Report of Senior Administration to the Board of Trustees

December 14, 2009

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

FROM LEARNING SUPPORT SERVICES

Mr. Bill Bolley, Social Worker

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. TRAVEL REIMBURSEMENTS

For Action.....G. Barnes

At the March 9, 2009 Regular Meeting the Board finalized the 2009/2010 Budget. Motion 48/2009 included a 2¢ reduction in the mileage allowance. This reduction was implemented effective September 1, 2009. The Travel Expense Account Form was changed at that time but the form is also included in the Policy Manual requiring updating. The revised form is attached as Appendix A to reflect to 2¢ reduction. The revised form is being presented for Board approval. Please contact me should you have any questions in this regard.

RECOMMENDATION:
That Form 3013 be amended by changing the kilometer rate to now be "38.0¢", the mileage to Shilo to be "$23.00" and the mileage to Winnipeg to be "$161.00".

2. MUST FUND JULY 1, 2010 FEE ASSESSMENT

For Action.....G. Barnes

The Manitoba School Boards Association Universal Standards Trust (MUST) Fund was established in 1984 to assist participating Boards by defraying or recovering the legal costs (excluding damages) involved in protecting and furthering management rights/responsibilities, controlling salary consideration, or other employee/labour relationship matters of provincial or regional implication. The Brandon School Board was the originator and a proponent of this Fund. It was adopted by the MAST Annual convention in 1983 and implemented in 1984. Since 1987 the Fund has had 100% participation from school boards in Manitoba and continues to play an integral role in maintaining its objective of financially assisting school boards involved labour relations/employee matters.

I have received correspondence from MSBA advising that the MUST Fund Committee reviewed the financial position of the MUST Fund and approved a fee assessment to participating boards to raise approximately $220,000.

The assessment is based on a variable flat dollar component and per pupil basis reflecting the fee for The Brandon School Division as $8,157.19.

Previous years fees are as follows:

1984	$ 5,719.00	1995	$ 8,089.40	2002	$ 7,910.33
1986	$ 2,929.25	1996	$ 7,916.19	2004	$ 7,369.90
1988	$ 1,935.60	1997	$ 7,924.35	2005	$ 10,813.75
1990	$ 4,214.26	1998	$ 9,922.00	2006	$ 7,255.00
1991	$ 3,289.50	1999	$10,032.00	2007	$ 10,737.80
1992	$ 3,286.93	2000	$ 5,993.62	2008	$ 10,734.28
1994	$11,832.64	2001	$ 8,065.68	2009	$ 9,168.50

In accordance with the MUST Fund Guidelines and Procedures participants are to be notified by February 1st with the assessment due on or before July 1st.

I recommend that the Board approve continued participation. The cost of going to arbitration remains significant. I note that in 1992 the MUST Fund provided the Division with support of approximately $15,000, over $32,000 in 1998, approximately $110,000 in 2006 and over $26,000 in 2007. Financial assistance has also been received for other labour relations/personnel matters. More importantly, the support of the MUST Fund makes a board's decision as to whether to settle or to arbitrate more appropriately driven by the issues and risks involved than the legal cost of the arbitration itself. Thus, provincial implications become a factor in the decision and the counsel of the MSBA Labour Relations Department assists in this regard. It was for this very reason that the services of Mr. Rob Simpson of Winnipeg, legal counsel to MSBA, was engaged to represent the Board in the jurisdictional dispute in the 1997/98 and 2005/06 interest arbitrations.

RECOMMENDATION:
That continued participation in the Manitoba School Boards Association Universal Standards Trust (MUST) Fund at a 2010 fee assessment of approximately $8,157.19 be approved.

3. WIDE AREA NETWORK CONNECTIVITY PROJECT

For Action.....G. Barnes

At the Special Board Meeting held on November 30, 2009, the Board received the Wide Area Network Connectivity Report (Appendix B) for Division installation. The Administration presented the report in detail. Trustees discussed the report at length with administration responding to inquiries. Items were identified for follow-up being the path redundancy to the 5 major sites, internet connection fee and financial arrangements. A response has been received providing for a redundant path at no additional cost which is acceptable to the Manager of Information Services and a revised internet monthly connection fee which is also acceptable. Agreement on the financing arrangements remains outstanding which will require further discussions to finalize financial arrangements subject to Public Schools Finance Board approval. The Senior

Administration are recommending approval in principle for the Wide Area Network Connectivity Project with Westman Communications Group subject to satisfactory arrangements of a final agreement between the parties and subject to finalizing financial arrangements requiring approval of the Public Schools Finance Board.

RECOMMENDATION:
That the proposal from Westman Communications Group in the amount of $947,500 for the unmanaged connectivity project for a 20 year term be accepted in principle, subject to final arrangements and agreement approval between the parties and finalization of financial arrangements requiring Public Schools Finance Board authorization.

IV. SUPERINTENDENT OF SCHOOLS

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

4. 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. MANITOBA SCHOOLS INSURANCE PROGRAM

For Information ..... G. Barnes

The 2008-09 Annual Financial Report on the operation on the Manitoba Schools Insurance Program has been received and is attached as Appendix C. As a result of the Manitoba Schools Insurance Program an amount of $212,418.00 is being rebated in respect of the property, liability and crime self insurance funds. Property claims for July 1, 2008 to June 30, 2009 were $2,422,081. The rebate is due because of favourable liability claims. Our Division share of the rebate for liability coverage is a total of $8,178.10.

It is felt that the Manitoba Schools Insurance Program, providing coverage for all 38 public school divisions in Manitoba, continues to be an effective program for Divisions providing good insurance coverage at very competitive and reasonable rates. Please contact me should you require further information in this regard.

5. SCHOOL BUS ACCIDENT

For Information ..... G. Barnes

The Supervisor of Transportation has provided correspondence advising that at approximately 4:35 p.m. on December 1, 2009 bus 40-35 on regular route Orange 6 was involved in a collision with another vehicle. The bus was struck from behind while in it was stopped at the North set of railroad tracks (southbound) on 17th Street East. The driver of the vehicle that struck the bus was 100% at fault. There were no students on the bus at the time of the accident. No injuries were sustained by the driver of the bus. There was slight damage to the bus which will be assessed by Manitoba Public Insurance adjustors. Damages to the other vehicle are in excess of $1,000. A police report was filed and the accident was reported to Manitoba Public Insurance and Manitoba Education & Training. This is provided as information.

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL INFORMATION

For Information ..... D. Michaels

A. SUSPENSIONS

SCHOOL	NO./STUDENTS	NO./DAYS	REASON
Crocus Plains	9	3, 5	Assaultive, Drug and Alcohol, Unacceptable
Neelin	3	5	Drug and Alcohol, Unacceptable
Vincent Massey	3	5, 10	Assaultive, Unacceptable

B. BRANDON SCHOOL DIVISION ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT – STAGES UPDATE AS OF SEPTEMBER 30, 2009

The Brandon School Division has reported Stages for 601 English as an Additional Language (EAL) students, as of September 30, 2009. Attached as Appendix D is an analysis of the enrolment data according to the pertinent headings as provided.

*Following is a brief overview of the various Stages.

Stage 1
- Has limited understanding of English

Stage 2
- Can understand conversational English
- Beginning to understand academic language with visuals and other supports

Stage 3
- Has well-developed conversational skills
- Understands and engages with more complex academic content

Stage 4
- Fluent in day-to-day communication
- Can communicate in new and unfamiliar settings

Stage 5 (only applies to high school students)
- Able to interpret and produce a wide range of complex and demanding grade-level and
- Subject-area texts

C. UPDATES ON SCHOOL INITIATIVES

CROCUS PLAINS REGIONAL SECONDARY SCHOOL ENVIRONMENTAL STUDIES PROGRAM

The following report was prepared by Ms. Coleen McKellar, Teacher, Crocus Plains Regional Secondary School.

Plans are underway for the introduction of two Environmental Science courses at Crocus Plains in the coming school year. Environmental Science 30S and Water Studies 40S will be included in the registration guide for March of 2010. Courses will begin to be delivered in the 2010/2011 school year.

Environmental Science (ES30S) will serve as an introduction to the field of study. Topics that are touched on in the introductory course may be further developed into complete courses in the following years. Areas of concentration will include: Soil and Land Use, Aquatic Ecology, Wildlife Ecology, and Forestry Ecology as per the Envirothon curriculum. Particular attention will be paid to sustainability issues with a concentration in one or more of the following areas as outlined by the United Nations Decade of Education for Sustainable Development – biodiversity, ecosystems, water, food and agriculture, indigenous and local knowledge, human health and the environment, and water. Students in the Environmental Science Methods Course from Brandon University will be attempting to write some appendix units on environmental science. This will allow the students to create units that will be of use to them if they have to teach environmental science courses as well as allowing teachers of the ES30S to have a greater selection of materials to choose from when delivering the course.

Water Studies (WS40S) will focus on water issues. The highlight of the course will be the final project where students in the course, supported by community organizations, will plan and implement a Water Carnival for younger students in Brandon School Division. The Water Carnival is a series of stations on a water theme – water cycle, water pollution, water safety, riparian zones, biodiversity (Critter Dipping), watersheds, water consumption and use, etc. As it stands right now, BSD students do not participate in Water Carnivals since the city of Brandon is not in a Conservation District and the CD is the organization that arranges these events.

Curriculum ties can be made with grade 10 Social studies, grade 11 agriculture, grade 10 science, ELA, Biology 40S, plus outcomes from both Current Topics 30S and Interdisciplinary Topics 40S.

Funding opportunities are beginning to be explored. Grants are available from MECY-Hydro and the Sustainable Development Innovations Fund. Money obtained from these organizations could be used to cover the cost of some of the course materials that will be needed such as water sampling/testing kits, and soil testing apparatus plus release time for teachers for planning, implementation, travel, etc.

In kind support exists from Manitoba Conservation Districts, Manitoba Agriculture, Food and Rural Initiatives, Ducks Unlimited, Manitoba Model Forest, Assiniboine

Community College, Manitoba Education for Sustainable Development and others to be determined.

Rhonda Wlock, Teacher, Crocus Plains Regional Secondary School, and I recently met with Gailyn Neurenberg regarding the upcoming Horticulture Certificate program that will launch at ACC in 2010. Gailyn is the program/curriculum developer for the Horticulture certificate program that is coming to Assiniboine Community College. She was very interested in and impressed with the horticulture courses that are currently delivered by Crocus Plains. This may be another area where articulation could be a possibility. Plans are also underway for a joint DACUM ("Develop a Curriculum") for Crocus and ACC. This process allows vocational educators to determine the desired skills and experiences that potential employers would require from new workers.

2. DIVISIONAL INITIATIVES

For Information ..... D. Michaels

MEETING OF THE FUTURE DESIGN OF MIDDLE YEARS STUDENT SUPPORT PROGRAM (MYSSP) STEERING COMMITTEE / NOVEMBER 24, 2009

The purpose of the meeting was to finalize the proposal for a new Middle Years Student Support Programming model in preparation for presentation to the Education Committee of the Board on December 14, 2009. Following that, it is anticipated that the proposal will be presented for consideration or approval in principle by the Board of Trustees prior to the upcoming budget process.

Information gathered by two Committee members who visited programs in the Calgary Board of Education in November was shared at the meeting. This will be added to the background material on file and will be useful as the program development work continues.

UPDATES ON IMPLEMENTATION OF SINGLE TRACK FRENCH IMMERSION PROGRAM

Since the last report, the Steering Committee has met on November 25 and December 2, 2009. Work has continued to focus on matters related to school configurations, budget, scheduling of physical education classes at George Fitton, and staffing.

The projected enrollment for George Fitton, Green Acres, and New Era Schools is in the process of being determined through the Secretary Treasurer's Office.

The Director of Human Resources will attend staff meetings at Harrison Middle School and École New Era School in January 2010 to provide an Employee Connect demonstration and clear instructions on the staffing/application process.

It was agreed that as there is no new information to relay at this time the consultation meetings planned for December 2009 with BTA and CUPE will be moved to February 2010. At that time, more information regarding staffing will be available.

The Associate Superintendent reported to the Steering Committee following facilities visits to various schools in the Division. It was agreed to recommend to Senior Administration that the LifeSkills program currently at George Fitton School be relocated to Riverheights School in September 2010. Riverheights School has the appropriate space and resources to host this program.

The Steering Committee developed the following guiding principles for the equitable redistribution of resources:

1. material resources will be distributed according to numbers and needs of student population; and
2. desks, supplies will be moved as per needs of younger and older students.

The next meeting of the Steering Committee will take place on December 9, 2009.

EAL Principals Meeting / December 7, 2009

For Information.....G. Malazdrewicz

Mr. Malazdrewicz, Associate Superintendent welcomed everyone to the meeting. A document developed by members of this group in the late spring outlining the definition of an EAL learner and principles/guidelines for EAL learners was reviewed. It will be shared with principals at the December 15, 2009 Learning Support Services meeting.

Mr. Malazdrewicz circulated a handout from Economic Development Brandon regarding the projected arrival of family members of international workers employed at Maple Leaf. It is anticipated that Brandon School Division will register approximately 100 additional EAL students by the end of June 2010.

The EAL Specialist shared information on upcoming professional development sessions aimed at developing cultural awareness, as well as sessions to provide growth opportunities for classroom teachers to assist them in meeting the learning needs of EAL students.

Budget enhancement requests were reviewed, and the proposed EAL reception centre was discussed.

It was agreed that an EAL Steering Committee will be formed, which would report information to the Learning Support Services meetings on a monthly basis. The Steering Committee will include representatives of early, middle, and senior years, as well as the EAL Specialist. The EAL Steering Committee will replace the EAL Principals meetings, as EAL discussions will move to the Learning Support Services meeting forum.

3. Community Connections

For Information..... D. Michaels

Appointment to Canadian National Reading Recovery Program Board

I have been appointed to serve on the National Reading Recovery Program Board effective October 28, 2009. This Board oversees the implementation of the integrity of

the Reading Recovery Program in Canada. I look forward to serving, contributing, and participating on this Board and learning about the work being done on Reading Recovery in Canada.

BRANDON UNIVERSITY, FACULTY OF EDUCATION: GRADUATE STUDENT RESEARCH COLLOQUIUM / NOVEMBER 21, 2009

I was invited to participate and present in the Colloquium whose theme is "demystifying research with a focus on 'ethics in research'". The following is a summary of some of the presentations.

Presentation by *Dr. Deborah Poff*
"Ethics in Research"

<u>The TCPS, the Social Sciences and Humanities</u>
Dr. Poff began her presentation on ethics in research with a review of the essence of these ethics – "CARE TOWARDS/OF HUMANS AND ANIMALS: DO NO HARM". She spoke to the historical roots of the research ethics we practice today: the Nuremburg Code, the Helsinki Declaration, the Belmont Report.

Dr. Poff's presentation, then, focused on the Canadian Tri-Council Policy Statement (TCPS) used by all Canadian Universities. The TCPS "provides this policy as our standard of ethical research involving human beings". It addresses the duties; seeks to articulate ethical norms and seeks to harmonize this ethics review process. The eight guiding principles were reviewed in detail:

1. Respect for human dignity.
2. Respect for free and informed consent.
3. Respect for vulnerability.
4. Privacy and confidentiality.
5. Respect for justice and inclusiveness – "fairness and equity".
6. Balancing harms and benefits.
7. Minimizing harm.
8. Maximizing benefits.

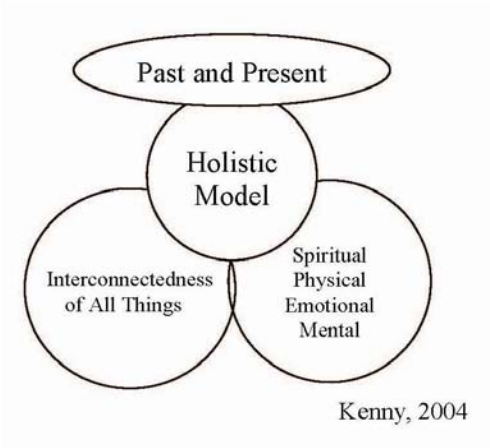
The TCPS is a living document. Areas being examined for further inclusion:

- privacy and confidentiality
- qualitative research
- research involving Aboriginal peoples

Panel Presentation on Research Ethics in Education –

Sherry Peden, 3rd Year PhD Student at the University of Manitoba

- Concerns with research on Aboriginal and Indigenous People focus on the research being "done to" the people as an extension of colonization.
- In 2009 Aboriginal research is recognized as having – indigenous knowledge, epistemology, indigenous methodology, axiology, and indigenous scholars.
- Indigenous research is conceptualized as:



- There are three guiding principles in this conceptualization: Respect, Reciprocity, Relationality.
- *"If research doesn't change you as a person, then you haven't done it right!"*

Dr. Cam Symons, Associate Professor, Faculty of Education

- Reviewed in detail the application process and accompanying documents required to qualify for approval by the University's Ethics Committee (BUREC).
- These process components were connected and related to the principles of ethics in research (as referenced in earlier presentations).

Dr. Donna Michaels, Superintendent of Schools/CEO, Brandon School Division
"Ethics in Educational Research"

- Thanks very much for the invitation to provide a Superintendent's perspective on this timely and very complex topic.
- Timely due to professional and moral considerations we must bring to our research work, especially that which is conducted in our schools.
- Complex due to the rapidly changing nature of education, schools, and schooling. l Diversity is now an irrevocable reality which requires our increased research attention; searching for best practices by which we address each child's legal and moral right to equitable access to quality learning.
- Legislation has changed similarly and heightened our obligations to our children. Provincially Bill 13 – Appropriate Educational Programming; Canadian Constitution (Bill of Rights and Freedoms); UN Convention on the Rights of the Child; and the Universal Declaration requires and calls us to greater vigiliance on what schooling is providing from an equity perspective.
- Need for educational research is pressing to advance the welfare, knowledge and understanding of children within their cultural dynamics.
- We have an obligation to better children's teaching and learning experiences, to alleviate their failures; to validate educational theories, to dispel professional ignorance, to understand the realities of our children's lives and the evolution of their human condition.
- Traditional research codes of ethics, based on Kantian moral philosophy, place a certain universality which compels every person to recognize universal rights for all persons as a constant norm.

- In the context of this presentation I spoke to how educators access the Brandon School Division schools to conduct research with reference to Policy and Procedures 1017: *Conducting Research in the Brandon School Division.*

It was a well organized colloquium on a very timely matter.

MEETING WITH REPRESENTATIVES OF HEALTH CANADA CONTROLLED SUBSTANCES AND HEALTH ENVIRONMENTS AND CONSUMER SAFETY PROGRAM REGARDING FUNDING OF THE COMMUNITY DRUG AND ALCOHOL EDUCATION COALITION / NOVEMBER 23, 2009

On November 23, 2009 a meeting was held involving G. Barnes, T. Osiowy, L. Jardine (new Coalition Coordinator), and D. Michaels of Brandon School Division, and Marianne Penner and Lana Daniels of Health Canada. The purpose of the meeting was to review the current and future work of the Coalition together with funding expended to date.

As Coalition Coordinator (.5 FTE), Lili Jardine (senior high teacher in Brandon School Division) begins her work in meeting with the agencies represented on the Coalition and to prepare a community education workshop based on current realities and data on adolescent and teenager use of drugs and alcohol in Brandon.

MEETING WITH DR. BRUCE STRANG, DEAN, FACULTY OF ARTS AT BRANDON UNIVERSITY AND MEMBERS OF THE ARTS FACULTY NOVEMBER 25, 2009

On November 25, 2009, a meeting was held between Brandon School Division High School Principals and Teachers; Dr. Bruce Strang, Dean, Faculty of Arts; and members of the Art Faculty.

The following report was prepared by Mr. Michael Adamski, Principal, Neelin High School.

I found this to be a very productive meeting and a great opportunity to have people talking from the Division and Brandon University. The consensus around the table was that it would be important to continue these conversations on a regular basis. The university representatives were very receptive and extremely open to future dialogue. There were great conversations around the International Baccalaureate and Advance Placement programs.

I hope to invite Dr. Strang to our International Baccalaureate Program (IB) parent information evening that we are planning to hold for potential IB candidates. His presence should help parents to see and make the university connection with International Baccalaureate.

The Neelin team had prepared a number of questions regarding scholarship opportunities. We left these with Dr. Strang for his consideration. The meeting and its timing was interesting as our Grade 9 classes at Neelin had a guest speaker attend their classes that morning – Dr. Kelly Saunders, Political Science Department, Brandon

University. It provided for an interesting segue as I had spoken with Dr. Saunders following her presentation to our students and she was quite impressed with the caliber of questions and with the global perspective our students possessed. Dr. Saunders was also present at the meeting in the afternoon and she was able to make connections very quickly with the importance of connecting high school students to the Faculty early and keeping those contacts active until the students eventually become university students.

It was a great afternoon and I hope we are able to continue to build this relationship. We are fortunate to have Brandon University and Assiniboine Community College as part of our educational community in Brandon. We need to continue to recognize the potential we have and how important it remains to be seen that we continue to work together in education.

This meeting was an important first step.

MEETING OF THE MULTI AGENCY PREVENTION PROGRAM (MAPP) STEERING COMMITTEE / DECEMBER 1, 2009

In attendance:

Ms. C. Olson, CEO, Brandon Regional Health Authority
Mr. D. McGregor, CEO, Child and Family Services of Western Manitoba
Staff Sergeant M. Alain, Brandon Police Service
Ms. S. Kendzierski, Director, Addictions Foundation of Manitoba
Dr. B. Gfellner, Research Studies, Brandon University
Dr. D. Michaels, Superintendent of Schools/CEO, Brandon School Division

Apologies:

Ms. L. Cameron, Supervisor, Métis Child, Family and Community Services

In May 2009 the MAPP Executive (Steering) Committee decided that the Program Partnership required renewal after several years of operation. As part of the renewal process it was decided that a survey of the participating agencies' "front line" staff would be undertaken to determine their perspectives on the purpose, processes of MAPP, and the current nature of "at risk" youth. Dr. B. Gfellner, Brandon University, has undertaken this research on behalf of MAPP.

The purpose of the survey is to:

- determine how the program is meeting the needs of high risk youth in the community; and
- explore potential avenues of improvement in the provision of MAPP services.

At the meeting on December 1, 2009 Dr. Gfellner circulated a proposed survey for review, explaining the specific components and that Masters students at Brandon University are working with her on the initiative. Each component was discussed at length and it was agreed that the survey would have:

- a basic contextual component; and
- a section on characteristics of "at risk" children/youth to be identified by respondents.

The results of the survey will be utilized to establish focus groups to explore key issues identified. The overall results (quantitative and qualitative) will be studied by the Steering Committee and shared with respective agency staff. These results will enable us to chart our renewal as MAPP.

Timeline for survey completion is December 21, 2009 and to the Steering Committee by early February 2010. The survey will be completed by identified staff in each partner agency.

The next meeting of the MAPP Steering Committee will be arranged for early February 2010.

Appendix A

FORM 3013
Amended: December 14, 2009

THE BRANDON SCHOOL DIVISION

TRAVEL EXPENSE ACCOUNT

DATE: _____

NAME: _____

EVENT: _____ LOCATION: _____

DATE OF EVENT: _____ TO _____

MILEAGE _____ Kilometers @ **38.0¢** $_____

MILEAGE TO SHILO - **$23.00/** MILEAGE TO WINNIPEG - **$161.00** _____

AIRFARE, BUS, TAXI, PARKING (ATTACH ORIGINAL RECEIPT(S) _____

HOTEL, MOTEL (ATTACH ORIGINAL RECEIPT(S) _____

MEALS (TO MAXIMUM $40.00 PER DAY WHICH INCLUDES TIPS & GRATUITIES) (Claims for meals may not include alcoholic beverages.) (Breakfast - $7.00/Lunch- $13.00/Supper - $20.00) _____

REGISTRATION FEES (ATTACH ORIGINAL RECEIPT) _____

MISCELLANEOUS (PLEASE SPECIFY) _____ _____

_____

NOTE: Original receipts must accompany all claims. Photocopies, Interac slips and packing slips are not accepted.

TOTAL EXPENSES $ _____

LESS: PERSONAL CHARGES _____

BALANCE DUE/REFUND IF ANY $_____

I certify that these expenses were necessarily incurred and that I am not being reimbursed for the same expenditures by any bodies outside of Brandon School Division.

ACCOUNTING CODE: _____

SIGNATURE: _____

APPROVAL FOR PAYMENT: _____

All claims must be signed in ink by both claimant and approving authority. Claimants should allow approximately three (3) weeks for the Accounting Department to process claims. Incomplete forms and incorrect receipts will be returned to the claimant.

Appendix B

BRANDON
SCHOOL DIVISION

Wide Area Network Connectivity

Report to the Board of Trustees

November 2009

Wide Area Network Connectivity

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1. Project Purpose

1.1 Introduction

The purpose of this project is to increase the Division's capacity to communicate technologically through the advancement of its connectivity. The following is a description of our technological operating context and rationale for this project.

As technology evolves and becomes more complex and integrated into our daily living, administration, teachers and students rely on technology to complete and advance their work. Whether it is email, access to financial information, student records, or personal documents created and used for instruction in the classroom, staff and administration depend on reliable access to this information. Our Division's current focus is to integrate technology into the students' learning in the classroom.

From inception, the number of computers in the Brandon School Division has grown by 600%. To accommodate the increased numbers and the increased use and reliance, we must accomplish two things. First of all, bandwidth must be increased to meet the increased demand. This increase is a result of more computers being connected to the network and individuals, both students and teachers, spending more time on these computers.

Secondly, to facilitate the increased dependency on technology, the technological infrastructure must evolve. Access to the technology must be designed to minimize downtime during the instructional day. Computer servers must be setup to load balance user demands and failover should hardware issues occur. Backup systems must be in place to recover occasional accidental deletions or provide business continuity should disaster occur such as a server crash or loss of a building due to fire.

Our current infrastructure does not address the identified issues. With 70 to 80 servers spread throughout the Division, some of them running on standard workstation hardware, we are very inefficient. We have 23 installed sites which require functions to be performed 23 times. Backup procedures occur, but these are manual procedures that are very time consuming and must be done after hours.

It is imperative that we reduce the number of servers throughout the division and evolve to a more manageable environment. This is essential so that we can accommodate the increased reliability on technology.

Increased bandwidth amongst the Brandon School Division buildings is a huge first step towards our goal of meeting the demands and reliance on technology. This goes hand in hand with the Provincial direction and the Division's strategy of integrating technology in the classroom.

Thus it is imperative that the Division moves forward with high speed connectivity.

1.2 Terminology

Computer network - a group of computers connected together in a way that allows information to be exchanged between the computers

Local Area Networks (LAN) – a computer network in one physical location, communicating through a wired or wireless infrastructure.

Wide Area Network (WAN) is a long-distance network that allows transmission of data between physically remote Local Area Networks. A WAN allows two LANS to communicate.

Data transmission speed is calculated in **megabits per second (Mbps)** or **gigabits per second (Gbps)**. It is a measurement of bandwidth, or the total information flowing over a given time on a network.

Kilobit – is 1024 bytes of information. A typical Word document with no pictures would be measured in Kilobits (Kbs).

Megabit – is 1024 kilobits of information. Once pictures are added to a Word document, the document size quickly grows and is measured in **megabits (Mb).** Digital pictures are measured by this standard and can range from 1 or 2 Mb to 20-30 Mb depending on the resolution used to capture the photo. GIS (Graphical Information Systems) files are typically very large – 500-600 Mb. Autocad and video editing are other applications that can produce large data files.

Gigabit – is 1024 megabits of information. Very few files at this time are measured in **Gigabits (Gb). Gigabits per second (Gbps)** would measurement high-speed bandwidth.

Bandwidth – the speed at which networks communicate. Bandwidth is driven by the size of files and number of computers communicating over the network.

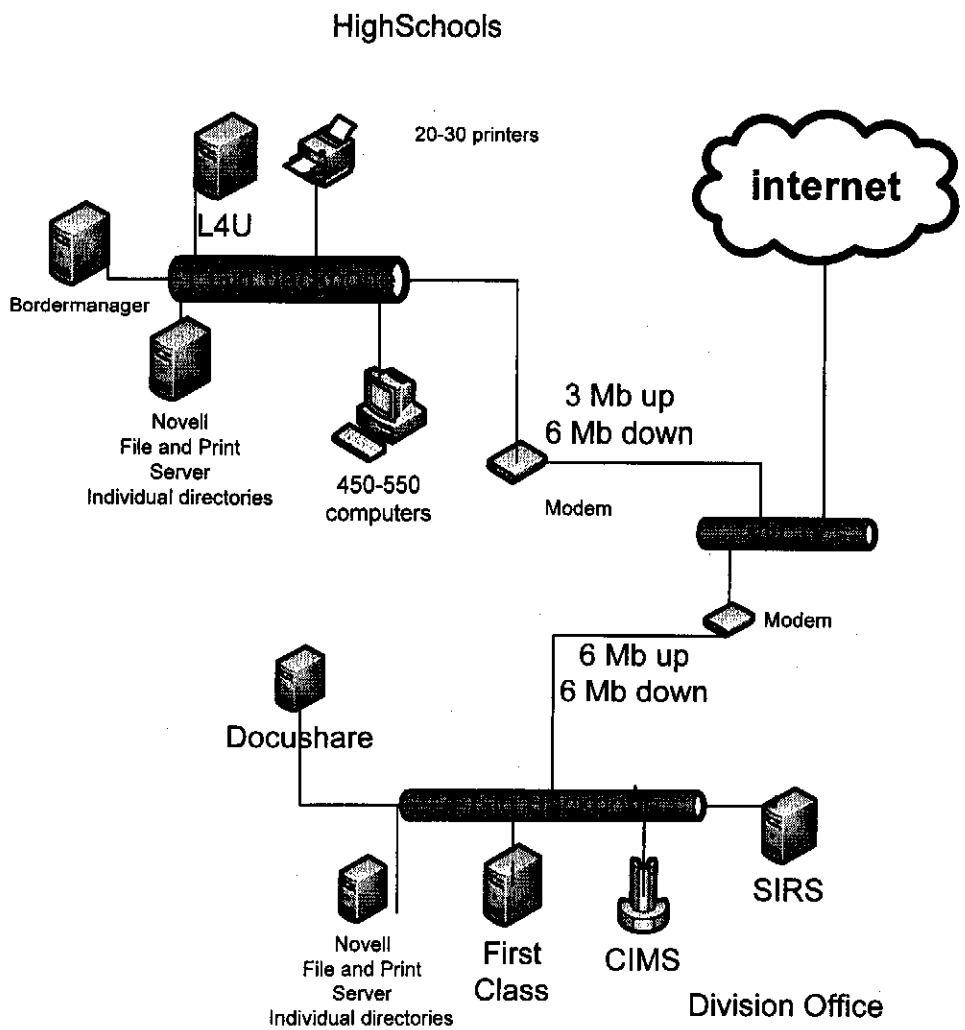
Bottleneck – occurs when the performance or capacity of an entire system is limited by a single or limited number of components or resources.

2. Project Description

2.1 Details of Current Configuration

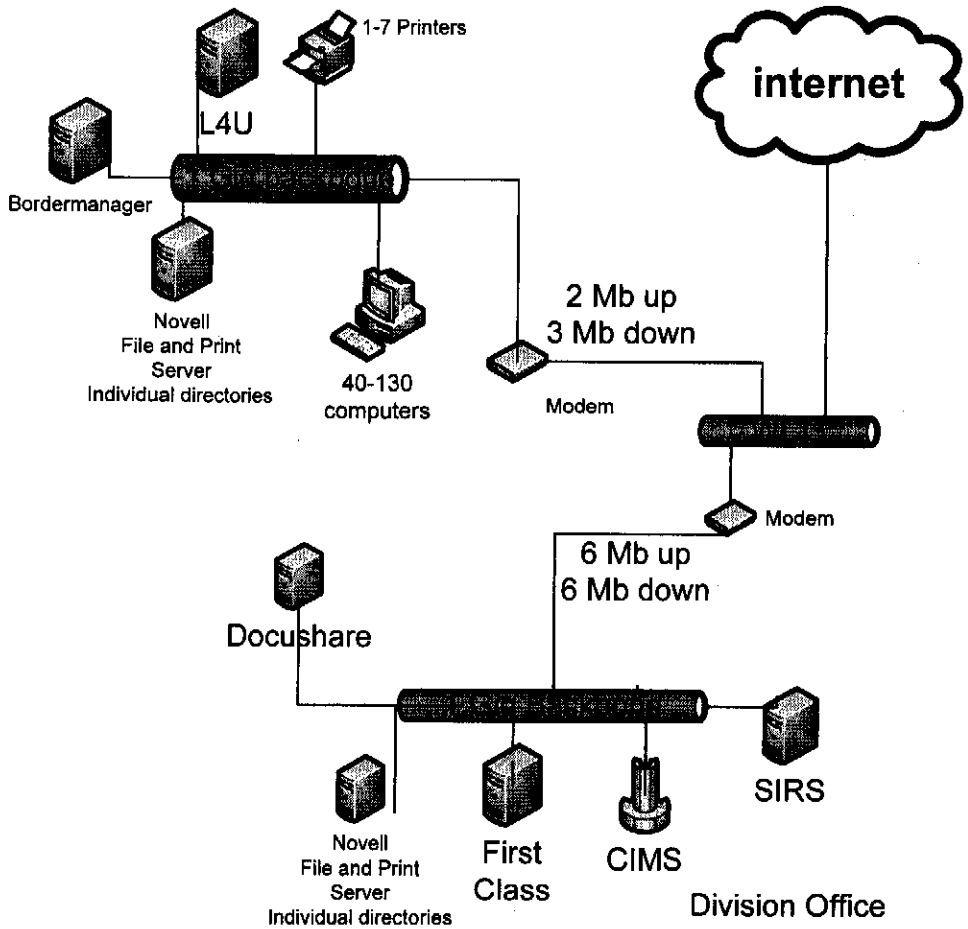
Brandon School Division K-8 schools have 3 Mbps download and 2 Mbps upload capacity. High schools and the Maintenance/Transportation Office have 6 Mbps download and 3 Mbps upload capacity. The Administration Office uses two links of 6 Mbps download and upload, with one link dedicated to service the student administration system. Each school and office has its own server with a unique user directory. Each school also has a Border Manager Server for access to the internet and a server dedicated to the Library Application – L4U.

*Note: this diagram depicts only 1 site and is a copy of 2 other high schools



*Note: this diagram depicts only 1 site and is a copy of 17 other elementary schools

Elementary & Middle Years



2.2 Rationale For Upgrading the Wide Area Network (WAN)

Since the inception of the Division's WAN, the number of computer workstations has increased by 600% and the types and size of files have grown considerably. (See Appendix 1.) When network congestion occurs at peak usage times, a bottleneck occurs and creates a slowdown of data transmission.

Several years ago, through its strategic planning process, Brandon School Division committed to a centralized data distribution and retrieval using its Wide Area Network, with applications such as a student information system, a staff email/calendar system, a library inventory/circulation system and a human resources/financial management system. These applications are vital tools in the operation of the Division. The data

provided by these applications must be accurate, secure and easily accessible. This is accomplished by housing the applications centrally at the Division Office. Creating images of each of the applications at each of the schools would be extremely costly and most inefficient. Each of these applications is imperative for the efficient operation of the schools financially and logistically. Each requires its own specific bandwidth for competent, reliable operation; however, the bandwidth has not been increased in conjunction with the addition of each new application. Current bandwidth allocations are similar to single computer – home installed internet connections.

In the spring of 2008, the Manitoba Network Task Force commissioned the Computer Education Coordinators of Manitoba (CECM) to conduct a survey of all schools divisions in the province. Members of the CECM agreed on the following assumptions for Wide Area Network connectivity:

Basic Assumptions Regarding the Use of Information and Communication Technology (ICT) in Manitoba Schools

- Educational networks are as complicated or more complicated than many mid-size to large business networks.
- Educational networks have more variance in user skills and usage than most business networks.
- Educational networks are service-orientated and -driven and need to change and keep pace with technological developments.
- Enterprise business solutions are often good fits for sophisticated educational networks.
- Educational networks will need to provide one-to-one learning opportunities for all users.

Program Requirements for Learning, Teaching and Online Inquiry

- Collaborate and communicate in real-time with peers and parents
- Gather, create, and share information online.
- Engage in online teaching and learning; create and share online portfolios of evidence of learning.
- Plan instruction using online planning tools.
- Provide and participate in online professional learning.

Assumptions for Program and Business Baseline for School Division Network

• Manage Student Information Systems, Attendance Systems, and Report Card Systems, currently in high schools and ultimately in the K-8 schools as well.

• Manage Business Administration Systems, Financial/Accounting Systems, Human Resource Systems, Asset Management, Library Management Systems, Building Maintenance Systems, Centralized Database, System Monitoring, Internet and Intranet.

• Manage Desktop Applications Suites, Desktop Images, Antivirus, and Remote Desktop Support.

• Manage Network Security, Policies and Centralized Backup Systems.

(excerpt from Manitoba Network Task Force survey, 2008)

Educational demands for data transfer and Internet access have increased dramatically in the past ten years. New curriculum documents from Manitoba Education, Citizenship and Youth (MECY) mandate the integration of information and communication technology (ICT) in all subject areas from kindergarten through Grade 12. All students now use ICT in their daily classroom learning experience. MECY expects that students will use ICT in all stages of the inquiry process, including communicating within and outside of their classroom to gather information, collaborate with other students and share their knowledge and ideas. In the past, students worked mainly with text-based software, such as touch typing applications, word processors and spreadsheets, requiring little bandwidth. Today, students use graphics-based applications such as Geographic Information Systems, video production software and Web applications, all of which require larger amounts of bandwidth. Greater usage by students and staff has created congestion in networks which were initially designed for a smaller number of computers working more independently.

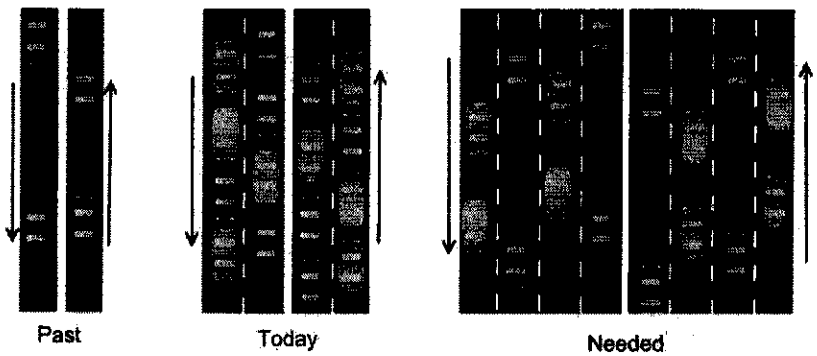
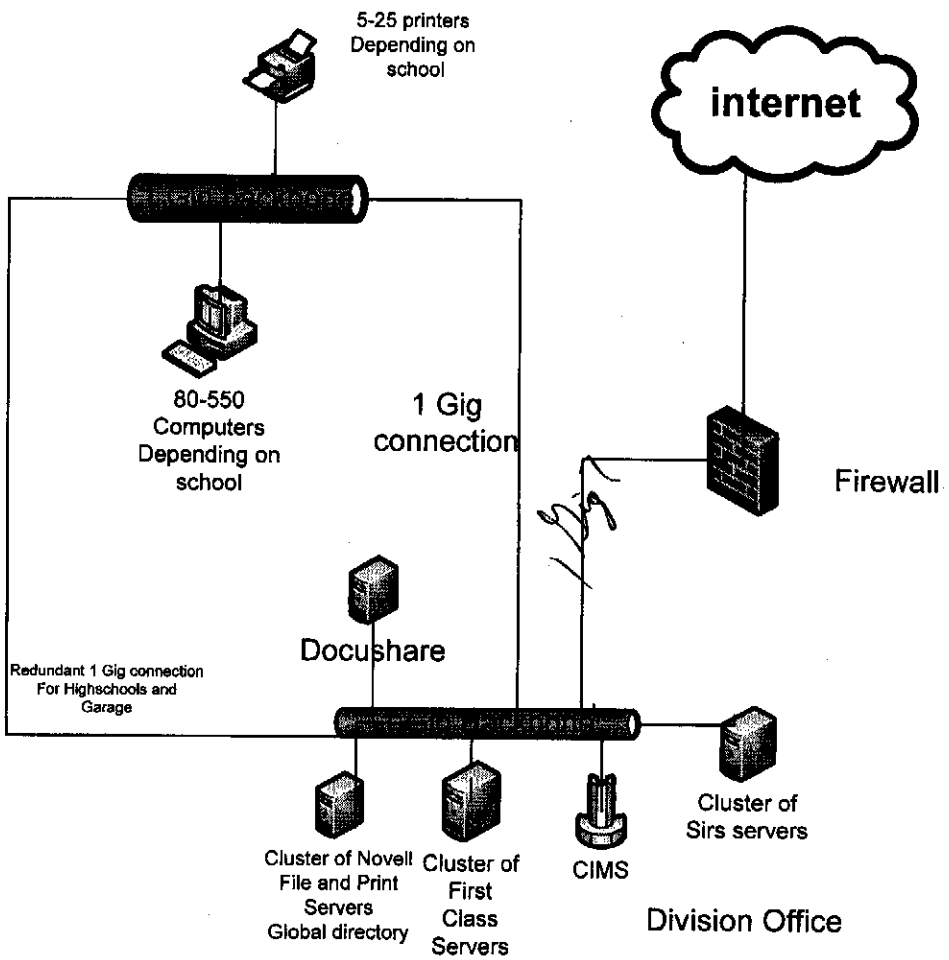


Image adapted from Bottleneck.svg, posted to Wikimedia.org

In Brandon School Division, current educational use of ICT includes:

- Downloading of applications, templates and images (e.g., software, SMART Notebook lessons, Google Earth images, GIS maps, etc.)
- Accessing of Web-based courses by students enrolled in courses for credit and by staff using them as resources in their face-to-face classes
- Accessing of online learning opportunities (e.g., e-tutorials) by students and staff
- Accessing of centrally hosted services (e.g., Web server and Library catalogue by students and staff; DocuShare server and FirstClass collaboration system by staff)
- Creating electronic portfolios housed on a provincial server.

Proposed Network Re-configuration
All Schools / Maintenance



3. Project Analysis and Evaluation

3.1 Summary of Required Need

Increased network speed and network re-configuration would allow students and staff to participate efficiently in additional curriculum-based activities, such as:

- Video conferencing/podcasting (audio broadcasting) between Division schools and with entities outside the Division, for student use and for professional development
- Use of collaborative online applications (e.g., Google Docs and Spreadsheets)
- Transfer of large data and image files to collaborative partners within and outside the Division
- Video-on-demand for instructional purposes.

In addition to the educational demands, administrative and educational support needs have grown. Current uses are:

- Centrally hosted applications, including the student information system (SIRS), the human resources and financial management system (CIMS); the library inventory and circulation system (L4U); the Divisional email, calendar, messaging and conferencing system (FirstClass); the document management/knowledge sharing system (DocuShare); the Division's Web server; building control system (Metasys)
- Manual transfer of student data from SIRS to other applications (e.g., VersaTrans transportation software, L4U, network accounts)

Each application added to the system has created more demands on the WAN; however, bandwidth has not increased significantly each time. It is not efficient for negotiations to take place with each additional application to the system. Rather, the system needs to have the capacity to accommodate current use and future expansion. Increased bandwidth would facilitate improved system operation and management, including the following advancements:

- Consolidation of servers across the Division, allowing:
- A Division-wide user directory (i.e., universal login on the WAN) that would provide for centralized management of user accounts for staff and students, including a single log-on for parents using SIRS Home Logic, and access by students and staff to their home directory (files) as they move between buildings in the Division
- Redundant infrastructure where services can be switched over to another server in case of failure, allowing operations to continue

- The automation of processes for sharing data between servers (e.g., SIRS, L4U, VersaTrans)
- Centrally managed printing (i.e., shared directory among schools and the Print Shop for large print files)
- Centrally managed backup of systems and data
- Offsite backup of systems and data
- Centrally managed imaging of desktop software
- Ability to authorize groups of users to certain types of internet content. Ex. giving teachers' access to Youtube, but still being able to restrict students from that site.
- A decrease in the number of licenses required for servers and hardware

- Centrally managed Local Area Network wireless solution for the entire Division for mobile equipment (laptops, PDAs, Blackberry devices, VOIP mobile phones) so users can move between buildings without requiring separate settings for each location connection
- Faster data analysis between servers (for example: SIRS input from staff and database queries from staff, students and parents)
- Voice over Internet Protocol telephony in schools and offices, maintaining service levels at a reduced cost, after initial hardware purchases and/or providing the option of increasing services to Division locations; allowing the portability of telephone numbers from one location to another without interruption of service
- Unified communications (including voicemail and messaging services)
- Leverage IP (internet protocol) based cameras that connect to the computer network and can be viewed by any computer on the network
- Division wide paging abilities
- Card swipe access to secure buildings

Predictions show that the need for additional bandwidth will continue to increase for both educational and administrative/support functions. The Division's Wide Area Network must be scalable, at an affordable cost, to meet those increased demands. Bandwidth of 1Gbps is becoming the industry standard for Wide Area Network connectivity.

Ways in which other school divisions are meeting these challenges:

- Pembina Trails currently has 1 Gbps connectivity on fibre between its sites. This solution was implemented several years ago.
- Louis Riel intends to have 10 Gbps to their high schools and major sites and 1 Gbps to all other sites. They have issued and awarded a RFP for fibre installation and are currently negotiating the contract.

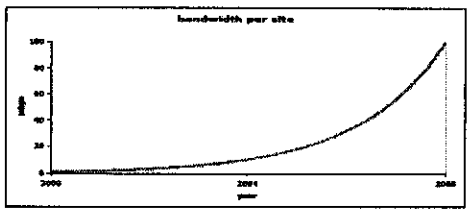
- Winnipeg School Division is currently in the construction phase of their connectivity project. This project will give them 1 Gbps running on fibre between all their sites.
- River East -Transcona are in the construction phase of their connectivity project. They intend on implementing 10 Gbps connectivity at their hub and 1 Gbps to all other sites on a fibre network.

According to an article by Miya Knights for ITPro in May 2008, *Budgets Fail to Grow in Line with Bandwidth Needs*, enterprise (business) bandwidth requirements will more than double in the next five years due to the fact that almost all business-critical processes run over the network. (http://www.itpro.co.uk/196446/budgets-fail-to-grow-in-line-with-bandwidth-needs)

Fiber.ca is a provider of fiber optic networking solutions to various business sectors, from large enterprise to public institutions, to the carrier, based in Winnipeg, Manitoba. According to Ron Dallmeier, Managing Director, the demand for bandwidth has been growing exponentially and will continue to do so in the foreseeable future. The following graph demonstrates the trends in bandwidth requirements:

demonstrates this growth:

year	bandwidth per site
2000	1-mbps
2004	10-mbps
2008	100-mbps
2012	1000-mbps (estimated)



The bandwidth demand has surpassed DSL and Cable. The latest wireless technologies can only just barely meet today's requirements. These technologies have evolved to provide additional capacity but this growth is more linear. Ethernet over fiber is the only technology that has advanced ahead of the demand curve. Today, a single fiber can carry up to 100 wavelengths each at 10-gbps.

Courtesy of fibre.ca

3.2 Issues Arising

- Continued and/or aggravated congestion of the networks at times of peak usage, causing increased wait times for file downloads for all applications, due to a slowdown in data transmission. Currently, this occurs at the high schools at various times of the day. Anecdotal comments from staff report time delays in entering marks and downloading large files.

- Reduced opportunity for collaboration between BSD students/staff and student/staff/experts in other locations through video conferencing, shared documents, etc., as connectivity will be hampered by all other network traffic. Video conferencing within and outside the Division will experience hesitation, reducing clarity.

- Web-based courses:
    - As registration numbers and content increase, speed of access to course materials will be restricted, affecting progress of students
    - Streaming video will continue to be limited to the capacity of the school connection.

- SIRS: slow response time for data input (attendance, grade entry, etc.) and database queries (including access by HomeLogic users), especially as amount of data and number of users increase.

- Online applications: Students and staff will have limited access to emerging online applications (e.g., concept mapping, Google Docs and Spreadsheets).

- Data analysis will become more time-consuming, as the data has to be retrieved from multiple servers over an already congested network (e.g., L4U, CIMS).

- The Division will be unable to progress with consolidation of servers. This will require that we continue to operate separate servers in each building, necessitating individual installation of software, upgrades, backups and solutions (e.g., VoIP, wireless solution, etc.). For example, at the current time, a separate wireless solution would need to be implemented in each building; with an adequate network capability, one solution could be purchased and configured for the entire Division. With individual servers at each school, 23 tape drives must be purchased and implemented for a reliable file recovery/disaster recovery solution.

- The Division will be unable to progress with automation of processes, e.g. Zone Integration Server (ZIS) to initiate the Schools Interoperability Framework (SIF) which would allow applications such as SIRS, L4U and VersaTrans to share necessary data. For several years, the Division has worked to reduce the double entry of data, thus reducing the possibility of errors in and/or missed updating of student demographics, for example. With an ever-increasing amount of data and the requirements for accuracy and accessibility, it is imperative to automate the communication of servers.

- Voice over Internet Protocol telephony will not be possible; therefore, the Division will be required to continue to contract phone services through a vendor. The demand for telephony service has increased over the past few

years, with an expectation of call display and messaging. The result has been increased costs to the Division.

- There is a green component to our proposal as well, as power requirements are substantially reduced when 60 to 70 physical servers (computer) are no longer required.

Service limits placed by our current method of WAN connectivity do not meet the Division's current needs and do not allow for accommodation of future needs. In that respect, the WAN is failing the users and operations of the Division because it cannot provide the service expected by students and staff and required for efficiency of operation.

To remedy this situation, the Brandon School Division issued a Request for Proposal for high speed connectivity. The responses were to be evaluated with the City of Brandon/Brandon Regional Health Authority offering. Three responses were received; the top two responses and the City/RHA proposals are discussed below.

4. Connectivity Options

1. Westman Communications Group

Westman Communications Group is able to provide Gigabit Ethernet fibre service using Dense Wave Division Multiplexing (DWDM). Eight wavelengths have been allocated for each of the five main sites (Administration Office, Maintenance/Transportation Office and high schools), as well as a 4 wavelengths allocated to K-8 schools, except Alexander, O'Kelly, Neelin Off-Campus and Spring Valley.

2. Manitoba Telephone System

Manitoba Telephone System (MTS) has submitted a proposal providing 1 Gbps connectivity to all BSD sites in the City of Brandon. Their solution is a managed solution that provides connectivity on 2 strands of fibre. Their solution presents their office on 18th and Victoria as the hub for all communications.

3. Community Fibre Ring

Brandon School Division has been invited to participate in a municipal fibre project with the City of Brandon and the Brandon Regional Health Authority. This network would consist of a ring of 48 strands of fibre laid strategically throughout the City. Twelve of these strands would be dedicated to the Brandon School Division. Roughly half of our

schools would be connected to the Division Office via the ring. The rest of the schools would be connected to the nearest point in the ring and would be a "spoke". This network would initially be configured for 1Gbps. It is predicted that the fibre optic cable will last at least 30 years. The agreement with the City of Brandon and the RHA would include a 30 year "irrevocable right of use" clause. The network is considered "future-proof", as the equipment at the ends of the fibre can be upgraded at low cost if additional bandwidth is required. The network would be designed for redundancy; i.e. if one loop or ring is damaged, traffic can flow through the other side of the loop, with no interruption in service.

5. Options Costing

5.1 Costing Analysis

Initial Available Funding

2009/2010 Capital Budget	$450,000
Computer Reserve	$225,000
	$675,000

Annual Budget

Current Connectivity Budget	$ 55,000
Special Projects Allocations	$100,000
	$155,000

Costing Details attached – see appendix 1

5.2 Benefit Analysis

COMPARISON OF NETWORK OPTIONS:

	Westman Communications Group	MTS Communications	Community Fibre Project
Specifications	• 1Gbps for all buildings except Alexander, O'kelly and Neelin Off Campus	• 1Gbps for all buildings except Alexander, O'kelly and Neelin Off Campus •	• 1Gbps for all buildings except Alexander, O'kelly and Neelin Off Campus
Scalability	• Upgrade electronics at each location through WCG	• Upgrade electronics at each location through MTS	• Upgrade electronics at each location ourselves
Redundancy	• Risk of interruption mitigated with substantial amount of redundant runs being in separate, diverse routes/paths	• Little to no diverse route on redundant paths	• Risk of interruption minimal with redundant ring configuration – all sites on ring have separate diverse paths excluding the path entering the building
Cost (initial)	• $947,500 $1,340,000 • $2.348,806 $2,636,255	• $2,100,000 • $3,464,821	• $1,696,494 • $2,878,370 • (Based on construction tendered early summer 2009, with construction to be complete by mid October 2009)
Cost (ongoing)	• $735 per month	• $0	• $1 000 per month till pot is built up, then as required to maintain
Benefits to Brandon School Division	• Provider deals with service interruptions • Traffic runs on private network • Underlying transport is fibre	• Provider deals with service interruptions • Traffic runs on private network • Underlying transport is fibre	• Opportunity to share infrastructure costs • Traffic runs on private network • Fibre has a long lifespan (estimated 30 years plus) – provides easier operational extensions
Risks and Disadvantages	• Utility model (no equity) • 15-20 year contract • Proposal has Division traffic running on fibre using Dense Wave Division Multiplexing	• Utility model (no equity) • 15-20 year contract • Proposal has Division traffic running on fibre	• Higher initial costs • Cost-prohibitive over long distances (to Alexander and O'Kelly Schools) • Proposal has Division traffic running on fibre

5.3 Potential Efficiencies:

A) Server Consolidation:

Our current configuration has 3 servers at each school. A file and print server with a tape drive and tapes for backup, a server running our Library software and a server running Border Manager software that acts as a firewall for each school's access to the internet. The typical lifespan of a server is 5-6 years. So, every 5 or 6 years we should be budgeting to replace:

File/print servers	25 x $6,500.00	or	$162,500.00
Library software servers	23 x $3,000.00	or	$69,000.00
Border Manager servers	23 x $3,000.00	or	$69,000.00
Server licensing	$23,000.00		

The total cost to replace all the servers currently deployed is $323,500.00.

With the increased bandwidth either solution will provide, we can eliminate 20 file and print servers, 22, Library software servers and 23 Border Manager servers. The hardware required for the remaining servers will need to be more powerful than the individual servers. Therefore, under the new configuration, we would have:

File/Print servers	5 x $8,000.00	or	$40,000.00
SAN (Storage Area Network)	1 x $25,000.00		
Library software server	1 x $5000.00		
Firewall	1 x $15,000.00		
Server licensing	5 x $135.00	or	$675.00

With this scenario, we need to budget $85,675.00 for server hardware replacement every 5 or 6 years, saving us $237,825.00

B) VOIP (Voice over Internet Protocol)

Our current phone system is a MTS Centrix system. Total cost for landline phones for 2007-2008 was $156,673 and for 2008-2009 the cost was $168,691. The last two years we made payments to MTS totaling $325,364.00. Discussions with Cisco have indicated that a Cisco VOIP solution, replacing existing handsets, could be installed and supported by a vendor such as MTS, for $300,000.00. With an expected useful life span of 5 or 6 years, savings would be:

Configure, purchase, install and train on new system		$300,000
*Monthly MTS charges for circuits to service VOIP	$3,500	
Monthly MTS charges for 6 years		$252,000
Total telephone expense for 6 years		$552,000
**Current monthly landline telephone expense	$10,822.80	
Life expectancy of VOIP equipment – 6 year		6 years
Current 6 year cost of landline telephone server		$779,241
Savings over 6 years		$227,241
Saving per year		$37,873

*Monthly charges allow for a total of:

- a combination of 46 incoming and outgoing calls
- 2 or 3 centrex lines at each site/school for E911 access

**

				Each		Total
Total Centrex Lines		273	$	34.80	$	9,500.40
Message Manager	$	54.00	$	12.55	$	677.70
A D N 's					$	94.60
Set Rentals					$	249.10
Call Display					$	301.00
Grand Total Monthly						**$10,822.80**

6. Implementation Period

Vendor	Timeline
Westman Communications Group	12 Months
Manitoba Telephone Systems	12 Months
City of Brandon/Brandon Regional Health Authority	24-36 Months

7. Senior Administration Recommendation

That the proposal from Westman Communications Group in the amount of $947,500 for the unmanaged connectivity project for a 20 year term be accepted in principle, subject to final arrangements and agreement approval.

Literature Review:

- Basic Principles of Fiber Optics:

www.corningcablesystems.com/web/college/fibertutorial.nsf/introfro

Provides a basic technical overview of fibre optic cable from the leading manufacturer, Corning Cable Systems

- The Benefits of Fiber Optics: www.seesound.es/site/download.php?id=93

Supplies a clear description of fibre optic cable, including the types and components

- Canadian School Board Investments in Private Fibre Optic Networks:

www.canarie.ca/conferences/advnet2000/presentations/waldron.pdf

- Revelstoke Fibre Optics Network Feasibility Study:

http://cmon.ca/files/revelstoke_fiber.pdf

- Burlington Telecom Case Study:

www.newrules.org/info/bt.pdf

- Electronic School

www.electronic-school.com/199906/0699f4.htm

Appendix C

November 25, 2009

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

Attention: Mr. Gerald Barnes
Secretary-Treasurer

Dear Sirs:

Re: Manitoba Schools Insurance

We are pleased to enclose a copy of the 2008-09 Annual Financial Report on the operation of the MSI.

As you will see from the report, a total amount of $212,418.00 is being rebated in respect of the property, liability and crime self insurance funds, plus the current surplus amount of the MSI risk management fund (loss prevention equipment, fire inspections and security patrols).

A cheque for your pro-rata share of $8,178.10 is enclosed.

If you have any questions regarding the above, please contact our office. Thank you.

Yours truly,
Hayhurst Elias Dudek Inc. (HED)
per:

Art Elias
(Telephone 204-942-2555, extension 7201; Fax 204-957-0678
email: aelias@hedinc.com)

AE/lb

Enclosures

copy: The Manitoba School Boards Association

HED is focused on respecting your privacy and maintaining confidentiality of information. We have safeguards in place to protect your personal, business, and financial information which adheres to the Ten Privacy Principles as covered by the Personal Information Protection and Electronic Document Act (www.privcom.gc.ca). To learn more about HED's commitment to privacy and security refer to our web site: www.hedinc.com.

JULY 1, 2008 TO JULY 1, 2009 ANNUAL REPORT

MANITOBA SCHOOLS INSURANCE

FINANCIAL SUMMARY **JULY, 2009**

A. PROPERTY INSURANCE

1. **Total 2008-09 Premium and Loss Pool Assessment:**

All 38 public school divisions in Manitoba participate in the Manitoba Schools Insurance program (M.S.I.)

Loss Pool Assessment	$ 2,100,032.00
Insurers' Premium	$ 2,890,184.00
TOTAL, July 1, 2008-09	$ 4,990,216.00

2. **Property Loss Pool Assessment and Claims:**

a. 1994, 1996, 1997, 1998, and 1999 Loss Pools:

Policy Year	June 30/08 Closing Balance	Payments Made July 1/08-09	June 30/09 Closing Balance
Jan 1, 1994-95	7,113.27	.00	7,113.27
Jan 1, 1996-97	-5,475.58	.00	-5,475.58
Jan 1, 1997-98	1,027.80	.00	1,027.80
Jan 1, 1998-99	9,643.70	.00	9,643.70
Jan 1, 1999-00	45,683.89	789.53	44,894.36
Less Rebates	-50,286.36		-50,286.36
Totals:	7,706.72	789.53	6,917.19

An amount of $6,917.19 is still required for one Jan 1, 1999-00 unsettled/unpaid claim.

Other past years, including 1995, 2000, 2001, 2002, Jan 1-June 30, 2003, July 1, 2003-04 , July 1, 2004-05 and July 1, 2005-06 were "closed off" prior to this.

b. July 1, 2006-July 1, 2007 Loss Pool:

The $1,400,000 2006-07 loss pool amount has been paid out. Property claims in the July 1, 2006-07 year total an overall amount of $3,539,113.08. The amount excess of the $1,400,000 loss pool amount ($2,139,113.08) is payable by the excess insurers.

c. July 1, 2007-July 1, 2008 Loss Pool:

Of the $1,400,000 2007-08 loss pool amount, $1,020,533.11 has been paid out. The balance of 379,466.89 is required for outstanding claims/fees. Total overall property claims in the July 1, 2007-08 are $3,105,190.58. The amount excess of the $1,400,000 loss pool amount ($1,705,190.58) is payable by the excess insurers.

d. July 1, 2008-July 1, 2009 Loss Pool:

Of the $2,100,032.00 total loss pool amount, $2,000,000 is responsible for payment of claims. The balance ($100,032) is retained by The Manitoba School Boards Association to help defray loss prevention costs.

Estimated total overall property claims in July 1, 2008-09 were $2,422,081.20.

The loss pool's maximum responsibility in respect of any one claim occurrence is $1,000,000. Claims excess of $1,000,000 per occurrence, or excess of $2,000,000 for the year, are paid by the excess insurers.

Major claims against the loss pool include:

DATE	DIVISION	TYPE	AMOUNT
July 6	Red River Valley	Water Damage	$ 466,650
September 22	Louis Riel	Water Damage	135,000 (est.)
February 9	Sunrise	Water Damage	152,000 (est.)
March 10	Winnipeg	Water Damage	183,000 (est.)
March 21	Frontier	Fire	590,000 (est.)
March 23	St. James-Assiniboia	Sewer Backup	179,000 (est.)
June 29	Seven Oaks	Water Damage	183,000 (est.)

A summary of the amounts paid (or to be paid) out of the loss pool is as follows:

Total Loss Pool	$2,100,032.00
Less - to The Manitoba School Boards Association	100,032.00
- claims paid	534,828.78
- adjusting fees paid	22,465.28
- claims/adjusting fees incurred but not yet paid	1,442,705.94
- provision for claims/adjusting fees incurred but not yet reported	.00
NET AMOUNT REFUNDABLE:	$ .00

3. **Property Insurer Premiums and Claims:**

The Insurers for July 1, 2008-09 received total premiums of $2,890,184.00. Estimated total insurer claims for the year, including reserves and adjusting fees, is $422,081.20.

4. **Refund Summary, Property Insurance:**

There will be no property insurance refund.

B. GENERAL AND ERRORS AND OMISSIONS LIABILITY INSURANCE

The General Liability Insurance coverage limit is $30,000,000; the Errors and Omissions Liability coverage limit is $2,000,000.

A "loss pool" structure of coverage was first established for the liability coverage effective March 1, 1994. The loss pool is an annual aggregate amount for each year (1995 through 2001) of $200,000 (except 1994 which was a pro-rata amount of $166,667). It was increased to $250,000 for 2002; $500,000 for 2003; $650,000 for 2004, 2005, 2006 and 2007. The loss pool was reduced to $500,000 for 2008. This loss pool has the responsibility of paying the first $250,000 (increased from $50,000 effective January 1, 2003) of any claim (including adjusting and legal expenses).

Claims information to June 30, 2009 is as follows:

POLICY	INITIAL LOSS	INCURRED CLAIMS & ADJUSTING			AMOUNT PAID TO DATE		
YEAR	POOL AMOUNT	LOSS POOL	INSURER	TOTAL	LOSS POOL	INSURER	TOTAL
1994	$166,667	$166,667	$266,513	$433,180	$166,667	$253,550	$420,217
1995	200,000	176,257	10,220	186,477	176,257	10,220	186,477
1996	200,000	200,000	80,597	280,597	200,000	80,597	280,597
1997	200,000	200,000	458,337	658,337	200,000	447,257	647,257
1998	200,000	117,342	3,500	120,842	117,342	3,500	120,842
1999	200,000	200,000	287,302	487,302	200,000	258,112	458,112
2000	200,000	200,000	229,481	429,481	200,000	71,926	271,926
2001	200,000	200,000	285,808	485,808	200,000	285,808	485,808
2002	250,000	250,000	20,494	270,494	218,661	0	218,661
2003	500,000	165,728	0	165,728	146,468	0	146,468
Jan 1/04-July 1/05	975,000	465,716	0	465,716	193,644	0	193,644
July 1/05-06	650,000	101,471	0	101,471	50,036	0	50,036
July 1/06-07	650,000	452,850	130,000	582,850	152,223	0	152,223
July 1/07-08	650,000	65,953	0	65,953	28,638		28,638
July 1/08-09	500,000	78,987	0	78,987	16,237		16,237
	$5,741,667	$3,040,971	$1,772,252	$4,813,223	$2,266,173	$1,410,970	$3,677,143

Unused loss pool funds:

Initial Total	$5,741,667
Less : Claims/Fees Paid	2,266,173
: Reserved for Claims reported but not yet paid	774,798
: Amount rebated in March 2000	96,298
: Amount rebated in July 2005	153,008
: Amount rebated in July 2006	296,289
: Amount rebated in July 2007	525,648
: Amount rebated in July 2008	459,624
Balance for "claims incurred but not reported"	$ 1,169,829

The adopted policy is that once proper reserves have been established for known claims that are not yet settled, a further amount equal to 4 times the loss pool per-claim responsible amount (ie. 4 times $250,000 or $1,000,000) is retained for "claims incurred but not yet reported". Therefore a rebate of $169,829 is now due.

The total cost of the overall general (including "special non-owned auto") and errors and omissions liability coverages, including the $500,000 loss pool, was $1,277,261 for the term July 1, 2008-July 1, 2009.

C. CRIME/FIDELITY INSURANCE:

Effective January 1, 2004 the insurance company implemented an increase in deductible amounts. To deflect this increase, a further self-insurance loss pool was established. An amount of $10,000 was retained from the July 1, 2006-07 loss pool for "claims incurred but not yet reported". This $10,000 was paid out in October 2007 for a claim from the July 1, 2005-06 term. For the term July 1, 2007-08 the loss pool amount was $20,000. A rebate amount of $10,000 was paid out in July 2008 and there was a claim payment of $647.00 paid in January 2009. The balance of $9,353.00 is being rebated now. For the term July 1, 2008-09 the loss pool amount was $20,000. There were no payments for this term, and an amount of $10,000 is being retained for "claims incurred but not yet reported". The balance of $10,000 is being rebated now

There is also an amount of $6,000 which was paid to The Manitoba School Boards Association by the Province with respect to the crime insurance. The entire premium for the crime insurance was billed to insureds. This $6,000 is therefore refundable to insured School Divisions on a proportionate basis.

The total current rebate is therefore:

Property	**$.00**
Liability	**169,829.00**
Crime	**19,353.00**
Crime (from Province)	**6,000.00**
Risk Management Equipment Fund	**17,236.00**
Total:	**$212,418.00**

D. OTHER COVERAGES, ANNUAL PREMIUMS

Boiler & Machinery	144,001
Crime and Fidelity (including Loss Pool)	53,717
Accident	5,000
Total:	$202,718

E. THE MANITOBA SCHOOL BOARDS ASSOCIATION REVENUE

The Manitoba School Boards Association has revenue from four sources:

- the amount of the property loss pool excess of $2,000,000; this is normally 5%; $100,032.00 for July 1, 2008-09.
- interest earnings on loss pool funds
- a loss prevention/administration fee of 5% of the total property loss pool and premium amount, billed to boards separately by The Manitoba School Boards Association.

In addition, 2½% of property insurer premiums go direct to MSI operation.

Expenses involved primarily include loss prevention work, but also staff involvement and committee expenses. In 1997, loss prevention work was expanded further to include summer security patrols; fire inspections commenced in 1998. During each year of operation of the MSI, revenue from the Program has at least met the expenses involved.

Each year an audit is completed on the operation of the Program; a copy of that audit is available on request.

INSURERS FOR JULY 1, 2008-09

	2008-09	2009-10
Property		
American Home Assurance Company	40%	40%
St. Paul Fire & Marine Insurance Company	40%	40%
Novex Insurance Company of Canada	20%	20%

	2008-09	2009-10
Primary General Liability	Novex Insurance Co.	Novex Insurance Co.
Errors & Omissions Liability	Novex Insurance Co.	Novex Insurance Co.
Standard Garage Automobile	Novex Insurance Co.	Novex Insurance Co.
Umbrella Liability	first $ 8,000,000. - Novex Insurance Co. next $10,000,000. - Novex Insurance Co. next $10,000,000. – Elliott Special Risks	first $ 8,000,000. - Novex Insurance Co. next $10,000,000. - Novex Insurance Co. next $10,000,000. – Elliott Special Risks
Boiler & Machinery	Royal & SunAlliance Insurance	Royal & SunAlliance Insurance
Crime/Fidelity	Travelers Guarantee	Travelers Guarantee
Accident Insurance	AXA Assurances Inc.	AXA Assurances Inc.

Appendix D

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages	
Alexander	0	Stage n/a		0	Stage n/a	
		Stage 1			Stage 1	
		Stage 1-2			Stage 1-2	
		Stage 2			Stage 2	
		Stage 2-3			Stage 2-3	
		Stage 3			Stage 3	
		Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
Betty Gibson	37	Stage n/a		58	Stage n/a	
		Stage 1	27		Stage 1	32
		Stage 1-2			Stage 1-2	
		Stage 2	7		Stage 2	11
		Stage 2-3			Stage 2-3	
		Stage 3	3		Stage 3	8
		Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	6
		Stage 4-5			Stage 4-5	1
		Stage 5			Stage 5	
Crocus Plains	26	Stage n/a	3	53	Stage n/a	
		Stage 1	11		Stage 1	5
		Stage 1-2			Stage 1-2	3
		Stage 2	4		Stage 2	16
		Stage 2-3	1		Stage 2-3	4
		Stage 3			Stage 3	7
		Stage 3-4	4		Stage 3-4	9
		Stage 4	3		Stage 4	5
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	4
Earl Oxford	11	Stage n/a	1	10	Stage n/a	
		Stage 1	1		Stage 1	6
		Stage 1-2	4		Stage 1-2	
		Stage 2	1		Stage 2	
		Stage 2-3	1		Stage 2-3	1
		Stage 3			Stage 3	
		Stage 3-4	2		Stage 3-4	1
		Stage 4	1		Stage 4	2
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
George Fitton	6	Stage n/a		21	Stage n/a	
		Stage 1	3		Stage 1	10
		Stage 1-2			Stage 1-2	
		Stage 2			Stage 2	3
		Stage 2-3			Stage 2-3	
		Stage 3	3		Stage 3	3
		Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	5
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages	
Green Acres	1	Stage n/a		6	Stage n/a	
		Stage 1			Stage 1	4
		Stage 1-2			Stage 1-2	
		Stage 2	1		Stage 2	
		Stage 2-3			Stage 2-3	1
		Stage 3			Stage 3	
		Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	1
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
Harrison	1	Stage n/a	1	9	Stage n/a	
		Stage 1			Stage 1	7
		Stage 1-2			Stage 1-2	
		Stage 2			Stage 2	
		Stage 2-3			Stage 2-3	
		Stage 3			Stage 3	
		Stage 3-4			Stage 3-4	1
		Stage 4			Stage 4	1
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
J. R. Reid	3	Stage n/a		5	Stage n/a	
		Stage 1			Stage 1	1
		Stage 1-2			Stage 1-2	
		Stage 2	1		Stage 2	1
		Stage 2-3			Stage 2-3	
		Stage 3	1		Stage 3	1
		Stage 3-4			Stage 3-4	
		Stage 4	1		Stage 4	2
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
King George	42	Stage n/a	4	68	Stage n/a	
		Stage 1	7		Stage 1	9
		Stage 1-2	1		Stage 1-2	12
		Stage 2	3		Stage 2	17
		Stage 2-3	9		Stage 2-3	8
		Stage 3	6		Stage 3	11
		Stage 3-4	2		Stage 3-4	5
		Stage 4	10		Stage 4	6
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
Kirkcaldy Heights	1	Stage n/a		9	Stage n/a	
		Stage 1			Stage 1	5
		Stage 1-2			Stage 1-2	
		Stage 2	1		Stage 2	
		Stage 2-3			Stage 2-3	
		Stage 3			Stage 3	2
		Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	2
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages	
Linden Lanes	6	Stage n/a		5	Stage n/a	
		Stage 1	2		Stage 1	2
		Stage 1-2			Stage 1-2	
		Stage 2	1		Stage 2	
		Stage 2-3			Stage 2-3	
		Stage 3			Stage 3	2
		Stage 3-4			Stage 3-4	
		Stage 4	3		Stage 4	1
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
Meadows	70	Stage n/a		51	Stage n/a	
		Stage 1	36		Stage 1	10
		Stage 1-2			Stage 1-2	2
		Stage 2	19		Stage 2	15
		Stage 2-3			Stage 2-3	12
		Stage 3	10		Stage 3	7
		Stage 3-4			Stage 3-4	
		Stage 4	5		Stage 4	5
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
Neelin	0	Stage n/a		13	Stage n/a	
		Stage 1			Stage 1	5
		Stage 1-2			Stage 1-2	
		Stage 2			Stage 2	6
		Stage 2-3			Stage 2-3	2
		Stage 3			Stage 3	
		Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
New Era	24	Stage n/a	3	43	Stage n/a	
		Stage 1	8		Stage 1	29
		Stage 1-2	2		Stage 1-2	
		Stage 2	6		Stage 2	10
		Stage 2-3			Stage 2-3	
		Stage 3	5		Stage 3	3
		Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	1
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
O'Kelly	0	Stage n/a		2	Stage n/a	
		Stage 1			Stage 1	2
		Stage 1-2			Stage 1-2	
		Stage 2			Stage 2	
		Stage 2-3			Stage 2-3	
		Stage 3			Stage 3	
		Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages	
Riverheights	5	Stage n/a		12	Stage n/a	
		Stage 1	2		Stage 1	4
		Stage 1-2			Stage 1-2	
		Stage 2			Stage 2	5
		Stage 2-3			Stage 2-3	
		Stage 3	2		Stage 3	1
		Stage 3-4			Stage 3-4	
		Stage 4	1		Stage 4	2
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
Riverview	33	Stage n/a		43	Stage n/a	
		Stage 1	21		Stage 1	28
		Stage 1-2			Stage 1-2	
		Stage 2	8		Stage 2	10
		Stage 2-3			Stage 2-3	
		Stage 3	3		Stage 3	5
		Stage 3-4			Stage 3-4	
		Stage 4	1		Stage 4	
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
Spring Valley	6	Stage n/a	6	14	Stage n/a	
St. Augustine	25	Stage n/a	2	21	Stage n/a	
		Stage 1	13		Stage 1	5
		Stage 1-2	5		Stage 1-2	2
		Stage 2	2		Stage 2	8
		Stage 2-3	3		Stage 2-3	2
		Stage 3			Stage 3	
		Stage 3-4			Stage 3-4	3
		Stage 4			Stage 4	1
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
Valleyview	4	Stage n/a		5	Stage n/a	
		Stage 1	1		Stage 1	2
		Stage 1-2			Stage 1-2	
		Stage 2	1		Stage 2	2
		Stage 2-3			Stage 2-3	
		Stage 3	2		Stage 3	
		Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	1
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
Vincent Massey	96	Stage n/a		114	Stage n/a	
		Stage 1	22		Stage 1	4
		Stage 1-2	3		Stage 1-2	2
		Stage 2	20		Stage 2	27
		Stage 2-3	7		Stage 2-3	16
		Stage 3	19		Stage 3	33
		Stage 3-4	17		Stage 3-4	10
		Stage 4	8		Stage 4	22
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages	
Waverly Park	28	Stage n/a		39	Stage n/a	
		Stage 1	7		Stage 1	7
		Stage 1-2	3		Stage 1-2	2
		Stage 2	8		Stage 2	12
		Stage 2-3	6		Stage 2-3	4
		Stage 3	4		Stage 3	4
		Stage 3-4			Stage 3-4	2
		Stage 4			Stage 4	8
		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5	
Totals	425	Stage n/a	20	601	Stage n/a	0
		Stage 1	161		Stage 1	177
		Stage 1-2	18		Stage 1-2	23
		Stage 2	83		Stage 2	143
		Stage 2-3	27		Stage 2-3	50
		Stage 3	58		Stage 3	87
		Stage 3-4	25		Stage 3-4	31
		Stage 4	33		Stage 4	71
		Stage 4-5	0		Stage 4-5	1
		Stage 5	0		Stage 5	4