



BRANDON SCHOOL DIVISION

September 11, 2014

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

TO BE HELD MONDAY, SEPTEMBER 22, 2014
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, September 8, 2014.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Facilities & Transportation Committee Minutes

D. Karnes

2.03 Delegations and Petitions

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports
 - Crocus Plains Regional Secondary School
 - Year End Progress Report, Sept 2013 - June 2014. Presentation by Marnie Wilson, Research, Assessment and Evaluation Specialist.
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - Christian Heritage Shared Services Agreements – Refer Motions.
 - Head Teachers – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

99/2014 That the Shared Services Agreements between the Division and Christian Heritage School for the 2014/2015 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.

100/2014 That the people recommended by the Principals of the schools for the position of Head Teachers for the 2014/2015 school year be approved as identified in the Report of the Senior Administration.

2.08 Bylaws

3rd Reading

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

3rd Reading

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

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, Instructor, Curriculum and Assessment Branch, and Gilbert Michaud, Director, Curriculum Development and Implementation Branch, Manitoba Education and Advanced Learning, August 2014, provided a postcard for parents of K-12 students to inform them of the *My Child in School* website. Promotional material is also available online at <http://manitoba.ca/mychildinschool/promo/>.

Receive and File.

- b) Crocus Plains Regional Secondary School staff, undated, thank you card to the Board for the delivery of muffins to the school staff on the first day of school.

Receive and File

- c) Floyd Martens, President, Manitoba School Boards Association, September 10, 2014, sent a memo that the provincial executive has received and reviewed the membership survey conducted by Viewpoints Research. The ad hoc committee will review the report and consider revenue strategies that are both stable and predictable for member school boards. The committee's recommendations will go forward to the Executive at its October 6 meeting.

Receive and File

- d) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, September 10, 2014, in a memo to all Board Chairs and all Secretary-Treasurers, provided the 2013-2014 Committee Member survey results for review. Any questions in regards to the report can be directed to her office. The MSBA maintains a list of all committees on which trustees currently serve, a brief description of each, and a list of trustees who have volunteered to serve on various committees. The online volunteer form can be completed at <http://www.mbschoolboards.ca/documents/CommitteeVolForm2013.pdf>

Receive and File

3.03 Announcements

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, October 14, 2014, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- Trustee Inquiries

5.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, SEPTEMBER 8, 2014.

PRESENT:

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

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

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

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer noted he had one late motion from the Facilities and Transportation Committee.

Trustee Sefton noted he had two brief items for In-Camera discussions.

Dr. Ross – Mr. Bartlette

That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held August 25, 2014 were circulated.

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

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information****2.02 Reports of Committees****2.03 Delegations and Petitions****2.04 Communications for Action****2.05 Business Arising**

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – Year End Progress Report September 2013 to June 2014

Trustees asked questions for clarification regarding this report. Marnie Wilson will be presenting Student Achievements for 2013/14 on September 22, 2014.

- b) Learning Support Services Presentation – NIL

- c) Items from Senior Administration Report - NIL

- d) Enrollment numbers were provided by the Associate Superintendent. As of September 8, 2014, there are 8,471 students enrolled in BSD.

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

97/2014 Mr. Bartlette – Mr. Snelling

That the Auditor letter regarding the audit engagement for the June 30, 2014 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and

that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried

98/2014 Mr. Karnes – Mr. Snelling

That the appointment of SNC Lavalin as Consultant for the Vincent Massey High School Steam Heating System Replacement Project, be approved, subject to approval by the Public Schools Finance Board.

Carried

2.08 Bylaws

2nd Reading:

Mr. Snelling – Mr. Bartlette

That By-Law 3/2014 being a by-law to regulate the proceedings of the Board of Trustees of the Brandon School Division and repealing By-Law 1/2011 passed January 24, 2011 (as amended by By-law 4/2011, May 24, 2011 and By-Law 6/2013, October 15, 2013) be now read for a second time, having been first read on August 25, 2014.

Carried

2nd Reading

Mr. Murray – Mrs. Bowslaugh

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

Carried (8-1 Trustee Sumner against)

2.09 Giving of Notice

2.10 Trustee Inquiries

a) Trustee Sefton requested the following:

“What is the plan for K registration at Harrison for January? Is there a better alternative than first come – first served?”

Senior Administration advised that they would provide follow-up in due course.

b) Trustee Bartlette requested the following:

“H.A.L.E.P. funds invested since its inception.”

Senior Administration advised that they would provide follow-up in due course.

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

Superintendent, Dr. Michaels, highlighted the following information from the Report of Senior Administration:

- Global Citizenship – Green Learning Concept at Alexander School.
- Division Initiatives – Brandon School Division School Opening Meeting Monday, August 25, 2014.
- Administrative and Statistical Information – Suspension Report on Recidivism Rate for the 2013/2014 School Year.

Trustees asked questions regarding suspensions for clarification.

Mr. Murray – Mr. Snelling

That the September 8, 2014 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Heather Demetriooff, Associate Director, Manitoba School Boards Association, August 20, 2014, requesting confirmation on number of wards in the School Division.

Ordered Filed.

3.03 Announcements

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 22, 2014, Boardroom.
- b) Wednesday, September 10, 2014, at 1:00 p.m. the Honourable James Allen, Minister of Education, will be taking a tour of George Fitton School.

Mr. Sumner – Mrs. Bowslaugh

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.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) Trustee Sefton gave information regarding the Premier's visit Wednesday September 10, 2014.
- b) Trustee Sefton gave information on a meeting he has on September 9, 2014.
- c) Feedback was provided on the First Day of School – Muffin Event.

- Trustee Inquiries

Mr. Snelling – Dr. Ross

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

Carried.

5.00 ADJOURNMENT

Mr. Kruck – Mrs. Bowslaugh

That the meeting does now adjourn (8:25 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Thursday, September 4, 2014 – 11:30 a.m.

Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray, P. Bowslaugh, M. Snelling, D. Labossiere, G. Malazdrewicz, and M. Clark.

Regrets: Dr. D. Michaels, R. Harkness

1. CALL TO ORDER.

The Facilities & Transportation Committee Meeting was called to order at 11:33 a.m. by Committee Chairperson, Doug Karnes.

2. APPROVAL OF AGENDA

Following the inclusion of one item from The Secretary-Treasurer, the agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of June 12, 2014 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Operations Matter – In-Camera Discussions

This item was discussed In-Camera.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Joint use Insurance

The Secretary-Treasurer spoke to this matter and reviewed correspondence from the Minister of Education. J. Murray noted that the policy says user groups are required to obtain insurance and legal opinion agrees with this. Manitoba School Insurance does not cover groups – all users who are not affiliated with the School Division need \$2M insurance coverage. CUPE and BTA are also required to purchase liability insurance to use our schools.

From the Public Schools Amendment Act (Community Use of Schools):

COMMUNITY USE OF SCHOOLS

Community use policy

[47.4\(1\)](#) Each school board must develop a policy for the public's use of school facilities — being schools and school grounds, or any portion of them — when the facilities are not being used by pupils.

Content of policy

[47.4\(2\)](#) The community use policy must establish

(a) the manner for determining when school facilities are to be made available to the public; and

(b) the terms and conditions for public use of the school facilities, including

(vi) the insurance, if any, that must be held by users, and the circumstances in which users are expected to indemnify the school division or school district for any loss or damage that may occur as a result of the use,

From the City of Brandon and Brandon School Division, Community Use of Facilities Agreement:

16. Insurance

c) Individual user groups shall purchase and maintain liability insurance for their activities as Division liability insurance does not extend to user groups.

From MSBA:

Community Use of Schools

The Manitoba Government has directed that all school divisions must make their facilities available for use by community organizations and groups. Manitoba school divisions have insurance coverage for damage to school property caused by these outside organizations and liability protection for injuries to members of these groups are not covered by the Manitoba Schools Insurance Program for either property they may bring onto school property or for injuries or damage arising from their activities on school property. Proper risk management dictates that all users of school facilities that are not affiliated with the school division must provide evidence of liability insurance at a minimum of \$2,000,000 per occurrence.

Following discussions, the Committee agreed to continue with the current policy of users obtaining user group insurance to use Division facilities.

B) School Ventilation - Smudging

The Director of Facilities and Transportation noted that, due to enrollment increases, it would be difficult to locate an area in high schools with proper ventilation. The Associate Superintendent noted if there is a request it would be looked at. There have been no requests made at this time although there is added concern of asthma/allergies and how smudging would affect the Scent-Free Policy.

The Committee agreed it would collect and review information regarding what other school divisions have done regarding a smudging policy/procedure, and also invite Kevin Tacan, Native Elders Program, to discuss smudging at a future Facilities and Transportation Committee Meeting. Schools are to identify any available rooms.

C) SNC Lavolin – Vincent Massey High School Steam Heating Replacement Project

The Director of Facilities and Transportation spoke on the Vincent Massey High School steam heating replacement project. It was recommended that SNC Lavolin be appointed as engineers on this project. The Director of Facilities and Transportation gave information on the pneumatic controllers as PSFB does not cover the cost of these controllers. The cost is approximately \$12,000/air handler for an approximate cost of \$100,000 to replace the controllers in Vincent Massesy High School. Trustee Murray suggested using money from the Capital Reserve. The Secretary-Treasurer noted that these extra costs for the pneumatic controllers can be planned for and he does not recommend taking the funds out of the reserve, but to request it through the budget process. He also suggested using funds set aside for portables in the 2014/2015 budget to pay for the engineering fees associated with the pneumatic controllers.

Recommendation:

Put forward a motion at the September 8, 2014 Board Meeting to appoint SNC Lavolin as consultants for the project, subject to approval by the PSFB.

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided verbal updates on the following Projects:
 - Vincent Massey High School – Roof Replacement of Areas D & G - project started and completion expected by the end of October.
 - Vincent Massey High School – Steam Heating System Replacement – Design only - SNC Lavolin to be appointed as the design engineer- sketch plan submission to be submitted to PSFB in December.
 - Meadows School – Three (3) Classrooms and Elevator Addition Smaller Class Size initiative – Project Support. - construction to begin once Brandon Area Planning has approved the building permit. Expected shortly.
 - George Fitton School – Two (2) Classroom Renovation of Existing Gymnasium Smaller Class Size Initiative – Project Support. (Gym completion expected for mid to end of October) - construction slated to begin in early November following the completion of the new gymnasium.
 - Waverly Park School – Two (2) Classroom Addition – Smaller Class Size Initiative – Project Support - construction to begin once Brandon Area Planning has approved the building permit. Expected shortly.
 - Neelin High School – Roof Replacement of Area G1 (contracts have been signed) - start up meeting scheduled for Oct 2 with replacement to begin the second week of October.
 - École Harrison – Roof Replacement of Area A1 - Flynn Roofing to move to Harrison once Vincent Massey is completed.
 - Vincent Massey High School – Science Lab Renovation design development submission. (completed over the summer) - Division and our architect have received approval from the PSFB to proceed to the 66% design phase of construction documents.
- Mr. Clark, Director of Facilities and Transportation, also noted the Crocus Plains science labs were not completed – contingency plan is in place as the expected completion is now the end of September. Mr. Labossiere, Secretary-Treasurer, added that there have been some costing issues with the project and he is currently working with PSFB on resolving them.
- The Director of Facilities and Transportation noted that 2 propane school buses are now on the road, running on the 2 farthest rural routes (O'Kelly & Kemnay).
- There was an application to the Skill Build Fund by Crocus Plains for renovations in the kitchen area to change the staff dining room to a teaching room. They would also like an addition to cosmetology, and an addition to the carpentry and welding shops.
- Brandon School Division has been assigned a new project leader from PSFB, Angelo De Francesco.

7. **NEXT REGULAR MEETING: TBA, Boardroom**

The meeting adjourned at 12:48 p.m.

Respectfully submitted,

D. Karnes, Chair

P. Bowslaugh

J. Murray

M. Snelling (Alternate)

THE BRANDON SCHOOL DIVISION

BYLAW NO. 3/2014

BEING A BYLAW to regulate the proceedings of the Board of Trustees of The Brandon School Division, (hereinafter called "the Board") and the Committees thereof:

WHEREAS Section 33(1) of The Public Schools Act provides that "each school board shall pass by-laws establishing rules of procedure for the guidance of the school board in the conduct of its meetings."

NOW THEREFORE be it and it is hereby enacted as a Bylaw of The Brandon School Division that, unless they shall at any time be contrary to the overriding provisions of The Public Schools Act, the following Rules of Procedure shall regulate the operation of the Board and Bylaw 1/2011 passed January 24, 2011 (as amended by By-law 4/2011, May 24, 2011 and By-law 6/2013, October 15, 2013) shall be repealed.

SECTION I

FIRST OR INAUGURAL MEETINGS OF THE BOARD

- 1.1. The first inaugural meeting of the Board following the regular election of Trustees shall take place within 14 days after the election or in September in non-election years on a day and at an hour to be fixed by the Secretary-Treasurer who shall notify each trustee of the date, time and place of the meeting. (1)
- 1.2. At the first inaugural meeting of the Board, the trustees present shall elect from among themselves by majority vote a Chairperson and Vice-Chairperson for the next ensuing year and the Secretary-Treasurer of the Board shall preside at the election, or, if there is no Secretary-Treasurer present, the trustees present shall select one of themselves to preside at the election and the member selected to preside may vote in the election. (2)
- 1.3. If more than two trustees are nominated for Chairperson or Vice-Chairperson, in the event a majority of votes is not received by one of the candidates on the first ballot, the individual with the fewest number of votes is removed from the ballot and subsequent votes taken to obtain a majority.
- 1.4. However, in the event of a tie vote in selecting a Chairperson or Vice-Chairperson, the Board shall determine by lot and in a secret manner who shall cast the deciding ballot. (3)

Reference - (1) P.S.A. Section 29(1)
(2) P.S.A. Section 29(2)
(3) P.S.A. Section 29(3)

- 1.5. Scrutineers shall be the Secretary-Treasurer and Superintendent, or their delegates. Under no circumstances shall a trustee serve as a scrutineer.

SECTION II

MEETINGS OF THE BOARD

2.1. Regular Board Meetings

After the first or inaugural meeting of the Board, the Board shall hold Regular Meetings on the second and fourth Monday in each and every month September through June, both inclusive, but excluding the fourth Monday in December, on the second Monday in July and on the fourth Monday in August. The meetings shall be held in the J. L. Milne Boardroom at the hour of seven (7:00) o'clock p.m. or at such other times and places as the Board may from time to time designate. In the event the date scheduled for a Regular Board Meeting is a holiday, the Regular Board Meeting so affected shall be held on the immediately next following business day unless otherwise decided by the Board.

- 2.2. The Board shall not remain in session later than eleven (11:00) o'clock p.m. unless it shall be otherwise decided by a two-thirds (2/3rds) vote of the members present.

2.3. Special Meetings

Special Meetings of the Board may be convened at any time by the Chairperson directly or by the Chairperson at the request of any trustee. At a special meeting no subject or matters other than those mentioned in the notice calling the meeting shall be considered.

2.4. Emergency Meeting

Notwithstanding Article 2.5, the Board may hold a meeting at any time and any place to deal with an emergency situation if all the trustees consent thereto and are present thereat. (1)

2.5. Notice of Meetings

Notice of all Board meetings, regular and special, shall be given by the Secretary-Treasurer to all trustees so that the notice will be received at every trustee's designated address at least 24 hours before the meeting, by notifying each of them personally or in writing, stating the place, date and hour of the meeting. (2)

- 2.6. Inaugural, Regular and Special Meetings of the Board shall be open to the public. The Board recognizes, however, that from time to time it is in the best public interest to discuss sensitive matters in closed meetings. The Board may, therefore, by motion resolve itself into Committee of the Whole In Camera to discuss matters pertaining to personnel (including students and trustees), salary negotiations, security, goods and service contract negotiations, property acquisition and disposal negotiations, litigation strategy and trustee In Camera briefings. The minutes shall record only the topic discussed in camera. No decisions shall be made In Camera. (See also Section V, Articles 5.10 and 5.11 re Committee of the Whole.) (3)

- 2.7. The Chairperson shall preside at the meetings of the Board and may vote with the other members on all questions. Any question on which there is an equality of votes shall be deemed to be defeated. (4) The Chairperson of the Board does not have a deciding vote.

- 2.8. In the absence of the Chairperson, the Vice-Chairperson shall preside and while so presiding he/she has all the powers of the Chairperson. (5) In the absence of both the Chairperson and Vice-Chairperson, a Chairperson shall be appointed by the members present and he/she shall preside at said meeting, or until the arrival of the Chairperson or Vice-Chairperson.

2.9. Quorum

A majority of the whole Board shall constitute a quorum. The number required for a quorum does not change if there is a vacancy. When at any Meeting of the Board there is no quorum present at the expiration of one-half ($\frac{1}{2}$) hour from the time appointed for the commencement of the Meeting, the Meeting shall stand adjourned, and the Secretary-Treasurer shall enter in the minutes the names of those members present.

- 2.10. All rules for meeting procedures and debate shall apply to all meetings of the Board.

2.11. Cancellation of Regular/Special/Emergency Board Meetings

The Chairperson may cancel or postpone a meeting of the Board of Trustees in the event that inclement weather is forecast or existent. Notification of the decision to cancel or postpone a Board meeting due to inclement weather shall be made, as soon as possible, to each member of the Board of Trustees, Senior Administration and all staff who are expected to attend the

meeting, by the Secretary-Treasurer or his/her designate. Notice shall also be provided on the Division website, through public service announcements and other forms of media as required.

Inclement weather shall be defined as weather conditions which are so severe as to create unsafe conditions for travel.

2.12 Corporate Acts Must Be Done At Board Meetings

Trustees, as individuals, have no corporate decision making authority. All authority over acts of the Division is vested in the Board, as a whole. Trustees exercise their collective authority over Division affairs through voting at a duly constituted meeting of the Board.

An act or proceeding of the Board that is not done or taken at a regular or Special Meeting of the Board, is not valid or binding on any person affected thereby. (6)

The Board, in conducting its business, shall comply with all laws, Federal, Provincial and/or Municipal, including all statutory regulations passed pursuant thereto.

An individual Board member, including the Chairperson, shall have power only when the Board, by vote, has delegated authority to him or her.

- Reference - (1) P.S.A. Section 30 (1)
 (2) P.S.A. Section 30 (2)
 (3) P.S.A. Section 30 (3), (4)
 (4) P.S.A. Section 31
 (5) P.S.A. Section 32
 (6) P.S.A. Section 35, 41, 48, 51 & 53

SECTION III

REGULAR BOARD MEETING AGENDA

- 3.01 The Secretary-Treasurer shall prepare the agenda and provide the order of business in the form of a prepared agenda, the order of same to be in accordance with or similar to the following:

AGENDA FORMAT

- 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
- 2.00 GOVERNANCE MATTERS
 - 2.01 Presentations For Information
 - 2.02 Reports of Committees
 - 2.03 Delegations and Petitions
 - 2.04 Communications for Action
 - 2.05 Business Arising
 - From Previous Delegations
 - From Board Agenda
 - Mast Issues (last meeting of the month)
 - From Report of Senior Administration
 - 2.06 Public Inquiries (Max. 15 mins)
 - 2.07 Motions
 - 2.08 Bylaws
 - 2.09 Giving of Notice
 - 2.10 Inquiries
 - Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION

- 3.01 Report of Senior Administration
- 3.02 Communications for Information
- 3.03 Announcements

4.00 IN CAMERA DISCUSSION

- 4.01 Student Issues
 - Reports
 - Trustee Inquiries
- 4.02 Personnel Matters
 - Reports
 - Trustee Inquiries
- 4.03 Property Matters/Tenders
 - Reports
 - Trustee Inquiries
- 4.04 Board Operations
 - Reports
 - Trustee Inquiries

5.00 ADJOURNMENT

Any variation of the foregoing order of business requires a two-thirds (2/3rds) majority vote of the members present, which shall be without debate.

- 3.2. Introduction of all new matters, other than matters of privilege, shall be published in the agenda and mailed to trustees at least twenty-four (24) hours before the meeting unless such rule is dispensed with by a two-thirds (2/3rds) majority vote of the members present.
- 3.3. Any trustee may request that the Chairperson or Secretary-Treasurer place an item on the agenda.
- 3.4. Any items received too late for the agenda shall be held until the following regular meeting unless deemed to be of an urgent nature, as determined by the Superintendent, Secretary-Treasurer and/or Chairperson. Late items to be considered shall be identified to the Board by the Secretary-Treasurer prior to approval of the Agenda. The Board shall decide, without debate by a two-thirds (2/3rds) majority vote of the members present, whether a late item will be considered.

SECTION IV

REGULAR BOARD MEETING PROCEDURES

General Regulations For Meetings

- 4.1. Each and every member of the Board has equal rights. The meeting is a highly democratic process and shall be conducted accordingly.
- 4.2. A trustee, administrator or other person wishing to speak to the gathering shall address him/herself to the Chair. The Chairperson will decide who has the right to the floor.
- 4.3. No trustee shall be interrupted while speaking, unless:
 - a) he/she is out of order
 - b) on a point of privilege
 - c) for clarification.
- 4.4. When any matter is before the Board, the consideration of same cannot be interrupted except on a motion:
 - a) to adjourn
 - b) to lie on the table
 - c) to postpone
 - d) to refer
 - e) to amend.

- 4.5. Exceptions to rules within the jurisdiction of the Board can be made by a two-thirds (2/3rds) majority vote of the members present.

Role of the Chairperson

- 4.6. It shall be the duty of the Chairperson at all times to preserve order and to endeavor to conduct all business before the Board with propriety, fairness and dispatch, in accordance with the rules of procedure herein provided or, if not provided, by Robert's Rules of Order.
- 4.7. The Chairperson should call the meeting to order precisely at the hour for which the meeting is called, providing a quorum is present, or as soon as a quorum is present as hereinbefore provided. (Article 2.9)
- 4.8. When called upon to decide a point of order or practice, the Chairperson shall state the rule applicable to the case, without argument or unnecessary comment, and without debate. The decision of the Chair shall be final unless reversed by a vote of two-thirds (2/3rds) of the members present.
- 4.9. The Chairperson, or in his/her absence the Vice-Chairperson, is the official public spokesperson for the Board.

Motions

- 4.10. All motions must be put in writing and seconded before being stated by the Chairperson, after which they shall only be disposed of by vote of the Board, unless the mover by permission of the Board withdraws same. The Chairperson, in his/her discretion, may waive the necessity of a motion being in writing. The Chairperson may waive the necessity of a motion and call for general consent provided there is no objection to this procedure. If there is an objection, a motion is required.
- 4.11. To begin a motion, "I move that" is the correct phrase to use, following which the mover of the motion should identify by name the seconder of the motion.
- 4.12. Any trustee who has made a motion shall have the liberty to withdraw or modify it, with the consent of his/her second and prior to the debate.
- 4.13. After a motion has been moved and seconded and debate has begun, the motion shall be deemed to be in possession of the Board (Corporate Motion).
- 4.14. An amendment may be moved on any motion, and shall be decided before the original motion; but no more than one amendment to an amendment shall be entertained. An amendment can only modify the motion, not change the intent of the motion.
- 4.15. A motion for adjournment, duly moved and seconded, shall always be in order and shall be decided without debate, except that it cannot be entertained when the Board is voting on another question or while a trustee is addressing the Board.
- 4.16. A motion for postponement takes precedence over a motion for referral, and a motion for referral takes precedence over a motion to amend or a vote on the original subject.
- 4.17. A motion, prior to the question being called, may be:
- postponed - to a specific date
 - referred - to a committee, the administration or other person(s) designated
 - tabled - temporarily until lifted from the table by any trustee at the same meeting or at the next regular meeting. After the next meeting the motion is "dead".
 - received - to accept and no action to be taken.

- 4.18. A motion "to recess or to adjourn debate", "to lay on the table", or to "Resolve into Committee of the Whole," shall be decided without debate.
- 4.19. A member of the Board shall not participate in the discussion of any question in which he/she has a direct or indirect pecuniary interest as defined in The Public Schools Act. Members of the Board shall be governed by the conflict of interest provisions of The Public Schools Act, Sections 36 through 39 inclusive, and Board policies established from time to time.
- 4.20. Every member shall obtain recognition in order to speak by addressing himself/herself to the Chair and shall confine himself/herself to the question under debate. When two or more members speak at once, the Chairperson shall decide the order of speaking.
- 4.21. No member while speaking shall be interrupted by another, except upon a point of order, or for the purpose of explanation. The member so interrupting shall confine himself/herself strictly to the point of order or explanation.
- 4.22. If any member transgresses the rules, the Chairperson shall, and any member can, call the member to order in which case the member so called shall immediately be silent but shall afterwards be permitted to explain, and the Board, if appealed to, shall decide on the case, but without debate.
- 4.23. No member, unless otherwise herein provided, shall speak to a question or motion for longer than five (5) minutes nor more than once (except in Committee) on the same question without leave of the Chair. The trustee who proposes the question is permitted to reply and thereby closes debate. A member may speak more than once for clarification purposes only.
- 4.24. A member may require the question or motion under discussion to be read for his/her information at any time of the debate but not so as to interrupt a member speaking.
- 4.25. If the Chairperson wishes to speak to a motion, he/she shall vacate his/her seat as Chairperson and ask the Vice-Chairperson to take over. The Chairperson should speak just prior to the last speaker who will be the mover of the motion.
- 4.26. No member shall speak to any question after a vote on the question has been called for by the Chairperson, who shall announce clearly the result of the vote.

Voting Method

- 4.27. Reversal of Decisions
 - (i) Subject to subsection (1) (ii), a question once decided by the Board shall not be reversed unless:
 - a) written notice of a proposal to reverse the decision has been given from at least one meeting to another; and
 - b) a majority of the total number of trustees for the Division votes in favour of the reversal.
(PSA Section 33(2)).
 - (ii) A decision of a Board may be reversed
 - a) at the same meeting at which it is made; and
 - b) by unanimous consent of all members present and voting thereon (PSA Section 33(3)).

Abstention from Voting

Although it is the duty of every member who has an opinion on a question to express it by his/her vote, he/she can abstain since he/she cannot be compelled to vote. A member not voting for or against is expected to declare his/her abstention. A member who abstains may request that his/her abstention be recorded in the minutes and the Secretary-Treasurer shall record the same.

4.29. Division of the Question

When the question under consideration contains independent propositions, upon the request of any member, the vote upon each such independent proposition shall be taken separately.

4.30. Declaration of Results

The Chairperson shall declare the results of all votes and they shall be recorded as carried or defeated. Any member may request that his/her vote be recorded, and his/her vote shall be entered upon the minutes by the Secretary-Treasurer.

4.31. Communication of Results

Decisions of the Board shall be communicated in writing to persons directly affected by the decision. Correspondence on behalf of the Board shall be carried out by the Secretary-Treasurer or the Chairperson if so directed by the Board.

Giving of Notice

4.32. Written notice may be given by a trustee from one meeting to the next for the purpose of the following:

- i) to rescind a decision previously made by the Board.
- ii) introduction of a bylaw.

Bylaws

4.33. Matters resolved by Bylaw:

- a) amendments to bylaws
- b) rules of Board procedure, organization and operation of meetings
- c) where required by The Public Schools Act.

4.34. Every Bylaw shall be dealt with in the following stages by a final motion of the Board:

- i) First Reading - "That this Bylaw be now read a first time" shall be decided without amendment or debate.
- ii) Second Reading - When the second reading of the Bylaw has been moved, the principle of the Bylaw may be discussed and it shall be lawful for the Board to defer, amend or reject the Bylaw and a motion may be made to that effect.
- iii) Third Reading - This is the final reading of the proposed Bylaw and shall be deemed to be passed when given its third reading.

Every Bylaw shall receive three separate readings. The three separate readings of any Bylaw shall be given at different meetings unless by a vote of a majority of the whole Board this rule be suspended. The Secretary-Treasurer shall certify on a copy of each Bylaw, the readings and dates of the readings of the Bylaw passed.

SECTION V

COMMITTEES

5.1. Meetings of Committees may be held In Camera (PSA Section 30(4)).

- 5.2. Committees of the Board shall be appointed at the Inaugural, Regular or Special Meetings in accordance with Board policies and procedures. Committees may be struck for specific purposes as required, and shall be discharged when that purpose has been met and upon the receipt and acceptance of a written report to the Board.
- 5.3. If the Chairperson of a Committee is not appointed by the Board, it shall be the duty of the first named on any Committee to convene the first meeting at which time a Chairperson should then be elected.
- 5.4. The Chairperson of the Board is an ex-officio member of all Committees. He/she may attend all meetings and contribute to debate, but he/she shall not have the right to vote.
- 5.5. The number of trustees on any Committee should be three (with a fourth acting as alternative) or less, except for Committee of the Board as a Whole, unless approved unanimously by the Board. To function as a Committee of the Whole, the quorum of the Committee of the Whole is the same number as a quorum for the Board.
- 5.6. At least one senior administrative staff officer shall attend each committee meeting in an ex-officio capacity to provide background, do research and to ensure the recording of the minutes.
- 5.7. Any Committee of the Board may establish a Sub-Committee or Sub-Committees provided that the Chairperson of any Sub-Committee and at least one other member of that Sub-Committee are members of the main committee. Reports of any Sub-Committee shall be presented to the main Committee for acceptance, revision or rejection prior to the presentation to the Board.
- 5.8. Committees appointed to report on any subject referred to them by the Board shall report in writing a statement of facts and, also, their opinion and recommendation thereof.
- 5.9. No Committee has the authority to bind the Board to any decision or commitment unless previously authorized by the Board.

Committee of the Whole

- 5.10. By a vote of the majority of the members present the Board may resolve itself into "Committee of the Whole In Camera" for the purpose of discussing reports of Committees or any other motion or matter before the Board of a confidential matter (see also Section II, Article 2.6).
- 5.11. The rules of procedure of the Board shall be observed in Committee of the Whole so far as applicable. No decisions of the Board shall be made while in Committee of the Whole and no minutes shall be recorded other than a record in the minutes of the Regular Meeting of the topic discussed while in Committee of the Whole. (See also Section II, Article 2.6 re "In Camera" discussions).

SECTION VI

PUBLIC PARTICIPATION AT BOARD MEETINGS

- 6.01 The Board shall hold its meetings openly, and no person shall be excluded or removed from any meeting except for improper conduct (PSA Section 30(3)) or for In Camera discussions (Article 2.6).
- 6.2. The Chairperson may, at some point in the agenda of the Regular Board Meeting, permit visitors to the meeting to ask questions or speak to a matter on the agenda of which they are familiar for clarification purposes.

Delegations & Petitions

- 6.3. Any resident elector of the Division shall have the right to be placed on the agenda of a regular board meeting to be heard under "Delegations and Petitions". Appearance at a Board Meeting shall be arranged through the Secretary-Treasurer and the Delegation shall provide, wherever possible, a written brief or petition in sufficient time for inclusion in the agenda package and shall identify a spokesperson whom the Chairperson can address and to whom correspondence can be forwarded. During a presentation by a delegation, the Board will only ask questions for clarification.
- 6.4. The Board may hear any other delegations at its discretion.
- 6.5. The delegation will be heard for information purposes only. In the event a decision of the Board is required, the matter shall be postponed to the next regular meeting for action or referred to a Committee or the Administration for consideration or further information and report. If a decision is required prior to the next regularly scheduled meeting, the Board may by a two-thirds (2/3rds) majority vote suspend the rules and consider the delegation's request at the same meeting, for decision making.
- 6.6. The Secretary-Treasurer shall communicate in writing to the identified spokesperson for the delegation the action taken by the Board and the final decision of the Board.
- 6.7 Any resident elector of the Division shall have the right to, without prior notice, ask a single question of the Board. The question must pertain to an item on the agenda of the current meeting.
- 6.8 Public Inquiries will be limited to 15 minutes unless extended by a majority vote of the Board members present.

Section VII

GENERAL

- 7.1. That this Bylaw be placed in the hands of each Board Member and each new Board Member.
- 7.2. That Bylaw No. 1/2011 passed January 24, 2011, as amended by Bylaw 4/2011, May 24, 2011 and Bylaw 6/2013, October 15, 2013 and the same is hereby repealed effective the date of passing this Bylaw.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this _____ day of _____ A.D. 2014.

SECOND READING: _____ day of _____ A.D. 2014

THIRD READING: _____ day of _____ A.D. 2014

Chairperson

Secretary-Treasurer

I, DENIS LABOSSIERE, Secretary-Treasurer of The Brandon School Division, DO HEREBY CERTIFY THE ABOVE to be a true and correct copy of Bylaw No. 3/2014

Secretary-Treasurer

THE BRANDON SCHOOL DIVISION

BYLAW NO. 4/2014

BEING A BYLAW of The Brandon School Division to authorize payment of indemnities and mileage to Trustees and Bylaw No. 4/2010, October 25, 2010 (as amended by Bylaw 1/2012, June 11, 2012) shall be repealed.

WHEREAS The Brandon School Division is a school division as defined in The Public Schools Act;

AND WHEREAS The Public Schools Act, Chapter P250 of the Revised Statutes of Manitoba as amended, provides as follows:

"Section 56(1)

A school board may, by bylaw, provide for the payment of an annual indemnity to the chairman and to each trustee payable in such amount and at such times and under such conditions as provided in the bylaw.

Section 56(2)

In addition to the indemnity referred to in subsection (1), each member of the school board may be paid and may accept

- (a) such amount per mile as set by bylaw of the school board for each mile actually and necessarily travelled from his place of residence in the school division or school district to the place of meeting and return to his place of residence, allowable only once for each school board meeting;
- (b) such amount per hour as set by bylaw of the school board for each hour actually and necessarily spent by him under authority previously given by resolution of the school board in the performance of such duties, work or services as he is required or authorized under the resolution to perform, and;
- (c) such an amount per mile, as set out by bylaw of the school board, for each mile actually and necessarily travelled by him in the performance of the duties, work or services to which clause (b) applies;

but the remuneration or mileage mentioned in clauses (b) and (c) is not payable until an account showing the work or service performed, verified by statutory declaration, has been filed with the secretary-treasurer and payment thereof authorized by resolution of the school board.

Section 56(3)

A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine."

AND WHEREAS, pursuant to the provisions of The Public Schools Act and the amendments thereto, it is deemed expedient and advisable to provide for the payment of indemnities and mileage to the Chairperson of the Board and to each Trustee;

NOW, THEREFORE, the Trustees of The Brandon School Division, at a meeting duly called and held for the purpose, do hereby enact as follows:

1. That, the Chairperson and each member of the Board of Trustees be paid by equal monthly installments an annual indemnity of:

For a Trustee as Chairperson and Trustee
- effective July 1, 2013 \$17,646.00

For a Trustee as Vice-Chairperson and Trustee
- effective July 1, 2013 \$15,456.00

For each other Trustee
- effective July 1, 2013 \$14,251.00

That the total annual indemnities for Chairperson, Vice-Chairperson and Trustees shall be adjusted each year effective July 1st by a percentage amount equal to the average percentage increase in wages and salaries for Brandon Teacher's Association and CUPE Local 737 for the immediately preceding twelve (12) months;

2. That absence from any regular meeting of the Board over six (6) in any one calendar year shall result in a loss of indemnity of One Hundred and Thirty Dollars (\$130.00) for each meeting beyond the said six (6) meetings, and further provided that, where any absence from a regular meeting of the Board, as indicated by motion authorizing the member to attend a conference or the like or to be absent, such absence shall constitute an authorized absence from meetings and does not apply against the six (6) meeting's absence as referred herein;

And That absence from a regular meeting of the Board by any Trustee by reason of said Trustee attending on the same day a meeting of the Executive of, or a Committee of or acting as a representative of The Manitoba School Boards Association (MSBA) as a member of same shall be deemed an "authorized absence" for the purpose of Section 37 of The Public Schools Act and Section 2 hereof;

And Further That it shall be the responsibility of the Trustee to furnish to the Secretary-Treasurer in a timely fashion proper verification of attendance at said MSBA meetings;

3. That it is hereby deemed that one-third (1/3) of the total indemnity, as provided for in the above-described sections, shall be deemed to be for expenses of and incidental to the discharge of the normal respective duties of the Chairperson, Vice-Chairperson, members of the Board of Trustees, and Chairperson of all designated Committees; such allotment shall not include out-of-the-ordinary expenses, which shall be approved by resolution of the Board in accordance with Section 56(3);
4. That the Chairperson and each member of the said Board shall be paid 40 cents per kilometer effective October 1, 2011 or such other amount as periodically approved by motion of the Board for each kilometer actually and necessarily travelled from his/her place of residence, when his/her place of residence is outside the boundaries of the City of Brandon, to the place of meetings and return for School Board and Committee meetings and other Board business authorized by resolution of the Board;
5. That, effective the 1st day of November, 2010, all Trustees shall be paid an additional indemnity, as provided by and in accordance with Section 56(2)(b), of thirteen (\$13.00) dollars per hour to a maximum of eight (8) hours per day each day plus travel and living expenses approved by the Board and necessarily incurred while acting on Board business and when authorized by resolution of the Board in accordance with Section 56(2) & (3) of The Public Schools Act;
6. That, effective November 1, 2010, a Trustee shall be entitled to receive an indemnity in addition to that set out in Article 1 herein at the rate of thirteen dollars (\$13.00) per hour to a maximum of eight (8) hours per day:
 - a) for each hour actually attended at a Special Board Meeting or a meeting of a Board Committee on which the Trustee is a member, provided such a meeting is of a minimum of three (3) hours duration; or

- b) for each hour actually attended at meetings as a member of the Committee of the Board charged with the responsibility of negotiating the terms and conditions of the collective agreements between the Division and the bargaining agents representing the employees of the Division with said meetings, for this purpose, being those attended at the Bargaining Table, Conciliation Meetings and Arbitration Hearings with the applicable bargaining agent.
7. That Bylaw No. 1/2010, passed October 25, 2010 as amended by Bylaw 1/2012, June 11, 2012 and the same is hereby repealed effective the date of passing this Bylaw.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba,

this _____ day of _____ A.D. 2014

SECOND READING: _____ A.D. 2014

THIRD READING: _____ A.D. 2014

Chairperson

Secretary-Treasurer

Certified a true copy of Bylaw No. 4/2014 of the Board of Trustees of The Brandon School Division.

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Office of the Superintendent of Schools / Chief Executive Officer

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

Mr. G. E. (Greg) Malazdrewicz, Associate Superintendent

Memorandum

Date: September 8, 2014

To: Dr. D. M. Michaels

From: G. E. Malazdrewicz

Re: *Preliminary Enrolments September 2014*

Our preliminary enrolment numbers, as of Monday, September 8, 2014, 08:00 am are as follows:

	Target	Actual <i>(as of September 8, 2014)</i>
Students	8438	8471
High Schools	2820	2807
K – 8 Schools	5618	5664
Kindergarten	634	693
FTE Students	8121	8124

At this point we are aware of a number of pending enrolments, and understand that some movement of students between schools and out of the Division is being clarified. Based on previous experience I would suspect that this level of enrolment should be fairly close to our adjusted net enrolment on September 30, 2014.

As to specific class sizes at individual schools, we continue to monitor the enrolments and will continue to allocate staff as appropriate from our original budget and the additional Board allocation.

“Accepting the Challenge”



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

September 22, 2014

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“Accepting the Challenge”

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

1. FROM SCHOOLS

Crocus Plains Regional Secondary School

2. FROM LEARNING SUPPORT SERVICES

Year End Progress Report – Marnie Wilson, Research and Evaluation Services Specialist

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. CHRISTIAN HERITAGE SCHOOL

For Action.....D. Labossiere

I have received the Shared Services Agreements in triplicate as required from Christian Heritage School, for the provision by the Division of transportation services and for use of facilities and resources for 14 grade seven students and for 14 grade eight students to attend Industrial Arts and Home Economics classes for the 2014/2015 school year. The Agreements are attached as Appendices A and B. These Agreements have been approved in previous years.

RECOMMENDATION:

That the Shared Services Agreements between the Division and Christian Heritage School for the 2014/2015 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.

IV. SUPERINTENDENT OF SCHOOLS

1. HEAD TEACHERS 2014/2015

For Action..... D. Michaels

It is policy of the Board to review the names of those recommended by individual schools for the position of head teacher. Assignment to this position is done on an annual basis. Per Policy and Regulation 5004: *Head Teacher* the head teachers recommended for the 2014/2015 school year is as follows:

Alexander	Shannon Kohut, Krista Clayton, Tammy Ballingall
Betty Gibson	Craig Anderson, Lynn Andrews, Jodi Armour
Crocus Plains	Glenda Zelmer, Shawn Baker
Earl Oxford	Jodie Stapleton, Marc Plante
George Fitton	Grant Coulter, Jerron Kyle, Sherry Baker
Green Acres	Kathryn Svistovski, Jay Goran, Shane Baranyk
Harrison	Bernie Perreux, Glen Simard, Kim Schutte
J.R. Reid	Jason Curtis, Shannon Graham
King George	Robert Boyd, Patrick Thompson, Lisa Meadows
Kirkcaldy Heights	Dana Templeton, Deb Baker, Pam Zenk
Linden Lanes	Lyle Schepp, Curtis Campbell, Tracy Ramsey
Meadows	Dayna Galatiuk, Teresa Flannery, Janelle Jones
Neelin	Robert Cullen, Melissa Stoesz, Trevor Korman
New Era	Bas Nundu, Nicole Olson
O'Kelly	Maureen Thompson, Curtis Halls
Riverheights	Shelley Hamilton, Sharon Bartley, Tyson Ramsey
Riverview	Cathy Grain, Gayle White, Marla Medwid
St. Augustine	Bryan Letain, Joanne Campbell, Mike Kanski
Valleyview	Wendy Piche, Don Beaney
Vincent Massey	Bradley Twordik, Ashley Dyson
Waverly Park	Cheryl Danis, Jeff Sawchuk

RECOMMENDATION:

That the people recommended by the Principals of the schools for the position of Head Teachers for the 2014/2015 school year be approved as identified in the Report of the Senior Administration.

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. ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL – MICROWAVE FIRE

For Information.....D. Labossiere

I have received information that on Tuesday, September 9, 2014 during school hours a fire took place in École secondaire Neelin High School. The fire occurred in the canteen area of the school. Three individuals entered the school and proceeded to the office. One student asked the front staff how to register at Neelin. They then proceeded through the school to the canteen area where they sat down at a table to “hang out” for about 15 minutes. Two of the individuals proceeded to leave and the third stayed in the cafeteria and placed a yellow Bic lighter along with some coins into the microwave. The individual proceeded to turn the microwave on, pressed start and then started to hurry away. A Neelin student ran over to the microwave, turned off the microwave as the lighter was on fire inside. The student then opened the microwave, and threw the lighter outside on the ground. The fire was extinguished. No other damage occurred. The Vice Principal spoke with the three students at the 10th street doors although they refused to cooperate, identify themselves or state their reason for hanging out at the school. The Vice Principal then contacted the Brandon City Police. The fire alarm did not go off and the fire department did not attend. The individuals have been identified and restitution for the damaged microwave will be sought. This is provided as information.

2. GEORGE FITTON – DUMPSTER FIRE

For Information.....D. Labossiere

I have received information that on the weekend of September 13/14th the 6 yard dumpster at George Fitton School was lit on fire. The fire was reported to the Brandon Police Services. There was no damage to the building. Waste Management will replace the bin. This is provided as information.

III. SUPERINTENDENT OF SCHOOLS

1. *SCHOOL VISITS (SEPTEMBER 3 TO SEPTEMBER 12, 2014)*

For Information..... D. Michaels

- September 3, 2014 – school visit – Crocus Plains Regional Secondary School
- September 9, 2014 – school update meeting – École Harrison
- September 12, 2014 – school update meeting – Vincent Massey High School

2. SCHOOL INFORMATION

For Information..... D. Michaels

A. ACADEMIC PREPAREDNESS

ACADEMIC PREPAREDNESS AT ALEXANDER SCHOOL

Report prepared by Ms. Shelley Cords, Principal, Alexander School

The teachers of Alexander School worked collaboratively to create a learner profile for our students. Our teachers can use the learner profile to gain insight on a student's learning style and strengths. This tool also provides a starting point for our teachers and helps guide classroom instruction. All teachers can use the learner profile as they develop effective educational plans for all of our students. The learner profile provides our teachers with a long-term vision of a student's educational growth from Kindergarten to Grade 8.

Our learner profile focuses on Literacy and Numeracy. We are able to monitor and record a student's reading growth using the Fountas and Pinnell Assessment data three to four times in a school year. A student's writing sample is also included. The writing sample also allows us to monitor and assist students as they develop their writing skills from Kindergarten to Grade 8.

With Numeracy, our teachers along with the support and guidance from the Divisions Numeracy Specialist, created a math continuum to monitor and record a student's growth in math. The Numeracy Continuum is used as an ongoing assessment tool and allows teachers to differentiate instruction as we meet the needs of all our students.

Our learner profile has inspired, motivated, and focused our teachers to unite together for a common purpose. The purpose is to look at the whole child and focus on personalized learning for each individual in our school. I have included the Fountas and Pinnell tracking sheet as well as the Numeracy Continuum so you can observe how we monitor and record data on student growth at Alexander School (attached Appendix C).

B. GLOBAL CITIZENSHIP

GLOBAL CITIZENSHIP AT J. R. REID SCHOOL

Report prepared by Mr. Shawn Lehman, Principal, J. R. Reid School

Global Citizenship is a new goal that J. R. Reid School will be tackling this year. However, Global Citizenship has been alive in well at J. R. Reid School. I would like to share with you some of the activities that our school has been involved in recently around the theme of Global Citizenship.

First, last year, our guidance counselor worked with all of our Grade 4 to 8 students with the Tell Them From Me Surveys to help collect data to see how moral and global citizenship affects our kids. From here, we've used the data to collectively

and individually help students with concepts as being a good citizen, sympathy, empathy, and community “pay it forward” programs. Mrs. Milne, our school counselor, is using the theme, “Pay It Forward” with our YR (Youth Revolution) group to develop global citizenship skills for the 2014/2015 school year.

Last year and again this year our Grade 2 students will be reading and sharing adventures of Flat Stanley through literature in Mrs. Laluk’s Grade 2 classroom. From here our students will create their own Flat Stanley citizens and take their Flat Stanley’s out into our community in Brandon. The students will pick a family member or a friend who lives in another province to send their Flat Stanley to so that we can learn about the other provinces in Canada. The students take pictures with Flat Stanley and tell a story as to what they do within their community with Flat Stanley. The assignment acts as a sort of mail chain letter, which in turn, provides our Grade 2 students with a perspective on citizenship and communities in other parts of Canada and the world.

In our Grade 6 classroom, Ms. Locke is working with Mrs. Laluk’s class with technology buddies (modeling responsible tech use, mentoring others in technology integration into education). The Grade 6 class will help the Grade 2 class set up a classroom twitter account, will delve in responsible use of social media, study the processes of what and what not to post.

In addition, our Grade 6 class participates in the Global Read Aloud program from October to November. The premise is simple; Ms. Locke picks a book to read aloud to our students during a set six-week period and during that time our Grade 6 students try to make as many global connections as possible. Each teacher decides how much time they would like to dedicate and how involved they would like to be. Some people choose to connect with just one class, while others go for as many as possible. The scope and depth of the project is up to the teacher and the students. In the past we have used Twitter, Skype, Edmodo, [our wiki](#), email, regular mail, Kidblog, and any other tools we can think of to make these connections. Teachers get a community of other educators to do a global project with, hopefully inspiring them to continue these connections through the year. Each student has a Kidblog where they connect and write reading responses creating a digital dialogue about their reading as well as class read aloud. These blogs are moderated by the teacher. There are also mini lessons on blog writing versus traditional writing. Lastly, Ms. Locke has daily integration of technology into lessons and is involved in the Respecting Diversity program implementation in September – adapted from J. Katz.

During Mr. Richels’ Grade 7 and 8 Enrichment Clusters in May and June of 2014, our students learned about geocaching (rules, etiquette, coordinate). Kids loaded their GPS devices with coordinates, went geocaching and created a service to the world by placing a geocache in the Brandon community. The students used the GPS devices to find geocaches all over the community. The students created a cache of their own with J. R. Reid Jags memorabilia in it with a log book so that people from

all over the community who find the cache can log in and a history of visitors to the cache is kept. The cache was placed on Friday, May 30 and found on Sunday, June 1, four times on that day. As part of our global citizenship and Enrichment cluster, our students created a geocache in Brandon to be found by the two and a half million geocachers of the world! As early as the next day, we experienced five logged visits on our computers, showing that someone had been logged into our logbook and viewed/found our geocache. As well, to promote global citizenship in his Grade 7 Social Studies' classes, Mr. Richels uses the CNN Kids' Student News, giving his students the opportunity to view citizenship, daily life, and life experiences for teenagers in other parts of the world.

In High Ability Learning Enrichment Programming (HALEP) this year, our Grade 6 class will be doing a study of WWI on the 100th Anniversary of the Great War. We hope to make connections with major events that happened during the war, study Brandon citizens who participated on the front lines or on the home front, visit virtual museums online, tour local museums and study centenary events that are happening all over the world to recognize the anniversary of WW1.

Our Grade 7 HALEP unit will be focusing on the Quality of Life section of the Grade 7 Social Studies Curriculum. We will be learning about the Canadian Charter of Rights and Freedoms and the accompanying children's version. We will be reading articles, websites and novels that deal with periods of history, and situations, where human rights were violated, including the Holocaust, Darfur, Sudan, child soldiers, child labour. We will also be studying national and international organizations that assist with Human Rights issues such as Me to We, UNICEF, United Nations. We are also hoping to visit the Canadian Human Rights Museum in Winnipeg.

Last year our Middle Years' book club met once every few weeks where we read and discussed novels that were written by Canadian authors and had been nominated for the MYRCA award – Manitoba Young Readers Choice Award. All of the book club members read at least five of the thirteen nominated novels and, therefore, were eligible to vote for the award!

Lastly, Roots of Empathy, an evidence-based classroom program, has brought infants and parents from the J. R. Reid catchment area together over the past four years to focus on building the capacity of the next generation for responsible citizenship and responsive parenting. Our goal is to build caring, peaceful, and civil societies by developing empathy within our kids and adults.

C. HEALTH AND WELLBEING

HEALTH AND WELLBEING AT RIVERHEIGHTS SCHOOL

Report prepared by Mr. John Minshull, Principal, Riverheights School

Tell Them From Me survey results indicate that although the majority of Middle Years students at Riverheights School are feeling safe at school, this is an area where anything less than 100% requires our best efforts in providing a feeling of safety for everyone.

Below is a quick snapshot of the data from a couple of areas surveyed:

Bullying, Exclusion, and Harassment: Students are subjected to physical, social, and verbal bullying, or are bullied over the Internet.

Victims of moderate to severe bullying:

<u>Riverheights</u>	<u>Canadian Norm</u>
23% of students	27% of students

Feel safe attending this school: Students feel safe at school, as well as going to and from school:

<u>Riverheights</u>	<u>Canadian Norm</u>
87% of students	85% of students

We believe it is critical to not only educate our students with regard to bullying and being safe, but also to educate and inform our parent community about the real and perceived issues around bullying.

To this end, our staff will work with our students in a classroom setting to learn about bullying, the effects it can have on the bullied, the role and responsibility of the bystanders, as well as the process of acquiring support for themselves or others.

Along with this, the Parent Council, in combination with our staff, will organize an evening presentation on the difference between conflict and bullying, what the process should be when parents believe their child is being bullied, and how they can support their child should bullying occur.

These initiatives, along with participation in the annual Day of Pink, and student involvement with the Youth Revolution Program, should assist us in moving toward a safe environment for all students, staff, and community.

3. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	3 total	2 – 5 day 1 – 5 day	Unacceptable Behaviour Drug and Alcohol Policy
Riverheights	1 total	1 – 5 day	Assaultive Behaviour

4. COMMUNITY CONNECTIONS

For Information..... D. Michaels

MEETINGS RE: COMMUNITY MOBILIZATION WITH MR. IAN GRANT, CHIEF OF POLICE, BRANDON POLICE SERVICE / JUNE 2014 AND AUGUST 2014

The purpose of our meetings was to discuss the community mobilization journey initiated by Chief Grant in the spring of 2014 as a “unique and common sense way of preventing crime and victimization”. Arrangements have been made for the initial session to occur on October 9, 2014 with Mr. Brent Kalinowski as facilitator. Mr. Kalinowski has facilitated such sessions in Prince Albert, Saskatchewan.

In preparing for the October 9 session, Chief Grant has invited approximately one hundred (100) people to participate representing local Brandon area organizations. His communication, entitled “Why Community Mobilization?” provides the following background:

Growing social issues, case loads, and the feeling of failure in each of the Human Services sectors has challenged many in each of these areas to think differently. Realizing traditional methods in isolation and reactive assistance is not getting it done on its own, a growing list of communities have moved to a risk driven collaboration that tears down the silo’s, and looks further upstream to the issues that are presenting themselves.

The notion of “risk” drives the collaboration movement. Poverty, sub-standard housing, addictions, negative parenting, and other factors tear at the social fabric that protects individuals and families from serious harm. Professionals in all sectors recognize that each has unique perspectives on these personal, social and community issues. Further, that intervention to mitigate negative impacts on individuals and families must include the specialized knowledge, skills and resources of a blend of police, social services, mental health, housing and others.

The recent efforts in North Bay, Ontario and other areas of that Province are based largely on the successful collaborative strategy that grew out of Prince Albert, Saskatchewan. These communities mobilize immediate and collaborative interventions to mitigate situations of acutely elevated risk of harm and connect people to the services they most need.

This new initiative challenges old myths, organizational cultures, and professional paradigms that make it difficult to prevent negative outcomes. For example, effective collaboration requires cautiously, judiciously and professionally navigating the trade-offs between information sharing and privacy protection. The HUB table uses a professional discipline and a filter process to carefully navigate these waters, and steers community collaboration into strategies for improving the social determinants of health, thereby reducing the precursors to crime and social disorder.

The Brandon School Division will be represented by the senior high principals, social workers, counsellors, teachers and senior administration.

THIS AGREEMENT made in triplicate this 1 day of July, 2014 pursuant to the provisions of Part IV of *The Public Schools Act* and the *Shared Services Regulation* thereunder.

BETWEEN:

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

-and-

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

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

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

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

AND WHEREAS prior to the signing of this agreement, the Minister of Education and Advanced Learning provided approval to the Division to it entering into this annual

agreement with the private school, pursuant to subsection 60(2) of *The Public Schools Act*;

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

NOW THEREFORE the parties agree as follows:

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

5. This agreement shall be effective for a term of one year commencing July 1, 2014 and ending June 30, 2015.

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

THE Brandon School Division

Chair

Secretary-Treasurer

Christian Heritage School

Chair

Principal

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

Minister of Education and Advanced
Learning or designate

Date: _____

This is SCHEDULE "A"
To a Facilities and Resources Agreement ending June 30, 2015
dated the July 1, 2014.

BETWEEN:

The Brandon School Division

-and-

The Christian Heritage School
Private School

2025-26th Street, Brandon, MB R7B 3Y2

Location (¹)

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

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

River Heights

_____ School

_____ School

2. The estimated number of eligible pupils enrolled in the private school on September 30, 2014 who will be participating in the use of the facilities and resources in the public school(s) is shown in the table in clause 4.

(¹) If the private school has more than one location, include only those pupils in the locations(s) being serviced under this agreement, and indicate the location(s) being serviced.

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

4. Estimated eligible enrolment of private school pupils in the public school(s)	Number of minutes of instruction provided in the public schools(s) for private school pupils in each cycle
Gr.7 - 14 Pupils	_____ 150 _____ minutes
Gr.8 - 14 Pupils	_____ 150 _____ minutes
_____ Pupils	_____ minutes
_____ Pupils	_____ minutes
_____ Pupils	_____ minutes
_____ Pupils	_____ minutes
_____ Pupils	_____ minutes
TOTAL	_____ minutes

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

☒ Home Economics

☒ Industrial Arts

THIS AGREEMENT made in triplicate this 1 day of July, 2014 pursuant to the provisions of Part IV of *The Public Schools Act* and the *Shared Services Regulation and Funding of Schools Program Regulation* thereunder.

BETWEEN:

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

-and-

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

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

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

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

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

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

NOW THEREFORE the parties agree as follows:

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

5. This agreement shall be effective for a term of one year commencing July 1, 2014 and ending June 30, 2015.

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

THE Brandon School Division

Chair

Secretary-Treasurer

Christian Heritage School

Chair

Principal

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

Minister of Education and Advanced
Learning or designate

Date: _____

Fountas and Pinnell Benchmark Assessment
Alexander School

Appendix C

Student's INDEPENDENT reading level (A-K = 95-100% L-Z = 98-100%)

S (Orange) = September (new students or those below grade level previous June). N (Green) = November. M (Pink) = March. J (Blue) = June.

Alexander Numeracy Continuum

School: _____ Student Name: _____

MET Number: _____

	Kindergarten	1	2	3	4
Patterns and Relations	Demonstrate, describe, reproduce, extend, and create patterns using manipulatives, diagrams, sounds, and actions. (two or three elements)	Demonstrate, describe, reproduce, extend, and create patterns using manipulatives, diagrams, sounds, and actions. (two to four elements)	Demonstrate, describe, reproduce, extend, and create increasing patterns using manipulatives, diagrams, sounds, and actions (numbers to 100).	Reproduce, extend, describe and solve problems with increasing patterns.	Represent and describe patterns and relationships using charts and tables.
Equality		Describe equality as a balance and inequality as an imbalance, concretely and pictorially (0 to 20).	Demonstrate and explain the meaning of equality and inequality. (0-100)	Solve one-step addition and subtraction equations with one unknown.	Solve one-step equations involving a symbol to represent an unknown number.
Representing Numbers	Represent and describe numbers 2 to 10 in two parts, concretely and pictorially.	Represent and describe numbers to 20, concretely, pictorially, and symbolically.	Represent and describe numbers to 100, concretely, pictorially, and symbolically.	Use non-proportional representations to 1000.	Represent and describe whole numbers to 10 000, pictorially and symbolically.
Mental Math		Recall of one more and one less, complementary (compatible) numbers that add up to 5 and 10, doubles (up to $5 + 5$), and related subtraction facts.	Recall of facts to 10, doubles to $9 + 9$, and related subtraction facts.	Recall and/or explain addition and subtraction facts and strategies to 18.	Recall of the multiplication and related division facts up to 5×5 Demonstrate an understanding of multiplication (2- or 3-digit numerals by 1-digit numerals) to solve problems

	5	6	7	8
Patterns and Relations	Extend, predict and formalize a pattern rule in words and symbols.	Demonstrate an understanding of the relationships within tables of values to solve problems.	Use relations to generate tables and graphs that can be used to solve problems	Model and solve problems using linear equations of the form: $mx = b$ $n = b, a \neq 0$ $mx + b = c$ $n + b = c, a \neq$
Equality	Solve problems with one-step equations in context.	Demonstrate and explain the meaning of preservation of equality for addition and multiplication	Solve problems including the preservation of equality for all operations.	Analyze two-variable linear relations to solve problems
Representing Numbers	Represent and describe whole numbers to 1 000 000 in a variety of formats. Compare fractions with like and unlike denominators. Consistently work with a variety of representations with numbers to the thousandths	Demonstrate an understanding of integers, fractions (improper to mixed), ratios, percents (whole numbers, and integers pictorially, concretely, and symbolically.	Compare and order fractions, decimals or integers independently when represented in a variety of ways.	Demonstrate an understanding of perfect squares and square roots, percents greater than or equal to 0%, ratio and rate.
Mental Math	Consistently apply and explain strategies for multiplication up to 2-digit by 2-digit. Recall of multiplication facts up to 9x9 and related division facts. .	Consistently apply and explain strategies for multiplication and division of decimals (involving 1-digit whole-number multipliers, 1-digit natural number divisors, and multipliers and divisors that are multiples of 10),	Independently select and apply strategies to solve problems.	Demonstrate an understanding of multiplying and dividing positive fractions and mixed numbers Solve problems involving positive rational numbers.

	K				1			2			3			4			5			6			7			8		
	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E
Pattern and Relations	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E
Equality	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E
Representing Numbers	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E
Mental Math	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E	N	A	M	E

Kindergarten Evaluation

School: _____ Student Name: _____ MET Number: _____

	MANE	(N)eeds Ongoing Help	(A)pproaching Expectations	(M)eeting Expectations	(E)xceeding Expectations
Patterns and Relations				<i>Demonstrate, describe, reproduce, extend, and create patterns using manipulatives, diagrams, sounds, and actions. (two or three elements)</i>	
Equality					
Representing Numbers				<i>Represent and describe numbers 2 to 10 in two parts, concretely and pictorially.</i>	
Mental Math Strategies					

Fill in the column

Grade 8 Evaluation

School: _____ Student Name: _____ MET Number: _____

	MANE	(N)eeds Ongoing Help	(A)pproaching Expectations	(M)eeting Expectations	(E)xceeding Expectations
Patterns and Relations				Model and solve problems using linear equations of the form: $mx = b$ $n = b, a \neq 0$ $mx + b = c$ $n + b = c, a \neq$	
Equality				Analyze two-variable linear relations to solve problems	
Representing Numbers				Demonstrate an understanding of perfect squares and square roots, percents greater than or equal to 0%, ratio and rate.	
Mental Math Strategies				Demonstrate an understanding of multiplying and dividing positive fractions and mixed numbers Solve problems involving positive rational numbers.	