



BRANDON SCHOOL DIVISION

March 6, 2013

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

TO BE HELD MONDAY, MARCH 11, 2013 IMMEDIATELY FOLLOWING
SPECIAL BOARD MEETING 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) Special Board Meeting, February 19, 2013
Adopt.
- b) Regular Board Meeting, February 25, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- | | | |
|----|--|--------------|
| a) | Divisional Futures & Community Relations Committee Meeting
- February 20, 2013;
- February 27, 2013. | P. Bowslaugh |
| b) | School Division Parent Guardian Advisory Committee Meeting | K. Sumner |
| c) | Finance Committee Meeting | M. Snelling |
| d) | Education Committee Meeting | P. Bartlette |
| e) | Other
- Joint Meeting with City of Brandon – March 6, 2013 | M. Sefton |

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

- a) Janis Arnold, Board Development Consultant, Manitoba School Boards Association, February 20, 2013, noting the Manitoba School Boards Association's Spring Trustee Education Workshop is all about reaching out to communities and getting their input. They are putting a callout to school boards to share with colleagues their success stories in the area of community engagement by way of a "Living Poster" Instead of a paper poster advertising your efforts, you will be there in person for a small group talk. The day long workshop is set for Friday, April 26, 2013 at the Victoria Inn, in Brandon. To lend your expertise as a "Living Poster", please complete the attached form and submit prior to April 2, 2013. (Appendix "A")
Refer Business Arising.

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

- a) Janis Arnold, Board Development Consultant, Manitoba School Boards Association, from Communications for Action 2.04a) noting the Manitoba School Boards Association's Spring Trustee Education Workshop is all about reaching out to communities and getting their input. They are putting a callout to school boards to share with colleagues their success stories in the area of community engagement by way of a "Living Poster" Instead of a paper poster advertising your efforts, you will be there in person for a small group talk. The day long workshop is set for Friday, April 26, 2013 at the Victoria Inn, in Brandon. To lend your expertise as a "Living Poster", please complete the attached form and submit prior to April 2, 2013.

- MSBA issues (last meeting of the month)**- From Report of Senior Administration**

- a) School Reports – NIL.
- b) Learning Support Services Presentation – NIL.

c) Items from Senior Administration Report-

- Policy and Procedures 7026 – “Registration of Students” – Refer Motions.
- Vincent Massey High School Off-Site Activity Request – Refer Motions.
- Crocus Plains Regional Secondary School Off-Site Activity Request – Refer Motions.
- Vincent Massey High School/Crocus Plains Regional Secondary School Off-Site Activity Amendment Request – Refer Motions.
- 2013-2014 Final Budget – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)**2.07 Motions**

23/2013 That Policy and Procedures 7026 – “Registration of Students” is hereby approved.

24/2013 That the trip involving forty (40) grade 9 to 12 band students, from Vincent Massey High School to Nova Scotia from May 18, 2013 to May 25, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

25/2013 That the trip involving twenty four (24) grade 11 and 12 photography students, from Crocus Plains Regional Secondary School to Hawaii from March 27 – April 6, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

26/2013 That the trip amendment involving approximately forty-five to sixty (45-60) music students/chaperones from Vincent Massey High School and **Crocus Plains Regional Secondary School** to Italy from May 15, 2014 to May 25, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

27/2013 That the School Calendar for the 2013-2014 school year be established with the Christmas break occurring from December 23 to January 5, inclusive, and the ten (10) non-instructional days be five (5) professional development days and five (5) administrative days.

28/2013 That the Final Budget for 2013-2014 and the 2013 Special Levy be approved as follows:

Total Operating Expenditures	\$86,739,000
Total Capital Expenditures	<u>\$ 2,129,100</u>
Total Expenditures	<u>\$88,868,100</u>
2013-2014 Special Requirement	<u>\$41,767,100</u>
2013 Special Levy to be raised from Municipalities	<u>\$38,174,209</u>

2.08 Bylaws**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) Darryl Gervais, Director, Instructions, Curriculum and Assessment Branch, Manitoba Education, February, 2013, noting that Manitoba Education is please to present *Grade 12 Chemistry: A Foundation for Implementation*. He notes this document supports the implementation of the general and specific learning outcomes of the updated Grade 12 Chemistry curriculum in the 2012/2013 school year. This document is available at: www.edu.gov.mb.ca/k12/cur/science/scicurr.html

Refer to Superintendent's Office.

- b) Darryl Gervais, Director, Instructions, Curriculum and Assessment Branch, Manitoba Education, February, 2013, noting that Manitoba Education is pleased to announce the release of the Life After War series of documents. The main support document entitled *Life After War: Education as a Healing Process for Refugee and War Affected Children (2012)* is available on line at www.edu.gov.mb.ca/k12/diversity/educators/publications.html These resources are intended to strengthen the capacity of school communities at all levels (early, middle, and senior years) to provide an appropriate and supportive school environment for refugee and war-affected learners and their families. Implementation workshops will be offered in the Spring/Fall of 2013 and will be announced at a later date.

Refer to Superintendent's Office.

3.03 Announcements

- a) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Tuesday, March 12, 2013, Vincent Massey High School.
- b) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, March 13, 2013, Conference Room.
- c) Manitoba School Boards Association Annual General Meeting – 2013 – March 14 to March 16, 2013, Delta Inn Hotel, Winnipeg.
- d) Education Committee Meeting – 11:30 a.m., Monday, March 18, 2103, Board Room.
- e) Divisional Futures and Community Relations Committee Meeting – 11:30 a.m., Tuesday, March 19, 2013, Earl Oxford School.
- f) Policy Review Committee Meeting – 11:30 a.m., Wednesday, March 20, 2013, Board Room.
- g) Finance Committee Meeting – 12:00 noon, Monday, March 25, 2013, Board Room.

- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 25, 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.
- 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

February 20, 2013

TO: The Chairperson and Superintendent, All Divisions and Districts

FROM: Janis Arnold, Board Development Consultant

RE: **Call for Poster Session Participants**
Manitoba School Boards Association Trustee Education Workshop, April 26, Brandon

The Manitoba School Boards Association's Spring Trustee Education Workshop is all about reaching out to your communities and getting their input – ***Community Building That Works***. The aim is to re-affirm and bring focus to your efforts, explore new avenues of engagement and practise using them. You will also hear from some sectors that are traditionally less engaged in the school system; what makes them tick and how to reach them.

We also want to hear from you. Who better to learn from than those in the same arena? We are therefore putting a call-out to school boards to share with colleagues their success stories in the area of community engagement by way of a "Living Poster". Instead of a paper poster advertising your efforts, you will be there in person for a small group talk. We are planning to have six school divisions for this session with participants split between them. Every seven minutes the groups will rotate to the next 'living poster' to hear about that division's latest or unique engagement activity. It's a quick synopsis, the pros and cons or what works and what doesn't. At the end we will have all six representatives respond to questions and comments from the whole group.

The day-long workshop is set for Friday, April 26, 2013 at the Victoria Inn, in Brandon and the "Living Poster" session will run from 11:00 am – 12:15 pm.

To lend your expertise as a "Living Poster", please complete the attached form and submit it to my attention at your earliest convenience, but no later than **April 2, 2013**. While we appreciate all submissions, time may prevent us from accommodating all.

Thank you.

:ja
Attachment

2.04/2)



COMMUNITY BUILDING THAT WORKS
"Bright Ideas, Dim Bulbs, Flickering Lights"

9:00 a.m. to 3:30 p.m., Friday April 26, 2013
Victoria Inn, 3550 Victoria Avenue, Brandon, MB
204-725-1532 or toll-free 1-800-852-2710

This full-day workshop offers a diverse set of resources and ideas, a panel representing some of the traditionally less engaged communities, interactive sessions to practice and take back to your own divisions and the opportunity to hear of new approaches from your counterparts. An expert in the area of using social media to reach stakeholders will bring a half hour of the latest trends and views on what's working and what's not. We also have a call-out now to school divisions to be part of the program by having trustees share their ideas as a "Living Poster".

Go to the MSBA web site (www.mbschoolboards.ca) to learn more and for information on volunteering to be a Living Poster. Registration for both the call-out and the workshop is available through your Division Office.

Program overview:

- "Communities - shifting, evolving, changing..... why you need to too" (Janis Arnold, Board Development Consultant, MSBA)
- An analysis of the '*movers and shakers*' in your community - (facilitated by MSBA)
- 'Social Media presentation - TBD
- Living Posters – hearing from your counterparts on their latest and unique engagement activities
- "Hearing from ALL" – panel of four from traditionally less engaged sectors
- "3 New Things" – learning from each other (facilitated by the Manitoba School Boards Association)
- "Assessing Community Connections" – where do we go from here. A practical tool to assess whether your school board is on track.

Who should attend?

- School trustees
- Senior administrators
- Community representatives with an interest in the school system

To get the most benefit from this day, we suggest that school divisions register teams with representatives from as many of these areas as possible. Feel free to bring as part of your team groups that you may currently connect with or are looking to connect with in the future.

For more information, contact the Manitoba School Boards Association at 204-233-1595 or 1-800-262-8836. To register, complete the attached form and return it to the Manitoba School Boards Association office no later **than Friday, April 19, 2013.**

Mail: 191 Provencher Boulevard, Winnipeg, MB R2H 0G4
Fax: 204-231-1356
E-mail: jesau@mbschoolboards.ca



Call for Poster Session Participants
Manitoba School Boards Association Trustee Education Workshop
April 26, 2013 – Victoria Inn, Brandon

Yes, I/we would like to participate in the poster session on community engagement at the April 26, 2013 Trustee Education Workshop. Here are the details.

7 – minute session

- Synopsis of your latest or unique engagement activity
- Target group
- Pros / cons
- What worked / what didn't work

Presentation Overview (up to 250 words, what did the engagement tool look like, what was the outcome):

Sessions are seven minutes each with a repeat for each of six small group,s followed by an open question and comment period from all participants.

Contact information:

Division or District: _____

Name: _____ Position/Title: _____

Telephone: _____ Email: _____

Please complete this form and return it by fax (204-231-1356) or e-mail (jarnold@mbschoolboards.ca) to Janis Arnold, Board Development Consultant

Deadline for consideration: April 2, 2013
Thank you!

COMMUNITY BUILDING THAT WORKS

Registration Form • Friday, April 26, 2013 • Victoria Inn, Brandon

To Register:

Please return this completed form to the MBSA office by April 19. Forms can be faxed to: **Jennifer Esau** (231-1356) or emailed: jesau@mbschoolboards.ca. Forms can also be mailed to: 191 Provencher Blvd., Winnipeg, MB R2H 0G4

Note payment details below.

LOCATION AND PROGRAM:

9:00 a.m. to 3:30 p.m.

Friday, April 26, 2013

Victoria Inn, Brandon

3550 Victoria Avenue, Brandon

This full-day workshop offers a diverse set of resources and ideas, a panel representing some of the traditionally less engaged communities, interactive sessions to practice and take back to your own divisions and the opportunity to hear of new approaches from your counterparts. An expert in the area of using social media to reach stakeholders will bring a half hour of the latest trends and views on what's working and what's not. We also have a call-out now to school divisions to be part of the program by having trustees share their ideas as a "Living Poster".

Cancellation Policy:

Full refunds will be given if notice of cancellation is received at the association by April 19. Refunds, less a \$25 per person administration fee, will be issued if notice of cancellation is received at the association office after April 19, but prior to April 26. No refunds will be available for cancellations received after the start of the workshop, but substitutions will be allowed.

PLEASE NOTE:

- Registration (continental breakfast provided) opens at 8:30 a.m.
- Registration fee for this one-day workshop is \$115 per person plus GST
- Fee includes all sessions, workshop handouts, lunch and refreshment breaks
- Contact Tara at the association office should you have specific food **allergies** or dietary restrictions
- Registration deadline is **Friday, April 19**

Division/District: _____

Name (Please Print)	Position

Total Fees: \$ _____ + _____ (GST 5%) = \$ _____

Cheque Enclosed ☐

Please Invoice ☐



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL 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 9:00 A.M., TUESDAY, FEBRUARY 19, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Dr. L. Ross, Mr. M. Snelling, 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, Mr. G. Malazdrewicz, Associate Superintendent, Mr. D. Labossiere, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. P. Bartlette

CALL:

The Chairperson called the meeting to order at 9:00 a.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

- a) Budget Estimates for 2013-2014

Chairperson, Mark Sefton, provided opening remarks noting today was the Board's most important meeting of the year. He confirmed Trustees needed to strike a balance between the needs of the students and the concerns of the taxpayers. He noted there were some who would have a freeze placed on taxes while others would advocate for a higher tax rate. The Board's job was to attempt to find a balance somewhere between these two points. Mr. Sefton referenced the consultations which had taken place over the past several months. He noted the day may be long as there were forty-four resource requirement requests to be reviewed. The Chairperson spoke about the process which would take place during deliberations as the Trustees worked towards establishing a budget.

The Superintendent, Dr. D. Michaels, spoke to the Professional Education Leadership Program (PELP) Coherence Framework outlined in the Budget Binder for Trustees. She noted the importance of the Board's actions with respect to budget decisions being in coherence with the work of the school division. She concluded her remarks by wishing the Board the best in their deliberations.

The Finance Committee Chairperson, Marty Snelling, reminded the Board that the decisions made today would affect the future of the Division. He noted the various meetings held with stakeholders and government representatives prior to budget. He confirmed the proposed budget of \$84 million dollars is the Division's largest budget to date. He spoke of President Harry Truman's philosophy regarding education and provided

each Trustee with a pen which stated "The Buck Stops Here", noting the Board of Trustees responsibility with respect to the upcoming budget deliberations.

Mr. Zabowski, Secretary-Treasurer, outlined the procedure he would be following for the day's proceedings. He spoke to the Board's task with respect to their deliberations and noted upcoming deadlines with respect to presentations by the public, voting on the budget, forwarding the budget information to Municipalities and the Government.

Mr. Zabowski confirmed the impact the Board's decisions would have on students, staff and the local taxpayer for the future. He noted the preliminary budget, before the resource requirement requests were added, had been built to keep what the Division currently has, allow for enrollment growth and a 2% inflationary increase on controllable items. He spent time addressing the current accumulated surplus and the Board's direction, via motion, to increase the surplus to 2% of the operating budget.

Mr. Zabowski outlined the 2013/2014 Financial Budget document to be considered and highlighted the following:

- 1) Enrolment
- 2) Staffing
- 3) Accumulated surplus and reserves
- 4) Preliminary 2013/2014 budget summary
- 5) Capital and Maintenance Budget
- 6) Resource Requirement Requests
- 7) Special Levy Requirements
- 8) 20K-3 Funding Announcement

Trustees asked questions for clarification during Mr. Zabowski's presentation regarding accumulated surplus; the various scenarios presented; the average salary and benefits for teaching staff in the Division; and the 20K-3 funding allotment for the Brandon School Division and what it means to the Division.

Trustees expressed concern regarding the confusion and apparent misinformation received from the Ministry, the Education Department, and various government representatives with respect to the implementation of the 20K-3 funding, including whether or not the Division was to begin to hire teachers immediately; how many teachers were required; and how much funding the Government would be providing. It was agreed the Board had acted in good faith during the 2012-2013 budget deliberations based on a letter received from the Government with respect to the implementation process for the 20K-3 funding.

Superintendent, Dr. Michaels, introduced the Public Budget Forum Feedback document prepared by Ms. M. Wilson, Research and Evaluation Specialist. She asked Ms. Wilson to speak to the document. Ms. Wilson provided the Board with a detailed analysis of the results obtained from the survey conducted following the Public Budget Forum held February 6, 2013. Ms. Wilson answered Trustee questions for clarification.

BREAK: 10:34 a.m. – 10:56 a.m.

Mr. Sumner - Mrs. Bowslaugh

That the Board do now resolve into Committee of the Whole In Camera. (10:56 a.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

Senior Administration presented confidential information regarding possible reallocations/reductions. Senior Administration responded to Trustee inquiries.

Dr. Ross – Mr. Murray

That the Committee of the Whole In Camera do now resolve into Board. (11:45 a.m.).

Carried.

The Resource Requirements Requests recommended for consideration were presented by various Trustees and Senior Administration as follows:

Trustee/Board Committees:

Business

Community Relations Budget for Meeting with Public \$ 8,000

Facilities

Maintenance & Upgrades to Playgrounds \$ 5,000

Division Costs for Portable Classrooms \$ 84,000

Human Resources

Implementation of 20K3 – Year 2 \$840,700

BSSAP Worker for Valleyview School \$ 13,700

École New Era/Earl Oxford Transition \$150,500

Supplies

iPad Carts/Laptops for Schools Without Elevators \$ 22,800

Evaluation of Vocational Equipment Needs \$ 5,000

Instructional Budget – Increase \$5.00 a Student \$ 40,200

Instructional Budget for Field Trip Allocation \$ 18,000

Emergency Funding for Sports Travel Due to Weather \$ 10,000

Senior Administration:

Business

Secretarial Overload for Senior High Schools \$ 9,600

Communication and Translation Budget \$ 28,200

Wellness Day Budget \$ 20,000

Smart Board Maintenance \$ 10,000

Telepresence video conference package \$ 8,000

Facilities

Security Cameras, Mirrors & Card Access/Lock Down \$150,000

Human Resources

Provide Remaining Schools with Coquitlam Formula \$ 93,600

Technical Support Specialist/Share Point/Database Programmer \$143,100

Communications & Technology Assistant \$ 55,900

Research and Evaluation Support \$ 6,500

Full Day/Every Day Kindergarten – George Fitton \$209,000

Divisional Principal for Office of Superintendent \$121,100

Job Evaluation Secretary and Part-Time Sub Booking Clerk \$ 84,600

Facilities Planner (data management) \$ 83,500

Reading Recovery Teachers \$118,900

Vice-Principals \$343,000

Educational Assistant Hours \$ 40,000

Staff Co-ordinator for Professional Development for Support Staff \$ 56,900

Training for MIST Department \$ 9,000

Secretary for Neelin High School Off-Campus Program \$ 37,900

Secretary for École New Era School \$ 37,900

Educational Assistants Assigned to AEP	\$367,500
Teachers	\$555,100
Professional Development for Advance Placement Programs	\$ 76,600
Recruitment of Teachers and Relocation Costs	\$ 26,000
Learning Support Services	
Teacher Mentorship Initiative	\$ 32,000
External International Examinations (AP and IB)	\$ 15,000
F1 Competition Participation	\$ 33,500
School Based Technology	\$140,000
Supplies	
Learning Resources	\$ 410,000
Middle Years Home Economics/Industrial Arts/Band	\$ 14,700
Assistive technology/Occupational Therapy Funding	\$ 12,200
Science Equipment, Sound Field Systems, etc.	\$ 53,700
TOTALS:	<u>\$4,600,900</u>

The Resource Requirement Requests recommended by individual Board Members/Committees and Senior Administration for consideration were discussed with Trustees speaking for or against each recommended enhancement item with the following results:

1) Community Relations Budget for Meeting with Public – **AGREED (5-3) - \$8,000**

Trustees agreed a budget line was required to continue to engage the public and provide for transparency. Discussions were held as to whether or not the amount should be decreased to \$5,000. It was agreed to leave the budget line at \$8,000.

2) Maintenance and upgrades to playgrounds – **AGREED - \$5,000**

Trustees unanimously agreed to this item noting the support the partnership with the City of Brandon with respect to playgrounds.

3) Division costs for portable classrooms – **AGREED - \$84,000**

Discussions were held regarding what would happen to any excess money in this budget line should the Division not receive the 12 requested portables. It was agreed any money not used, should the Division receive fewer portables, would be added to accumulated surplus. This item was unanimously approved.

A lunch break was taken from 12:00 p.m. to 1:00 p.m.

4) Implementation of 20K-3 Year 2 – **REDUCED - \$237,900**

Referencing the impact of last year's decision regarding 20K-3 Year 1 implementation, and the amount of funding received from the Government with respect to this item, Trustees expressed concern regarding how to handle the government initiative. It was noted the Division would be receiving \$180,000 for three teachers. However, the average teacher salary, plus benefits for the Brandon School Division was greater than the \$60,000 allotted by the government. Discussions were also held as to whether or not to use the funding of \$180,000 to cover the cost of the 2.7 FTE which had been provided from accumulated surplus last year in order to meet the Year 1 implementation. The effect staffing changes would have on the pupil-teacher ratio and the suggestion government initiatives be funded 100% by the government were discussed by Trustees. It was agreed to reduce this item to \$237,900 which would represent 3 FTE teachers of which \$180,000 would be covered by the 20K-3 funding and an additional \$54,000 to meet the average salary and

benefits for a Division teacher. The Secretary-Treasurer noted the original budget line had included \$5,500 for classroom resources. The Board agreed to defer that portion of the budget line to discussions under the item of supplies. It was further agreed to reduce the 27 FTE provided for enrollment growth in the base budget by 2.7 FTE. The Secretary-Treasurer was directed to recalculate the pupil/teacher ratio to reflect this decision.

5) BSSAP worker for Valleyview School – **AGREED - \$13,700**

Citing the identified need at Valleyview and the success of this initiative at other schools, the Trustees unanimously agreed to this item.

6) École New Era – Earl Oxford Transition – **REDUCED - \$47,900**

Trustees requested clarification for this budget line noting that staff would be moving with the students and therefore felt there would be a net zero requirement for staff. Trustees agreed bussing was required in the amount of \$32,000 to address the transition but questioned the need for additional staffing support for more than one year. Concern was expressed that one year additional staffing might result in permanent staffing. It was agreed to bring forth the amount of \$47,900 which would represent bussing requirement and ancillary supplies only.

7) iPad carts/laptops for each floor in schools without elevator (Meadows, O’Kelly) – **AGREED (6-2) - \$22,800**

Trustees requested clarification regarding the number of laptops/iPads a cart would hold; the cost of the equipment on the cart; and an update on the time frame for the construction of the elevator at Meadows School. This item was to be brought forward in the full amount of \$22,800.

8) Evaluation of Vocational Equipment Needs – **REJECTED - \$5,000**

It was generally agreed the Division had staff capable of conducting an evaluation of the vocational equipment needs therefore this item was unanimously rejected.

9) Instructional budget – additional \$5.00/student – **AGREED (7-1) - \$40,200**

A suggestion was made to reduce this request by about half and then adjust for inflation in the future years. The Secretary-Treasurer noted that this item was included in the schools’ instructional budget. It was agreed to bring this item forward and refer further discussions on the matter to the Finance Committee.

10) Instructional budget for field trip allocation – **AGREED (5-3) - \$18,000**

It was agreed this budget line would assist in addressing equity for smaller schools and schools outside the City of Brandon. Following discussions as to whether or not to reduce this amount to \$12,000, it was decided to bring forth at \$18,000.

11) Emergency funding for sports travel teams due to inclement weather – **REDUCED (7-1) - \$5,000**

Trustees generally agreed this item was very necessary for the safety of students, however suggested the amount be reduced to \$5,000. It was also noted this amount was for school teams only and not the elite teams which operate above and beyond the school teams.

12) Secretarial Overload for Senior High Schools – **AGREED - \$9,600**

It was unanimously agreed to bring this item forward.

13) Communication and translation budget – **REDUCED - \$18,000**

Discussions were held regarding the amount of money requested and what items were to be addressed by the budget line. Concern was expressed regarding the amount of money being used to address translation services, however, it was also noted that schools do need some translation services when meeting one on one with parents for such things as parent/teacher interviews. It was agreed to reduce the sum requested to \$18,000 with a direction that \$8,000 be put towards translation services.

14) Wellness Day budget – **REDUCED - \$10,000**

As this budget was required to address such items as training staff on legislation, including workplace safety and health, harassment, and violence in the work place, it was agreed some money was required to be applied to this budget line. It was suggested that the name “Wellness” was misleading to the public and should be reviewed and changed for the future. It was also felt that by adding some money at the front end for training, the Division would be saving money addressing fallout issues which had resulted due to lack of understanding of legislation. It was agreed to bring forth a reduced budget line of \$10,000.

15) Smart Board maintenance – **AGREED - \$10,000**

It was unanimously agreed to bring this item forward.

16) Telepresence video conference package – **AGREED - \$8,000**

Trustees requested clarification as to the benefit of this budget line and when it would be used. Senior Administration noted that travel costs for professional development could be reduced. Discussions were held regarding the possibility of partnering with the Brandon University for this item, especially with respect to conducting interviews. It was felt by some Trustees that approval of this item would see it pay for itself very quickly in savings in other areas. Suggestions were made that the travel budget be reduced by \$8,000 should this item be brought forward. It was noted that reductions in costs would become apparent over time, but not likely in the first year. Trustees agreed to support this item and requested a report from Senior Administration at the first Board meeting in January about how much travel costs had been reduced by using video conferencing.

17) Security cameras, mirrors and card access/lock down for schools – **AGREED (7-1) - \$150,000**

It was suggested that this item move forward over two years at a cost of \$75,000 per year. Senior Administration noted the sum of \$150,000 was to address the three high schools first and then the budget line would continue until all schools had been addressed.

18) Provide remaining schools with Coquitlam Formula – **AGREED - \$93,600**

It was noted this item would provide more hours for Custodial Assistants to help with school cleanliness. Suggestions were made to reduce this item to \$50,000 and phase in over time. It was noted this item was discussed last year and a two year phase in period had been recommended at that time. It was also felt this budget item would assist the Division in implementing the Joint Use Agreement. It was agreed to bring this budget item forward for the full amount requested in order to complete the implementation of the Coquitlam Formula.

19) Technical Support Specialist and SharePoint/Database Programmer (MIST) – **REDUCED - \$72,000**

The Director of MIST was asked to speak to this item to clarify the two positions and address who, if anyone, is currently doing the work of these positions. Trustees agreed to support the budget request for a Technical Support Specialist at this time but declined the request for a SharePoint/Database Programmer.

20) Communications & Technology Assistant – **REJECTED - \$55,900**

Trustees spoke highly of the work of the Communications and Technology Specialist, however, they did not believe the timing was right to hire an assistant for this position at this time. Trustees unanimously rejected this item.

21) Research and Evaluation support – **AGREED (7-1) - \$6,500**

Trustees requested clarification as to the expectations of this support. It was suggested this position be increased to a .5 FTE in the amount of \$28,000 and that the position assist both the Research and Evaluation Specialist and the Communications and Technology Specialist. Trustees agreed to leave the budget request at \$6,500.

BREAK: 3:00 p.m. to 3:10 p.m.

22) Full Day/Every Day Kindergarten – George Fitton – **AGREED - \$209,000**

Trustees requested clarification as to why this budget line had been increased to \$209,000 from last year's budget line. Trustees also requested confirmation that this was for George Fitton catchment area students only. It was unanimously agreed to bring this item forward.

23) Divisional Principal for Office of Superintendent – **REJECTED (5-3) - \$121,100**

Trustees held an in-depth discussion on this item. Public perception of the need for additional administrative staff was discussed. The reality of the need for additional administrative staff and the heavy workload involved due to a number of factors, including increased enrollment was also reviewed. Further discussions were held regarding whether the position should be seconded for a period of time from the Division's principal staff, or hired separately. Whether or not the position should be titled a Divisional Principal or an Assistant Superintendent; pay and qualifications; responsibilities and duty; the need for succession planning; and the reality of what can be accomplished given the work load currently placed on Administrative Staff should this position not be approved, were all discussed in detail by the Board. It was agreed to defer this item to later in the day for further discussion and decision.

24) Job Evaluation Secretary (1.0 FTE) and part-time Sub Booking Clerk (0.5 FTE) – **REDUCED (6-2) - \$58,300**

The Director of Human Resources was asked to speak about the work of the Joint Job Evaluation Secretary and what would happen to the work completed in that area should the position be reduced to half time. Ms. Switzer noted the work which had been completed to date and the progress made to meet the requirements of the JJE Process. Trustees spoke for and against keeping the position at as a 1.0 FTE position. It was agreed to reduce this budget line to \$58,300 and reduce the Job Evaluation Secretary position to .5 FTE.

25) Facilities planner (data management) – **REJECTED - \$83,500**

Suggestions were made to reduce this to a half time position. This item was rejected.

26) Reading Recover Teachers – **AGREED - \$118,900**

It was unanimously agreed to bring this item forward.

27) Vice-Principals – **REDUCED (7-1) - \$196,000**

Discussions were held regarding the need for a policy on this item which would provide the Division with guidelines as to when and why a Vice-Principal position was required.

It was felt a lack of policy caused the Board to be reactive instead of proactive in this area. It was agreed to approve two full time positions to be assigned by Senior Administration to the areas of greatest need.

28) Educational Assistant hours – **AGREED - \$40,000**

It was noted this item would address the issue of lunch hour supervision. It was unanimously agreed to bring this item forward.

29) Staff Co-ordinator for Professional Development for Support Staff – **REDUCED - \$28,500**

Trustees recognized this need for this request. Suggestions were made to combine the duties and responsibilities with the sub-booking clerk. It was agreed to bring forward this item as a .5 FTE position.

30) Training for MIST Department – **AGREED - \$9,000**

It was unanimously agreed to bring this item forward.

31) Secretary for Neelin High School Off-Campus program – **AGREED - \$37,900**

The Director of Human Resources was asked to speak to this item. She noted should this item not be approved, the workload would return to the secretaries at École Secondaire Neelin High School and Off-Campus teaching staff. She noted a term position is currently providing services for the Off-Campus program. It was unanimously agreed to bring this item forward.

32) Secretary for École New Era School – **REDUCED - \$19,000**

Trustees requested clarification regarding enrollment numbers at École New Era School and what had changed that caused the need for a new secretary at the school. Trustees recommended this item be brought forward as a .5 FTE position.

33) Educational Assistants assigned to Appropriate Educational Programming (AEP) – **REDUCED - \$250,000**

Trustees requested clarification regarding funding for Level II and III students. Trustees also requested clarification regarding Educational Assistant requirements for the various levels. Concern was expressed by the Board regarding the role of the Government in this area and the decisions made with respect to the perceived needs of students versus the reality of student needs. Trustees did not agree with the “off-loading” that was taking place in this area due to a change in the Government funding. It was agreed to support this budget item in the reduced amount of \$250,000.

34) Teachers – **REDUCED - \$214,100**

Senior Administration was asked to speak to this item. It was noted that the positions requested had come from discussions held with school principals. These were not discretionary positions, but positions based on need. Trustees unanimously agreed to support 2.7 FTE positions to address the positions taken from accumulated surplus in the previous budget to meet the 20K-3 implementation.

35) Professional Development for Advanced Placement programs and Divisional Initiatives. – **REDUCED - \$40,000**

Trustees inquired as to why this item was not part of the professional development budget line currently in place. It was noted this was required professional development and is more expensive due to the expansion of the programming and increased number of staff participating. Discussions were held regarding the HALEP programming and how that is supported financially. It was agreed the Advance Placement programming and International Baccalaureate programming were beneficial and provided an opportunity for students to strive for excellence. Trustees agreed to bring this item forward at a reduced budget line of \$40,000.

36) Recruitment of Teachers and Relocation Costs – **REDUCED - \$20,000**

Trustee Ross provided information on this item from the Personnel Committee's point of view. The Director of Human Resources was asked to speak to difficulties faced in recruiting for specialty areas and the impact this would have on recruiting should the Board decide not to approve this budget request. Trustees agreed to this item at a reduced budget line of \$20,000 noting they did not have a policy on relocation costs which could help direct this budget line in the future.

37) Teacher Mentorship – **AGREED (6-2) - \$32,000**

Trustees spoke for and against this item. It was felt by some Trustees that staff should not have to be paid to support each other. On the other hand, it was noted that with the number of new teachers that are hired each year, this item would assist in staff retention and was therefore a good investment.

38) External International Examinations – **AGREED - \$15,000**

It was agreed to unanimously support this budget item.

39) F1 Competition Participation – **AGREED (7-1) - \$33,500**

Trustees requested clarification as to what all was included in this item. It was agreed to bring forth this budget item.

40) School Based Technology – **REDUCED (5-3) - \$70,000**

Trustees spoke in favour of this item, however the amount was reduced to \$70,000.

41) Learning Resources – **REDUCED - \$200,000**

It was agreed to bring this item forward at a reduced budget of \$200,000.

42) Middle Years Home Economics, Industrial Arts, Band Support – **AGREED - \$14,700**

It was unanimously agreed to bring this item forward.

43) Assistive Technology/Occupational Therapy funding – **AGREED - \$12,200**

It was unanimously agreed to bring this item forward.

44) Science equipment, sound field systems, additional classroom furniture – **AGREED - \$53,700**

Trustees requested clarification regarding the purpose of a sound field system. An inquiry was made as to whether or not this item could be taken from the Capital and Maintenance Budget. It was agreed to bring this item forward.

Trustees then returned to the item regarding the Divisional Principal which had been deferred to the end of the review of the resource requirements. Trustees asked the Secretary-Treasurer to review the status of the proposed budget as it currently stands. Mr. Zabowski noted with the resource requirement requests added, the increase to the mill rate now stood at 8.5%. With the addition of the request for a Divisional Principal the mill rate would increase to 8.6%. Discussions were held regarding the importance of distinguishing between the highest paid principal in the division and this new position should it be approved. Suggestions were made to reduce this item to \$65,000 and conduct an intense review of the Office of the Superintendent regarding workload and succession planning. Superintendent, Dr. Michaels, noted the evaluation recently received indicated help was required. She confirmed the Board must be able to publicly support this therefore it was determined a Divisional Principal would be suggested. She noted it was not a matter of studying that was required, but a matter of volume of workload and response time. She confirmed the suggestion to second would work, however, not for six months. It would require a two year secondment with and assessment at the end of the second year. The principal's position would also have to be secure should the secondment not be renewed. A further suggestion was made by Trustees to add the budget line for the full amount, study the needs for the Office of the Superintendent, then make a decision on how the position will be filled. Other suggestions were made to defer the matter to the next budget. Superintendent, Dr. Michaels, asked the Board to put this matter in abeyance for the time being and look at for the next budget following a study of the matter. Trustee Ross regretted that there was a lack of commitment on behalf of the Board to follow through on this item. It was agreed to remove this item from the proposed budget for this year.

SUPPER BREAK: 6:00 p.m. to 7:00 p.m.

Following the supper break, the Chairperson noted the Board had originally received 4.6 million in resource requirement requests and had approved 2.35 million. He asked Trustees if they wished to revisit any of the items which had been previously discussed.

Trustee Ross asked the Board to reconsider their position on the Job Evaluation Secretary. She did not feel the decision to reduce the position to half time made sense. Further discussions were held regarding the work which had been completed and the future work to be completed. Discussions were also held regarding the Board's obligations with respect to the CUPE Collective Agreement in the area of Job Evaluation. It was agreed to leave this proposal as previously discussed as a .5 FTE position to be brought forward.

Trustee Bowslaugh asked the Board to reconsider implementation of the security cameras, mirrors and card access/lock down for schools over a two year period rather than the full amount in one year. Trustees did not wish to alter this budget line and agreed to leave this proposal as previously discussed at \$150,000.

Mr. Kevin Zabowski, Secretary-Treasurer, noted that the budget as it now stands provided for an increase in the mill rate of 8.5%. On a \$200,000 home, this resulted in an increase of \$117.25 a year or \$9.77 a month. On a \$500,000 commercial building, this resulted in an increase of 4.9% over the previous year's taxes which was a difference of \$423 on annual basis or \$35.00 per month. Mr. Zabowski further confirmed the Board had approved \$2.3 million in resource requirement requests and would be bringing forth a 2014 Special Levy of

6.9%. He further noted that the total increase in spending for the Division from the previous year was about 10.4%.

Superintendent, Dr. Michaels, confirmed the budget had been built on resources needed by the schools at this point in time. She felt the budget set today was a solid budget which would support schools.

Mr. Snelling – Mrs. Bowslaugh
That the meeting do now adjourn (7:20 p.m.).

Chairperson

Secretary-Treasurer



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, FEBRUARY 25, 2013.

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.

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

Senior Administration: Mr. G. Malazdrewicz, Associate Superintendent, Mr. Denis Labossiere, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Dr. L. Ross, Dr. D. M. Michaels, Superintendent/CEO.

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance to the meeting. He noted the absence of the Superintendent and sent a special greeting from the Board of Trustees wishing her a speedy recovery.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The following items were requested for In-Camera discussions:

- Two Board Operations matters from Secretary-Treasurer, Mr. Zabowski;
- One Property Matter from Associate Superintendent, Mr. Malazdrewicz;
- One Board Operations Matter from Trustee Sefton;
- One Property Matter from Trustee Snelling;
- An inquiry from Trustee Bowslaugh.

Mr. Kruck – Mr. Karnes

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 February 11, 2013 were circulated.

Trustee Bartlette requested that his Trustee Inquiry be amended. He felt it appeared that his inquiry could possibly be interpreted by the public that more than one incident had taken place whereby a student had been dropped off at the wrong location. He requested an amendment to his inquiry which would state “a bus driver failed to drop off a student at the proper location at the proper time.”

Mr. Snelling – Mr. Karnes

That the Minutes be approved as amended.

Carried.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information**

- a) The Chairperson recognized Issac Kim, a Vincent Massey High School Student, by presenting him with a Certificate of Recognition on behalf of the Board of Trustees for recently winning the University of Toronto National Book Award for 2013. The Chairperson noted how very proud the Board of Trustees were of his accomplishments. Mr. Kim thanked the Board of Trustees for the recognition. He also thanked the staff at Vincent Massey, in particular the school principal, for helping him to achieve the award from the University of Toronto.

2.02 Reports of Committees

- a) Divisional Futures and Community Relations Committee Meeting

The written report of the Divisional Futures and Community Relations Committee meeting held on February 6, 2013 was circulated.

Mrs. Bowslaugh – Mr. Snelling

That the Minutes be received and filed.

Carried.

- b) Facilities and Transportation Committee Minutes

The written report of the Facilities and Transportation Committee meeting held on February 7, 2013 was circulated.

Trustee Snelling suggested the Committee propose a possible timeline to the Brandon General Museum Association for moving the B.J. Hales Collection out of Earl Oxford School. This would then allow the Division to look at using the space in Earl Oxford School for classroom purposes. The Facilities and Transportation Committee Chairperson agreed to add this item to the next Committee agenda.

Mr. Karnes – Mr. Snelling

That the Minutes be received and filed.

Carried.

c) Personnel Committee Minutes

The written report of the Personnel Committee meeting held on March 11, 2013 was circulated.

Mr. Karnes – Mr. Kruck

That the Minutes be received and filed.

Carried.

d) Policy Review Committee Minutes.

The written report of the Policy Review Committee meeting held on March 13, 2013 was circulated.

Mr. Kruck – Mr. Snelling

That the Minutes be received and filed.

Carried.

e) Other

NIL

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, February 4, 2013, enclosing the "Authorization to Receive Board Ballots" for the MSBA Convention March 13 to 16, 2013. The form is to be completed and returned to the offices of the MSBA prior to the convention. The Board may authorize as many or as few trustees as they wish, however they suggest a minimum of two.

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, from Communications for Action 2.04a), enclosing the "Authorization to Receive Board Ballots" for the MSBA Convention March 13 to 16, 2013 was discussed. It was agreed Trustee Sefton, Chairperson and Trustee Murray, Vice-Chairperson, would be the authorized designates to receive the Board's ballots.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation –NIL
- c) Items from Senior Administration Report
 - Policy and Procedures 9039 – “Public Relations – Student Parent/Guardian Policy” – Referred Motions.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

19/2013 Mr. Kruck – Mr. Karnes

That Policy and Procedures 9039 – “Public Relations Student-Parent/Guardian Policy” is hereby rescinded.

Carried.

20/2013 Mr. Murray – Mr. Karnes

That in accordance with a Motion passed in March, 1998, the Division continues to participate in the central purchase of school buses for the 2013/2014 budget year.

Carried.

21/2013 Mr. Karnes – Mr. Murray

That support in the amount of \$21,000 funded through accumulated surplus for the proposal from Crocus Plains to construct a Field House and In-Ground Sprinkler System be approved subject to review by the Division’s Director of Facilities and Transportation and successful funding from Community Places.

Trustee Karnes proposed an amendment to the motion as follows:

“That a loan in the amount of \$21,000 funded from accumulated surplus for the proposal from Crocus Plains Regional Secondary School to construct a Field House and In-Ground Sprinkler System, to be repaid by Crocus Plains Regional Secondary School over four school years, be approved.”

Mr. Karnes noted he had met with Mr. Freiheit, teacher, Crocus Plains Regional Secondary School, Mr. Osiowy, the school principal, and Mr. Zabowski, Secretary-Treasurer, to discuss this item prior to bringing forward the amended motion. He confirmed the reason the Friends of the Plainsmen did not receive the funds last year was because Community Places ran out of money and therefore the Friends of the Plainsmen had to reapply for this year. Mr. Karnes confirmed additional fundraising would cover extra costs. He also confirmed that Mr. Osiowy, the school principal, is in full support of this item and would be willing to pay back the loan over four years through other school funds and with the assistance of Friends of the Plainsmen. Mr. Karnes provided further information on the sprinkler system that would be included; who all would use the facility; why the facility is needed; storage space in the facility; and fitness space in the facility. He further confirmed he had received four letters from parents expressing concern regarding the current changing arrangements provided for students playing on the outdoor fields at Crocus.

Trustee Kruck requested the amended motion be revised to include the qualification from the original motion that approval was "subject to review by the Division's Director of Facilities and Transportation and successful funding from Community Places".

Discussions were held regarding the possibility of funding this project from funds set aside for portables should the Division not receive the 12 portables requested. It was felt that this was something that could not be dealt with until the Division learned how many portables they would be receiving.

Trustee Murray referencing discussions held on Budget Day, requested clarification regarding the accumulated surplus and the effect this motion would have on the budget line.

Trustee Bowslaugh asked the Board to consider the students and the benefits to them should the Board approve this motion. Given the concerns regarding changing space, she felt the Board couldn't afford not to approve the motion.

Trustee Bartlette noted he was not willing to reduce the accumulated surplus by \$21,000. The Board had made a decision regarding the accumulated surplus and he could not support suddenly changing that decision.

Trustee Sumner agreed with Trustee Bartlette. He was unwilling to move on the decisions made regarding accumulated surplus. He felt funding needed to be provided some other way, but not from accumulated surplus, just days after discussing it at the All-Day Budget meeting.

Trustee Kruck agreed with Trustees Sumner and Bartlette. But he also felt that since this was a temporary loan he could support the motion.

Trustee Sefton confirmed he was opposed to the motion. He noted he was a strong supporter of Crocus Plains, but loan or grant, the money was still coming from accumulated surplus and he could not support it. He confirmed the Board made a commitment not to use accumulated surplus. He noted on Budget Day the Board was presented with a \$400,000 item for learning resources and cut it to \$200,000. These were learning resources for the classroom and it was troublesome that a few days later the Board was now looking at taking money from accumulated surplus to fund this request. He also noted this exact same item had come forward to the Board previously and here it was one year later being brought forward again. He confirmed it was not with joy that he would be voting against the motion.

Trustee Snelling requested clarification regarding how much money would be provided by Community Places.

Secretary-Treasurer, Mr. Zabowski, confirmed there would also be an ongoing cost of water consumption in the approximate amount of \$1,400 per year, should this item be approved.

AMENDED MOTION:

That a loan in the amount of \$21,000 funded from accumulated surplus for the proposal from Crocus Plains Regional Secondary School to construct a Field House and In-Ground Sprinkler System, subject to review by the Division's Director of Facilities and Transportation and successful funding from Community Places, to be repaid by Crocus Plains Regional Secondary School over four school years, be approved.

Carried. (5-3 Trustees Sumner, Bartlette and Sefton opposed).

2.08 Bylaws

NIL

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

NIL

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

The Secretary-Treasurer distributed revised information on the Board's budget deliberations of February 19, 2013. Mr. Zabowski provided information regarding cost per pupil over the last several years noting the cost per pupil has increased over the years, and although the funding per pupil has also increased, it still falls short of the Division's cost per pupil. He also reiterated that the Division is currently 4th lowest in the Province with respect to cost per pupil and even with the proposed budget increases, the Division will remain one of the lowest in the Division with respect to cost per pupil. Mr. Zabowski also spoke to the budget day adjustments made as a result of the Board's decision to adjust the pupil-teacher ratio to account for the 2.7 FTE teaching positions which had previously be funded from accumulated surplus. This adjustment to the pupil-teacher ratio resulted in a mill rate increase of 8.2% rather than the 8.5% which had been noted on February 19, 2013. The Secretary-Treasurer noted this would result in a tax increase on a \$200,000 home of \$113.57 per year of \$9.46 per month, and an change in school taxes of \$410.00 on a business valued at \$500,000.

The Associate Superintendent highlighted the following items from the Report of Senior Administration:

- Fountas and Pinnell assessment at Green Acres School;
- Initiatives at École Secondaire Neelin High School targeting improvement of numeracy awareness with students;
- Quality support services at Valleyview Centennial Schools which address literacy issues;
- Semester Suspension Results.

Mr. Murray – Mr. Kruck

That the February 25, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Robert J. Fraser, Chair, Board of Trustees, River East Transcona School Division, February 7, 2013, noting the Board of Trustees for the school division unanimously supported the nomination of Trustee Wayne Ritcher for the position of Director Region 5 of the Manitoba School Boards Association.

Ordered Filed.

- b) Robert J. Fraser, Chair, Board of Trustees, River East Transcona School Division, February 7, 2013, noting the Board of Trustees for the school division unanimously supported the nomination of Trustee Peter Kotyk for the position of Vice-President for school boards larger than 6,000 of the Manitoba School Boards Association.

Ordered Filed.

- c) Robert Rivard, President, Manitoba School Boards Association (MSBA), February 8, 2013, addressed to The Honourable Nancy Allan, Minister of Education, noting the MSBA Executive had reviewed Bill 18, *The Public Schools Amendment Act (Safe and Inclusive Schools)*. He notes at a recent meeting of the provincial Social Justice Coalition concern was expressed regarding the proposed new PSA section 41(1.8) which reads, in part that "A respect for human diversity policy must accommodate pupils who want to establish and lead organizations..." Their concern is that the onus of initiating such activities or organization has been placed upon the shoulders of the sometimes-vulnerable individuals who may already be negatively impacted by circumstances at school. In particular they reference activities or organizations which relate to "the awareness or understanding of, and respect for, people of all sexual orientations and gender identities" as research indicates these students are less likely to feel safe at school than the general population or visible minority groups. They have therefore provided a proposed amendment to the wording to address this concern which would state that "A respect for human diversity policy must accommodate activities and the formation of organizations that..." This change would strengthen the legislation by shifting the focus of responsibility from students, and by explicitly empowering staff to initiate appropriate action.

Ordered Filed.

3.03 Announcements

- a) Education Committee Meeting – 11:30 a.m., Tuesday, February 26, 2013, Board Room.
- b) Divisional Futures and Community Relations Committee Meeting with IB students – 12:20 p.m., Wednesday, February 27, 2013, École Secondaire Neelin High School.
- c) Special Board Meeting – Public Budget Presentations – 7:00 p.m., Monday, March 4, 2013, Board Room.
- d) Divisional Futures and Community Relations Committee Meeting – 11:30 a.m., Wednesday, March 6, 2013, Board Room.
- e) Joint Meeting with Brandon City Council – 6:00 p.m., Wednesday, March 6, 2013, Riverbank Discovery Centre.
- f) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, March 7, 2013, Board Room.

- g) Aboriginal Education Advisory Committee Meeting – 7:00 p.m., Thursday, March 7, 2013, Board Room.
- h) Personnel Committee Meeting – 12:00 p.m., Monday, March 11, 2013, Board Room.
- i) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 11, 2013, Board Room.

Mr. Murray – Mr. Kruck

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 request for a position change noted in Confidential #2 was approved. A motion would be brought forward following all In-Camera discussions.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- a) The Associate Superintendent provided an update on a property matter.

- Trustee Inquiries

4.04 Board Operations**- Reports**

- a) The Secretary-Treasurer presented a proposed agenda for the Joint Meeting with the City of Brandon and asked for any further items which should be added.
- b) The Secretary-Treasurer presented a list of proposed key messages with respect to the budget.

- Trustee Inquiries

- a) Trustee Sefton requested direction on a Board Operations matter. The Board provided their direction.
- b) Trustee Bartlette inquired about a Board Operations matter. Trustees provided their opinion however, no direction was given.

Mr. Murray – Mrs. Sumner

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

Carried.

22/2013 Mr. Kruck – Mr. Sumner

That the Recommendations presented in Confidential #2 are hereby approved.

5.00 ADJOURNMENT

Mr. Murray – Mr. Bartlette

That the meeting does now adjourn (8:51 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Divisional Futures & Community Relations Committee Minutes

Wednesday, February 20, 2013 (11:45 a.m.)
Betty Gibson School

Present: P. Bowslaugh, Chairperson, M. Snelling, K. Sumner
14 Betty Gibson Students, Mr. Phil Vickers, Principal,
Mr. Anderson, Teacher

A) Equity and Sustainability in Education (Meeting with Betty Gibson Students)

Mr. Vickers, Principal, Mr. Anderson, Teacher and fourteen students from the Betty Gibson Student Council met with the Divisional Futures and Community Relations Committee. Mrs. Bowslaugh thanked all in attendance for their participation and reviewed the role of the Brandon School Division Board of Trustees' Divisional Futures and Community Relations Committee. The students were organized into four discussion groups. Students were asked the following questions:

- 1) What are the good things about Betty Gibson School?
- 2) What do Trustees need to know to make Betty Gibson School better?

Following the break-out discussions, students were asked to report out on their discussions. A summary of the points raised by students is attached to the Minutes as Appendix "A".

At the conclusion of the meeting Mrs. Bowslaugh thanked all present for participating, noting that student feedback was vital.

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

P. Bowslaugh, Chair

M. Snelling

K. Sumner

D. Karnes (Alternate)

Meeting with Students of Betty Gibson School Wednesday, February 20, 2013

Questions:

1) What are the good things about Betty Gibson School?

- The Winter Carnival
- Sports – Volleyball season and team were great
- Nice teachers
- Laptops and computers
- EBS and B-Cards
- Student council
- Artist in the school – stone carving
- Environmental Club
- Library
- Lots of new friends
- Grade 7 students have lockers
- Lots of different cultures
- EAL Program
- Pizza and Hot Dog days
- Lighthouse program
- Spirit Week
- Enrichment clusters
- Drink machine
- Music/band
- Field Trips
- Special events like pancake breakfast and Christmas dinner
- Stingers Jump Rope
- We do lots of donating.

2) What do Trustees need to know to make Betty Gibson School better?

- Doors on all classrooms – no more open air classrooms
- Would like a canteen
- Dances for Grades 6,7, and 8 students
- More fundraisers
- More laptops
- More sports teams
- Bigger gym
- A playstructure
- More EAL teachers
- More technology like SmartBoards
- Smaller classes
- More bathrooms



BRANDON SCHOOL DIVISION

Divisional Futures & Community Relations Committee Minutes

Wednesday, February 27, 2013 (12:20 p.m.)
Betty Gibson School

Present: P. Bowslaugh, Chairperson, M. Snelling.
Ms. Stacey Bradley, IB Coordinator and approximately 25 IB Students
Regrets: K. Sumner

A) **Equity and Sustainability in Education (Meeting with École Secondaire Neelin High School International Baccalaureate Students)**

Mrs. Bowslaugh thanked all in attendance for their participation. She noted the Committee had met with the International Baccalaureate (IB) students a few years ago and looked forward to the Committee's discussions with the current class of IB students.

Mrs. Bowslaugh opened discussions by asking students to introduce themselves and provide feedback as to why they choose the International Baccalaureate program. Students noted the programming was challenging. It provided better learning opportunities, taught critical thinking, time management and organizational skills. They enjoyed the classroom dynamics, appreciated the dedication of the teachers, and stated everyone in the classroom was there because they wanted to learn. Smaller class sizes allowed for in-depth discussions and individual attention when needed. Students also spoke to the fact they felt the program better prepared them for post-secondary education.

Students attending the meeting with the Committee were either in Grade 11 or 12. Course load varied with students taking anywhere from one course in the IB program to a full course load of 6 courses in the IB program. The confirmed class sizes ranged from three to twenty students.

When asked what was the best part of participating in the IB program, students provided the following input:

- IB taught students to analyze information and build on that information, which in turn often lead to further questions;
- the program built confidence in their own ideas and in thinking critically;
- students were allowed to speak their mind and have an opinion, however, they also needed to be able to back up that opinion;
- classes were more in-depth;
- courses were often self-directed which meant students needed to learn time management and independence, qualities that would assist them in post-secondary education;
- no-one was holding the class back and everyone there wanted to learn. Students had to apply themselves and could not coast. Students in IB program were all at the same level.
- Provincial exams were easier after having taken IB exams.
- Students felt prepared to move on to post-secondary education.

Students provided information on their future plans following high school. Many were moving on to post-secondary education and felt that IB had provided them with the opportunity to receive university credits for general university courses, thereby allowing them to focus on other courses in university. Some students felt that IB courses had opened them up to thinking about careers they had not previously thought of considering before.

Prior to concluding the meeting students were asked what else they may be participating in besides the IB programming. Despite the heavy workload and commitment to the IB program, a majority of the students held part-time jobs. Many students also participated in school activities such as sports teams, drama, choir and student council. Many students also volunteered in various community activities outside of school hours.

Trustee Bowslaugh thanked the students for their participation noting Trustees would remain following the meeting to take with students about anything they felt would help enhance the International Baccalaureate Program.

The meeting adjourned at 1:15 p.m.

Respectfully submitted,

P. Bowslaugh, Chair

M. Snelling

K. Sumner

D. Karnes (Alternate)



BRANDON SCHOOL DIVISION

Parent /Guardian/ Division Advisory Committee

Wednesday, February 20, 2013 – 7:00 p.m.
Board Room, Administration Office

Present:

Trustees Pat Bowslaugh and Kevan Sumner; Barb Miller, Principal Representative, Alexander School; Greg Malazdrewicz, Associate Superintendent.

Colin Chapnick, Riverview Parent; Shelly Mushumanski, Riverheights Parent; Lori Nickel, George Fitton Parent; Jo-Ann Pasklivich-Holder, St. Augustine Parent; Wanda Brine, Earl Oxford Parent; Leah Phillips, Betty Gibson Parent; Mel Tallant-Townsend, Green Acres Parent; Amy Grift, Meadows Parent; Karen Slawinsky, École Harrison Parent; James Murphy, École New Era School; Shannon Gadbois, J.R. Reid Parent;

Regrets:

Dr. Donna Michaels, Superintendent; Trustee Marty Snelling; Kevin Zabowski, Secretary-Treasurer; Jaime Stouffer, King George Parent; Christine Cantelo; Kirkcaldy Heights Parent; Heather Dodds, Linden Lanes Parent; Marc Lavoie, O'Kelly Parent; Michelle Hood, Valleyview Parent; and Jackie Guthrie, Waverly Park Parent; Sandra Couling, Alexander Parent; Sandra Koch-Gensiorek, Crocus Plains 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 NOVEMBER 21, 2012 AND BUSINESS ARISING

The Committee minutes of November 20, 2012 were reviewed. The minutes were approved and nothing was added or omitted. First, Colin Chapnick; Second, Wanda Brine.

3. BUSINESS ARISING FROM MINUTES:

Item 3. Business Arising from Minutes - Public Forums.

Although the space was crowded, the meeting needed to be in a place where the people live. There was a plan to have three languages represented at the Forum, however only the Spanish interpreter was needed. There are 80+ languages in the Community of Brandon; it is not possible to accommodate them all.

Jo-Ann Pasklivich-Holder spoke to the Community Working Group. The Community working group has been unable to meet to date.

February 9, 2013, Victoria Inn, Brandon; MAPC Chairperson's Breakfast 2013. The keynote speaker was Reg Klassen, Rolling River. He spoke to the topic of Parents & Teachers coming together. Good Turnout.

MAPC Annual General Meeting and Conference 2013. Victoria Inn, Winnipeg; May 3 & 4, 2013. Featuring Joan Zaretsky, Ph.D. and Big Daddy Tazz.

<http://www.mapc.mb.ca/PDFs/AGM%20Poster%202013%20and%20Agenda.pdf>

2-3 participants are planning to attend from Brandon: Shannon Gadbois, James Murphy & Colin Chapnick

MAPC has access to several resources which can be shared with your group. In addition MAPC offers presentations to *your* parent group on requested topics of interest. These include:

- What is MAPC?
- Roles and Responsibilities of Parent Advisory Councils,
- The MAPC Advocacy Project
- Effective Meetings
- Parent Volunteers
- A customized presentation or consultation based on *your* school community's needs.

Trustee Bowslaugh reviewed the Committee's responsibilities and asked for any new additions as there are new members. An introduction to the new position of Communications & Technology Specialist, Kelli Boklaschuk is made.

4. SCHOOL REPORTS

Alexander School - Barb Miller

- Portables are beautiful, functional and useable
- Windows; natural light, layout; approx. 900 sq.ft, safety equipped, intercom, computer access and temperature controlled.
- Currently being used as a literacy space; library, reading recovery, EY/MY Literacy
- The space can be used for any class, the space is larger than existing classrooms

Discussion regarding the BSD's request for 12 Portables.

- They are requested for: Meadows (4), George Fitton (2), Earl Oxford (2), Betty Gibson (2) and Waverley Place (2). Each portable will incur an installation cost of \$7,000.
- Trustee Sumner alluded that by the end of June 2013 a decision will be received from the Public Schools Finance Board. Each location will be assessed on a school by school basis, with a view on the existing infrastructure of the school.
- Mr. Malazdrewicz advised that the need grew out of the 20K3 Implementation and the growing enrollment numbers. Joint with the Deputy Minister a need for 12 portables was determined.

Riverview School - Colin Chapnick

- EA issue; a child with ASD is approved for 2.75 hours; however, the child is not receiving the time. The parents approached the Parent Council and requested assistance.
- Trustee Bowslaugh reviewed the allotted support given to L1, L2 and L3 Funding.

- Mr. Malazdrewicz confirms that seven years ago L1 funding had disappeared. In addition when a student is approved for funding it doesn't mean that the student will get one on one for the allotted support, instead it is support given to the school. Many of services offered in the BSD are unique and families have moved to Brandon to access the supports.
- Mr. Malazdrewicz also commented that the EAL population doesn't come in with high needs, they are prescreened before entry. This segment of Brandon's population does not exhibit the same spectrum of needs.
- Trustee Bowslaugh gave the following statistic on the birth rate: 5.8 children/immigrant family and 1.8 children/non-immigrant family.
- It is agreed that this issue may not be best served by the Parent Council.

Riverheights - Shelly Mushumanski

- Family fun night was held at the end of January. Although the weather was cold the turnout was good.
- A new playground is to be built this summer.
- Numbers have increased for RH's Parent Council
- Potential new members are asked when they come to meet the Teacher each year.

George Fitton School - Lori Nickel

- Parent Council purchases: projector for the music room, monitor for the school lobby, garbage cans and outside tables for the playground. The playground is now finally complete
- Skating rink on the west side of the parking lot has been very popular.
- Anti-bullying campaign
- Gr. 5-8 will be going on a ski trip.

St. Augustine School - Jo-Ann Pasklivich-Holder

- Successful Bingo Night and Santa Workshop.
- Staff appreciation this week (February 18-22).
- Each teacher is allocated \$200 rather than buying class supplies.

Earl Oxford - Wanda Brine

- Xmas Lunch/Dinner for the kids was successful.
- Active Youth Revolution group; working on Anti-bullying Campaign
- Other activities: family night, ski trip and HALEP learning.
- Gym uniforms were purchased by the Parent Council.
- One negative note, the structure of the school is going to change and teachers will be shuffled or lost.
- Trustee Sumner advises that previously Gr.7/8's came from BG they will now remain at BG.

Betty Gibson - Leah Phillips

- Gr.7's are now staying. The school now ranges from Full Day Every Day Kindergarten to Gr.7, with the Gr.8's coming next year.
- We are wondering what rooms will be lost to accommodate the increased numbers.
- Christmas dinner was a success.
- The Stingers have started skipping 3x per week.
- Festival du voyageur trip was cancelled due to the cold weather.

Green Acres School - *Mel Tallant Townsend*

- Green Acres turned 50 years old, plan activities for next year.
- Youth Revolution did a project "Ethan's Journey". They are also working on Anti-bullying.
- Issue: MB Youth Health Survey was inappropriate for Gr.7 & 8's. The format needs to be modified and age appropriate. Time should not be taken out of class time to complete and if it is to be truly anonymous then it should be sent home, and include the parents.
- Mr. Malazdrewicz advises that the survey was directed towards Gr.7 through 12. The design was implemented in the spring of 2008 and the Province mandated a partnership between Phys Ed and MB Health. The survey is longitudinal and repeated every 5 years, this being the first year. The delivery, the content and the timeline under which the survey arrived at the Division & Schools was not well planned. The survey was only delivered in English and thus those completed by EAL families may not have been an informed response (some 600 students).
- It is advised that the survey should be optional.

Meadows School - *Amy Grift*

- The parent council has set up a sub-committee "Budget & Facilities" to be informed.
- No waiting list for the parent run lunch program.
- In March, there is a Movie Night Fundraiser planned.
- The parent council rotates grades and teachers in order to increase membership. Free childcare is offered.

École Harrison - *Karen Slawinsky*

- A lunch for staff members was held in December, accompanied by cellos
- Parent Council purchases: garbage cans, gym mats and a laminator.
- Movie Night planned for Feb. 21 and the Gr.4 & 5's will visit Festival du voyageur.
- Principal Laluk was away on a recruitment tour.
- There was a line up starting at 4 am for kindergarten registration, although it is on a first come first serve basis.

Ecole New Era - *James Murphy*

- Healthy parent council membership.
- Held a movie night where \$500 was raised and students could wear costumes on the day of the event. Pizza drives continue to be a success with proceeds of approx. \$500.
- The school will lose 69 students in the Earl Oxford transition.
- Concern: is the loss of literacy resources at New Era. Teachers are proposing that the Parent Council rebuild the resources.
- Mr. Maladrewicz advises there are no additional resources allocated to transitional schools. In the budget, \$200,000 was approved to top up instructional resources.

J.R. Reid - *Shannon Gadbois*

- Youth Revolution organized Spirit week/Anti-bullying Awareness.
- MAPC breakfast was attended.
- A parent night with Cyber-bullying as the topic (March)
- Shannon comments that the Parent Council at J.R. Reid has a social atmosphere lacking specific goals and focus. She asks the group for ideas on what they are doing. She would like to know:
 - 1) What is the primary focus of each Parent Council; fundraising, providing information/advocacy for parents, community building?
 - 2) What information is shared?
 - 3) What are other Parent Councils fundraising for? What? is the target?

- Mr. Malazdrewicz offers that the Division will send an email out to Principals requesting input on information/activities/projects involving their Parent Councils. Information to be an agenda item for the next meeting.

ADJOURNMENT

Trustee Bowslaugh thanked everyone for their active participation and input.
The meeting adjourned at 9:04 p.m.

NEXT REGULAR COMMITTEE MEETING

Wednesday, April 17, 2012, 7:00 p.m., Board Room, Administration Office.

Respectfully submitted,

K. Sumner

P. Bowslaugh



BRANDON SCHOOL DIVISION

Education Committee Minutes

Tuesday, February 26, 2013, 11:30 a.m.

Board Room, Administration Office

Present: P. Bartlette (Chairperson), P. Bowslaugh, M. Snelling
M. Sefton (Alternate), Mr. G. Malazdrewicz, Associate
Superintendent

Guests: Vincent Massey High School – Susan Gilleshammer
École Secondaire Neelin High School – Lisa Romanowski
Wally Koop

Neelin Off-Campus – Veronica Adams, Lisa Sul

Regrets: Dr. D. Michaels, Superintendent

1. CALL TO ORDER:

The Education Committee Meeting was called to order at 11:45 a.m. by the Committee Chairperson, Mr. Bartlette.

2. APPROVAL OF AGENDA

The agenda was approved.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Committee minutes from January 15, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Meeting with High School Guidance Counsellors

The Committee Chairperson welcomed the guests to the meeting. He noted the purpose of the meeting was to hear from the High School Guidance Counsellors from all three high schools as well as Off-Campus program regarding the role of the school counselor and the realities they are faced with in today's high school.

Discussions were held regarding the diversity of students with respect to their backgrounds, needs, and wants. It was noted that there is no one way that works anymore and it is up to the counseling staff to determine what students need without pressing them. Those present representing the Off-Campus program spoke of the importance of developing a trusting relationship with students; providing them with clear facts and a possible path; helping them to "hook up" with those institutions, organizations and people they need to be in contact with; and assisting where needed without the student feeling pressured. Trustees asked questions for clarification regarding transiency; attendance issues and productivity in the classroom setting.

Further discussions were held regarding the various roles of the school counselor in today's high school setting. Those present representing Vincent Massey High School spoke to the complexity they face noting each incident must be handled on a case by case basis. The role of a school counselor includes participation in the course registration process and acting as the

first line of communications for new families entering the school. She spoke to the team work approach implemented at Vincent Massey and provided information regarding the RTI model.

Trustees requested information regarding the tools used by counselors to assist students in choosing a career path. The counselors highlighted a number of tools, programs and organizations, including:

- Career Symposium;
- Career Centres;
- Career Day at School;
- Post-Secondary afternoons;
- Guest Speakers;
- Volunteer credits;
- Apprenticeship options;
- Skills inventory such as "My Blue Print".

Further discussions were held regarding conversations which could be held with the Chamber of Commerce regarding apprenticeship contacts. This item was referred to the upcoming Joint Chamber of Commerce/Brandon School Division Task Force Committee.

The Committee concluded their discussions with the high school counselors by asking what they need from the Board in order to do their work. Team interventions which included Social Workers and Technology which allowed for one to one interaction with students were noted.

The Chairperson of the Committee thanked those present for their attendance and insight into their role in the high school setting.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) 2013-2014 School Calendar

Mr. Malazdrewicz, Associate Superintendent, spoke to the proposed school calendar for 2013-2014. It was noted there would be a total of 194 school days in 2013-2014. The Committee agreed to bring the recommendation forward to the Board of Trustees for approval. (Appendix "A")

Recommendation:

That the School Calendar for the 2013-2014 school year be established with the Christmas break occurring from December 23 to January 5, inclusive, and the ten (10) non-instructional days be five (5) professional development days and five (5) administrative days.

6. BRIEFINGS ON DEVELOPMENTS IN EDUCATION

NIL

7. OPERATIONS INFORMATION

Trustee Bowslaugh distributed pamphlets she had picked up at another venue and inquired as to whether or not the Division would consider them. Associate Superintendent, Mr. Malazdrewicz noted that the Division currently distributed something similar.

Trustee Bowslaugh also spoke to the positive impact she felt the Board was providing through Student Recognition at the Board table.

8. NEXT REGULAR MEETING: Monday, March 18, 2013, 11:30 a.m. Board Room.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

P. Bartlette, Chair

P. Bowslaugh

M. Snelling

M. Sefton (Alternate)

SCHOOL CALENDAR 2013/14

FALL TERM The school year begins Tuesday, September 3, 2013.

The first day of classes for students is Wednesday, September 4, 2013.

The number of school days for the **Fall Term** is as follows:

	Instructional Days	Non-instructional Days (Admin Days and/or PD Days)	Total Days
SEPTEMBER	19	K-12: 1	20
OCTOBER	21	K-12: 1	22
NOVEMBER	K-8: 18 9-12: 19	K-8: 2 9-12: 1	20
DECEMBER	15	0	15
Fall Term Total			77

The following are statutory holidays during the **Fall Term**:

- **Thanksgiving** Monday, October 14, 2013
- **Remembrance Day** Monday, November 11, 2013

Special Area Groups of Educators (SAGE) Conference: Friday, October 25, 2013

The last school day before Christmas vacation is Friday, December 20, 2013.

SPRING TERM The first day of classes is Monday, January 6, 2014.

The number of school days for the **Spring Term** is as follows:

	Instructional Days	Non-instructional Days (Admin Days and/or PD Days)	Total Days
JANUARY	19	K-12: 1	20
FEBRUARY	18	K-12: 1	19
MARCH	K-8: 18 9-12: 19	K-8: 2 9-12: 1	20
APRIL	K-12: 17 9-12: 16	9-12: 1	17
MAY	K-12: 20	K-12: 1	21
JUNE	K-12: 19 9-12: 18	K-8: 1 9-12: 2	20
Spring Term Total			117

Fall Term Total 77 + Spring Term Total 117 = 194

The following are statutory holidays and vacation periods during the **Spring Term**:

- **Louis Riel Day** Monday, February 17, 2014
- **Spring Vacation** Monday, March 31 to Friday, April 4, 2014 inclusive
- **Good Friday** Friday, April 18, 2014
- **Victoria Day** Monday, May 19, 2014

Education Week: April 14 - 18, 2014

The last day of classes for students is K-8: June 26, 2014 / 9-12: June 25, 2014.

The official closing date of schools is Friday, June 27, 2014.

In each school year, the number of days for teacher in-service, parent-teacher conferences, administration and pupil evaluation in Grades Kindergarten to 12 shall not exceed ten days of which at least five shall be for teacher in-service. Please identify the dates scheduled for the 10 non-instructional days.

FALL TERM		Please ✓ one box for each date		SPRING TERM		Please ✓ one box for each date	
		ADMIN	PD			ADMIN	PD
September 3, 2013			K-12	January 31, 2014		9-12	K-8
October 25, 2013			K-12	February 28, 2014			K-12
November 21, 2013	K-8			March 20, 2014		K-8	
November 22, 2013	K-12			March 21, 2014		K-8	9-12
				April 17, 2014		9-12	
				May 16, 2014			K-12
				June 26, 2014		9-12	
				June 27, 2014		K-12	
Total	K-8:	2	2		K-8:	3	3
	9-12:	1	2		9-12:	4	3

In divisions with Hutterian Colony schools that will use a different schedule for non-instructional days to account for observed religious holidays, please identify those dates below.

FALL TERM (Hutterian)		Please ✓ one box for each date		SPRING TERM (Hutterian)		Please ✓ one box for each date	
		ADMIN	PD			ADMIN	PD
September 3, 2013			K-12	January 6, 2014			K-12
October 25, 2013			K-12	April 21, 2014		K-12	
November 21, 2013	K-12			April 22, 2014		K-12	
November 22, 2013	K-12			May 29, 2014			K-12
				June 9, 2014		K-12	
				June 10, 2014			K-12
Total	K-12:	2	2		K-12:	3	3

APPROVED

School Division

Superintendent

BRANDON SCHOOL DIVISION ✱

Administration/Professional Development Day Schedule 2013/2014

2013	Early & Middle Years (Kindergarten to Grade 8)	Senior Years (Grades 9 to 12)
September 3 Tuesday	Professional Development Day No Classes – K-12	
October 25, Friday	Professional Development Day (SAGE) No Classes – K-12	
November 21, Thursday	Student/Parent/Teacher Conferences No Classes – K-8	Regular Classes
November 22, Friday	Student/Parent/Teacher Conferences No Classes – K-8	Student/Parent/Teacher Conferences No Classes – Gr. 9-12
2014		
January 31, Friday	Professional Development Day No Classes – K-8	Administration Day No Classes – Gr. 9-12 (2 nd semester for Gr. 9-12 begins February 3, 2014)
February 28, Friday	K-12 Division-Wide Professional Development Day No Classes - K-12	
March 20, Thursday	Student/Parent/Teacher Conferences No Classes - K-8	Regular Classes
March 21, Friday	Student/Parent/Teacher Conferences No Classes - K-8	Professional Development Day No Classes – Gr. 9-12
April 17, Thursday	Regular Classes	Student/Parent/Teacher Conferences No Classes - Gr. 9-12
May 16, Friday	K-12 School-Based Professional Development School Development Planning No Classes - K-12	
June 26, Thursday	Regular Classes	Administration Day No Classes – Gr.9-12
June 27, Friday	Administration Day No Classes K-12	

Common Dates for All Schools:

2013

September 3, Tuesday Schools Open for Staff Only – Professional Development Day
 September 4, Wednesday First Day of Classes for Students
 October 14, Monday Thanksgiving Day (All Schools Closed)
 November 11, Monday Remembrance Day (All Schools Closed)
 December 20, Friday Last Day of School Prior to Christmas Vacation
 December 23 – January 5 (inclusive) Christmas Vacation (All Schools Closed)

2014

January 6, Monday All Classes Resume
 February 3, Monday Semester II Begins (Gr. 9-12)
 February 17, Monday Louis Riel Day (All Schools Closed)
 March 28, Friday Last Day of Classes Prior to Spring Vacation
 March 31 – April 4 (inclusive) Spring Vacation (All Schools Closed)
 April 7, Monday All Classes Resume
 April 18, Friday Good Friday
 May 19, Monday Victoria Day (All Schools Closed)
 June 27, Friday Administration Day (No Classes)

Number of days schools are open for 2013-2014 – 194 days as follows:

September - 20; October - 22; November - 20; December - 15; January - 20; February - 19; March – 20;
 April – 17; May – 21; June – 20



Report of Senior Administration to the Board of Trustees

March 11, 2013

A. Business Arising for Board Action

- I. Presentations**
- II. Human Resources**
- III. Secretary-Treasurer**
 - 1. Policy and Procedures 7026 – “Registration of Students” 1
 - 2. 2013-2014 Final Budget..... 1
- IV. Superintendent of Schools**
 - 1. Vincent Massey High School Off-Site Activity Request..... 2
 - 2. Crocus Plains Regional Secondary School Off-Site Activity Request..... 2
 - 3. Vincent Massey High School/Crocus Plains Regional Secondary School Off-Site Activity Amendment Request..... 2
- V. Senior Administration Response to Trustee Inquiries**

B. Administrative Information

- I. Human Resources**
 - 1. Personnel Report..... 3
- II. Secretary-Treasurer**
 - 1. Bus Accident..... 3
- III. Superintendent of Schools**
 - 1. School Information
 - A. Quality Learning
 - Quality Learning at École Harrison 4
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 - Quality Teaching at École New Era School..... 5
 - C. Quality Support Services
 - Quality Support Services at Vincent Massey High School..... 6

D. Administrative and Statistical Information

- **Suspensions..... 7**
- **English as an Additional Language (EAL) Enrolment – Country of Origin
Update as of January 2013 8**

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. **POLICY AND PROCEDURES 7026 – “REGISTRATION OF STUDENTS”**

For Action..... K. Zabowski

At the Special Board Meeting on March 4, 2013 a Giving of Notice to approve Policy and Procedures 7026 – “Registration of Students” was given. (Appendix A) A motion to approve this policy and procedure is included in the agenda for Board consideration.

2. **2013 - 2014 FINAL BUDGET**

For Action..... K. Zabowski

Further to the Budget deliberations at the Special Board Meetings held February 19, 2013, a motion to finalize the Budget for the 2013-2014 fiscal year and the Special Levy for the 2013 municipal and calendar year is included in the Agenda for the Board’s consideration upon completion of your budget discussions.

Attached are revised schedules (Appendix B) with the changes directed by the Board at the February 19, 2013 Budget Meeting reflecting net expenditure additions of \$2,137,900 and a Special Requirement increase of \$4,251,500. These revised schedules and budget totals, resulting from decisions made on February 19, 2013, include an adjustment of \$30,200 for payroll tax and the offsetting Provincial General Support Grant which do not affect the Special Requirement or Special Levy. The following recommendation reflects these changes.

If you have any questions with respect to the foregoing or the attached schedules, please call or have them discussed at the Board of Trustees meeting. This item is referred to Business Arising for discussion.

RECOMMENDATION:

That the Final Budget for 2013-2014 and the 2013 Special Levy be approved as follows:

<i>Total Operating Expenditures</i>	<i>\$86,739,000</i>
<i>Total Capital Expenditures</i>	<i>\$2,129,100</i>
<i>Total Expenditures</i>	<i><u>\$88,868,100</u></i>
 <i>2013-2014 Special Requirement</i>	 <i><u>\$41,767,100</u></i>
 <i>2013 Special Levy to be raised from Municipalities</i>	 <i><u>\$38,174,209</u></i>

IV. SUPERINTENDENT OF SCHOOLS

1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix C for Trustee consideration) for forty (40) grades 9 to 12 band students, from Vincent Massey High School to make a trip to Nova Scotia from May 18, 2013 to May 25, 2013.

Mr. Mathew Gustafson, Principal, Vincent Massey High School, and Mr. Greg Malazdrewicz, Associate Superintendent, have approved this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving forty (40) grades 9 to 12 band students, from Vincent Massey High School to Nova Scotia from May 18, 2013 to May 25, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

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

For Action.....G. Malazdrewicz

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix D for Trustee consideration) for twenty four (24) grade 11 and 12 photography students, from Crocus Plains Regional Secondary School to make a trip to Hawaii from March 27 – April 6, 2014.

Mr. Terry Osiowy, Principal, Crocus Plains Regional Secondary School, and Mr. Greg Malazdrewicz, Associate Superintendent, have approved this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving twenty four (24) grade 11 and 12 photography students, from Crocus Plains Regional Secondary School to Hawaii from March 27 – April 6, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

3. VINCENT MASSEY HIGH SCHOOL/CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY AMENDMENT REQUEST

For Action.....G. Malazdrewicz

Motion 143/2012 was approved at the November 12, 2012 Board Meeting stating – That the trip involving approximately forty five to sixty (45-60) music students/chaperones from Vincent Massey High School to Italy from May 15, 2014 to

May 25, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

An amendment has been requested by Mr. Mathew Gustafson, Principal, Vincent Massey High School; Mr. Terry Osiowy, Principal, Crocus Plains Regional Secondary School and Mr. Greg Malazdrewicz, Associate Superintendent, that would allow for approximately forty five to sixty (45-60) music students/chaperones from Vincent Massey High School *and **Crocus Plains Regional Secondary School*** to Italy from May 15, 2014 to May 25, 2014 be approved. An amended trip form is attached as Appendix E for Trustee Consideration. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

*That the trip amendment involving approximately forty five to sixty (45-60) music students/chaperones from Vincent Massey High School and **Crocus Plains Regional Secondary School** to Italy from May 15, 2014 to May 25, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.*

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

1. BUS ACCIDENT

For Information..... K. Zabowski

Correspondence has been received from the Supervisor of Transportation advising of an accident on Thursday, February 27, 2013, at approximately 2:50 p.m., involving bus 40-43 while on regular assignment.

The bus was involved in a collision with another vehicle while proceeding eastbound on Rosser Avenue across 18th Street through a green light. The driver of the other vehicle is 100% at fault as they struck the front passenger side wheel of the bus as a result of their failure to stop for a red light.

The driver of the bus sustained an injury to one of his fingers. All of the appropriate reports have been made in this regard. There were no students on the bus at the time of the accident. There was minimal damage to the bus. Brandon Police were in attendance at the scene of the accident and have charged the driver of the other vehicle. The accident was reported to Manitoba Public Insurance and Brandon Police Services. This is provided as information.

III. SUPERINTENDENT OF SCHOOLS

1. *SCHOOL INFORMATION*

For Information D. Michaels

A. QUALITY LEARNING

QUALITY LEARNING AT ÉCOLE HARRISON

Report prepared by Mr. Craig Laluk, Principal, École Harrison

École Harrison takes great pride in developing a quality Science Fair for our students to take part in research and inquiry into topics of student interest. We have a high degree of student participation and this year we had a total of one hundred forty one (141) students participating at our school Science Fair in one hundred eleven (111) projects. Sixty five (65) of these projects (ninety (90) students total) will be able to advance to the Western Manitoba Science Fair if they so choose.

Because our students develop their projects in both English and in French, they can have their projects judged in the French language. This has been an excellent opportunity for them to explain what they have learned in their second (and sometimes third or fourth) language by using the lexicon that is specific to their content area, such as life sciences, physical and math sciences, earth and environmental sciences, and health sciences.

École Harrison students have also been taking advantage of opportunities to deepen their French language vocabularies through the support of the French as a Second Language Revitalization Program. Fifteen (15) Grade 7 and 8 students have developed a student radio station called Radio ÉH!, which is now being lead by our school's High Ability Learner Enrichment Program (HALEP) teacher, Mr. Glen Simard. They submit their broadcasts to Radio Envol in Winnipeg for participation in La Ligue des Radios Scolaires and will be traveling to Winnipeg to do a live broadcast in the Spring. This has helped to deepen their oral language competencies and their ability to manage a written script into an hourly broadcast with contemporary Francophone music.

Our students have been able to further these experiences at the Grade 5 and 6 level through the development of a student-written magazine called La Fierté. This has been an exceptional project lead by three of our Middle Years teachers and which

has been a great authentic writing tool for this group of twenty-five (25) students. Students have been able to write on topics of interest that are relevant to our school and to the French Immersion program.

Another truly exceptional learning opportunity is provided through co-curricular participation in our school's Glee Club for Grade 7 and 8 students lead by Mme Julie Phillips. In this setting, Mme Phillips assists our students in developing their own arrangements of modern and traditional music for performances for our school community (talent show, concerts) and for their own enjoyment. It is an engaging learning experience that supports those students who have traditionally participated in our school choir and Orff club through the Grade 7 and 8 level.

B. QUALITY TEACHING

QUALITY TEACHING AT ÉCOLE NEW ERA SCHOOL

Report prepared by Mr. Chad Cobbe, Principal, École New Era School

École New Era School was awarded the iPad Pilot Project in April 2011 (one cart of twenty-five (25) iPads). In fall 2012, we expanded by adding an additional cart of iPad 2s and collectively envision continuing this expansion. With three (3) years of experience with this “emerging” technology, the teachers involved in the original pilot (Linda Dinsdale, Nicole Olson, and Kirsten Copeland) have also spearheaded an “expansion of knowledge” for our teachers. With the help of Reg Reimer, the pilot teachers have assisted colleagues (in Grades 3/4) in learning how to integrate mobile technology into their teaching practice. As well, the pilot teachers present professional development (PD) workshops about integrating mobile technology into best literacy and numeracy practice while also continuing to attend exciting PD opportunities themselves.

Originally, it was the goal of the pilot teachers to increase student engagement and help their students become learning leaders within their own classrooms. While this has certainly been the case, what is also apparent is that student growth is being demonstrated. Teachers continue to see basic skills in math and literacy improving. More specifically, Linda Dinsdale has observed her students in Grade 1 French Immersion applying learning strategies that they have attained through their engagement in one-on-one computing. She also sees her students self-directing their learning; if students have “free time” they are choosing to work with productivity apps to write, for example. In fact, the school-wide expansion of mobile computing is allowing us to align our practice with the Framework for 21st Century Learning – Critical Thinking, Collaboration, Communication, and Creativity.

Mobile technology also enhances differentiated instruction which is so essential due to the diverse nature of our classrooms, especially when many of our students are learning to speak English (i.e. fifty percent of the students in the English program do not speak English as their first language). Considering the socio-economic means of many of the families within our school catchment area, it also provides students

with an opportunity to access devices such as iPads to help them keep pace with the demands of 21st Century learning.

Having access to technology at school is critical and it continues to be a goal of ours that every student one day have continuous access to one-on-one mobile computing at École New Era School.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT VINCENT MASSEY HIGH SCHOOL

Report prepared by Mr. Mathew Gustafson, Principal, Vincent Massey High School

The Sustainable Renewal Design implementation requires that we examine our current practices and examine the data to see the effects of our actions.

As an example, we looked at our registration process for our returning students. We realized that course selection was an important programming piece and we also realized that as with all programming, students required varying degrees of support. We identified three primary goals:

- increase number of registration packages (including course selection forms) submitted on time;
- improve accuracy of course selection by students; and
- support students requiring individualized attention.

The result was to change the registration process through the utilizing of the case management system, having differentiated registration processes, and early identification of students who require greater support in programming choices (advanced placement (AP) students, unique postsecondary goals, students not on-track, etc.).

Comparing our results to last year, we are seeing some astounding results. I wanted to share these results because of the dramatic effect of the Sustainable Renewal Design focus on our registration process.

The first column is from this year and the second column is from last year (approximately at the same time of the process).

February 28, 2013	February 29, 2012
total returned forms: 532 out of 611	total returned forms: 207 out of 627
nyr gr 10's 198 out of 216	Grade 9's into gr 10 = 11
nyr gr 11's 152 out of 184	Grade 10's into gr. 11 = 105
nyr gr 12's 167 out of 211	Grade 11's into gr 12 = 83
returning gr 12's so far 15	returning gr 12's = 8

The rate of return for our registration process increased by two hundred sixty four percent (264%). Also, by differentiating our registration process, utilizing the case managers, and early identification of students, we are finding more students engaged in conversations with counselors, case managers and teachers, more parents involved in the process, and more excitement around the registration process. We have received lots of positive feedback regarding the process.

The attached documents (attached Appendix F for Trustee information) are for reference and further detail regarding the registration process.

Vincent Massey High School Student Council also plays a role in supporting students. The following are examples of student support initiatives.

- Student Council organized a Power of Positive Day during spirit week. The purposes for the day were to make connections between students, make connections within the home room groups, and create a positive climate with all students and staff. Students and staff received a free white t-shirt which other students signed with positive messages. Students and staff continued to wear the t-shirts which allowed for others to continue to write positive messages throughout the day.
- Student Council designed a large puzzle. Each home room group signed and decorated one piece of the puzzle. The puzzle pieces came back together and was displayed in the hall to reinforce that "We are all connected" at Vincent Massey.
- Student Council created a bubble wrap wall as a way to bring a simple smile to students who walk by. Who doesn't like to pop bubble wrap.
- Student Council was influenced through their training and leadership development at the 2012 Manitoba Student Leadership Conference which Vincent Massey Student Council helped to organize and lead with the generous support of the Division.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	10	3, 5	Assaultive (1), Unacceptable Behaviour (9)
Earl Oxford	1	3	Assaultive Behaviour (1)
Neelin	2	4, 5	Unacceptable Behaviour (2)
Vincent Massey	1	5	Assaultive Behaviour (1)

**ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT – COUNTRY OF ORIGIN
UPDATE AS OF JANUARY 2013**

Attached as Appendix G is a breakdown of countries of birth that were reported for 1352 English as an Additional Language students.

This is provided as information.



BRANDON SCHOOL DIVISION POLICY

POLICY 7026

REGISTRATION OF STUDENTS

Adopted:

The Board of Trustees of the Brandon School Division recognize that all students within the Brandon School Division who qualify to be registered as students of the Brandon School Division should be registered promptly. However, circumstances arise where the family situation of the student may be such that additional documentation is required to satisfy the Division that the student is eligible for registration.

The Brandon School Division and Board of Trustees recognize the benefit of defining the documentation required and which will be considered acceptable by the Brandon School Division when registering students in the Brandon School Division.

The Procedures attached to this Policy set out the documentation which will be required of a parent, guardian or child welfare agency in order register a student in the Brandon School Division.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 7026

REGISTRATION OF STUDENTS

Adopted:

DEFINITIONS

“Agency” means a child and family service agency established and governed by *The Child and Family Services Act* or *The Child and Family Services Authorities Act*.

“Custodial Parent” means the Parent of a child who has an order of custody authorizing the parent to make decisions on or behalf of the child.

“Guidelines” means the “Guidelines for School Registration of Students in Care of Child Welfare Agencies” published by the Province of Manitoba, revised September 2002, and any successors thereof.

“Guardian” means a person who has a private order of guardianship granting the person legal authority to make decisions on or behalf of the child.

“Non-Custodial Parent” means a Parent who does not have an order of custody authorizing the parent to make decision on behalf of the child.

“Parent” means the natural or adoptive parent of a child but excludes a Non-Custodial Parent.

“Resident” means a “resident” as that term is defined in the *Public Schools Act*.

“School Intake Information Form” means “The student’s in care-School Intake Information Form” established pursuant to the “Guidelines for School Registration of Students in Care of Child Welfare Agencies” published by the Province of Manitoba, revised September 2002, and any successors thereof.

“Special Needs Student” means a student with special needs which may have a physical or mental disability requiring that the student have additional programming supports or services.

I PROCEDURE FOR PARENTS

In order to register a student within the Brandon School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

1. A completed Brandon School Division registration form;
2. A birth certificate or a Manitoba Health Card listing the parent as the parent of the student;
3. Proof the student is a resident within the Brandon School Division which may take the form of a Manitoba Health Card, the parent's driver's license, most recent property tax statement, or current tenancy agreement; and
4. Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

II PROCEDURE FOR CUSTODIAL PARENTS

In order to register a student within the Brandon School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

1. A completed Brandon School Division registration form;
2. A birth certificate or a Manitoba Health Card listing the custodial parent as the parent of the student;
3. Proof the student is a Resident within the Brandon School Division which may take the form of a Manitoba Health Card, the custodial parent's driver's license, current property tax statement, or current tenancy agreement;
4. A copy of the court order granting custody to the custodial parent;
5. A non-custodial parent will not be permitted to register a student without the court order granting custody to the custodial parent, the written authorization of the custodial parent, and proof satisfactory to the Brandon School Division that the student is a resident; and
6. Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

III PROCEDURE FOR GUARDIANS

In order to register a student within the Brandon School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

1. A completed Brandon School Division registration form;
2. A birth certificate or a Manitoba Health Card identifying the student;

3. Proof the student is a resident within the Brandon School Division which may take the form of a Manitoba Health Card, the guardian's driver's license, current property tax statement, or current Tenancy Agreement;
4. A copy of the court order awarding guardianship to the guardian; and
5. Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

IV PROCEDURE FOR CHILD WELFARE AGENCIES

In order to register a student within the Brandon School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

1. A completed Brandon School Division registration form;
2. A completed School Intake Information Form which comprehensively identifies any special needs of the student, any pertinent history of the student, the name of the placing agency, the case manager, and the legal guardian status, as well as the contact information for the person authorized to make medical and other decisions on behalf of the child;
3. A completed Child in Care form as prescribed by the Province of Manitoba;
4. The legal authority placing the student with the agency which may consist of one of the following:
 - a. A copy of the court order granting temporary or permanent guardianship to the agency;
 - b. In the case of a voluntary surrender of guardianship by the parent, a copy of the placement agreement between the parent and the agency; or
 - c. In the event that the student has been apprehended and a court order has not yet been issued, a letter signed by the CEO of the agency verifying that the child has been apprehended, stating the date of apprehension and stating when the matter is first scheduled to appear before the Court with an undertaking to provide the court order to the Division as soon as it is issued;
5. The agency may redact from any of the foregoing documents information which does not relate to the child or which is not relevant for the purposes of providing education to the child, subject only that the documents must verify the date the guardianship was assumed by the agency and the name and the birth date of the child; and
6. Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

Change of Status

In the event that there has been a change in status, a change of guardianship, or a voluntary placement agreement and/or apprehension has resulted in the issuing of a temporary or permanent order of guardianship, the Division may request, and the agency shall provide, a copy of the court documentation.

In the event that the child is transferred from one foster placement to another, the agency shall provide updated contact information for the child within five (5) days of the change of foster home.

V NON RESIDENT STUDENTS

The policy and procedures herein must be read in conjunction with Policy and Procedures 7025.

Non-Resident student means a student who does not reside in the Brandon School Division catchment area but who otherwise qualifies for funding under a provincial or federal program and is eligible to transfer into the Brandon School Division.

Admission of the non-resident student is subject to the requirements of Policy and Procedures 7025. In addition to any of the requirements set out in Policy and Procedures 7025, a non-resident student who seeks to be registered must submit to the school principal the following:

1. A completed Brandon School Division registration form;
2. A birth certificate or a Manitoba Health Card listing the parent as the parent of the student, or satisfactory legal proof of guardianship;
3. Contact information for parent or guardian;
4. Contact information for an adult with whom the student will be residing and an authorization signed by the parent or guardian permitting the school to share information in relation to the student with the adult with whom the student will be residing.



Financial Budget

2013-2014

March 11, 2013

**BRANDON SCHOOL DIVISION
BUDGET TOTALS
2013-2014**

	<u>Operating Expenditures</u>	<u>Capital Expenditures</u>	<u>Total Expenditures</u>	<u>Special Requirement</u>	<u>Special Levy</u>
2013-2014 Budget Total	\$ 86,739,000	\$ 2,129,100	\$ 88,868,100	\$ 41,767,100	\$ 38,174,209
2012-2013 Budget Total	\$ 78,529,500	\$ 1,882,700	\$ 80,412,200	\$ 37,515,600	\$ 34,590,520
Increase (Decrease)	<u>\$ 8,209,500</u>	<u>\$ 246,400</u>	<u>\$ 8,455,900</u>	<u>\$ 4,251,500</u>	<u>\$ 3,583,689</u>
	10.5%	13.1%	10.5%	11.3%	10.4%

COST PER PUPIL

	<u>Total Expenses (1)</u>	<u>Funding Of Schools Program</u>	<u>K-12 F.T.E. Enrollment</u>	<u>Expenses Per Pupil</u>	<u>Funding Per Pupil</u>
2013/2014 Budget - Revised	\$ 86,301,400	\$ 42,291,300	8,084.0	\$ 10,676	\$ 5,231
2013/2014 Budget	\$ 83,953,300	\$ 42,291,300	8,084.0	\$ 10,385	\$ 5,231
2012/2013 Budget	\$ 78,130,200	\$ 38,742,500	7,728.0	\$ 10,110	\$ 5,013
2011/2012 Actual	\$ 73,052,265	\$ 35,360,890	7,609.0	\$ 9,601	\$ 4,647
2010/2011 Actual	\$ 67,214,318	\$ 33,790,734	7,393.0	\$ 9,092	\$ 4,571
2009/2010 Actual	\$ 62,939,676	\$ 32,055,441	7,056.0	\$ 8,920	\$ 4,543
2008/2009 Actual	\$ 59,728,033	\$ 30,381,145	6,948.0	\$ 8,596	\$ 4,373
2007/2008 Actual	\$ 56,172,370	\$ 29,178,324	6,765.5	\$ 8,303	\$ 4,313

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

**BRANDON SCHOOL DIVISION
SCHEDULE OF REVENUE AND EXPENDITURES
2013/14 BUDGET**

	2012/2013		2013/2014	
	Budget	%	Budget	%
REVENUES				
Provincial Government	49,157,900	62.3%	53,228,200	61.1%
Federal Government	23,900	0.0%	23,900	0.0%
Municipal Government	28,461,300	36.1%	32,509,400	37.3%
Other School Divisions	243,500	0.3%	280,800	0.3%
First Nations	285,000	0.4%	307,600	0.4%
Private Organizations and Individuals	627,600	0.8%	670,600	0.8%
Other Sources	84,800	0.1%	73,000	0.1%
	78,884,000	100.0%	87,093,500	100.0%

EXPENDITURES				
Regular Instruction	46,885,200	59.5%	51,816,000	59.5%
Student Support Services	16,794,200	21.3%	18,438,700	21.2%
Community Education and Services	255,600	0.3%	293,200	0.3%
Divisional Administration	2,386,700	3.0%	2,732,600	3.1%
Instructional & Other Support Services	2,194,900	2.8%	2,533,000	2.9%
Transportation	1,889,100	2.4%	2,041,300	2.4%
Operations and Maintenance	6,769,000	8.6%	7,382,500	8.5%
Fiscal	1,354,800	1.7%	1,501,700	1.7%
	78,529,500		86,739,000	

Transfers To Capital	354,500	0.4%	354,500	0.4%
	78,884,000	100.0%	87,093,500	100.0%

How money is spent				
Salaries & Benefits	67,147,200	85.1%	73,867,000	84.8%
Services	5,054,400	6.4%	5,726,000	6.6%
Supplies & Materials	4,829,400	6.2%	5,499,900	6.3%
Fiscal & Capital	1,853,000	2.3%	2,000,600	2.3%
	78,884,000	100%	87,093,500	100%

**BRANDON SCHOOL DIVISION
CAPITAL BUDGET
2013-2014**

	2012-2013 <u>Budget</u>	2012-2013 Estimated <u>Actual</u>	2013-2014 <u>Budget</u>
<u>REVENUE:</u>			
Provincial Government Debt Servicing	\$ 1,528,200	\$ 1,527,900	\$ 1,774,700
Transfers			
From Operating	354,500	354,500	354,500
From Reserves	-	228,000	-
Grants & Reserves	-	-	-
Long Term Debt	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL REVENUE	<u>\$ 1,882,700</u>	<u>\$ 2,110,400</u>	<u>\$ 2,129,200</u>
<u>EXPENDITURES:</u>			
Debt Servicing			
Debenture Debt Interest	\$ 677,000	\$ 676,700	\$ 745,600
Debenture Debt Principal	<u>905,700</u>	<u>905,700</u>	<u>1,083,500</u>
	\$ 1,582,700	\$ 1,582,400	\$ 1,829,100
Capital Assets & Allocations			
School Buses	300,000	300,000	300,000
Computer Infrastructure	<u>-</u>	<u>228,000</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 1,882,700</u>	<u>\$ 2,110,400</u>	<u>\$ 2,129,100</u>

**BRANDON SCHOOL DIVISION
OPERATING FUND - EXPENDITURE BY FUNCTION & BY OBJECT
2013/14**

OBJECTS	FTE	Salaries	Employee Benefits & Allowances	Services	Supplies & Materials	Debt Services	Transfers	Total	
Regular Instruction	600.54	44,843,000	2,337,400	598,900	3,892,300	-	144,400	51,816,000	59.7%
Student Support Services	374.10	16,581,200	1,296,400	388,600	172,500	-	-	18,438,700	21.3%
Community Education and Services	4.80	187,500	27,900	41,400	36,400	-	-	293,200	0.3%
Divisional Administration	33.04	1,748,100	210,300	659,400	114,800	-	-	2,732,600	3.2%
Instructional & Other Support Services	21.69	1,598,400	89,300	711,400	133,900	-	-	2,533,000	2.9%
Transportation	37.45	1,255,400	148,800	253,300	383,800	-	-	2,041,300	2.4%
Operations and Maintenance	75.26	3,090,500	452,800	3,073,000	766,200	-	-	7,382,500	8.5%
Fiscal	-	-	-	-	-	11,700	1,490,000	1,501,700	1.7%
Totals	<u>1,146.87</u>	<u>69,304,100</u>	<u>4,562,900</u>	<u>5,726,000</u>	<u>5,499,900</u>	<u>11,700</u>	<u>1,634,400</u>	<u>86,739,000</u>	100.0%
		79.9%	5.3%	6.6%	6.3%	0.0%	1.9%	100.0%	

**BRANDON SCHOOL DIVISION
BUDGET VARIANCE SUMMARY
2013/2014**

OBJECTS	FTE	Salaries & Employee Benefits	Services	Supplies & Materials	Interest	Transfers	Total	
Regular Instruction	44.40	4,417,300	28,500	562,400		700	5,008,900	10.7%
Student Support Services	2.58	1,589,600	16,500	12,600			1,618,700	9.6%
Community Education and Services	-	36,500	400	700			37,600	14.7%
Divisional Administration	1.50	209,100	107,600	29,200			345,900	14.5%
Instructional & Other Support Services	0.64	170,900	110,600	8,400			289,900	12.9%
Transportation	1.00	117,300	9,700	21,100			148,100	7.8%
Operations and Maintenance	3.30	179,100	398,300	36,100			613,500	9.1%
Fiscal	-				5,200	141,700	146,900	10.8%
Totals	53.42	6,719,800	671,600	670,500	5,200	142,400	8,209,500	10.5%
Transfers to Capital						-	-	39.3%
	53.42	6,719,800	671,600	670,500	5,200	142,400	8,209,500	10.4%

Preparation of Operating Budget 2013-2014
SUMMARY OF RESOURCE REQUIREMENTS

Brandon School Division Special Levy

	Special Levy	Mill Rate
Special Levy 2013	38,174,209	16.64
Special Levy 2012	34,590,520	15.38
Net Dollar Inc.	3,583,689	1.26
Net Percent Change	10.4%	8.2%
	FTE	Approved
	29.50	2,137,900

AREA	ITEM(S)	COSTS		Budget Day Calculations		
		FTE	Total	FTE	Approved	Comments
	20K3 Funding for 2013/14				(180,000)	
	Reduction to teacher FTE (enrollment increase)			(2.70)	(214,100)	2.7 FTE from last year (surplus) to come out of the 27 additional teachers for enrollment increase
		-	-	(2.70)	(394,100)	
	<u>Trustee/Board Committee Resource Requirements</u>					
Business	Community Relations Budget for meeting with public		8,000		8,000	
		-	8,000	-	8,000	
Facilities	Maintenance and upgrades to playgrounds		5,000		5,000	
	Division costs for portable classrooms (linkage, ramps etc.)		84,000		84,000	If we don't get the portables, remaining amount will go to surplus.
		-	89,000	-	89,000	
Human Resources	Implementation of 20K3 Year 2. (6.7 Teachers, 3 Ancillary Support Teachers)	9.70	840,700	3.00	237,900	2.7 FTE from last year (surplus) to come out of the 27 additional teachers for enrollment increase
	BSSAP worker for Valleyview school.	0.50	13,700	0.50	13,700	
	Ecole New Era - Earl Oxford Transition	3.00	150,500	1.00	47,900	Supplies, bus driver & bus costs
		13.20	1,004,900	4.50	299,500	
Supplies	iPad carts/laptops for each floor in schools without elevator (Meadows, O'Kelly)		22,800		22,800	
	Evaluation of Vocational equipment needs.		5,000		-	
	Instructional budget - increase by \$5.00/student, current rate of \$15.00/student to \$20.00/student.		40,200		40,200	
	Instructional budget for field trip allocation		18,000		18,000	

Preparation of Operating Budget 2013-2014
SUMMARY OF RESOURCE REQUIREMENTS

Brandon School Division Special Levy

	Special Levy	Mill Rate
Special Levy 2013	38,174,209	16.64
Special Levy 2012	34,590,520	15.38
Net Dollar Inc.	3,583,689	1.26
Net Percent Change	10.4%	8.2%
	FTE	Approved
	29.50	2,137,900

AREA	ITEM(S)	COSTS		Budget Day Calculations		
		FTE	Total	FTE	Approved	Comments
	Emergency funding for sports travel teams due to inclement weather.		10,000		5,000	
		-	96,000	-	86,000	
	Total Trustee/Board Committee Resource Requirements	13.20	1,197,900	1.80	88,400	

Preparation of Operating Budget 2013-2014
SUMMARY OF RESOURCE REQUIREMENTS

Brandon School Division Special Levy

	Special Levy	Mill Rate
Special Levy 2013	38,174,209	16.64
Special Levy 2012	34,590,520	15.38
Net Dollar Inc.	3,583,689	1.26
Net Percent Change	10.4%	8.2%
	FTE	Approved
	29.50	2,137,900

AREA	ITEM(S)	COSTS		Budget Day Calculations		
		FTE	Total	FTE	Approved	Comments
Business	<u>Senior Administration Resource Requirements</u>					
	Secretarial Overload for Senior High Schools.		9,600		9,600	
	Communication and translation budget.		28,200		18,000	8,000-translation, 10,000-supplies
	Wellness day budget.		20,000		10,000	
	Smart Board maintenance		10,000		10,000	
	Telepresence video conference package.		8,000		8,000	Report from Sr. Admin to the Board at the first board meeting in January 2014 on how travel costs have been reduced.
		-	75,800	-	55,600	
Facilities	Security cameras, mirrors and card access/lock down for schools.		150,000		150,000	
		-	150,000	-	150,000	
Human Resources	Provide remaining schools with Coquitlam Formula.	2.80	93,600	2.80	93,600	
	Technical Support Specialist and SharePoint/Database Programmer in MIST Department	2.00	143,100	1.00	72,000	Technical Support Specialist
	Communications & Technology Assistant	1.00	55,900	-	-	
	Research and Evaluation support		6,500		6,500	
	Full Day/Every Day Kindergarten - George Fitton	4.50	209,000	4.50	209,000	
	Divisional Principal for Office of the Superintendent	1.00	121,100		-	
	Job Evaluation Secretary and part-time Sub Booking Clerk	1.50	84,600	1.00	58,300	
	Facilities planner (data management).	1.00	83,500		-	

Preparation of Operating Budget 2013-2014
SUMMARY OF RESOURCE REQUIREMENTS

Brandon School Division Special Levy

	Special Levy	Mill Rate
Special Levy 2013	38,174,209	16.64
Special Levy 2012	34,590,520	15.38
Net Dollar Inc.	3,583,689	1.26
Net Percent Change	10.4%	8.2%
	FTE	Approved
	29.50	2,137,900

AREA	ITEM(S)	COSTS		Budget Day Calculations		
		FTE	Total	FTE	Approved	Comments
	Reading Recovery Teachers	1.50	118,900	1.50	118,900	
	Vice-Principals	3.50	343,000	2.00	196,000	
	Educational Assistant hours.		40,000		40,000	
	Staff Co-ordinator for Professional Development for Support Staff	1.00	56,900	0.50	28,500	
	Training for MIST Department		9,000		9,000	
	Secretary for Neelin High School Off-Campus program	1.00	37,900	1.00	37,900	
	Secretary for École New Era School	1.00	37,900	0.50	19,000	
	Educational Assistants assigned to AEP	15.00	367,500	10.20	250,000	
	Teachers	7.00	555,100	2.70	214,100	
	Professional Development for Advanced Placement programs and Divisional Initiatives		76,600		40,000	
	Recruitment of Teachers and Relocation Costs		26,000		20,000	
		43.80	2,466,100	27.70	1,412,800	
Learning Support Services	Teacher Mentorship Initiative		32,000		32,000	
	External International Examinations (Advanced Placement/International Baccalaureate)		15,000		15,000	
	F1 Competition Participation		33,500		33,500	
	School Based Technology		140,000		70,000	
		-	220,500	-	150,500	
Supplies	Learning Resources		410,000		200,000	

Preparation of Operating Budget 2013-2014
SUMMARY OF RESOURCE REQUIREMENTS

Brandon School Division Special Levy

	Special Levy	Mill Rate
Special Levy 2013	38,174,209	16.64
Special Levy 2012	34,590,520	15.38
Net Dollar Inc.	3,583,689	1.26
Net Percent Change	10.4%	8.2%
	FTE	Approved
	29.50	2,137,900

AREA	ITEM(S)	COSTS		Budget Day Calculations		
		FTE	Total	FTE	Approved	Comments
	Middle Years Home Economics, Industrial Arts, Band Support		14,700		14,700	
	Assistive Technology/Occupational Therapy funding		12,200		12,200	
	Science equipment, sound field systems, additional classroom furniture		53,700		53,700	
		-	490,600	-	280,600	
	Total Senior Administration Resource Requirements	43.80	3,403,000	27.70	2,049,500	
	Total Resource Requirements for 2013/2014	57.00	4,600,900	29.50	2,137,900	

**BRANDON SCHOOL DIVISION
CALCULATION OF 2013 SPECIAL LEVY**

Budget Shortfall and Requests		4,251,500
A. Special Requirement: 2012/13 Budget (1)	37,515,600	
B. Amount related to 2012/13 included in 2012 Special Levy	16,319,286	
C. Balance of 2012/13 to be raised in 2013 (A - B)		21,196,314
D. Special Requirement: 2013/14 Budget (1)	41,767,100	
E. Amount included in 2013 Special Levy (43.5% of D) (2)		18,168,689
F. Surplus (Applied)/Raised (not included in the Special Requirement)		293,625
G. 2013 SPECIAL LEVY FOR DIVISION (C + E + F)		39,658,628
H. 2013 SPECIAL LEVY FOR D.S.F.M. (from line Q below)		363,559
I. 2012 SPECIAL LEVY ADJUSTMENT FOR D.S.F.M. (from line G of Adjustment form)		35
J. SPECIAL LEVY BEFORE TAX INCENTIVE GRANT (G + H + I)		40,022,222
K. Less: Tax Incentive Grant		1,848,013
L. 2013 TOTAL SPECIAL LEVY (J - K) (3)		38,174,209
Total School Assessment		2,294,032,750
2013 Mill Rate		16.6407
2012 Mill Rate		15.379
Percentage increase in Mill Rate over prior year		8.2%

2013 SPECIAL LEVY FOR D.S.F.M.

M. 2013 Special Levy for Division (from line G above)	39,658,628	
N. Resident Non-D.S.F.M. pupils at September 30, 2012 (4)	7,745.0	
O. Special Levy per resident pupil (M ÷ N)	5,120.55	
P. Resident D.S.F.M. pupils at September 30, 2012 (4)	71.0	
Q. 2013 Special Levy for D.S.F.M. (O x P)		363,559

**BRANDON SCHOOL DIVISION
CALCULATION OF 2014 SPECIAL LEVY**

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A. Special Requirement: 2013/14 Budget (1)	41,767,100	
B. Amount related to 2013/14 included in 2013 Special Levy	18,168,689	
C. Balance of 2013/14 to be raised in 2014 (A - B)		23,598,412
D. Special Requirement: 2014/15 Budget (1)	41,767,100	
E. Amount included in 2014 Special Levy (43.5% of D) (2)		18,168,689
F. Surplus (Applied)/Raised (not included in the Special Requirement)		381,375
G. 2014 SPECIAL LEVY FOR DIVISION (C + E + F)		42,148,475
H. 2014 SPECIAL LEVY FOR D.S.F.M. (from line Q below)		386,384
I. 2013 SPECIAL LEVY ADJUSTMENT FOR D.S.F.M. (from line G of Adjustment form)		35
J. SPECIAL LEVY BEFORE TAX INCENTIVE GRANT (G + H + I)		42,534,894
K. Less: Tax Incentive Grant		1,848,013
L. 2014 TOTAL SPECIAL LEVY (J - K) (3)		40,686,881

Total School Assessment	2,294,032,750
2014 Mill Rate	17.74
2013 Mill Rate	16.64
Percentage increase in Mill Rate over prior year	6.6%

2014 SPECIAL LEVY FOR D.S.F.M.

M. 2014 Special Levy for Division (from line G above)	42,148,475	
N. Resident Non-D.S.F.M. pupils at September 30, 2013 (4)	7,745.0	
O. Special Levy per resident pupil (M ÷ N)	5,442.02	
P. Resident D.S.F.M. pupils at September 30, 2013 (4)	71.0	
Q. 2014 Special Levy for D.S.F.M. (O x P)		386,384

Brandon School Division

2013/2014 Budget

Education Property Tax on a Home Valued at \$200,000		2013 Special Levy
2012 Mill Rate		15.38
School Taxes 2012		\$1,384
2013 Mill Rate - Scenario		16.64
Mill Rate Increase		8.2%
School Taxes 2013		\$1,498
Annual Change in School Taxes		\$113.57
Monthly Change in School Taxes		9.46

Education Property Tax on a Commercial Property Valued at \$500,000		2013 Special Levy
Brandon School Division Levy		
2012 Mill Rate		15.38
School Taxes 2012		\$4,998
2013 Mill Rate - Scenario		16.64
BSD Mill Rate Increase		8.2%
BSD School Taxes		\$5,408
Provincial Education Support Tax		
2012 ESL Mill Rate		11.36
Provincial Education Levy		\$3,692
Total School Taxes 2013		\$9,100

School Taxes 2012 8,690

Annual Change in School Taxes	\$410.21
Monthly Change in School Taxes	34.18

Appendix G

EAL Students by Country of Origin - January 2013																																																
School	Grade	Country																																														
		Anhui	Australia	Canada	China	Columbia	Cuba	Denmark	Dominican Republic	Egypt	El Salvador	Eritrea	Ethiopia	Germany	Honduras	Hong Kong	India	Indonesia	Ireland	Israel	Italy	Jiangsu	Kazakhstan	Kenya	Korea	Libya	Mauritius	Mexico	Moldova	Netherlands	Nigeria	Pakistan	Philippines	Russia	Saudia Arabia	South Africa	South Korea	Shandong	Sudan	Tadgikistan	Uganda	Ukraine	United States	School Total				
Alexander	K																																													0		
	1																																													0		
	2																																													0		
	3																																													0		
	4																																													0		
	5																																													0		
	6																																													0		
	7																																													0		
	8																																													0		
School Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Betty Gibson	K			2	2	4								3														2																			13	
	1			1	3					2				3		1											1																					11
	2			6	2					1				8													1																					17
	3			2	2					5				8																																	18	
	4			3	4					1				6													1																					15
	5			1	3	4				4				1										1																							14	
	6			5	4					4				8										1																							21	
	7			3	3					1				6																																	13	
School Total		0	0	3	25	26	0	0	0	0	18	0	0	0	42	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	2	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	122
Earl Oxford	K				3								1			1																															5	
	1													1																																1		
	2			1										1																																2		
	3			2										1																																4		
	4			3										1											2		1																			8		
	5													1																																3		
	6			2										1											1																					4		
	7			2	1									1																																4		
	8			3	1					2				8																																18		
School Total		0	0	0	16	2	0	0	0	0	2	0	0	1	15	0	1	0	0	0	0	0	0	0	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	49	
George Fitton	K			2	1	2								2				1									1																				12	
	1			2	2									1													1																				7	
	2			1	2	1				4				2												3																					13	
	3			1	2	2				1				2												1																					10	
	4			2	2					3				1												1																					11	
	5			1	2					3																																				10		
	6			1	3	3																		1		3																					12	
	7				3									3																																	10	
	8			1	4	4				1		1												1			1	1																			15	
School Total		0	0	6	20	18	0	0	0	0	13	0	1	0	11	0	0	0	1	0	0	0	0	1	2	0	12	1	0	0	0	0	0	3	2	0	0	0	0	0	0	0	1	8	0	100		
Green Acres	K				1												1																													2		
	1			1	4								1																																	6		
	2			2	1																																									5		
	3				1					1																																				2		
	4				3					1																																				5		
	5																																													0		
	6									1																																				2		
	7									1																																				1		
	8				5																																									5		
School Total		0	0	3	15	0	0	0	0	4	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	1	0	28			

School	Grade	Anhui	Australia	Canada	China	Columbia	Cuba	Denmark	Dominican Republic	Egypt	El Salvador	Eritrea	Ethiopia	Germany	Honduras	Hong Kong	India	Indonesia	Ireland	Israel	Italy	Jiangsu	Kazakhstan	Kenya	Korea	Libya	Mauritius	Mexico	Moldova	Netherlands	Nigeria	Pakistan	Philippines	Russia	Saudia Arabia	South Africa	South Korea	Shandong	Sudan	Tadgikistan	Uganda	Ukraine	United States	School Total						
École Harrison	K																																														0			
	1																																															0		
	2																																															0		
	3																																															0		
	4																																															0		
	5																																															0		
	6																																															0		
	7																																															0		
	8																																															0		
School Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
J. R. Reid	K																1																																1	
	1			1																																													2	
	2			1											1																																		3	
	3			1						1																																							2	
	4									1					2												1	1																					5	
	5			1						1							1																															3		
	6			1	1	1															1								2																			6		
	7																1																														1			
	8				1					1																		1																				3		
School Total		0	0	2	5	1	0	0	0	4	0	0	0	0	3	0	3	0	0	0	1	0	0	0	0	0	1	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	26		
King George	K			2		1				2					1		2																																8	
	1			1	1	2				1					3		1										1																							10
	2			2	2					1																							1																6	
	3			4	2					3							2																																11	
	4			2	1	1				1			1		3		1																1															11		
	5				1					2					3										1																						8			
	6				3	3				3							1									1																					11			
	7				3	3				2			1		1		2										1																				13			
	8				2	2				4					4		1																															13		
School Total		0	0	5	17	16	0	0	0	0	19	0	1	1	15	0	10	0	0	0	0	0	0	1	0	0	3	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	1	0	91			
Kirkcaldy Heights	K			1	2																																												3	
	1				2								1																																				3	
	2			2	1	1							1																																				5	
	3				2	1																			1																								5	
	4																																															0		
	5				1									1																																	2			
	6														1													1																			2			
	7																																														1			
	8																																														0			
School Total		0	0	3	8	2	0	0	0	0	0	0	4	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	21			
Linden Lanes	K				1																																											1		
	1				2					1			1				1		1																														7	
	2			1	1																																												2	
	3				3																																												4	
	4				1																																										1			
	5				2					1							1																														4			
	6				1																																										1			
	7				1	1																																									2			
	8				2	1				1															1	2																					7			
School Total		0	0	1	14	2	0	0	0	3	0	0	1	0	0	2	0	0	2	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	29			

School	Grade	Anhui	Australia	Canada	China	Columbia	Cuba	Denmark	Dominican Republic	Egypt	El Salvador	Eritrea	Ethiopia	Germany	Honduras	Hong Kong	India	Indonesia	Ireland	Israel	Italy	Jiangsu	Kazakhstan	Kenya	Korea	Libya	Mauritius	Mexico	Moldova	Netherlands	Nigeria	Pakistan	Philippines	Russia	Saudia Arabia	South Africa	South Korea	Shandong	Sudan	Tadgikistan	Uganda	Ukraine	United States	School Total		
Meadows	K			1		1											1																											3		
	1			1	2	2				1				2	4		5																										1		18	
	2				2	4				1					4		1																												12	
	3					2				3				2	2		2																												11	
	4				2	2								1	3		3																											11		
	5				2	4					3			1	6		6																											23		
	6			1		1				3					2		4																											11		
	7				1	1								2	3		3																											10		
8					1	1				2							7																											17		
School Total		0	0	3	10	18	0	0	0	0	13	0	0	8	28	0	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	1	0	0	1		116
New Era	K			2	7	1				2					1	1											4				1												1	1		21
	1				4					1					1												1	1					1									2			11	
	2				4	2				1				6													1				1	1			1										17	
	3				4	8				4					1												2																1		20	
	4				2	2				3														1			2	1															1	12		
	5				6	1			1	7				6													1	1				1												25		
	6			1	2	3	1			5				1													1	1					1											15		
	7				3	3				3					6												2				1												1	2	21	
8				3	1				3					6												2	1																	16		
School Total		0	0	3	31	25	1	0	1	0	29	0	0	0	28	1	0	0	0	0	0	0	0	1	0	0	16	5	0	0	4	2	1	0	1	0	0	0	0	0	0	5	4		158	
O'Kelly	K													2																															2	
	1			1											1																														2	
	2			2																																									2	
	3																																												1	
	4																																												2	
	5																																												0	
	6																																												3	
	7																																												1	
8			1																																									1		
School Total		0	0	4	0	0	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14
Riverheights	K			1	1										1																														3	
	1				3																																								7	
	2	1			1																																								3	
	3							1						1																															3	
	4				2									1																														10		
	5				4	1																								1														7		
	6				2								1				2									2																		7		
	7				3	2																				1				1								1						13		
8				3												2									1							1												11		
School Total		1	0	1	19	3	0	1	0	0	0	0	1	2	1	0	4	0	0	0	0	0	0	0	4	0	0	0	0	2	0	0		1	0	0	0	0	1	1	0	0	22	0	64	
Riverview	K			2	2							1		1																														6		
	1			3						4																																			7	
	2									3																1																			5	
	3									3																							1											4		
	4				1					3					2																													7		
	5				1	1				3					2																														7	
6									6					1									1			1																		9		
School Total		0	0	5	4	1	0	0	0	22	0	1	0	6	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0		45	

School	Grade	Anhui	Australia	Canada	China	Columbia	Cuba	Denmark	Dominican Republic	Egypt	El Salvador	Eritrea	Ethiopia	Germany	Honduras	Hong Kong	India	Indonesia	Ireland	Israel	Italy	Jiangsu	Kazakhstan	Kenya	Korea	Libya	Mauritius	Mexico	Moldova	Netherlands	Nigeria	Pakistan	Philippines	Russia	Saudia Arabia	South Africa	South Korea	Shandong	Sudan	Tadgikistan	Uganda	Ukraine	United States	School Total		
St. Augustine	K				1					1																							3										5			
	1																										1						1											2		
	2				1					1					1													1	1												1				6	
	3									3																								1										4		
	4			1		1				2																		1	1					1										8		
	5									1																		1										1						3		
	6					3				4					1																							1						9		
	7					1																																						1		
8					1					2																																		3		
School Total		0	0	1	0	8	0	0	0	0	14	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	4	2	0	0	0	0	7	0	0	0	0	0	2	0	1	0	0	0	41	
Valleyview	K			1		1									1																												1		4	
	1				1																																								1	
	2																																												0	
	3														1																													1	2	
	4				1																																							1		
	5					1				1																																1		3		
	6				1					1					2																													4		
School Total		0	0	1	3	2	0	0	0	0	2	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	15	
Waverly Park	K			3																																									3	
	1									1																1																				2
	2				1	1				2					1																														5	
	3				3	1											1																											5		
	4				1																						1																	5		
	5				5						1																																	8		
	6									2																																		3		
	7				2					1							2										1																	8		
8				1					1																	1																	3			
School Total		0	0	3	13	2	0	0	0	0	8	0	0	0	1	0	6	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	4	0	42	
Total K-8	K	0	0	17	20	11	0	0	0	0	5	0	1	3	10	1	6	0	1	0	0	0	0	0	0	0	5	2	0	0	1	0	4	1	0	0	0	0	0	0	0	0	3	1	92	
	1	0	0	7	19	13	0	0	0	0	11	0	0	6	12	0	8	0	0	1	0	0	0	0	0	1	0	5	1	0	0	0	1	1	0	0	0	0	0	1	0	0	9	1	97	
	2	1	0	9	22	14	0	0	0	0	14	0	0	1	24	0	1	0	0	0	0	0	0	0	0	0	6	1	0	0	1	1	2	0	1	0	0	1	0	0	1	3	0	103		
	3	0	0	1	24	18	0	1	0	0	24	0	0	5	15	0	5	0	0	1	0	0	0	0	0	1	0	3	0	0	0	0	0	2	0	0	0	0	0	1	0	0	4	1	106	
	4	0	0	3	22	12	0	0	0	0	15	0	1	4	18	0	6	0	0	0	0	0	0	0	1	3	0	7	3	0	0	0	0	3	0	0	0	0	1	0	0	13	0	112		
	5	0	0	1	27	14	0	0	1	0	27	0	0	2	19	0	9	0	0	0	0	0	0	0	2	1	0	3	1	0	1	1	0	3	0	0	1	0	0	0	0	1	6	0	120	
	6	0	0	4	18	17	1	0	0	0	26	0	1	3	15	0	7	0	0	0	1	0	0	1	4	0	6	4	0	0	0	0	1	1	0	0	0	1	0	0	1	0	112			
	7	0	0	0	21	15	0	0	0	0	9	0	0	4	20	0	8	0	0	0	0	0	0	0	2	0	3	1	0	1	1	0	1	1	0	1	0	0	1	0	0	8	2	99		
8	0	0	2	25	11	0	0	0	0	17	0	1	0	22	0	10	0	0	0	0	0	0	2	4	0	3	2	0	0	0	0	1	0	0	1	0	0	0	1	0	10	0	112			
Division Total K-8		1	0	44	198	125	1	1	1	0	148	0	4	28	155	1	60	0	1	2	1	0	0	6	16	0	41	15	0	2	4	2	18	3	1	3	0	1	5	1	2	57	5	961		
Crocus Plains	9				6	13				12		1		11		5								1	1		4																2	2	58	
	10				6	7				7			2	8		2									1		1	1							1							1	37			
	11				5	3				14	1			5		3	1									4															1	43				
	12				6	7				21	2	3	1	20		3								1	1																1	69				
School Total		0	0	0	23	30	0	0	0	0	54	3	4	3	44	0	13	1	0	0	0	0	2	7	0	5	3	0	0	0	0	5	1	0	0	1	0	0	1	0	0	5	2	207		
Neelin	9			1		2				1																								1									5			
	10				1					3														1																			5			
	11				2	1				3																																	6			
	12				5	3				5					1																												15			
School Total		0	0	1	8	6	0	0	0	0	12	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	31	

School	Grade	Anhui	Australia	Canada	China	Columbia	Cuba	Denmark	Dominican Republic	Egypt	El Salvador	Eritrea	Ethiopia	Germany	Honduras	Hong Kong	India	Indonesia	Ireland	Israel	Italy	Jiangsu	Kazakhstan	Kenya	Korea	Libya	Mauritius	Mexico	Moldova	Netherlands	Nigeria	Pakistan	Philippines	Russia	Saudia Arabia	South Africa	South Korea	Shandong	Sudan	Tadgikistan	Uganda	Ukraine	United States	School Total		
Vincent Massey	9				26	3	1				4		1		3		2				1			1	2							1	1			1			2			1		50		
	10				12	4					8													1				2								1			1			4		33		
	11				6	4					8					3								1				1	1												1			25		
	12				16	8					5				1		1						1		3				1	1							1			1			7			45
School Total		0	0	0	60	19	1	0	0	0	25	0	1	0	7	0	3	0	0	0	1	0	1	1	7	0	0	3	1	0	0	1	2	0	0	1	1	0	4	0	1	13	0		153	
Total 9-12	9	0	0	1	32	18	1	0	0	0	17	0	2	0	14	0	7	0	0	0	1	0	0	2	3	0	4	0	0	0	0	1	2	0	0	1	0	0	2	0	0	3	2		113	
	10	0	0	0	19	11	0	0	0	0	18	0	0	2	8	0	2	0	0	0	0	0	0	1	2	0	1	3	0	0	0	0	0	0	1	0	0	0	1	0	1	5	0		75	
	11	0	0	0	13	8	0	0	0	0	25	1	0	0	8	0	3	1	0	0	0	0	0	0	5	0	0	2	1	0	0	0	4	0	0	0	1	0	0	0	0	2	0		74	
	12	0	0	0	27	18	0	0	0	0	31	2	3	1	22	0	4	0	0	0	0	0	1	1	4	0	0	1	0	0	0	0	2	0	0	0	2	0	2	0	0	8	0		129	
Division Total 9-12		0	0	1	91	55	1	0	0	0	91	3	5	3	52	0	16	1	0	0	1	0	1	4	14	0	5	6	1	0	0	1	8	1	0	1	3	0	5	0	1	18	2		391	
Division Total		1	0	45	289	180	2	1	1	0	239	3	9	31	207	1	76	1	1	2	2	0	1	10	30	0	46	21	1	2	4	3	26	4	1	4	3	1	10	1	3	75	7		1352	