of Trustees from the Board Meeting of November 12, 2012. The Committee agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the October 17, 2012 Board Meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Private Sponsorship/Establishment of Foundation

The Secretary-Treasurer, Mr. Zabowski, reviewed his memo regarding discussions and advice which resulted from a meeting held on April 24, 2012 with the Division's Auditor, Mr. Todd Birkhan and the Division's Solicitor, Mr. David Swayze. Discussions were held regarding the Public Schools Act Section 74 with respect to use of funds and private sponsorship. It was noted that private funds could possibly be used to enhance capital projects but not to fund the project completely. The Division solicitor provided precedence for this example. Mr. Zabowski also spoke on the possibility of establishing a Foundation for fundraising. It was noted there were two options the Division could consider with respect to the establishment of a Foundation. One option was to maintain the Foundation under the umbrella of the Division. The second option was to establish the Foundation as a separate entity. Mr. Zabowski spoke to the advantages and disadvantages of each option. He noted that the establishment of the Foundation as a separate entity was the recommended course of action by both the Division solicitor and auditor. Further discussions were held regarding the difference between the establishment of a Foundation and the manner in which the current Friends of Education Fund operates. Mr. Zabowski confirmed the current primary use of the Friends of Education Fund is for the housing of money for playgrounds and scholarships. It was agreed the Policy Review Committee would not be recommending the establishment of a Foundation at this time and would encourage the Board of Trustees to maintain the status quo with respect to the current Friends of Education Fund. The Secretary-Treasurer did advise the Committee that the Friends

of Education Committee had requested the same information and would also be reviewing the memo regarding the establishment of a Foundation.

b) 2013-2014 Budget Deliberations

The Committee reviewed the requests made at the previous Committee meeting with respect to the 2013-2014 budget and agreed to the following:

- Budget line for Policy 5026 – “Harassment” – It was agreed that the Committee would recommend \$250,000 as this is the sum which had been used from accumulated surplus this past school year for this item.
- Funding for teachers so that students do not have to pay for teachers to accompany them on off-site activities – Detailed discussions were held and it was agreed to withdraw this item as a budget consideration. The Committee felt that a budget line should not be established to benefit the few at the expense of the general student population.
- Assistance in band travel costs to encourage more students to participate – The Committee agreed to withdraw this item as well for the same reason as previously stated.
- Bus support for curricular, co-curricular and extra-curricular activities – It was agreed to amend this request and increase field trip allocations in the instructional budget. It was further agreed this would be on a sliding scale to account for economy of scale and assist smaller schools. The Secretary-Treasurer was directed to add \$18,000 to the budget and apply a sliding scale. The Secretary-Treasurer was further advised to bring back information to the next Committee meeting as to how this would look for the schools in the Division who would benefit from this budget item.
- Emergency funding for sports travel teams due to inclement weather – The Committee agreed to request an amount of \$10,000 to be maintained in a budget line at all times for this item.
- A possible per student grant – It was agreed to amend this item to a \$5.00 increase per student in the instructional budget, thereby increasing the current rate of \$15.00 per student to \$20.00 per student.

c) Rescind Policies

The Committee agreed to rescind Policy 2009 – “Reporting Board Meeting Business” as the information contained in this policy is addressed in Policy and Procedures 2021 – “Recording and Broadcasting of Regular and Special Board Meetings”.

The Committee agreed to rescind Form 1007.2(a) - “Outlook Live User Agreement” from the Policy Binder and maintain the document under Divisional Documents instead.

Recommendation:

That the Policy 2009 – “Reporting Board Meeting Business” is hereby rescinded.

That Form 1007.2(a) – “Outlook Live User Agreement” is hereby rescinded.

d) Scent Free Policy

The Secretary-Treasurer spoke to discussions which had taken place at the Workplace Safety & Health Committee Meeting regarding the need for a “Scent Free” policy in the Division. He confirmed that policy and procedures are currently being drafted. He noted the draft policy will then be reviewed by Senior Administration and presented to the Policy Review Committee at the regular Committee meeting to be held December 19, 2012. Trustee Sefton highlighted the positive feedback he had received from the public to his discussions on this topic in an article in the Brandon Sun.

6. NEXT MEETING: 11:30 a.m., Wednesday, December 19, 2012

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

G. Kruck, Chair

P. Bartlette

M. Sefton

K. Sumner (Alternate)

Parent /Guardian/ Division Advisory Committee

Wednesday, November 21, 2012 – 7:00 p.m.
Board Room, Administration Office



Present:

Trustees Pat Bowslaugh, Doug Karnes and Jim Murray; Kevin Zabowski, Secretary-Treasurer; Barb Miller, Principal Representative, Alexander School

Lori Nickel, George Fitton Parent; Wanda Brine, Earl Oxford Parent; Jo-Ann Pasklivich-Holder, St. Augustine Parent; Shannon Gadbois, J.R. Reid Parent; Amy Grift, Meadows Parent; Jill Martine; École Harrison Parent; Mel Tallant-Townsend, Green Acres Parent; Sandra Couling, Alexander Parent; Colin Chapnick, Riverview Parent

Regrets:

Dr. Donna Michaels, Superintendent, Trustee Kevan Sumner, Leah Phillips, Betty Gibson Parent; Sandra Koch-Gensiorek, Crocus Plains Parent; Jaime Stouffer, King George Parent; Christine Cantelo; Kirkcaldy Heights Parent; Heather Dodds, Linden Lanes Parent; Marc Lavoie, O'Kelly Parent; Carolyn Blaine, Riverheights Parent; Michelle Hood, Valleyview Parent; James Murphy, École New Era School and Jackie Guthrie, Waverly Park Parent.

1. REVIEW OF THE AGENDA AND OPENING REMARKS

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

2. REVIEW OF MINUTES OF OCTOBER 10, 2012 AND BUSINESS ARISING

The Committee minutes of October 10, 2012 were reviewed. The minutes were approved and nothing was added or omitted.

3. BUSINESS ARISING FROM MINUTES – PUBLIC FORUMS

The Public Consultation Forum held on Monday, November 5 was well attended with over 400 people present.

Wanda Brine indicated that there were concerns that the space for the forum was too crowded and it was nice to have an interpreter available but the surveys should have been done in the other languages too.

Jo-Ann Pasklivich-Holder brought information forward that a Community working group was formed to support the Trustees. Their first meeting will be on Tuesday, November 27 at 7:00 pm. A location is yet to be determined.

4. PRESENTATION FROM PARENT FORUM ON OCTOBER 17, 2012

Lili Jardine, Community Drug and Alcohol Education Coordinator, gave an introduction on the Youth Revolution and review of the Parent Forum held on October 17, 2012. A PowerPoint presentation was made by Neely Birch and Amanda Barrett. Complete presentation is available from Ms. Jardine.

5. SCHOOL REPORTS

Alexander School

- Concerns of the duration for bus rides for some of the bussed in students . The time from Brandon to Alexander is quite long.
- Trustee Bowslaugh indicated that this issue would be referred to the next Transportation Committee meeting.

George Fitton School

- Looking for more Parent Council members.

Earl Oxford

- Some parents and students upset with the decision to have extra students transferred to Earl Oxford from New Era. They would like parents to be informed of the changes prior to the new setup.
- Completed a few successful fundraisers.

Green Acres School

- Youth Revolution has started this month.
- Fundraisers included: Gift cards, Peak of the Market and Holiday Magic.

St. Augustine School

- Starting the first stages of St. Augustine's annual Santa's workshop.
- Completed a Peak of the Market fundraiser.

École Harrison

- Completed various fundraisers; magazine sales, Holiday Magic, Vista sales and Peak of the Market.

J. R. Reid School

- Fundraising with teachers to cover school in pink for anti-bullying campaign in March.
- Lunch Program: parents would like a standardized program across the division.
- School is full and there are some space concerns.

Meadows School

- Completed the Parent Council elections
- Magazine fundraiser
- 2 pizza days

Riverview School

- Concerns of the safety for students crossing 13th Street East and Louise. It was indicated that the school can contact the Brandon Police Services and they can monitor the intersection.

6. NEW BUSINESS

Correspondence received from Canadian School Board Association, Capsle, Child Nutrition Council of Manitoba and the Minister of Education were reviewed.

ADJOURNMENT

Trustee Bowslaugh thanked everyone for their active participation and input.

The meeting adjourned at 8:40 p.m.

NEXT REGULAR COMMITTEE MEETING

Wednesday, February 20, 2012, 7:00 p.m., Board Room, Administration Office.

Respectfully submitted,

K. Sumner

P. Bowslaugh



Personnel Committee Minutes

Monday, November 26, 2012 – 12:00 noon
Board Room, Administration Office

Present: L. Ross (Chairperson), D. Karnes, G. Kruck,
Dr. Michaels, K. Zabowski, B. Switzer.

1. CALL TO ORDER

The Committee Chairperson called the meeting to order at 12:03 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Committee minutes of October 9, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) 2013-2014 Budget Deliberations

Mr. Kevin Zabowski, Secretary-Treasurer, provided information regarding a proposed Dental Plan for Out-of-Scope employees. This item had been referred to the Personnel Committee from the Finance Committee 2013-2014 Budget Stakeholder Meetings with Out-of-Scope employees. The matter was discussed by the Committee and it was agreed to remove this item from proposed Budget Requests at this time. There were no other items to be brought forth by the Personnel Committee for the 2013-2014 Budget Deliberations.

B) Article 32 – BTA Collective Agreement – Prep Time. (In-Camera)

This item was discussed In-Camera by the Committee. Senior Administration was given direction to provide further information to the Committee.

C) Article 5 – BTA Collective Agreement (In-Camera)

This item was discussed In-Camera by the Committee. A legal opinion was requested and will be brought back to the Committee for review in due course.

D) Non-Teaching Staff Pension Follow-up (In-Camera)

This item was discussed In-Camera by the Committee. It was noted the next Joint Pension Committee meeting will take place on December 18, 2012.

E) Joint Job Evaluation Review Update (In-Camera)

This item was discussed In-Camera by the Committee. It was agreed the matter would be referred to the Board of Trustees for In-Camera discussion at the November 26, 2012 Regular Meeting.

6. **OPERATIONS INFORMATION**

Ms. Switzer, Director of Human Resources, noted the requested CUPE Job Profiles had been attached to the agenda as requested by the Committee.

7. **NEXT REGULAR COMMITTEE MEETING: Monday, December 10, 2012, 12:00 noon, Board Room.**

The meeting adjourned at 1:18 p.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

G. Kruck

J. Murray (Alternate)



Report of Senior Administration to the Board of Trustees

December 10, 2012

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- II. Human Resources**
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 - 2. George Fitton School – Gymnasium & Day Care Addition 1
 - 3. Career Connections, Inc. 2
 - 4. Community Living Disability Services 2
- IV. Superintendent of Schools**
- V. Senior Administration Response to Trustee Inquiries**
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B. Administrative Information

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

FROM LEARNING SUPPORT SERVICES

READING RECOVERY IN BRANDON SCHOOL DIVISION 2011-2012

Presentation by Ms. Vanda Mitri, Reading Recovery Teacher Leader

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. VICE-PRINCIPAL SELECTION COMMITTEE

For Action..... K. Zabowski

With the recent retirement of Mr. Ron Cruickshank, a vacancy has been created at Crocus Plains Regional Secondary School for the position of school vice-principal. Therefore it is recommended that a Vice-Principal Selection Committee be appointed to fill this vacancy and any subsequent administration vacancies which may result.

RECOMMENDATION:

That a Vice-Principal Selection Committee be established and further that Trustees Peter Bartlette, Pat Bowslaugh and Mark Sefton be appointed to the Committee.

2. GEORGE FITTON SCHOOL – GYMNASIUM & DAY CARE ADDITION

For Action..... K. Zabowski

We have been advised by the Public Schools Finance Board that the Design Development Documents submitted by the Brandon School Division for the new gymnasium and daycare addition projects at George Fitton School have been approved and the school division is now authorized to proceed with Construction Documents.

A motion has been included in the agenda authorizing the Architect to proceed with the Construction Documents and to forward the plans to The Public Schools Finance Board.

RECOMMENDATION:

That MCM Architects Inc. be authorized to proceed with the Construction Documents for the George Fitton School Gymnasium and Day Care Addition, and

that the Architect be authorized to forward the plans to The Public Schools Finance Board.

3. CAREER CONNECTIONS INC.

For ActionK. Zabowski

An Agreement has been drawn up for the delivery of an Education Plan developed by the Division in partnership with Career Connections Inc. for a Level II student currently enrolled in the Brandon School Division (Appendix A). The Associate Superintendent has reviewed and approves of this Agreement. The Agreement is effective for the period December 10, 2012 to June 30, 2013. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

RECOMMENDATION:

That the Service Purchase Agreement between Career Connections Inc. and Brandon School Division for the delivery of an Educational Plan developed by the Division in partnership with Career Connections for a Level II student for the 2012/2013 school year be approved in the amount of \$6,454 for the period December 10, 2012 to June 30, 2013; and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.

4. COMMUNITY LIVING DISABILITY SERVICES

For ActionK. Zabowski

An Agreement has been drawn up for the delivery of an Academic Program developed by the Division in partnership with Community Living Disability Services for a Level III student currently enrolled in the Brandon School Division (Appendix B). The Associate Superintendent has reviewed and approves of this Agreement. The Agreement is effective for the period of September 5, 2012 to June 30, 2013. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

RECOMMENDATION:

That the Service Purchase Agreement between the Community Living Disability Services and Brandon School Division for the delivery of an Academic Program developed by the Division in partnership with Community Living Disability Services for a Level III student for the 2012/2013 school year be approved in the amount of \$20,515 for the period of September 5, 2012 to June 30, 2013; and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.

IV. SUPERINTENDENT OF SCHOOLS

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

1. RESPONSE TO INQUIRY FROM TRUSTEE KRUCK – PROCESSES FOLLOWED TO ADDRESS BULLYING

For Information..... D. Michaels

At the October 9, 2012 Regular Board meeting, Trustee Kruck requested the following:

“When a student reports being bullied, what processes are then followed by the School Division in order to deal with the issue?”

In response to this inquiry the following report is provided. This report was prepared by Mr. Bill Bolley, Social Worker, Brandon School Division.

Brandon School Division’s Approach to Bullying, November 30, 2012

Submitted by Bill Bolley, School Social Worker

This report was compiled by condensing information provided by K-12 schools in the division. The following are three areas to be examined, as requested by Senior Administration.

Processes followed to address bullying with those students who bully and those students who are bullied.

The processes that address bullying can be divided into three areas.

Disclosure

Victims usually have a deep seated concern that the bullying will intensify should disclosure occur. There often is a belief that the adults in the school will not understand, be helpless to stop the bullying or will make the situation worse. As a result, preventative programs, school-, division- and country-wide bullying events and giving students a process to follow when they feel bullied are critical. When bullying behaviour is exposed and addressed the bully loses the intense power that secrecy provides.

Investigation/Assessment

It is important to thoroughly investigate **ALL** disclosures. This provides for understanding and eventually an appropriate response to the victim, bully, witnesses and bystanders. It is important that safety and confidentiality are maintained. Parental involvement is usually immediate. Due to the subtleties and secrecy often associated with bullying it

can be a challenge to ascertain what is occurring and why. Denial, misperception and the lack of concrete evidence can thwart an investigation and make finding the truth difficult. A comprehensive assessment process ensures a fair and appropriate response.

Response

Response usually fits into four basic areas: punitive, mediation, prevention and programming/therapy. The first step in the punitive process is a frank discussion with the bully about appropriate and inappropriate behaviour. As in the case of harassment, victims of bullying want the bullying to stop. If this approach is effective, the bullying can end and the students return to a normal school situation. If the bullying does not end, then other punitive responses could include: use of behaviour reflection forms, restricting recess/free time, additional adult supervision, in school suspensions, out of school suspensions, transfer to other schools or programs in the division and in the most severe cases police charges. It should be noted that following the Brandon School Division's Code of Conduct is standard practice.

Mediation often becomes a valuable tool used by a skilled counsellor, clinician or administrator to assist all parties concerned in coming to a resolution. The roots of bullying are often varied and complex, usually based on past interaction between the victim and the bully. Misperceptions, misunderstandings or untrue statements may be catalysts for bullying. Mediation offers the possibility of establishing understanding, which promotes empathy and resolution. Throughout the process it is critical to empower and ensure there is support for the victim.

When bullying is exposed there is often intervention provided to others in an effort to deliver preventative and educational information. These services can include involving the teacher, guidance counsellor, social worker or the Brandon Police Services community resource officer.

Individual programming, with both short and long term goals, may be very effective. Talk therapy can be a part of the programming. This service is provided by school social workers, guidance counsellors or through cooperation with community agencies.

Programs in place to address bullying (K-8, 9-12 denotes school):

- Yearly review with students of BSD code of conduct, special focus on bullying-K-12
- Semester events to highlight bullying, put on by student council-9-12
- Review school mission statements focusing on respect and differences-K-12
- Major Production play focusing on anti-bullying and friendship issues-9-12
- Making bullying a topic of a school wide 5-10 min. free writing time-K-8
- Incorporating anti-bullying into Effective Behaviour Activities (EBS)-K-8
- Cyber bullying presentations by Brandon Police Services, CRO-K-12
- What to do when you witness bullying program-K-8
- Bucket Fillers program-K-8...Have you filled your Bucket Today Book-K-8
- Bullying as part of the Physical Education Classes-K-8
- WITS program (Walk away, Ignore, Talk it out, Seek help)

- School/Community Wellness committees-K-8
- Celebrating Anti-Bullying awareness week-K-8
- Kids in the Know program-K-8
- Student Threat Assessment Presentations-9-12
- Social emotional, bullying surveys-K-12
- Bully Identify, Cope and Prevent program-K-8
- Stop Choice Help program-K-8
- Virtual Realities-Cyber Safety Program-Grade 9
- Y Revolution-K-12
- Restitution Planning-K-8
- Roots of Empathy-K-8
- Student Ambassadors-K-8
- School wide behaviour matrix-K-8
- Building Moral Intelligence-Grades 4-5
- Strong Kids Program-K-8
- Second Step Program-K-8
- Bully Free Classroom Program-K-8
- Pink Shirt anti-bullying day in April-K-8
- Classroom anti-bullying presentations-K-8
- Student Leadership events-K-8
- Lion's Quest-K-8
- Student Voice Days-K-8

Perspectives to be considered in understanding this matter:

Ongoing education programs delivered in school can cultivate an environment that promotes disclosure of bullying behaviour. An intense school wide focus on bullying functions to improve clarity for students as to what constitutes bullying. By establishing how to identify and report bullying, disclosure and the subsequent response become more normalized. This in turn assists administrators in better identifying bullying behaviours so proper actions can be taken to assist all concerned. In addition, clarification is critical in separating the bullying behaviour from other forms of student conflict. A definition of bullying is when one or more students **repeatedly** hurt another student; either verbally, physically or through indirect actions such as intentionally ostracizing a person, gossiping or spreading untrue rumours.

Language barriers and cultural differences are becoming more prevalent in Brandon. Bullying can often be driven by differences. In order to combat this type of bullying, there is an opportunity to focus on strategies, programs and events that celebrate human diversity in all its complexities and beauty. This will promote and build acceptance and inclusion. "Mitakuye Owasin, We are all related."

Cyber safety is a very relevant issue with students. As the age of students having fulltime access to sophisticated mobile devices decreases, the risk factors increase. The danger of cyber bullying, sexual exploitation and online predators has increased

dramatically. Cyber bullying often takes place away from school, however the effects of such behaviour impact dramatically on students and on the school environment. Community partnerships are necessary to make an impact on this important issue.

While investigation is usually coordinated by the principal, schools report the value of a multi-disciplinary team approach when investigating, assessing and responding to bullying. While consequences are available and used when appropriate, schools identified that through mediation and discussions with all parties involved, long term positive changes in relationships can occur.

Positive and effective programming is evident throughout all the schools. Given the level of knowledge and expertise of division staff, a consistent, systematic approach to bullying could be developed across the Brandon School Division and ultimately include the entire community.

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information B. Switzer

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

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL INFORMATION

For Information D. Michaels

A. SCHOOL VISITS (NOVEMBER 19, 2012 TO NOVEMBER 30, 2012)

- November 22, 2012 – Vincent Massey High School
- November 26, 2012 – Crocus Plains Regional Secondary School

B. QUALITY LEARNING

QUALITY LEARNING AT BETTY GIBSON SCHOOL

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

One of our school goals at Betty Gibson School is to “increase engagement levels within students of Aboriginal heritage”.

One of the key new elements that support this goal is the addition of our BSSAP Worker (Building Student Success with Aboriginal Parents). This worker, together with our Betty Gibson School Aboriginal Heritage Committee, has been very busy.

This fall, we have had many small group / classroom based activities that celebrate Aboriginal heritage in authentic ways. These have included:

- Betty Gibson School parent volunteer story teller /drummer in four different classrooms;
- Soapstone carving with artist in the school Michael Many Eagles – with our middle years students;
- Grade 5/6 classes completed a heritage unit, supported with books and buffalo box from Brandon University. Some students created either a Métis or Aboriginal presentation. This unit culminated in a heritage celebration which celebrated all cultural groups at Betty Gibson School.
- Dream Catchers are being made in one of our EBS (Effective Behaviour Support) multi-age groupings. This is facilitated by another Betty Gibson School parent.
- Making beaded hide gloves – by a small lunchtime group.

For all of these activities we have attempted to include parents from our own community. This has been facilitated by our parental meeting. At this meeting, parents were able to get to know each other and plan for their potential involvement in future school activities. Parental response and engagement has been very positive.

Student response to these new initiatives has also been very positive. In all activities, student engagement levels have been 100%. Parents report that their children are coming home excited to talk about the activities they are involved in at school.

While the program has only just begun this fall, we are encouraged by the positive effects we are seeing in our school.

C. QUALITY TEACHING

QUALITY TEACHING AT KING GEORGE SCHOOL

Report prepared by Mr. Dave Lim, Principal, King George School

The introduction of Mathletics to four classrooms has caused a great deal of excitement and interest at King George School. The online math program offers a unique way of supporting the learning that takes place in our numeracy lessons. The students in this pilot project are enthusiastic, motivated and very keen to use Mathletics. Middle Years students are even requesting extra homework!

Mathletics is a wonderful tool to complement and supplement the math programming done by classroom teachers for students. The teachers demonstrate activities and strategies on the SmartBoard before students access their own Mathletics accounts by using iPads, laptops or desktop computers. Students can also access their accounts at home or anywhere online. The program offers teachers the capacity to tailor assignments to the individual needs of the student. Each student's progress is monitored and a record is maintained of their progress in each mathematical stream, thus enabling the teacher to identify the student's strengths and weaknesses daily. Once a concept is mastered, a student can move on to more challenging problems at a higher level. If students experience difficulty, the teacher can differentiate the lesson until the concept is mastered. Weekly reports can also be e-mailed to parents.

Mathletics is interactive and colourful. It engages and challenges our students by using modern educational "gamification" techniques. Mathletics informs the student immediately if their response to the problem is correct. Our students are finding that this instant response encourages them to keep trying more problems in a set. The students can physically view how far they have progressed and their success rate in achieving their curricular outcomes.

King George students are captivated by the "Live Mathletics" section which allows them to challenge students from around the world while practicing their math skills. Our students have practiced against each other as well as against students from Australia, England, United States, Netherlands, Spain, Japan and other parts of Canada. The Mathletic Hall of Fame ranks the top individual students and classrooms on a daily basis. In the month of October, Ms. Robichaud had some of her Grade 7 students individually ranked as high as number one in Canada on several different occasions. Mr. Sallow's Grade 5/6 classroom has been ranked as high as number eight in Canada. This good news has caused quite a buzz throughout our school community!

The flexibility of Mathletics makes it a very useful tool for the classroom teacher and more importantly it engages and challenges our students.

D. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT RIVERHEIGHTS SCHOOL

Report prepared by Mr. Marty Jordan, Vice Principal, Riverheights School

One of the main areas of focus of our School Development Plan for 2011 to 2014 surrounds the enhancement and development of Numeracy in all of our students. Our goal is to have 85% of students meeting grade level or adapted outcomes in numeracy as shown on the report card in June.

In the current school year, we have been accessing and using resources to provide for school wide enrichment in Numeracy. Staff and student Professional Development and collaboration with both Numeracy Specialist Teresa Vallotton and Technology in Learning Specialist Reg Reimer have been ongoing. Supporting teachers with quality professional development opportunities has provided students with opportunities to make use of SMART technology as well as Ipads. Access to the Divisional supports has allowed our staff and students to use interactive math manipulatives as well as applications to see and do math in new ways. Further use of these resources is anticipated with both Learning Support Services specialists coming to Riverheights School to deliver a Digital Day training session on the area of Numeracy.

E. VINCENT MASSEY STUDENT WINS SCHOLARSHIP

Report prepared by Mr. Mathew Gustafson, Principal, Vincent Massey High School and Ms. Kelli Boklaschuk, Communications and Technology Specialist

We are pleased to inform you that Tre Taylor, a grade 12 student at Vincent Massey High School, was recently awarded a *Foundation for the Advancement of Aboriginal Youth Scholarship* in the amount of \$750.00. Tre is from God's Lake Narrows, Manitoba. He moved to Brandon in September 2010 to complete his high school education, as there is no high school in God's Lake Narrows.

When asked how he found out about the Scholarship, Tre indicated that Kathie Sutherland, Registrar at Vincent Massey High School, shared the information with all students. Ms. Sutherland worked with Tre to complete and submit the application.

Tre intends on becoming a Social Worker. Mathew Gustafson, Principal, commented that he is very proud of Tre and expressed how fortunate Vincent Massey High School has been to have such a student.

F. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	7	3, 5	Assaultive (3); Drug and Alcohol (1); Unacceptable (3)
Neelin	2	10, 15	Drug and Alcohol (1); Unacceptable (1)
Earl Oxford	1	3	Assaultive; and Unacceptable Behaviour (1)
King George	1	3	Assaultive (1)

2. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. QUALITY LEARNING

PRINCIPAL PREPARATION PROGRAM - SESSION 24 "ETHICS OF STUDENT INSTRUCTION, ASSESSMENT, EVALUATION" / NOVEMBER 20, 2012

Report prepared by Mr. Jaime Lombaert, Vice Principal, George Fitton School

Ten participants took place in the session held on November 20, 2012. The focus of the session was *The Principal's Legal Responsibilities*. Presenters were: Mr. David Swayze (Meighen Haddad LLP) and Mr. Andrew Peters (Staff Officer, Manitoba Teachers' Society). Information was presented on the following topics: Common Laws, Statute Laws, and policies. Mr. Swayze's final statement was, "in order to fulfill your duties as a principal, you must be vigilant as to your legal obligations to ensure you are meeting the standard of care, and complying with the Public Schools Act. Most laws are common sense and acting reasonably is always good practice."

3. COMMUNITY CONNECTIONS

For Information..... D. Michaels

WESTMAN FIBRE PROJECT PRESS RELEASE

On November 22, 2012 Westman Communications Group and Brandon School Division announced the successful completion of their large-scale fibre network project. This new network was needed to meet the demands driven by increased use of video conferencing, centralized electronic information storage and large transfers of data.

Students will benefit from the new fibre network's higher bandwidth speeds in many ways, including quick access to information and connection with students from other schools in Brandon as well as around the world.

4. CORRESPONDENCE

For Information D. Michaels

CORRESPONDENCE RECEIVED FROM MATHEW GUSTAFSON, PRINCIPAL, VINCENT MASSEY HIGH SCHOOL

The following correspondence has been received from Mathew Gustafson, Principal, Vincent Massey High School:

We are pleased to announce that Mr. Greg Beckwith, Teacher, Vincent Massey High School has been selected as Coach of the Year by his coaching peers as one of Volleyball Manitoba 2012 High School Coaches of the Year. Mr. Beckwith is invited to attend the Grad All-Star Banquet on December 1st, 2012 where he will receive his award and will be invited to coach one of the Grad All-Star Teams. Congratulations, Greg and thank you for all your hard work.

Congratulations also go to Daven Pascal, Varsity Boys Volleyball, on making the 2012 Graduating All Star Team and to Jared Friesen on receiving an honorable mention. Daven will be competing on the Graduating All Star Team in Winnipeg on December 1st, 2012.

CORRESPONDENCE RECEIVED FROM RALPH CLARK, PHYSICAL EDUCATION AND HEALTH EDUCATION SPECIALIST, AND KELLI BOKLASCHUK, COMMUNICATIONS AND TECHNOLOGY SPECIALIST

The following correspondence has been received from Ralph Clark, Physical Education and Health Education Specialist, and Kelli Boklaschuk, Communications and Technology Specialist:

Mr. Don Thomson, Teacher, École secondaire Neelin High School, won the Manitoba Physical Education Teachers Association (MPETA) Regional Award for the Westman Region for the 2011-2012 school year. The MPETA Awards were presented on Thursday, October 18, 2012.

The Regional Recognition Award is awarded to a person in each rural region who teaches physical education and provides leadership in their region by hosting workshops or area tournaments, developing outstanding programs, contributing to the community.

The following correspondence has been received from Ralph Clark, Physical Education and Health Education Specialist, and Kelli Boklaschuk, Communications and Technology Specialist:

Mr. Bruce Bell, Teacher, Meadows School – Inducted into the Manitoba Sports Hall of Fame

The following is the link that takes you to the Youtube clip of the 1978 and 1980 University of Manitoba Bison Volleyball team being inducted in the Manitoba Sports Hall of Fame. Mr. Bruce Bell was the 1980 Team Manager.
<http://www.youtube.com/watch?v=L2rgKJiadxY&safe=active>

The long-standing tradition of excellence that is the University of Manitoba men's volleyball program has seen eight Canadian Interuniversity Sport (CIS) Gold Medals, along with six Silver and three Bronze since 1981. But the foundation for that success began with the Canadian Interuniversity Athletic Union (CIAU, now known as the CIS) championships won by the Bisons in 1978 and 1980.

CORRESPONDENCE RECEIVED FROM JIM RONDEAU, MINISTER OF HEALTHY LIVING, SENIORS AND CONSUMER AFFAIRS

The following correspondence has been received from Jim Rondeau, Minister of Healthy Living, Seniors and Consumer Affairs:

I would like to take this opportunity to thank you for your continued support of the S.W.A.T. (Students Working Against Tobacco) Program in Manitoba. As you know, Neelin High School played an integral role initiating this Program into the Brandon School Division. The ongoing success of S.W.A.T. in Brandon is largely due to the leadership and support that you provide.

The S.W.A.T. Program has a powerful influence on students to not use tobacco. Neelin High School's relentless determination in battling the deadly risks and addictiveness of tobacco use among students is very gratifying. The dedicated work of Neelin's teacher champion, Kerri Malazdrewicz, will resonate for years to come.

You can take great pride in knowing that students and staff of Neelin High School have made an enormous contribution to the future good health and well being of students throughout Brandon. Thank you again for your continued support.

THIS AGREEMENT made in duplicate this _____ day of _____, 2012

BETWEEN:

BRANDON SCHOOL DIVISION

Hereinafter call the Division

Of the First Part,

- and -

CAREER CONNECTIONS INC.

WITNESSETH THAT:

WHEREAS a Level II student is currently enrolled in the Brandon School Division;

AND WHEREAS an Agreement has been reached between the Division and Career Connections Inc. who will assume responsibility to deliver the Educational Plan developed by the Division in partnership with Career Connections Inc. for the student;

AND WHEREAS the Division receives Level II grant funds of approximately \$9,220 annually to assist in the delivery of the Educational Program for the student and has agreed, subject to the terms of this Agreement, to turn a portion of those grant funds over to Career Connections Inc. The portion of those grant funds is \$6,454 to cover the period of December 10, 2012 to June 30, 2013.

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and agreement herein contained, the Parties agree as follows:

- a) Career Connections Inc. covenants and agrees to assume responsibility for the delivery of the educational program as approved and revised regularly by the Division and Career Connections Inc. for the Level II student and to deliver same in non-divisional premises.
- b) In consideration of the assumption by Career Connections Inc. for responsibility to deliver the Educational Plan, the Division covenants and agrees to transfer to

Career Connections the applicable portion of the Level II grant which it receives from the Province of Manitoba, which grant is currently in the approximate amount of \$9,220 annually or \$6,454 for the period of December 10, 2012 to June 30, 2013.

- c) This Agreement shall commence on the 10th day of December, 2012 (the "Effective Date") and shall continue until the 30th day of June, 2013.
- d) Career Connections Inc. agrees to indemnify and save harmless the Division for any claim which might be made against the Division, from and including the Effective Date, with respect to its primary responsibility to deliver an educational program for the Level II student.
- e) This Agreement may be terminated on 30 days notice by either party.
- f) This Agreement shall enure to the benefit of and be binding upon the Parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF the Division has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this _____ day of _____, 2012, and Career Connections Inc. has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this _____ day of _____, 2012.

BRANDON SCHOOL DIVISION

CAREER CONNECTIONS INC.

CHAIRPERSON

SECRETARY-TREASURER

THIS AGREEMENT made in duplicate this _____ day of _____, 2012

BETWEEN:

BRANDON SCHOOL DIVISION

Hereinafter call the Division

Of the First Part,

- and -

COMMUNITY LIVING DISABILITY SERVICES

WITNESSETH THAT:

WHEREAS a Level III student is currently enrolled in the Brandon School Division;

AND WHEREAS an Agreement has been reached between the Division and Community Living Disability Services who will facilitate the delivery of the Academic Program developed by the Division in partnership with Community Living Disability Services for the student;

AND WHEREAS the Division receives Level III grant funds of approximately \$20,515 annually to assist in the delivery of the Academic Program for the student and has agreed, subject to the terms of this Agreement, to turn a portion of those grant funds over to Community Living Disability Services.

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and agreement herein contained, the Parties agree as follows:

- a) Community Living Disability Services covenants and agrees to facilitate the delivery of the Academic Program as approved and revised regularly by the Brandon School Division for the Level III student and to facilitate the delivery of the same in non-divisional premises.

The Brandon School Division covenants to prepare an Academic Program and to meet quarterly.

- b) In consideration of the assumption by Community Living Disability Services for responsibility to facilitate the delivery of the Academic Program, the Division covenants and agrees to transfer to Community Living Disability Services the applicable portion of the Level III grant which it receives from the Province of Manitoba, which grant is currently in the approximate amount of \$20,515 annually.
- c) This Agreement shall commence on the 5th day of September, 2012 (the “Effective Date”) and shall continue until the 30th day of June, 2013.
- d) Community Living Disability Services agrees to indemnify and save harmless the Division for any claim which might be made against the Division, from and including the Effective Date, with respect to its primary responsibility to facilitate the delivery of an Academic Program for the Level III student.
- e) This Agreement may be terminated on 30 days notice by either party.
- f) This Agreement shall enure to the benefit of and be binding upon the Parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF the Division has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this _____ day of _____, 2012, and Community Living Disability Services has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this _____ day of _____, 2012.

BRANDON SCHOOL DIVISION

COMMUNITY LIVING DISABILITY SERVICES

CHAIRPERSON

SECRETARY-TREASURER