A. Business Arising for Board Action

I. PRESENTATIONS

FROM SCHOOLS

Kirkcaldy Heights School
Linden Lanes School

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. MEADOWS ELEVATOR

For Action..... K. Zabowski

We have received the Constructions Documents Submission from MCM Architects Inc. for the Meadows School Elevator and Universal Washroom Addition. This package includes drawings, specifications and cost estimates. In order to expedite this matter and begin work on the project during the summer months, the Facilities and Transportation Committee directed a motion be taken directly to the Board of Trustees for approval. Therefore, a motion has been included in the agenda authorizing the Architect to forward the plans to The Public Schools Finance Board.

RECOMMENDATION:
That the Construction Documents for the Meadows School Elevator and Universal Washroom addition be approved and that the Architect be authorized to forward the plans to The Public Schools Finance Board.

2. GUILD INSURANCE BROKERS INC. SCHOLARSHIP

For Action..... K. Zabowski

Guild Insurance Brokers Inc. would like to establish a scholarship in the Brandon School Division. The conditions for establishing the scholarship have now been completed and an agreement prepared. The scholarship is to be known as "Guild Insurance Brokers Lend a Hand Annual Scholarship" in the amount of $200 to be awarded annually to a graduating student from each of the three (3) Senior High Schools in the Brandon School Division who has applied to and been accepted to a post-secondary institution to pursue post-secondary studies. The scholarship recipient shall have shown commitment to volunteering their time with a local charitable/non-profit organization, and/or at community events throughout their senior years in high school, with involvement in school activities and organizations also being recognized. The recipient shall have practiced daily the Golden Rule of "Do unto others as you would have them do unto you" and shall have shown a strong work ethic to achieve academics and/or have overcome adversity. The Scholarship shall continue indefinitely, subject to notification on or before March 1st of any year should the parties wish to terminate the agreement.

The Agreement is attached as Appendix A. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

RECOMMENDATION:
That the Agreement for establishment of a scholarship for a graduating student from each of the three Senior High Schools in the Brandon School Division who has applied to and been accepted at a Post-Secondary Institution to pursue post-secondary studies to be known as "Guild Insurance Brokers Lend a Hand Annual Scholarship" in the amount of $200.00 be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

3. POLICY 6037 - COMMUNICATIONS AND TECHNOLOGY SPECIALIST

For Action..... K. Zabowski

At the Special Board Meeting on April 23, 2012, a Giving of Notice was presented for the purpose of approving Policy 6037 – "Communications and Technology Specialist". The noted Policy is attached as Appendix B. A motion for the Policy is included in the agenda for Board consideration.

4. POLICY 6038 – RESEARCH AND EVALUATIONS SERVICE SPECIALIST

For Action..... K. Zabowski

At the Special Board Meeting on April 23, 2012, a Giving of Notice was presented for the purpose of approving Policy 6038 – "Research and Evaluation Services Specialist". The noted Policy is attached as Appendix C. A motion for the Policy is included in the agenda for Board consideration.

5. POLICY 6039 – ABORIGINAL EDUCATION LEARNING SPECIALIST

For Action..... K. Zabowski

At the Special Board Meeting on April 23, 2012, a Giving of Notice was presented for the purpose of approving Policy 6039 – "Aboriginal Education Learning Specialist". The noted Policy is attached as Appendix D. A motion for the Policy is included in the agenda for Board consideration.

IV. SUPERINTENDENT OF SCHOOLS

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

For Action.....G. Malazdrewicz

Vincent Massey High School and Crocus Plains Regional Secondary School have submitted an off-site activity request (attached as Appendices E & F) for Board of Trustees consideration for ten (10) grade 12 high school students from Vincent Massey High School and ten (10) grade 11 high school students from Crocus Plains Regional

Secondary School to make a trip to Toronto, Ontario from May 19, 2012 to May 23, 2012.

Mr. Mathew Gustafson, Principal, Vincent Massey High School, 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 10 high school students from Vincent Massey High School to Toronto, Ontario from May 19, 2012 to May 23, 2012 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

1. TRUSTEE INQUIRY –INQUIRY FROM JIM MURRAY – ALL DAY EVERY DAY KINDERGARTEN

For Information.....G. Malazdrewicz

At the March 26, 2012 Regular Board meeting, Trustee Murray requested information regarding the All Day Every Day Kindergarten. A report was requested on the impact that all day every day kindergarten would have on classroom space as it relates to the implementation of the government mandated K-3 twenty (20) students per classroom.

- *Focus on current enrolment (How would this have impacted us this year if both programs had been in effect?*
- *Focus on future years using our own projected numbers.*
- *Done on a school by school basis.*

For the purpose of structuring this response the following sequence was utilized:

1) The addition of Full Day Every Day Kindergarten classrooms were considered first and on a four year implementation path;
2) The addition of Kindergarten classrooms in response to Manitoba Educations 20K3 class size initiative over the same four (4) year window; and
3) The addition of Kindergarten classrooms required to respond to enrolment growth projections. This report deals only with Kindergarten classrooms.

The following table outlines the analysis results:

	2012	2013	2014	2015	
FDED Kindergarten	2	1	2	6	11
20K3 Initiative	2	2	1	1	6
Enrolment Growth	1	1	0	0	2
	5	4	3	7	19

In summary the implementation of Full Day Every Day Kindergarten will require eleven (11) classrooms.

The response to the 20K3 Initiative and enrolment growth will require an additional eight (8) classrooms. It should be noted that these eight (8) classrooms are included in previous projections provided to the Board of Trustees. The Kinder demographic impact with 20K3 report is attached as Appendix G for the Board's information.

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information ..... B. Switzer

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

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL INFORMATION

For Information ..... D. Michaels

SCHOOL VISITS (APRIL 2 TO APRIL 13, 2012)

- Monday, April 2, 2012 – J.R. Reid School
- Monday, April 9, 2012 – École secondaire Neelin High School
- Thursday, April 12, 2012 – Kirkcaldy Heights School

A. QUALITY LEARNING

QUALITY LEARNING AT KIRKCALDY HEIGHTS SCHOOL
Report prepared by Mr. Bruce Shamray, Principal, Kirkcaldy Heights School

The literacy team at Kirkcaldy Heights continues to work on writing and reading. The 6 +1 writing traits were concentrated on individually. The traits were studied using the work of Ruth Culham. The teachers met and discussed the focus trait, taught and practiced the trait with their students and then the teachers met as a group and shared the student work, as well as their personal reflections. All of the writing traits have been taught. The goal is to collect exemplars that showcase quality examples of each trait.

The beginnings of the work involving guided reading and levelled literacy is being undertaken. Sessions facilitated by our literacy support teachers are occurring to support levelled literacy intervention and to increase confidence when working with the Fountas and Pinnell resources. The teachers have and will continue to view videos of demonstrations of reading strategies taught and modelled through literacy intervention and guided reading lessons.

B. QUALITY TEACHING

QUALITY TEACHING AT RIVERVIEW SCHOOL

Report prepared by Mr. Kelly Braun, Principal, Riverview School

November 19, 2011 saw the formation of the "Riverview Middle Years Literacy Team". The Group has made a commitment to discuss, plan and organize the literacy needs in Riverview School at the grade four to six level. It was decided that our school team (which includes classroom teachers) would target comprehension and understanding at three levels. These would include:

1. Ideas/strategies for teachers;
2. Consistent terminology and assessment; and
3. Create a common classroom framework for literacy in each target grade.

To achieve this, the following foci were developed:

1. Riverview will send a team to the "Leadership for Literacy in the Middle Years (MY)" initiative. This is a two (2) year commitment by the team. Our goal is to create a strong core of literacy experts to lead our team in Riverview.
2. Create a MY Literacy Block model to best support students in working effectively in the classroom environment during guided reading. This would also include classroom teachers meeting at least once per month as a literacy team to discuss student progress and or needs. Our objective will be to have better communication between classroom teachers and the rest of our MY literacy team. Included in our team will be our Librarian/High Ability Learner Enrichment Programming teacher, MY EAL teacher and our Literacy specialist.
3. "Literacy Place" will be introduced as the framework teacher's support in each MY classroom.
4. The Sheltered Instructional Observation Protocol (SIOP) was piloted at Riverview School during the 2010-2011 school year. SIOP was started by Echevarria & Short to assist teachers in improving their adaptations for English as a Second Language Learners. The pilot last year showed that SIOP planning benefits all students by guiding, planning, and encouraging strong teaching practices for acquiring reading, writing, and oral language skills. As a result of the pilot program, five (5) staff members are completing the SIOP training sessions offered during the 2011-2012 school year. This will further strengthen literacy planning and teaching to solidify the MY teaching community at Riverview.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT BETTY GIBSON SCHOOL

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

To augment our support services at Betty Gibson School, the Empower Reading Program was added this year. The Empower Reading program was added to our variety of other school based interventions to support students that may not have responded sufficiently to other reading interventions.

Empower Reading is an intensive reading program developed by researchers at the Hospital for Sick Children in Toronto. The program includes one hundred and ten (110) scripted lessons, which systematically teach five (5) strategies; Sounding Out, Rhyming, Peeling Off, Vowel Alert, and I Spy, to assist students with word identification and decoding.

The goals of Empower Reading are to:
Teach struggling readers a set of effective strategies for decoding words and understanding text;
To allow students to experience success in reading and gain confidence in their own reading skills;
To help students become independent readers equipped with multiple word attack strategies; and
To move beyond decoding strategies and read independently for meaning and for information.

This year at Betty Gibson School, five (5) students were selected to be part of the Empower Reading Program. They were chosen based on the results of Fountas and Pinnell Assessments, as well as several Empower Reading Assessments. Some of the students who were selected had made very minimal gains in other literacy interventions. This year's Empower Reading group consists of three (3) students in grade 3 and two (2) students in grade 5, and the groups meet for one (1) hour each day. The students have all made gains in their reading and in their confidence in themselves as readers.
During the final term, we will start to plan for these students' programming for next year. This programming may include completing the Empower Reading Program, transitioning into the Literacy Support program and / or mainstream classroom programming.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

SCHOOL	NO./STUDENTS	NO./DAYS	REASON
Crocus Plains Regional Secondary School	4	3,5	Assaultive Behaviour, Unacceptable Behaviour
Earl Oxford School	1	3	Assaultive Behavior, Unacceptable Behaviour
Vincent Massey High School	3	5	Drug & Alcohol Policy

2. DIVISIONAL INITIATIVES

For Information ..... D. Michaels

A. QUALITY TEACHING

UPDATE OF WATER STUDIES 40S – COLEEN MCKELLAR, ENVIRONMENTAL SCIENCE/BIOLOGY TEACHER AT CROCUS PLAINS REGIONAL SECONDARY SCHOOL

Coleen McKellar, Environmental Science/Biology Teacher, advises that "the environmental science class at Crocus Plains Regional Secondary School will soon be an active member of the South Central Eco Institute. http://scecoinstitute.com/

Mission statement: The South Central Eco-Institute is an umbrella organization consisting of members of the academic community, local government representatives from the eco-environmental trades and agencies, and interested community members.

Our first goal is to affirm the importance of water to our lives and to affirm the credibility of the experts who manage water resources.

The Institute is grounded in water resource management. There is already a strong infrastructure within the region, and much of the research and data found on this site is public domain research drawn from other sources.

Our second goal is to foster a local ownership of water stewardship. In order to encourage this, we are partnering schools with the regional conservation districts and encouraging a sharing of information and knowledge. Seasoned trades persons will work alongside students and their teachers. The students will begin to see themselves as some of these credible experts and will share their knowledge within their own families and communities.

As such, we will be testing water in the Assiniboine River for a variety of water quality indicators. Our testing will become part of the Central Assiniboine Watershed data and will be entered into the SCEI database. Training in the use of the water testing kits will take place in late April. Students and teachers will be trained by Kent Lewarne of the Eco Institute. Neil Zalluski, CD manager of the Assiniboine Hills Conservation District will also be in attendance. Neil has offered to be a part of our testing team as well. Actual water testing by students will take place by the end of May.

This is a valuable opportunity for students from Crocus Plains to become field researchers and engage in some actual water quality testing. The data generated from their test site will be added to the ever increasing database of information on the water in the Assiniboine River.

I look forward to sending more update on our adventures in the near future."

3. CORRESPONDENCE

For Information ..... D. Michaels

LETTER RECEIVED FROM THE PREMIER OF MANITOBA, GREG SELINGER

The following correspondence has been received from Premier Greg Selinger:

Dear Miss Jardine:

It gives me great pleasure to inform you that Youth Revolution has been selected by a panel of independent judges to receive the Premier's Volunteer Service Award for 2012.

The award was presented at the Annual Volunteer Awards Dinner, hosted by Volunteer Manitoba, on Tuesday, April 17, 2012 at the Winnipeg Convention Centre.

"The spirit and dedication you exhibit on behalf of your community is inspirational, commendable, and an excellent example of the kind of selflessness for which Manitobans have become known for over the years. I congratulate you on being named a recipient of the Premier's Volunteer Service Award and look forward to meeting you."

Appendix A

THIS AGREEMENT made this day of , 2012

BETWEEN:

GUILD INSURANCE BROKERS INC.

AND:

THE BRANDON SCHOOL DIVISION

WHEREAS Guild Insurance Brokers Inc. with the cooperation of the Brandon School Division wishes to fund an award in Brandon School Division;

AND WHEREAS the Board of Brandon School Division has agreed to assist with the administration of such an award;

NOW THEREFORE, the parties to this agreement do hereby mutually agree as follows:

1. That this scholarship in the amount of $200 shall be known as the Guild Insurance Brokers Lend a Hand Annual Scholarship;

2. That this scholarship shall be awarded annually to a graduating student in each of the three Senior High Schools in the Brandon School Division who has applied to and been accepted to a Post-Secondary Institution to pursue post-secondary studies;

3. The recipients of this scholarship must have shown commitment to volunteering their time with a local charitable/non-profit organization, and/or at community events throughout their senior years in high school (Grades 10-12). Involvement in school activities and organizations is also recognized;

4. The recipients must practice the Golden Rule in daily practice, "Do unto others as you would have them do unto you";

5. The recipients have shown a strong work ethic to achieve academics and/or have overcome adversity;

6. That the Brandon School Division will undertake to circulate information on the scholarships to potential applicants during the spring of each school year;

7. That individual schools will supervise the selection of the successful candidate and will notify the Guild Insurance Brokers Inc. giving the opportunity to participate in the annual presentation of the scholarships.

8. That this scholarship shall be made available to one graduate from each of the respective high schools on an annual basis commencing June 2012;

9. That the scholarship be funded from an annual donation from Guild Insurance Brokers Inc. to be received by the Division by March 1 of each year. Such amount shall be deposited in trust by the Division and invested at the discretion of the Secretary-Treasurer's Department; and

10. That this scholarship shall be in effect commencing at the date of signing this agreement, continuing indefinitely, subject to notification on or before March 1st of any year should Guild Insurance Brokers Inc. or Brandon School Division wish to terminate the agreement.

Criteria for the Guild Insurance Brokers

Lend a Hand Annual Scholarship

Local support has helped us grow into the brokerage we are today. We recognize the need and desire to give back to Brandon and the Westman area by charitable giving, community donations and volunteering.

At Guild Insurance Brokers we believe that volunteering man power and time is just as important as a monetary donation. We encourage and support our staff to get out and volunteer or participate in these events.

Because we each work in this community each day, it is even more important to support local community events. In turn, being a resident of Brandon there is the same importance to be involved.

The personal benefits of volunteering include:

- *Learn or develop a new skill*: Volunteering is the perfect vehicle to discover something you are really good at or to develop a new skill. The possibilities are endless.
- *Be part of the community:* No man or woman is an island. We sometimes take for granted the community that we live in. As a volunteer, you certainly return to society some of the benefits that society gives you.
- *Motivation and sense of achievement*: Fundamentally, volunteering is about giving your time, energy and skills freely. It may be true that no one person can solve all the world's problems, but what you can do is make that little corner of the world where you live just that little bit better.
- *New interests and hobbies*: Sometimes we get locked into the "rat-race" of life and volunteering can give us that escape to everyday routine and create a balance in our lives. You can strengthen your personal/professional mission and vision by exploring opportunities and expanding your horizons.

DATED at Brandon, Manitoba this day of , 2012.

AGREED to on behalf of the Brandon School Division:

_____

Chairperson

_____

Secretary-Treasurer

AGREED to on behalf of Guild Insurance Brokers Inc:

_____

Kristin Andrews, Operations Manager

_____

Brett McGregor, President

BRANDON SCHOOL DIVISION
POLICY

POLICY 6037
COMMUNICATIONS AND TECHNOLOGY SPECIALIST

Adopted:

REPORTS TO: Superintendent of Schools/Chief Executive Officer

PURPOSE

The Communications and Technology Specialist provides leadership, assistance, and support in the continuous development, advancement, and implementation of technology in the Brandon School Division's internal and external communications.

EDUCATIONAL AND EXPERIENTIAL QUALIFICATIONS

A. Education
- appropriate post-secondary education in areas of technology communications (including web design skills)
- Bachelor of Science degree in computer science (preferred)

B. Experience and Skills
- minimum three (3) years experience in similar position in public or private sector
- demonstrated ability and evidence in web-based operations and communication systems
- demonstrated ability to apply appropriate software in required responsibilities
- excellent organizational skills
- excellent oral and written communication skills
- excellent interpersonal skills
- demonstrated ability to work in teams
- intercultural sensitivity
- demonstrated political acuity
- demonstrated ability to organize/prioritize a multi-task workload, and to seek appropriate advice or take appropriate advice or take appropriate initiative
- project work experience with open source technology

MAIN RESPONSIBILITIES

1. Preparing all media and public communications for the Brandon School Division in accordance with Board Policy and protocols.

2. Maintaining, updating, and advancing Brandon School Division's web presence (including schools' webpages); serving as the Division's Web Master.

3. Implementing, updating, and advancing video-streaming communications for the Board of Trustees' public meetings.

4. Developing, maintaining, enhancing on-line communication tools (discussion forums, blogs, wikis, listservs, RSS feeds, e-communities).

5. Coordinating a variety of video-streaming communications within/amongst the schools.

6. Developing and extending professional networks within the community, province.

BRANDON SCHOOL DIVISION
POLICY

POLICY 6038
RESEARCH AND EVALUATION SERVICES SPECIALIST

Adopted:

REPORTS TO: Superintendent of Schools/Chief Executive Officer

PURPOSE

The Research and Evaluation Services Specialist provides leadership and ownership of the development, implementation and coordination of assessment, evaluation, and research programs in all areas of Divisional operations, such as student achievement, human resources and financial management.

EDUCATIONAL AND EXPERIENTIAL REQUIREMENTS

A. Education
- Bachelor of Education degree (with demonstrated successful completion of coursework in assessment and evaluation)
- Master's Degree with demonstrated successful completion of applied assessment and research techniques.

B. Experience
- minimum three (3) to five (5) years of experience in the field of public or education administration; program evaluation, data analysis, educational research or related field experience required
- demonstrated ability to **synthesize**, **analyze**, and **evaluate** complex data for systemic profiles
- knowledge of survey methodology, including specific experience in the design, administration, analysis and reporting of surveys
- experience in designing and implementing program evaluations
- demonstrated success in using data analysis to inform strategic planning and decision-making
- application of skills to communicate complex information to a variety of audiences
- possesses excellent quantitative skills, including the ability to examine available data, apply decision rules and analytical methods, produce descriptive and inferential statistics

- demonstrated ability and experience in preparation of meaningful reports based on analyses that enable programmatic next steps and actions to be outlined
- demonstrated technological ability to apply appropriate software in respective areas of operation and to establish connectivity in determining overall patterns

C. Personal Attributes

- strong attention to detail and accuracy of information is a requirement
- strong commitment to maintaining confidentiality and securing data for sharing only within the organization, or as directed by Senior Administration
- excellent organization skills
- excellent communication skills (verbal and written)
- interpersonal skills
- intercultural sensitivity
- ability to work in teams or independently
- ability to organize/prioritize a multi-task workload including the ability to lead and track multiple projects simultaneously.

MAIN RESPONSIBILITIES

1. Responsible for overseeing the data system functions in the Brandon School Division to connect all operational results to determine equity of access and opportunity for all learners (K-12).

2. Directs and oversees testing and assessment program components, support needs and material (e.g. assessments, data collection, etc.) for the purpose of delivering services which conform to established guidelines and monitoring compliance with relevant local and provincial regulations.

3. Serves as the analytic hub for the Division providing data to support strategic plans, policies and implementation goals of the secretary-treasurer, educational specialists, directors, principals and other professionals across the organization.

4. Provides the supports to transform data into actionable information for purposes of decision making and accountability by the educational specialists and other professionals across the organization.

5. Responsible for conducting both internal research and evaluation on programmatic effectiveness and managing external research and evaluation partnerships.

6. Serves as a liaison with the respective Divisional Department for the purpose of supporting divisional and provincial assessment programs related to development of required pre-identification files and accurate reporting of demographics data and student scores.

7. Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information.

8. Responds to internal inquiries for the purpose of providing information, facilitating communication and/or providing direction. Sharing of any and all data and the analysis of such data will be consistent with direction from Senior Administration and ensure the highest degree of security of information.

9. Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

BRANDON SCHOOL DIVISION
POLICY

POLICY 6039
ABORIGINAL EDUCATION LEARNING SPECIALIST

Adopted:

REPORTS TO: Associate Superintendent

PURPOSE

To provide expertise, knowledge, support to schools for:

- the education process of all students regarding the significance of indigenous Aboriginal culture, values and history;
- the appropriate educational programming of students with Aboriginal heritage in improving their achievement and engagement in learning; and
- the academic achievement concerns of Aboriginal students in the Middle Years.

EDUCATIONAL AND EXPERIENTIAL REQUIREMENTS

A. Education
- Manitoba Teacher's Certificate, or eligibility for teacher certification in the Province of Manitoba
- Master's Degree in Education, with major areas of curriculum study preferred

B. Experience and Skills
- minimum of five (5) years of exemplary teaching practice preferred
- demonstrated knowledge of Manitoba curriculum K-12, in particular with Middle Years education
- demonstrated knowledge and understanding of indigenous Aboriginal history, heritage, culture, values
- minimum of three (3) years of positive and productive professional experience in Aboriginal Education (teaching, learning, student engagement processes)
- ability to speak an Aboriginal language is an asset; and
- Aboriginal Heritage (First Nations, Métis, Inuit) preferred

MAIN RESPONSIBILITIES

1. Assists classroom teachers with the integration of indigenous Aboriginal culture, values, and history throughout Provincial curricula.

2. Assists in the development of curriculum support materials.

3. Coordinates professional development activities pertaining to Aboriginal education.

4. Advises and assists schools in the provision of career and educational guidance for students with Aboriginal heritage, including post-secondary education.

5. Coordinates and provides functional oversight for Aboriginal Education, support initiatives and Aboriginal Advisory Committee.

6. Liaises with parent groups, outside agencies, organizations, Ministry of Education providing Aboriginal Education services.

7. Liaises with an Aboriginal Advisory Committee consisting of representatives of Aboriginal parents, guardians, Aboriginal organizations and outside agencies.

8. Research and strategize practices for the retention of Aboriginal students with a specific focus on Middle Years.

Appendix E

FORM 4001(a)
April 2004
Amended: Motion 6/2009; January 12, 2009

Brandon School Division

Off-Site Activity Form
A Trips (trips within Canada not to exceed 3 nights)
B Trips (trips within Canada exceeding 3 nights)
C Trips (Outside of Canada) - No Air Travel
D Trips (Outside of Canada) -Requiring air travel

Required Approval
☒ **Principal**
☒ **Principal & Superintendent**
☐ **Principal, Superintendent & Board**
☐ **Principal, Superintendent & Board**

School: Vincent Massey High School **LC:** **Phone:** 204-729-3170 **Fax:** 204-729-0365

Destination: Volleyball Canada, Nationals in Toronto, Ontario
Departure Date: May 19, 2012 **Return Date:** May 23, 2012
Departure Time: **Return Time:**

Name of Service Provider (if applicable): **Contact Person of Service Provider:** **Phone**

Number of Service Provider:

Grade Level (Please check):
☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☒ 12 ☐ SP

# of Students: 10 **# of Male:**
# of Female: 10
# of Adults: 2 **Student/Adult Ratio:** 1:5

NAME	GENDER	DATE OF LAST VISIT TO SITE IF APPLICABLE	WILL YOU BE ON SITE FOR THE ENTIRE TRIP? IF NOT, SPECIFY SCHEDULE.	SPECIAL SKILLS AND TRAINING
Teachers-in-Charge: Greg Beckwith	M		yes	-Level III Volleyball Coach -Teacher
Volunteers: Laura Popplestone	F			

METHOD OF TRANSPORTATION (AS PER BSD POLICY)
☐ BSD School Bus
☐ Rental Van *(company)*
☐ Charter Bus *(company)*
☐ Volunteer Driver *(adult)*
☐ Student Volunteer Driver (in Division)
☒ No transportation provided by school
☒ Commercial Airline
☐ Walking
☐ Bicycling
☐ Other:

REQUIREMENTS CHECKLIST
☒ Acknowledgement of Risk Form
☒ Travel & Health Insurance *(for travel outside Manitoba)*
☒ Itinerary/Schedule Attached
☒ Parent Correspondence Attached
☒ Supervision Plan Attached

FOR C & D TRIPS
☐ Parent Information Checklist Reviewed
☐ Parent Meeting Planned - Principal's Discretion
☐ Travel Alert websites reviewed - appendix

ESTIMATED COST OF TRIP (C & D TRIPS ONLY)		SOURCE OF FUNDING	
Fees, including guides	$	School Funds	$
Transportation	$	School's Budget	$
Accommodation	$	Student Fee	$ See attached budget
Meals	$	Fund-Raising by:	$
Other Expenses ____	$ _____	Other _____ *(please specify)*	$
TOTAL ESTIMATED COST	$	**TOTAL ESTIMATED FUNDS REQUIRED**	$

EDUCATIONAL PURPOSE (complete 1 & 2 or 3)

1. How has the activity been part of the planned program for this class/group?

2. Which educational outcomes do you plan to achieve?

3. Competition/event:

HOTEL NAME AND PHONE NUMBER (IF APPLICABLE): Westin Prince 900 York Mills Road Toronto, ON 416-444-2511

HOST FACILITY NAME AND PHONE NUMBER: (If applicable) Direct Energy Center 100 Princess Blvd 416-263-3000

OTHER CONTACT NAMES AND NUMBERS:

EMERGENCY PREPAREDNESS

- ☐ Emergency participant list (i.e. medical info, medical numbers, contact person)
- ☐ First aid kit access
- ☐ Communication device (if possible) Number:
- ☐ Other

Name of **Teachers-in-Charge** *(please print)*	Date *(year/month/day)*	Signature of Teacher-in-Charge
Greg Beckwith	Feb 5, 12	
Name of **Principal** *(please print)*	Date *(year/month/day)*	Signature of Principal
Mathew Gustafson	Feb 27, 2012	
Name of **Associate Superintendent** *(please print)*	Date *(year/month/day)*	Signature of Associate Superintendent
Greg Malazdrewicz	April 16/2012	
Name of Superintendent (please print)	Date (year/month/day)	Signature of Superintendent

Once the Principal has approved the off-site activity, mail this form to the Associate Superintendent of your Learning Community according to the approval process deadlines for B, C, D trips.

This personal information or personal health information is being collected under the authority of the Brandon School Division and will be used for educational purposes or to ensure the health and safety of the student. It is protected by the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*. If you have any questions about the collection, contact the Brandon School Division Access and Privacy Coordinator at (204) 729-3100.

FUNDRAISING

Fundraising has been given to the athletes as an option for fundraising. Most of the girls have taken part in the fundraising to help to lower their fees. We will also be running a tournament and providing a canteen to the athletes to raise money to lessen the fees.

Itinerary for proposed trip to Toronto
May 19th, 2011 to May 23nd, 2011

Departure time

- Students will meet with their parents at the Winnipeg International Airport on May 19th at 7:00am
- West Jet flight Departs at 9:00am CST to Toronto
- West Jet flight arrives in Toronto at 12:16pm EST
- Travel from the airport to the hotel is provided by Volleyball Canada via charted bus.

Travel to and from hotel

- All travel to and from hotels is provided by Volleyball Canada via chartered bus.

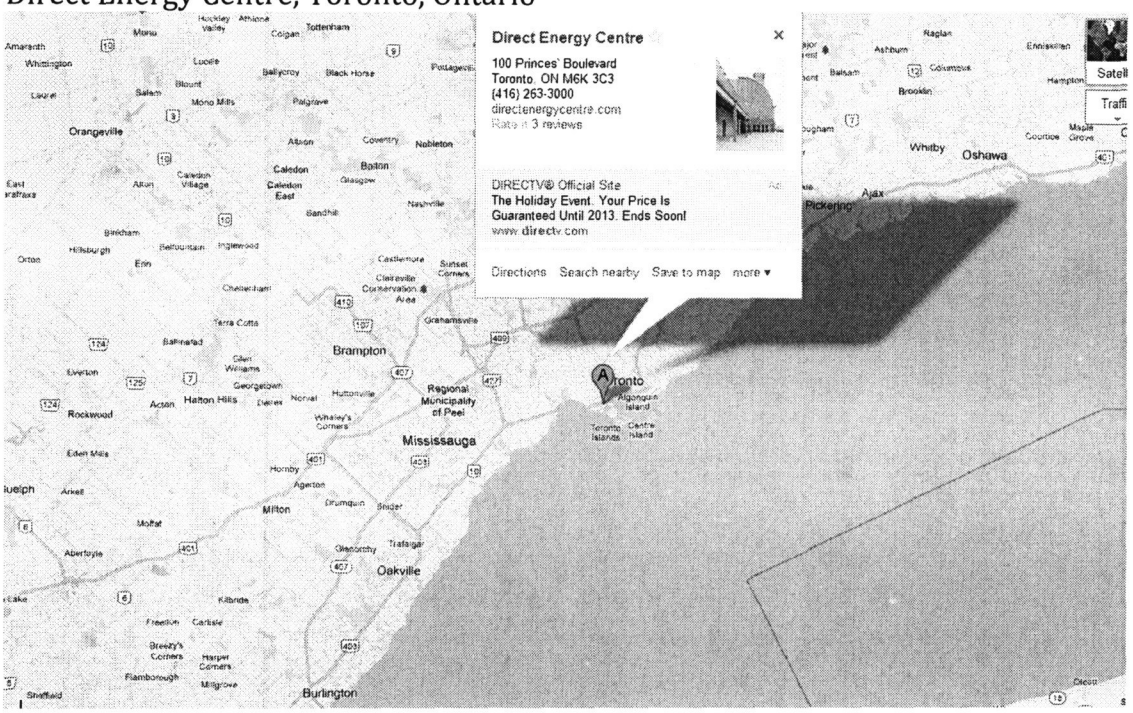
Note in the unlikely event that the chartered bus becomes unavailable a fee has been collected from the athletes prior to the trip which will cover public transit or cab rides. (Supervision plan will stay intact).

Return time

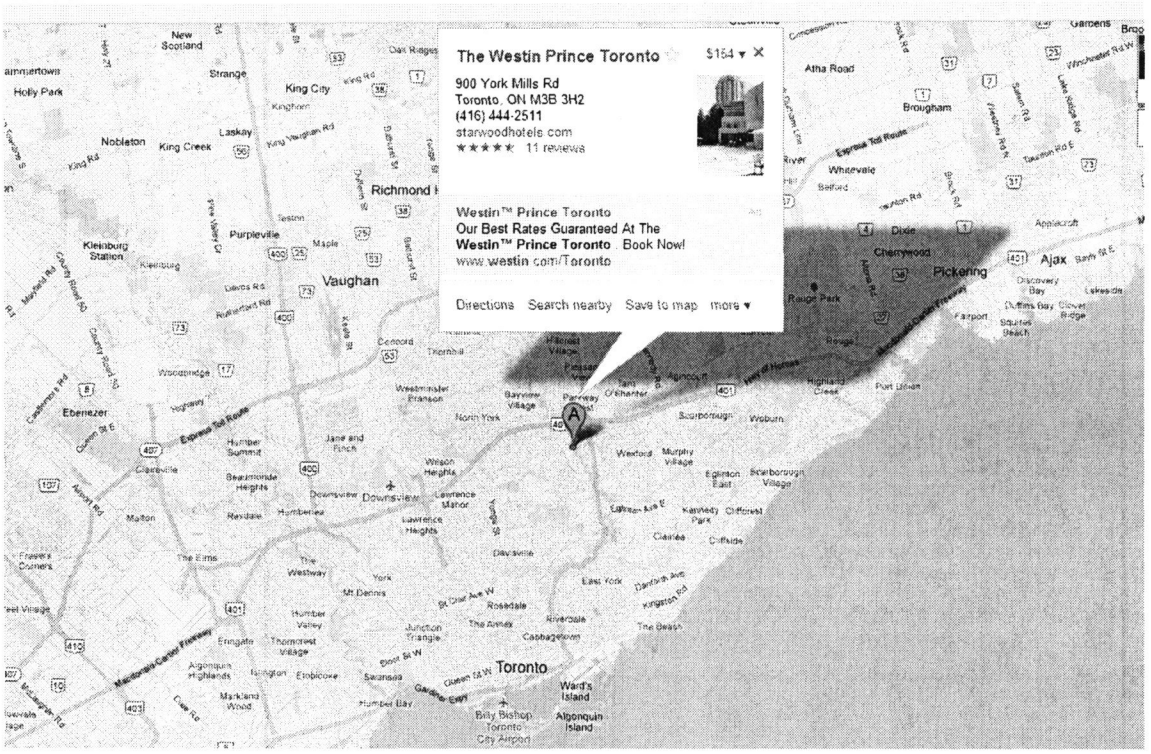
- Students will arrive at the Toronto Airport at 2:45pm EST
- West Jet flight departs Toronto International Airport at 4:45pm EST
- West Jet flight arrive at Winnipeg International Airport at 6:17pm CST
- Students will be met at the airport by their parents. Supervision ends when the parents and students met up in Winnipeg.

Tournament Draw
The tournament runs May 20th to May 22nd. The draw will be sent out in early April.

Venue:
Direct Energy Centre, Toronto, Ontario



Hotel Info
Westin Prince



Emergency Contact Info
Mr. Beckwith's Cell 724-2425

Things to bring:
NOTE - Expect there to be nothing to eat at the gyms. Bring everything you need to eat in a cooler.

Nutrition is very important. We will be shopping at a grocery store for some meals. Each hotel room has a fridge.

All the athletes gear: Shoes, kneepads, active ankles, socks, shorts, jerseys, and warm ups. Please stay away from fast food, pop, and junk food. It is expected that you will police yourself in this regard. A pair of socks for each game we could play is recommended

The number 1 reason for under achieving is dehydration. Make sure you are drinking LOTS of water during the day. At night you must drink <u>at least</u> 1 L of water before you go to sleep. This will hydrate you for the next day

"We are what we repeatedly do. Excellence, therefore, is not an act but a habit"
Aristotle

Proposed Trip to Toronto Ontario
May 19th, 2011 to May 23nd, 2011

Supervision Action Plan

Teacher in charge: Greg Beckwith (Vincent Massey High School)
Volunteer Supervisor: Laura Popplestone

Student will arrive at the airport with their parents on May 19th. Once students check in with the airline teacher and volunteer supervisor will assume responsibility of students.

While the team is traveling the students will be divided into two groups of 5. The teacher and volunteer supervisor will be the head of each group on 5 students. This will make the group easier to supervise. Teacher and supervisor will be continually doing a head count to ensure the 5 players in their group are with them.

While at the hotel expectations of athletes will be made clear to them.

- Students are not to leave the floor of their hotel room without permission from the Teacher Supervisor. Hourly checks will be performed by the teacher supervisor and the volunteer supervisor.
- At night periodic bed checks will be performed by the female volunteer supervisor.

While we are at the gymnasium for competition athletes are required to stay with the team at all times. Supervisor groups similar to the travel groups will also take place.

Transportation to and from the airport/hotel is provided by Volleyball Canada via chartered bus. The team will always travel together on the same bus.

Should a student be removed from our group the following plan will go into effect

- Student will be contacted by cell phone (All students have a cell phone)
    - If student is contacted plans will be made to meet up with student
        - Parents will be contacted
    - If contact cannot be made with student, parents will be contacted
        - After contacting parents a second attempt to contact the student will be made
        - If contact is unsuccessful police will be contacted and a report filed

Proposed budget for Toronto Trip

May 19th to May 20th, 2011

Revenues					
	Athletes contribution				$ 1,092.00
					Totals
Expenses		Number	Cost		
	Flights	12	520		6,240.00
	Hotels	Rooms	Nights	Cost	
		4	4	170	2,720.00
	Tournament Entry Fee				1,000.00
	Coaches Meals	days	cost	coaches	
		5	30	2	300.00
	Gas to WPG	100			100.00
	Unexpected expenses				200.00
		Number	Cost		
	Travel Insurance	12	30		360.00
					10,920.00
		Total cost divided by 10 players			1,092.00

Amrak

Volleyball Club
Team Information

Coaching Philosophy

Our focus this year is to develop each player's individual skills and teach them how to play volleyball as a team at the highest level. U18 level we (coaching staff) need to make decisions that we believe will benefit our team. We have been telling the girls that no one is bigger or more important than the team. All athletes will receive equal practice time. This will give athletes ample opportunities to earn a starting position.

Overall my goal is to help build a tight nit team, which carries themselves with respect and shows pride in the team. These ladies will be good people and good citizens on our team, in their schools, and in our community. My focus is not to just teach volleyball skills and build a good team, but to help these girls continue to develop into good teammates.

Please do not expect equal playing time in tournaments

Expectations of the Athletes

The expectations we have for our athletes are very simple.

- Be committed to all practices
- Commit to a "team first" philosophy
- Be good citizens in the classroom and in the community
- Come ready to learn
  - Read and apply any material the coach hands out
- Communicate with coaches directly
  - Being late for practice
  - Any problems or concerns
- Participate in and complete all pre-training work out programs
- Be respectful to:
  - Coaches
  - Athletes
  - Spectators
  - Facilities

We have one rule that we will live by:

If you do something that the coaches see as affecting yourself, your teammates, or the program in a negative way, it will be dealt with as the coaching staff sees fit.

Tournaments

This year we will be competing in 5 tournaments. With the exception of Nationals in Toronto athlete's parents will arrange travel and accommodations to and from tournaments.

Discuss travel and accommodations for Toronto Trip.

Tournament Dates

Storm	March 31-April 1
Winkler U18	April 28th
Winnipeg Tournament	TBD (U of M March 9-11th, U of W March 23-25, Regina April 21-22)
Provincials (WPG)	May 5-6
Nationals (Toronto)	May 20-22

Practice Times

The first two months are considered our "off season". This is a time where we prepare our bodies for the grind of a U18 club season. Our training will be intense and demanding. You MUST make sure you are ready for this. Bobbie Shram is coordinating our off court training. Athletes must do an individual assessment (covered by blue cross) and it is recommended that they do follow up assessments once per week. But they can do follow up assessments once per month. I cannot stress enough how important the off court training is in the next two months.

The over all goal of this program is to prepare our athletes to play volleyball at the post-secondary level and expose athletes to university and college coaches through tournament play and highlights videos.

Practice times will be Sundays from 7:30-9:00. We will alternate training at Crocus and Vincent Massey. In Mid February or early March we will add additional practice times.

Our practices begin the second we get use of the gym. Athletes are required to be warmed up and ready to go. A good rule of thumb is "if you are 10 minutes early, you are just on time".

Binders

Each athlete is required to have a coiled ring notebook. This will be their training journal. They will need this every time we meet.

Fees

Proposed budget attached.

Uniforms

I have budgeted limited funds for uniforms. With the current budget we would get two t-shirt jerseys.

Parents

Even if your daughter tells you different, it is important to them to have you at our games cheering in the stands. In the past, wherever we have traveled, it always seemed like a home game. Let's keep this up. Below is the code of conduct for coaches, athletes, and parents/fans. It is my expectation that we will all abide by these guidelines. Make sure you read them and are aware that should these guidelines not be followed you will be asked to leave the gym.

The Case for Sportsmanship, Ethics and Integrity in High School Athletics

"Good sportsmanship is viewed by the Manitoba High Schools Athletic Association as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities, which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all athletic disciplines. Individuals, regardless of their role, are expected to be aware of their influence on the behavior of others and model good sportsmanship."

The MHSAA Citizenship Committee has identified 9 target groups within the high school community that are responsible for conducting themselves in a sportsmanlike manner. Following are expectations of these groups.

Expectations of Coaches

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship and ethics the No. 1 priority.
- Respect judgment of officials, abide by rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, administrators, participants and fans with respect. Shake hands with officials, opposing coach in public.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.

Expectations of Student Participants

- Treat opponents with respect: shake hands prior to and after contests.
- Respect the judgment of officials, abide by rules of the event and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair competition.
- Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
- Live up to high standard of sportsmanship established by coach.

Expectations of Parents, Students and Other Fans

- Realize that a ticket is a privilege to observe a contest and support high school athletics, not a license to verbally assault others or to be generally obnoxious.
- Respect decision made by game officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches and participants.
- BE A FAN..... NOT A FANATIC.
- Maintain enthusiasm and composure
- Recognize outstanding performances on either side of the playing court, field, or arena.

Please feel free to contact me if you have any questions.

Sincerely,

Greg Beckwith Laura Popplestone

(h) 726-1904
(c) 724-2425
Email: beckwith.greg@brandonsd.mb.ca

Proposed budget for Toronto Trip

May 19th to May 20th, 2011

Revenues		Players	Cost		
	Athletes contribution	9	1350	$	12,150.00
	Canteen Revenue			$	200.00
	Tournament hosting Revenue			$	300.00
	Fundraising	9	150	$	1,350.00
	Total Revenue			**$**	**14,000.00**

Expenses						
		Balls	Cost			
Balls to schools		2	70			140
		Days	rate			
Sub costs		3	150			450
Uniforms	T-Shirt Jerseys	Cost	Shirts			
		25	24			600
MVA Fees		Fee	People			
		62	12			744
Winnipeg Tournament						
	Entry Fee					300
		Cost	nights	rooms		
	Hotels	120	1	1		120
	Gas					100
Storm Tournament						
	Entry Fee					
Winkler Tournament April 28th						
	Entry Fee					250
	Gas					100
		Cost	Days	Coaches		
	Coaches Meals	30	1	2		60
Provincials in WPG						

Entry Fee				300
	Cost	nights	rooms	
Hotels	120	1	1	120
Gas				100

Nationals in Toronto	Number	Cost		
Flights	12	520		6,240.00
Hotels	Rooms	Nights	Cost	
	4	4	170	2,720.00
Tournament Entry Fee				1,000.00
Coaches Meals	days	cost	coaches	
	5	30	2	300.00
Gas to WPG	100			100.00
Unexpected expenses				200.00
Total Expenses				**13,944.00**

Total Expenses divided by 9 players		1,549.33
Actual +/-	$	56.00

Appendix F

FORM 4001(a)
April 2004

Brandon School Division

Off-Site Activity Form
A Trips (trips within Canada not to exceed 3 nights)
B Trips (trips within Canada exceeding 3 nights)
C Trips (Outside of Canada) - No Air Travel
D Trips (Outside of Canada) -Requiring air travel

Required Approval
☐ **Principal**
☒ **Principal & Superintendent**
☐ **Principal, Superintendent & Board**
☐ **Principal, Superintendent & Board**

School: CROCUS PLAINS **LC:** 729-3900 **Phone:** 729-3900 **Fax:** 727 2162

Destination: TORONTO, ON
Departure Date: MAY 19, 2012 **Return Date:** May 23, 2012
Departure Time: **Return Time:**

Name of Service Provider (if applicable): **Contact Person of Service Provider:** **Phone**

Number of Service Provider:

Grade Level (Please check):
☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 7 ☐ 8 ☐ S1 ☐ S2 ☒ S3 ☐ S4 ☐ SP

# of Students: 10 **# of Male:** 0
# of Female: 10
# of Adults: 6 **Student/Adult Ratio:** 10:6

NAME	GENDER	DATE OF LAST VISIT TO SITE IF APPLICABLE	WILL YOU BE ON SITE FOR THE ENTIRE TRIP? IF NOT, SPECIFY SCHEDULE.	SPECIAL SKILLS AND TRAINING
Teachers-in-Charge: TRISTA WENGER	F		Yes.	• Level 2 Coach • Teacher • First Aid • CPR
Volunteers: Wendy Peno, Laurel Goulden-James, Terri McLaughlin, Wendy McGowan, Lois Hunter	F			• 5 mothers of the girls on the team.

METHOD OF TRANSPORTATION (AS PER BSD POLICY)
☐ BSD School Bus
☐ Rental Van *(company)*
☐ Charter Bus *(company)*
☐ Volunteer Driver *(adult)*
☐ Student Volunteer Driver (in Division)
☒ No transportation provided by school
☒ Commercial Airline
☐ Walking
☐ Bicycling
☐ Other:

REQUIREMENTS CHECKLIST
☒ Acknowledgement of Risk Form
☒ Travel & Health Insurance *(for travel outside Manitoba)* - LOOKING IN TO IT, THROUGH WESTERN FINANCIAL
☒ Itinerary/Schedule Attached
☐ Parent Correspondence Attached
☒ Supervision Plan Attached

FOR C & D TRIPS
☐ Parent Information Checklist Reviewed
☒ Parent Meeting Planned - Principal's Discretion
☐ Travel Alert websites reviewed - appendix

ESTIMATED COST OF TRIP (C & D TRIPS ONLY)		SOURCE OF FUNDING	
Fees, including guides	$	School Funds — SEE BUDGET. ATTACHED	$
Transportation	$	School's Budget	$
Accommodation	$	Student Fee	$
Meals	$	Fund-Raising by: MOM'S PANTRY + CANTEEN	$ — DIFFERENT FOR EACH GIRL. SOME CHOSE NOT TO FUNDRAISE.
Other Expenses ____	$ ____	Other _____ *(please specify)*	$
TOTAL ESTIMATED COST	$985.00	**TOTAL ESTIMATED FUNDS REQUIRED**	$

EDUCATIONAL PURPOSE (complete 1 & 2 or 3)

1. How has the activity been part of the planned program for this class/group?

2. Which educational outcomes do you plan to achieve?

3. Competition/event:

HOTEL NAME AND PHONE NUMBER (IF APPLICABLE): Westin Prince 900 YORK MILLS RD TORONTO, ON — 416-444-2511

HOST FACILITY NAME AND PHONE NUMBER: (If applicable) DIRECT ENERGY CENTRE 100 PRINCESS BLVD. — 416-263-3000

OTHER CONTACT NAMES AND NUMBERS:

EMERGENCY PREPAREDNESS

- ☐ Emergency participant list (i.e. medical info, medical numbers, contact person)
- ☐ First aid kit access
- ☐ Communication device (if possible) Number:
- ☐ Other

Name of **Teachers-in-Charge** *(please print)*	Date *(year/month/day)*	Signature of Teacher-in-Charge
T. Wenger	2012/04/02	
Name of **Principal** *(please print)*	Date *(year/month/day)*	Signature of Principal
Terry Osiowy	2012/04/02	
Name of **Assistant Superintendent** *(please print)*	Date *(year/month/day)*	Signature of Assistant Superintendent
Greg Malazdrewicz	April 16, 2012	

Once the Principal has approved the off-site activity, mail this form to the Assistant Superintendent of your Learning Community according to the approval process deadlines for B, C, D trips.

This personal information or personal health information is being collected under the authority of the Brandon School Division and will be used for educational purposes or to ensure the health and safety of the student. It is protected by the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*. If you have any questions about the collection, contact the Brandon School Division Access and Privacy Coordinator at (204) 729-3100.

Proposed Trip to Nationals in Toronto, Ontario - May 19 – 23rd 2012

Supervision Action Plan

Teacher in Charge:

- Trista Wenger

Volunteer Supervisors/Mothers of Athletes:

- Wendy Peno
- Terri McLaughlin
- Wendy McGowan
- Laurel Goulden-James
- Lois Hunter

Students will arrive at the airport with their parents, or a ride that their parents have provided for them on May 19th, 2012. Once the students check in with the airline, the teacher supervisor will assume the responsibility of the student.

We will be travelling together throughout the entirety of the trip. Frequent attendance will be done throughout the trip. We will never leave one venue to move to another without the entire team accounted for.

While at the Westin Prince Hotel, the expectation of the athletes will be as follows:

- Students will not leave the floor of their hotel room without permission from the teacher supervisor. Hourly checks will be performed b the teacher supervisor.
- At night, one final room check will be done at the time of the athletes curfew.

While at the gymnasium for the competition, athletes are required to stay with the team at all times. Attendance will be done frequently. The only time that an athlete will be allowed to be away from the team is if their parent is taking them somewhere. In this circumstance, documented permission from their parent will be necessary.

Transportation throughout the tournament is provided by Volleyball Canada via chartered bus. The team will always travel together on the same bus.

Should a student be removed from our group, the following plan will go in to effect:

- Student will be contacted by cell phone *All students will have a cell phone available.*
    - If student is contacted, plans will be made to meet up with student immediately.
        - Parents will be contacted.
    - If contact cannot be made with the student, parents will be contacted immediately.
        - After contacting the parents, a second attempt to contact the student will be made.
        - If contact is unsuccessful, police will be contacted, and a report filed.

Budget for the Trip to Toronto:

	How Many?	Cost	Total
Flights	11	500	$5,500
Hotels	4 x 4 = 16	170	$2,720
Tournament Entry	1	1000	$1,000
Coaches Meals	5	40	$200
Gas to Winnipeg	1	100	$100
Travel Insurance	11	30	$330
		Overall Total:	**$9,850**

Each student will be paying: $985.00 for the entirety of the trip to Toronto.

***Fundraising has been given to the athletes as an option for fundraising. Most of the girls have taken part in the fundraising to help to lower their fees. We will also be running a tournament and providing a canteen to the athletes to raise money to lessen the fees.**

Itinerary for Proposed Trip to Toronto

May 19th , 2012 to May 23rd, 2012

Departure Time:

- Students will meet with their parents at the Winnipeg International Airport on May 19th at 8:30am.
- West Jet flight departs at 10:50am CST to Toronto.
- West Jet flight scheduled to arrive in Toronto at 2:10pm EST.
- Travel from the airport to the hotel is provided by Volleyball Canada via Chartered Bus.

Return Time:

- Students will arrive at the Toronto Airport at 11:30am EST via Chartered Bus.
- West Jet flight departs at 1:50pm EST to Winnipeg.
- West Jet flight arrives at Winnipeg International Airport at 3:23pm CST.
- Students will be met at the airport by their parents. Supervision ends when the parents and students meet up in Winnipeg.

Tournament Draw:

- The National Tournament run from May 20th to May 22nd, 2012.

Venues (see attachment):

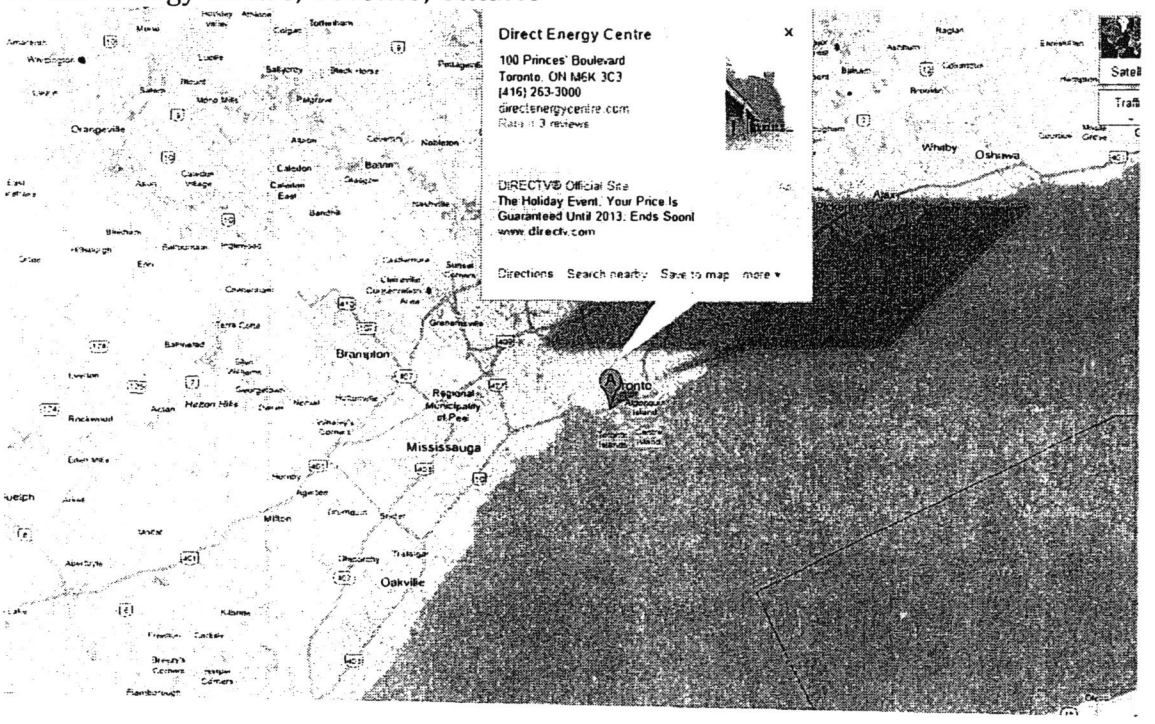
- Direct Energy Centre, Toronto, Ontario
- Westin Prince Hotel, Toronto, Ontario

Emergency Contact:

- Trista Wenger – 204-761-8919

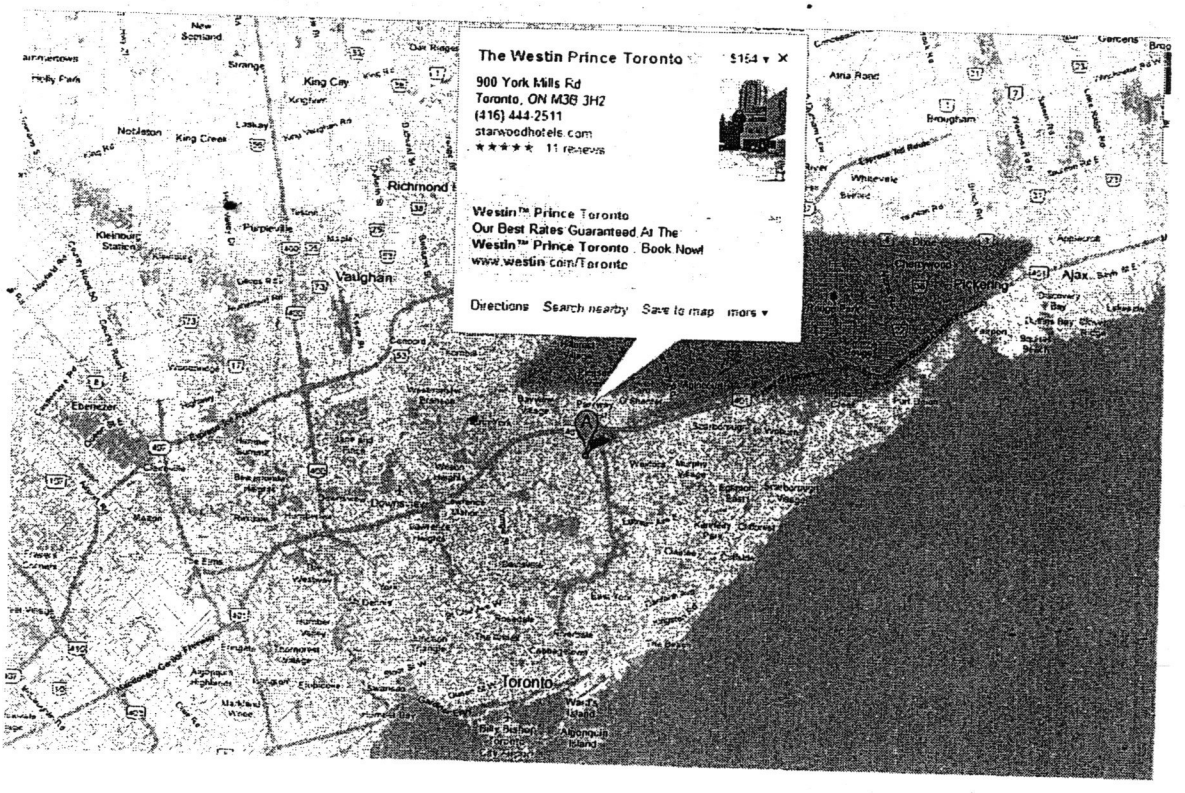
Venue:

Direct Energy Centre, Toronto, Ontario



Hotel Info

Westin Prince



Appendix G

Full Day Every Day Kindergarten/20K3 Implementation Impact

	Sept. 2011		Sept. 2012					Sept. 2013					Sept. 2014					Sept. 2015				
	1/2 Day	*Full Day*	*1/2 Day*	*Full Day*	*Additional Classrooms*			*1/2 Day*	*Full Day*	*Additional Classrooms*			*1/2 Day*	*Full Day*	*Additional Classrooms*			*1/2 Day*	*Full Day*	*Additional Classrooms Source*		
					FDED	*20K3*	*Enrol.*			*FDED*	*20K3*	*Enrol.*			*FDED*	*20K3*	*Enrol.*			*FDED*	*20K3*	*Enrol.*
AX	1		1					1						1	1				1			
BG		2		2					2					2					2			
EO	1		1						2	0	1			2					2			
GF	2			2	1				3			1		3					3			
GA	1		1						2	0	1			2					2			
HA(F)	2		2					2					2					*	2	1		
JRR	1		1					1						2	0	1			1			
KG	1			2	0	1			2					2					2			
KH	2		2						2	1				2					2			
LL	2		2					2						2	1				2			
ME	3		3					3					3					*	3	2	1	
NE(E)		2		2					2					2					2			
NE(F)	2		3				1	3					3					*	3	2		
OK(E)	2			2	1				2					2					2			
OK(F)	1		1						1	0				1					1			
RH		2		2					2					2					2			
RV		2		2					2					2					2			
SA	1		1					1						1	0				1			
VV	1			2	0	1			2					2					2			
WP	2		2					2										*	2	1		
	25	8	20	16				15	24				8	30				0	39			
	33		36		2	2	1	39		1	2	1	38		2	1	0	39		6	1	0

** These sites will/may face capacity issues based on current/future enrolment patterns.*

FDED	11
20K3	6
Enrol	2